

AMES TRANSIT AGENCY BOARD OF TRUSTEES

ELECTRONIC MEETING
PHONE: US: 1-312-626-6799
ZOOM MEETING ID: 87443616791

VIDEO PARTICIPATION: <https://us02web.zoom.us/j/87443616791>

CYRIDE CONFERENCE ROOM
JUNE 24, 2020

1. CALL TO ORDER: 4:15 P.M.
2. Electronic Meeting Declaration Reading
This meeting is being held electronically because of the COVID-19 pandemic, and the Governor of Iowa's Public Health Disaster Emergency Declaration which included limits on public gatherings; therefore, it is impractical to hold an in-person meeting. (§21.8(1)(c) and §21.3)
3. Approval of May 13, 2020 Minutes
4. Public Comments
5. Transit Board Election of Officers and AAMPO Representative
6. Report of Bids & Award of Contract for 2020 Interior Improvement Project
7. Facility Next Steps
8. Transit Advertising Contract Extension
9. Proposed 2020 Fall Service Schedule Changes
10. 2020 Fall Service Preparation - Informational
11. Transit Director's Report
12. Set Fall Semester Meeting Dates and Times
13. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

May 13, 2020

The Ames Transit Agency Board of Trustees met on May 13, 2020 at 4:15 p.m. via video conference. President Biblioni called the meeting to order at 4:16 p.m. with Trustees Beatty-Hansen, Cain, Jeffrey, Schainker, and Schrader present.

ELECTRONIC MEETING DECLARATION: This meeting is being held electronically because of the COVID-19 pandemic, and the Governor of Iowa's Public Health Disaster Emergency Declaration which included limits on public gatherings; therefore, it is impractical to hold an in-person meeting. (§21.8(1)(c) and §21.3)

APPROVAL OF APRIL 8, 2020 MINUTES: Trustee Jeffrey made a motion to adopt the April 8, 2020 transit board minutes as presented and Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

PUBLIC COMMENTS: None

RECOGNITION OF OUTGOING BOARD MEMBERS: Director Neal recognized outgoing Board President Juan Biblioni and thanked him for being a valued member of the board since 2017, which included three terms, two of which he served as both president and the AAMPO representative. She recounted the many contributions he has made to the system through his ability to assess complex issues and his diligent work to address student and community concerns. President Biblioni said that his time on the board has been the highlight of his college career and he appreciates the great public service being provided as a result of the partnership between the city and the students.

CARES ACT FEDERAL GRANT APPLICATION: Director Neal requested board approval to execute and file a Section 5307 grant application, so CyRide is eligible to receive \$7,028,297 of the \$25 billion made available through the Federal Transit Administration to assist public transit systems with expenses due to the COVID-19 pandemic. She explained the funding would be provided at 100% federal share, with no local match required and would be available until exhausted. She added that the funding must be used to offset costs incurred due to the COVID-19 pandemic and would provide the board additional usage options, when the full effect of the pandemic is known.

Trustee Schainker inquired if the amount received could cover lost revenues for the funding partners and stated the city would need to prioritize their funds. Director Neal answered that it could fund transit specific lost revenues, but CyRide would need to

show the lost revenue was a result of the pandemic. She added this agenda item is only to approve applying for the grant and would bring options for usage back to the board in the future. Trustee Cain shared that there would be no summer activity fees assessed to Iowa State University students due to classes only being offered online, which could further affect revenues for CyRide.

Transit Planner, Shari Atwood, added the funding cannot be used if revenues were simply not received. She explained that service would have to be operated and revenues used to fund service would have to be short due to the pandemic in order to utilize the funding. Director Neal stated she would supply the board with more details about how the money could be utilized as more information from the FTA became available and confirmed that the grant money does not have an expiration.

The Transit Director recommended approval of Alternative #1, which authorizes staff to execute and file a Section 5307 grant application for federal operating assistance in the amount of \$7,028,297.

Trustee Cain made a motion to approve Alternative 1, authorizing the Transit Director to execute and file a Section 5307 grant application in the amount of \$7,028,297 to the Federal Transit Administration. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

STATE GRANT & PUBLIC TRANSIT INFRASTRUCTURE GRANT (PTIG) APPLICATIONS:

Director Neal stated that a grant is submitted annually to the Iowa Department of Transportation to support operational and capital needs. Due to COVID-19, the submission date was delayed until June 1, 2020 for FY21. Director Neal shared some changes were being made to the typical application in order to maximize federal funding and would reduce the local match commitment by \$52,141.

Director Neal reviewed the operating budget portion of the application and explained the four types of funding being requested. She started with State Transit Assistance (STA), which assures funding with no local match, using a formula funding that is provided by new vehicle registration fees in the state of Iowa. Director Neal shared \$800,000 was originally budgeted in this category and prior to the pandemic, \$809,000 was expected to be received, but since that time she has been informed that the sale of motor vehicles may be down as much as 25% due to the pandemic. She stated this revenue source will continue to be monitored and updates will be provided to the board.

Director Neal reviewed the allocation of the Section 5310 Elderly and Disabled Funding, which is also a guaranteed formula funding. She explained that it is used for both the operating budget for the ADA service contract with HIRTA and the capital plan, which funds projects such as the automatic vehicle locating system, annunciators, and bus shelters. She shared this year the Iowa Department of Transportation has nearly

doubled the normal apportionment due to the one-time reallocation of unused grant monies, awarding CyRide \$557,007, whereas in a typical year approximately \$265,000 is received. In order to utilize the \$557,007 awarded and reduce the local match, Director Neal is proposing moving savings from the operating budget to the capital plan budget for FY21.

Director Neal stated that the spreadsheet in the board packet explained the modification details. She said the ADA paratransit program, Dial-A-Ride, is seeing an increase in ridership because HIRTA increased their county-wide program price to \$2.50 per ride, making the \$2.00 per ride price of Dial-A-Ride more attractive to those using their service in Ames. In order to maximize usage of federal dollars, an additional \$15,000 would be allocated to the ADA paratransit program, with a local match of \$3750 needed.

Director Neal explained that 55% of Section 5310 funds can be used to fund traditional services or projects such as the contract with HIRTA for the Dial-A-Ride program and 45% can be used for non-traditional projects. She told the board FTA has confirmed the annual service contract fee for the automatic vehicle locating system and the annunciator service would qualify as a non-traditional project. Funding this contract with 5310 dollars at a rate of 80%, would decrease the local funding share by over \$65,000 per year.

The next section of the grant application using 5310 funds that Director Neal reviewed was the capital portion, which would fund the LED annunciator project that was previously delayed due to lack of funding. Director Neal explained that the project would coincide with the automatic vehicle system annunciator to display approaching stop information on a LED sign within the bus. She added that the 5310 funding would fund the 80% federal match for two, low-floor mini buses, saving \$15,520 in local match.

Director Neal reviewed the next sections of the grant, Section 5339 and Public Transit Infrastructure Grant (PTIG), which are competitive grants and not guaranteed forms of funding. She shared that Section 5339 funding replaces buses at a rate of 80-85% funding, with notification of award later in budget year 2021. CyRide typically is awarded 2-3 buses through this process and any local match requirements would be brought before the board for approval, if not already identified in the capital plan. She explained that the PTIG grant is funded through the Rebuild Iowa Infrastructure Fund (RIIF), which gets revenues from casinos in Iowa. These funds are allocated in the budget for the HVAC projects, which replaces units beyond their useful life. Due to the pandemic, the amount available will likely be less, so staff has reduced the PTIG amounts in the capital plan to reflect this likelihood.

The Transit Director recommends approval of Alternative #1, to submit an operating and capital application to the Iowa Department of Transportation that would reduce the local match commitment by \$52,141.

Trustee Beatty-Hansen made a motion to approve alternative 1, which approves the FY2021 State Grant and Public Transit Infrastructure Grant applications as presented. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

HIRTA CUSTOMER FEEDBACK & CONTRACT: Director Neal explained the requirements and history of the complementary paratransit service. In 2018, the board approved a 3-year contract with HIRTA (Heart of Iowa Regional Transit) that needs to be renewed each year. She further explained that if the board wishes to discontinue contracting and have CyRide directly operate the service, additional drivers, dispatchers, new vehicles and software programs to dispatch trips would be needed and would incur a large expense, amounting to approximately \$1 million dollars the first year and \$600,000 each year thereafter. Director Neal also explained that the approximately \$265,000 in Elderly and Disabled federal funding from Section 5310 funds 80% of the Dial-A-Ride service and cannot be used if CyRide operates the service directly.

Director Neal stated that each year surveys are distributed to customers to assist the board in evaluating the service. In February, 124 surveys were sent to customers via mail and were followed up via telephone, resulting in 28 responses that were included in the board packet. Director Neal reviewed the performance goals set by the board and provided a comparison of the results from FY2019 to FY2018, stating results were similar. She added that HIRTA has committed to evaluate the on-time performance and passenger rides after the pickup window measures that were lower in FY2019 on a weekly basis and report to CyRide on a monthly basis.

Director Neal summarized the contract renewal, explaining that the details are in the letter of intent from HIRTA in the board packet. She pointed out that the rate increases of 3.1% and 3.125% are within the industry standard. She also shared the contract would be modified to reflect weeknight service that begins at 8 p.m., instead of 6 p.m. HIRTA operates their service until 8 p.m. and has been charging us that way, which saves CyRide approximately \$26,000 each year. Trustee Schrader asked for clarification on why a 6 p.m. start time was in the contract and how it would save money. Director Neal replied the time listed in the contract was never updated to reflect 8:00 p.m. as the time when HIRTA ends their service. She explained that trips after 8:00 p.m. are charged an hourly rate, which is higher than the per trip rate charged when HIRTA is running their service.

The Transit Director recommends approval of Alternative #1 to continue to contract with HIRTA to provide Dial-A-Ride service for the next fiscal year and amend the weeknight trip times to begin at 8:00pm.

Trustee Schrader made a motion to approve alternative 1, which approves continuing the contract with Heart of Iowa Regional Transit Agency (HIRTA) for the 2020-2021 budget year at a 3.125% rate increase on weekday trips, with a 3.11% rate increase on

weeknight and weekend rates, and to amend the contract to reflect the 8:00pm change for the start of weeknight trips. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

APPROVAL OF PLANS & SPECIFICATIONS FOR THE 2020 INTERIOR IMPROVEMENT

PROJECT: Director Neal explained multiple HVAC improvements and office space improvements are needed, including replacement of rooftop unit 12 (RTU-12). The portion of the building that was constructed in 1984, was previously excluded from the 2020 HVAC Improvement Project due to budget constraints. She stated additional office space is also needed for the Chief Safety Officer position that is now required to be implemented by December 2020.

Director Neal said during a review of outstanding grants it was found there was \$95,000 of existing grant money left from the construction of the building that could be used to fund the proposed projects. She further explained \$35,000 for the local match portion was already included in the Capital Improvement Plan under facility improvements.

Director Neal went over the proposed timeline, stating the grant would have to be spent down by September to avoid losing the \$95,000 that was left. Bids would be due on June 17, 2020, with reports of the bids provided to the City Council on June 23, 2020. In order to complement this timeline, Director Neal asked that the date of the next Transit Board meeting be changed to June 24, 2020 to get board approval for the award of the contract, which could then be taken to the City Council for approval at the July 14, 2020 meeting.

The Transit Director recommends approval of Alternative #1, which approves the CyRide 2020 Interior Improvements Project plans and specifications, so they may be released for bid.

Trustee Beatty-Hansen made a motion to approve alternative 1, which approves the plans and specifications for the CyRide 2020 Interior Improvements Project. Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

FY21 FUEL PURCHASE BID: Director Neal reviewed the fuel bid contract for July 1, 2020 to June 20, 2021 that purchases fuel on a mark-up/deduct on market rate. She explained bids were due on May 6, 2020 and four bids were received. She shared that staff has analyzed usage for 2019 and based on the analysis, found Keck Energy of Des Moines to have the low bid for the 400,000 gallons of budgeted fuel. Trustee Cain asked how this compares to market rates. Director Neal explained this would be a contract rate and not a futures contract as in previous years. The proposed contract considers a deduction on the current market rate.

The Transit Director recommends approval of alternative #1, approving a contract award to Keck Energy of Des Moines, IA for fuel purchases from July 1, 2020 until June 30, 2021 at a not-to-exceed contract amount of \$1,100,000.

Trustee Jeffrey made a motion to approve alternative 1, which approves the award to Keck Energy as the overall lowest bidder for fuel purchases from July 1, 2020 until June 30, 2021 at a not-to-exceed contract amount of \$1,100,000. Trustee Schrader seconded the motion. (Ayes: 6 Nays: None) Motion carried.

BUS WASH: Director Neal reviewed the Bus Wash Renovation Project, which had a budget of \$646,303 awarded to Harold Pyke Construction (HPC). The project was started in May 2019 and was near completion by September 2019, with only two contract change orders totaling \$4793, due to a delay by the manufacturer for an overhead fire door. Director Neal stated that as of May 7, 2020, all contract requirements had been met by HPC.

The Transit Director recommended approval of alternative #1, accepting the CyRide Bus Wash Renovation Project as complete and releasing retainage in the amount of \$31,100.95 to HPC L.L.C.

Trustee Cain made a motion to approve alternative 1, which accepts the CyRide Bus Wash Renovation Project as complete and releases retainage in the amount of \$31,100.95 Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

TRANSIT DIRECTOR'S REPORT:

Conflict of Interest: Disclosure forms are needed from all City staff, council members and board members annually. Please use the information in the board packet to digitally complete the form by 5/31/20.

Ames Intermodal Facility (AIF) One-Time Parking Permit Refunds: Director Neal had previously asked board members for authorization via email for approval of a two-month refund for those that surrendered their parking permits. ISU Parking Director, Mark Miller, said refunds would total approximately \$1300 and would be covered by the AIF revenues.

Temporary Waiver of Municipal Code Section 26A.3(1)(b) Requirements: Due to the pandemic, a waiver was requested for the requirements of how Student Transit Board members are appointed for the 2020 year. The resolution was approved by the Ames City Council and is attached to the board packet.

On Call Architectural Engineering Services: A Request for Qualifications (RFQ) for an on call architectural and engineering services is being prepared to address the needs of the building. Staff will present the board with an award of contract after the receipt of bids.

Emergency Preparedness: Staff has been reviewing and updating plans for severe weather and flooding by checking supplies and updating operational response plans.

COVID-19 Update: Personal protective equipment has been replenished and all employees have been provided a fabric mask to wear when in close contact with other people. The #7 Purple route has been temporarily suspended with passengers directed to use the #1 Red or #11 Cherry routes. #11 Cherry and #23 Orange routes have had their frequency reduced due to significant decreases in ridership. Staff is continuing to monitor ridership and social distancing efforts. CyRide leadership is very proud of their team's hard work during this challenging time.

Next Meeting Date: Wednesday, June 24th at 4:15pm and future dates are to be determined.

Adjourn: Trustee Jeffrey made a motion to adjourn the meeting and Trustee Cain seconded the motion. The meeting was adjourned at 5:02 p.m. (Ayes: 6 Nays: None) Motion carried.

Juan Bibiloni, President

Julie Brousard, Recording Secretary

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: June 24, 2020
SUBJECT: Election of Officers and AAMPO Representative

INFORMATION: Annually, the Transit Board of Trustees elects new officers as required by the Ames Municipal Code, Chapter 26A for the positions of President and Vice-President. These elections are typically held in June of each year. The current President is Juan Bibiloni-Rivera, whose term has ended on the board. The current Vice President is Liz Jeffrey.

In addition, Juan Bibiloni-Rivera was the CyRide representative on the Ames Area Metropolitan Planning Organization (AAMPO). Therefore, there is a vacancy in this position as well.

The Transit Board will need to elect officers for the 2020-2021 year. Nominations may be taken from the floor for these positions.

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: June 24, 2020

SUBJECT: Report of Bid and Award of Contract for CyRide 2020 Interior Improvement Project

BACKGROUND: The CyRide 2020 Interior Improvements Project (Bid No. 2020-152) was released on May 27th, 2020, with bids due on June 17th, 2020. Plans and specifications called for updating aging heating, ventilation, and air conditioning (HVAC) equipment, along with altering interior spaces to correct workspace HVAC deficiencies and creating a workspace for the newly required Chief Safety Officer position. The project was bid with the three alternates:

- Alternate #1: Install blinds in all offices on the second floor, north side.
- Alternate #2: Install a bottle filler on second floor.
- Alternate #3: Replace all remaining corridor lights with LED fixtures.

Four complete bids for the project were received from central Iowa companies. Story Construction Company of Ames, Iowa submitted the low base bid of \$97,975.00 which came in under the A&E construction estimate of \$112,423.41. The total project budget is \$129,767 with a local contribution of \$35,000. This local funding is included in the FY 2020 capital plan and can match remaining federal funding secured for facility improvement projects. See the Capital Funds table below.

Capital Funds Available	Federal Funds	Local Funds	Total
CyRide 5309 Grant – 80%	\$94,767	\$23,692	\$118,459
CyRide’s Capital Budget– 20%	—	\$11,308	\$11,308
Total Project Budget	\$94,767	\$35,000	\$129,767

With the favorable base bid CyRide is able to accept Alternate #1 for \$3,400 and Alternate #3 for \$1,245. Alternate #2 came in significantly higher than the A&E estimate and not selecting this option will allow for an adequate contingency fund of \$16,885 after A&E fees. The project budget and bid specifics are provided in the table below.

Bidder	Base Bid	Alternate #1	Alternate #2	Alternate #3
Story Construction Co.	\$97,975.00	\$3,400.00	\$15,445.00	\$1,245.00
Trinity Construction	\$112,500.00	\$2,400.00	\$12,750.00	\$1,650.00
Bergstrom Construction Inc.	\$117,000.00	\$2,000.00	\$12,000.00	\$2,000.00
Lang Construction Group, Inc.	\$119,760.00	\$1,820.00	\$15,980.00	\$1,740.00

Item	Description	Amount
Story Construction Co. Base Bid	-	\$97,975.00
Add Alternate #1	Install blinds in all north side offices	\$3,400.00
Add Alternate #3	Replace all remaining corridor lights with LED fixtures	\$1,245.00
Total		\$102,620.00

ALTERNATIVES:

1. Award a contract to Story Construction Company of Ames, Iowa for the bid amount of \$102,620. This bid amount includes Alternate #1 and #3.
2. Reject the bids and direct staff to modify the project to reflect Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to award a contract in the amount of \$102,620 to Story Construction Company of Ames, Iowa. This project will allow CyRide to move forward with replacing aging equipment and will help prepare for future staffing requirements.

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: June 24, 2020

SUBJECT: Facility Next Steps

BACKGROUND: In 2017 CyRide began an examination of its facility needs and possible solutions to address infrastructure gaps, at a time when CyRide had experienced its highest ridership to date. Through this process over the past two years CyRide has developed data and analyses to identify facility industry standards, current and potential space needs, possible expansion sites, and documentation of the Federal Transit Administration (FTA) requirements regarding facility expansion. The latest facility expansion project action approved by the Transit Board of Trustees in August 2019 was the Title VI Equity Analysis and Public Hearing.

Starting in March 2020, ridership precipitously declined as COVID-19 began to spread in earnest, accompanied by governmental restrictions and Iowa State University suspending in-person classes. Ridership has begun to rise but is still far short of normal levels. The economic impact of this situation is not yet fully realized, but it is likely to result in significant revenue shortfalls in the immediate future and may create instability in outlying years as well.

INFORMATION: In the deeply uncertain climate of the pandemic, CyRide is seeking guidance from the Transit Board about whether to proceed with continued planning toward implementing a second facility site at the present time. A delay of one year could allow for the full impact of the circumstances to become known, which would allow the Transit Board to proceed with a better idea of CyRide's future facility needs. If the Transit Board desires to continue with this project immediately and work toward a possible federal grant application the following steps would be required. Additional information is detailed in the CyRide's Facility Expansion Road Map attached to the board packet.

- Select a Preferred Facility Site (Site #13 or #17)
- Recalculate CyRide's space needs to reflect current fleet size and HIRTA space needs
- Approve Funding for NEPA and Real Estate Appraisal/Re-appraisal

- A Decision on Negotiating for a Land Purchase, Before Submitting a Grant Application
- A Decision on Coordinating CyRide/HIRTA Functions within the Site/Facility
- Approve a Local Match Commitment and Submit a Facilities 5339 Grant

ALTERNATIVES:

1. Temporarily delay the facility expansion project for one year.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends adoption of Alternative #1, suspending further examination of a possible CyRide facility expansion for one year. This delay would allow CyRide to develop better projections about future ridership and allow the extent of the financial situation to be better evaluated.

CYRIDE FACILITY EXPANSION ROADMAP

BACKGROUND

Need for A Second Facility

Over the past twelve years, CyRide has grown from a transit service providing approximately 4 million rides to approximately 6.5 million rides at its peak, with a fleet that grew from 61 to 95 revenue vehicles. However recently, with the implementation of CyRide 2.0, the fleet has been reduced to 84 buses through enhanced operational efficiencies. This rapid growth has left the transit system with functions undersized and a lack of space to park buses at its current facility (currently over 15 buses are being parked outside) with additional vehicles being parked off-site at a City of Ames-owned gravel lot. The needs analysis (based on a 95 bus fleet at that time the study began) found that CyRide's current operations should be cited on a lot of at least 10 acres - it currently has 4.5 acres available (42% of its space needs). Additionally, this lack of space has created other issues such as: on property accidents have risen dramatically due to the site's congestion and "L" shaped configuration as a result of five expansions, the maintenance department is land-locked and cannot be accessed at various times of the day, and having half of the bus fuel/wash functions that are needed for CyRide's fleet. As a result, CyRide staff, with approval from the Transit Board of Trustees, began a facility feasibility study in 2017.

Facility Needs Analysis

Over the past twelve years, CyRide has worked with the Transit Board of Trustees regarding its lack of facility infrastructure. There is a strong desire by some board members to only have operations at the current site; however, with the growth and the space needs identified this was found to not be possible. Past studies have examined building variations at the current site (including a two-story facility, parking ramps and off-site employee parking) and the availability of adjacent land. Feasible options for these scenarios have not been identified. Two site analyses have been completed. The first was approximately 10 years ago and resulted in the decision to expand at the current site (newest bus storage area) and the second analysis resulted in locations that the board did not believe could be pursued, and therefore, chose to have buses parked outside and at a temporary gravel lot.

Over the past 24 months, another effort to identify a solution to its space needs was undertaken by CyRide staff and the Transit Board. With ridership stabilizing to slightly declining, as opposed to its continued growth, it was believed by staff and the board that it was time to "right-size" CyRide's infrastructure to its new higher, sustained level of operations. A formal Facility Feasibility Study was initiated that consisted of three phases as follows on the next page:

- Identification of Need (Space Needs Analysis)
- Review of Current and Adjacent Site Possibilities
- Site Analysis for a Remote Second Facility

Each step in this process, and methodology used to evaluate the options, are contained in the document, "*CyRide Facility Feasibility Study*." In summary, CyRide's staff/board narrowed the possible 188+ sites originally identified down to two potential sites, both outside of the Ames city limits, but within one mile by using the following acreage requirements taken from the space needs analysis for 95 buses:

- CyRide Second Facility (utilizing current location as well) - 8 acres
- CyRide Full Operations at New Site (based on a fleet of 125 Vehicles) - 15 to 16 acres + 2 acres for a training course per FTA safety requirements in 2020 -18 acres in total
- HIRTA Story County (based on a cursory evaluation of functional space needs, not a space analysis study) - 2 acres

As a result, it was determined that a minimum of 20 acres was desired for a site. After numerous conversations regarding possible sites, it was the desire of the Transit Board to be outside of the city limits, so that CyRide's operations would not pose a conflict with current and future development. Both top sites are large enough (21 - 26 acres) to accommodate its second facility, as well as for CyRide to leave the opportunity open in the future to consider reconsolidating all operations at the new site and vacate its current facility. With a possible space needs analysis, HIRTA's Story/Boone County operations could also be co-located at these locations for greater efficiencies and improved communication with CyRide's ADA paratransit contractor. This could also strengthen a future federal grant's desirability with a regional-small urban collaboration.

Current (Phase I) Planning Efforts

Currently SRF's Consultant and CyRide staff are working on the following to provide information for the Transit Board to determine if it desires to move forward with additional work, selection of a "preferred" site alternative and a federal construction grant application in the future (This is referred to as "Phase 1" of the facility planning process).

- Title VI Equity Analysis - This work was completed in September 2019 per FTA requirements as part of the Facility Feasibility Study and includes the top two sites that have been chosen for further consideration. **Information Gained: Social Justice issues, public interest/concerns**
- Meeting with FTA - This meeting was held in late September 2019 between the SRF Consultant, CyRide staff with Region 7 staff. The purpose was to view the two top sites, discussed concerns and processes for historical and environmental requirements and to determine if any additional steps would be needed in these

areas. Also, a list of FTA Planning Department questions were provided to the regional staff person to request further clarification of the FTA requirements to allow a grant application to be submitted. **Information Gained: FTA process(es) required, site and grant issues, concerns and timeline**

- Contact with Boone/Story County - The two site finalists (Site #13 and Site #17) are located in two counties - Boone and Story County. Emails were sent to county representatives to gain further information on these two sites, including information on zoning, utilities and development issues at the sites in order to determine which site would be most advantageous to CyRide. A meeting would be beneficial with both entities when time allows. **Information Gained: County-level issues/concerns, processes, policies, utility information**
- Meeting with City of Ames - When time allows, a meeting with the City's Planning Department and possibly the City's Development Review Committee, which consists of all city departments involved in development of a site. **Information To Be Gained: Land Use Policy Plan/ Comprehensive Plan issues, procedures for change, utility/development issues and whether the City desires to provide utilities to the site.**
- HIRTA - A preliminary "interest" discussion was held with the HIRTA Director regarding their Story and Boone County operations. During this discussion, HIRTA's Executive Director indicated an interest to coordinate its facilities with CyRide by consolidating both of its county operations at the new site. A meeting, as time allows, would need to be held to formally discuss space needs and determine if Boone and Story county operations could/should be located at the new site. Their space needs could be input into the space needs software program utilized by CyRide to determine the acres needed for these operations to ensure that the combined CyRide and HIRTA needs can be accommodated on both top sites. **Information Gained: Can all of CyRide and HIRTA's operations fit on both top sites, any information gained from this discussion on how to coordinate facility needs for both organizations is information that can be utilized in a future grant application as well.**

A sample activities schedule for the Phase 1 and Phase 2 activities is included in the Appendix for illustrative purposes to demonstrate how and when activities would need to be accomplished to have an application ready for the 2021 round of BUILD grant applications. Due to federal NEPA/Appraisal requirements, it would be nearly impossible to complete these activities prior to a grant submission for a 2020 BUILD grant. These activity timelines could be modified/lengthened if it is decided to apply in later rounds of BUILD grant opportunities.

Board Decisions

CyRide's Transit Board of Trustees have taken formal action four times over the past 24 months to provide direction to staff regarding a facility expansion at a second site.

These actions are as follows:

- May 29, 2018 Meeting - Trustee Schainker made a motion to move to complete a Site Analysis study for Option #3 (*second site more than 1/4 miles from current CyRide facility*), including an 18 to 20 acre site and to not proceed with additional studies at this time.
- November 14, 2019 Meeting - Trustee Nelson made a motion to approve the elimination of three sites from consideration (1100 S. Dayton Ave. 1825 Dayton Ave., and 5699 Westfield Dr.), contact private land owners and conduct a field site review on the remaining sites.
- March 12, 2019 Meeting - Trustee Schainker made a motion to select Site #13 as the “preferred” site and second, to apply for the BUILD planning grant and third to complete an analysis on the utilities, water, sewer, with the City and maybe county, while waiting for the grant results.
- June 13, 2019 Meeting -
 - Trustee Cain made a motion in favor of alternative #1, to rescind the previous board action as follows: Rescind the action taken in the March 12, 2019, board meeting to select Site #13 as the “preferred” site and second, to apply for the BUILD planning grant and third to complete an analysis on the utilities, water, sewer, with the City and, maybe, county, while waiting for the grant results. (*It was determined that a public meeting was required by FTA regulations before the Transit Board could take action on a "preferred" site and, as a result, the previous motion was rescinded*)
 - Trustee Jeffrey made a motion to move forward with Alternative #1, directing staff not to submit a 2019 BUILD planning grant, but complete the federal requirements of the Title VI Equity Analysis on Sites #13 and #17. Trustee Jeffrey amended the motion to say moving forward with Alternative #1, directing staff to not submit a 2019 BUILD planning grant, but complete the federal requirements of the Title VI Equity Analysis on Sites #13 and #17 at a cost not to exceed \$10,000.

Next Steps

At the completion of Phase I, staff will have information to better gauge whether one or both sites will be suitable for the development needed and whether there are any fatal flaws with either site, such as Title VI discrimination findings. Based on this information, the Transit Board will be able to determine if the study should be continued and additional dollars spent to prepare for a future grant application, such

as completing the NEPA process, which in turn would provide the last piece of the Transit Feasibility Study. This document, in total, must be approved by FTA for a project to be considered for federal construction funds. (A checklist of activities to be completed prior to applying for a federal grant is included in the Appendix.)

FTA REQUIREMENTS

There are several FTA steps to develop a facility construction project that can be considered for federal funding. Each is briefly described below, including an explanation of where CyRide is at in the process.

Feasibility Study

CyRide/SRF staff has completed a draft of this document, including the process, criteria and results of the alternatives analysis portion of this study; as well as the original space needs analysis, based on a fleet of 95 buses, and this information, as well as the project justification, is included in the document entitled, "*CyRide Facility Feasibility Study*." The space needs will need to be updated and HIRTA's space needs added to the document once these calculations are completed. The following recaps the individual requirements contained within this document:

- **Title VI Equity Analysis** (analysis and public input requirements)
- **NEPA**

The Feasibility Study, including the above cited analysis, must be completed and approved by the FTA Regional Office, before FTA will consider the project "ready" for consideration in a construction grant.

Title VI Equity Analysis

This document is completed and has been submitted to CyRide.

NEPA Document - Environmental/Historical Analysis

This document has not been started and would be the next step in the process to secure a second site. FTA indicated that a Phase 1 Environmental Assessment would most likely need to be done, in addition to the NEPA documentation, and if anything was found in the Phase I Assessment, a Phase II Assessment would be needed. The Phase I and II Assessments would be required to be completed by a consultant licensed in this field per ATM 27-13 standards; however, CyRide could choose to complete the NEPA document internally. An On-Call contract or RFP could be developed to complete the required pieces of these documents. Per a consultant's estimate, the cost per site for a third-party to complete these documents is as follows:

- NEPA - CyRide or Consultant - \$7,500 per site if completed by Consultant
- Phase I Environmental Assessment - Consultant Required - \$5,000 per site
- Phase II Environmental Assessment - Consultant Required - Varies depending on what is found in previous NEPA and Phase 1 analysis
- Noise Assessment - Site #17 only - Consultant Required - \$2,000 per site

These Assessments would be applicable for a 2-3 year maximum period and if the process extends beyond this, the entire NEPA process would need to be repeated. FTA also indicated that an assessment could be completed for multiple sites that are within 1/2 mile of each other; therefore, the newly discovered parcels (as a result of the public input process) near these original sites, could be included in the analysis, which would potentially reduce the need to redo this process if the nearby site(s) were preferred over the original. This provides more flexibility for staff/board to choose the best site for CyRide.

In reviewing both site finalists, FTA indicated that there were similar concerns for both sites (utility pole placement, culverts, wetland areas; however, they indicated that Site #17 could have more wetland issues and this site would require a noise assessment, as it is near a residential area.

The FTA representative indicated that there is a good possibility that only a Documented Categorical Exclusion (dCE) would be required, as opposed to a full Environmental Assessment, as all parcels being considered are currently open farmland. However, they indicated that a special analysis would need to be completed by FTA staff by reaching out to the United State Department of Agriculture, as all sites are currently used as farmland - NRCA analysis. FTA would also reach out the State Historical Preservation Officer in Iowa to determine if there are any historical findings on the sites being considered. Both these analyses must be federal government to federal government discussions and no actions are required by CyRide staff.

FTA indicated that once the Assessments are completed and submitted to the Regional Office, it would take FTA approximately 4 months to review the documents, reach out to the other federal agencies (USDA and SHPO) and be in a position to consider approving the environmental/historical process. Once NEPA approval is received, then CyRide could begin the land acquisition process required by FTA.

Real Estate Appraisal/Reappraisal

This is an FTA requirement for procurement of land funded with federal dollars or to be used as "in-kind" local match to a grant. The process requires an original appraisal and then a re-appraisal by a different appraiser. Per quotes from Real Estate Appraisal firms near Ames (JRM Appraisals, Inc. - Ames and Rally Appraisals LLC - Des Moines), the cost for these appraisals would be approximately \$1,500 to \$2,500 each and, at the time of inquiry, their lead time was 5 - 6 weeks to begin the appraisal. These appraisals would

need to follow FTA guidelines on Real Property as described in FTA's Circular 5010.1E, Chapter IV, Real Property, which require the appraisals, as well as FTA concurrences throughout the process. It also delineates how to address possible land purchase in excess of the appraisals and when/how CyRide could reach out to the preferred property owner to begin the negotiation process.

Recommendation: Budget \$5,000 - \$6,000 for these appraisals (slightly higher due to the requirement for FTA to concur, which might require additional information. This could result in additional work that might need to be done and increase the average price).

Federal Grant Awards to Iowa

When meeting with Iowa's Congressional Delegation in Washington DC, their Transportation Aids have indicated that when FTA allocates funds in a program (like the BUILD grant) throughout the nation, Iowa typically will not receive more than \$8-\$9 million in federal funds. This is what happened with the Ames Intermodal grant where CyRide asked for more than \$30 million and received \$8.9 million. This can be used as a point of reference in determining your budget for a BUILD grant.

STATE REQUIREMENTS

If CyRide decides to apply for the State of Iowa's Public Transit Infrastructure Grant (PTIG), either as additional local match to a federal grant application or after a federal grant is received to increase the construction budget, the Facility Feasibility Study was completed using both the FTA guidelines and the State's Office of Public Transit Guidelines, so the Facility Feasibility Study format should suffice for their purposes as well. This program requires a specific facility infrastructure project; therefore, to have CyRide's project viewed more favorably for a grant award, it is recommended that a portion of the new facility be identified that matches the program's funding requirements (maximum of \$600,000 state funding per transit system) that would enhance the building i.e. employee breakroom or money room.

LOCAL REQUIREMENTS

Space Needs - CyRide

The space needs below were calculated in mid 2017 and the results reported to the board at their October 25, 2017 board meeting, using an industry experts space planning software program. The result of this program analysis is as follows:

Building Areas	CyRide 1 Current Sq. Ft.	CyRide 1 Program Sq. Ft. for 95 Buses (Industry Std.)	Variance Sq. Ft.
Administrative	3,800	5,400	-1,600
Operations Areas	7,500	7,800	-300
Vehicle Maintenance Areas	8,700	30,400	-21,700
Parts Storage Areas	1,300	5,800	-4,500
Interior Bus Parking Area	59,690	116,505	-56,815
Service Areas	4,500	6,500	-2,000
Exterior Vehicle Parking	32,598	43,000	-10,402
Exterior Storage Areas	400	1,600	-1,200
Storm Water Management	0	0	0
Site Circ./Setbacks/ Landscaping	137,397	217,000	-79,603
Total Sq. Ft.	255,885	434,000	-178,115
Acres	4.5	10	-5.5

The results found that CyRide's fleet of 95 buses and support services, at the time, were operating in an area less than 1/2 the size it needs. In addition, almost every functional area was undersized. The challenges of this type of space issue has resulted in increasing on-property accidents, a land-locked maintenance area after 5 pm and many other issues as documented in the report to the board.

The fleet size as of the fall 2019 is, however, smaller as a result of the comprehensive operational analysis (called System Redesign/CyRide 2.0), which was implemented in the fall of 2018, and refined for the fall 2019 school year. As a result, it is recommended that CyRide staff revise the space planning needs through the software program and identify its current needs. However, to plan for the future, the FTA allows up to a 25% increase in the fleet size to ensure that adequate space is available in the future. Therefore, it is recommended that CyRide use the current 84 bus fleet as the "average" fleet size anticipated for the next 10+ years and add 25% to this to ensure that a second site can accommodate all current and future transit needs, avoiding its current situation of too small a space and being land-locked around its existing property. This planning guideline would accommodate, and plan for, adequate space for a maximum of 105 total buses (84 x 1.25%). CyRide's bus fleet size will vary depending on Iowa State University's enrollment and developments patterns, so it is recommended that the "84 bus fleet" be used as the basis for all facility planning needs, with a 25% growth factor figured in as this will eliminate the need to project the facility size based on a varying fleet size based on factors that CyRide un not able to control.

Recommendation: *Revise CyRide's space planning needs through the software program as follows:*

- Current Fleet/Acreage Requirements- *To establish the space needs for the "average" fleet size and acres needed*

- Maximum Fleet/ Acreage Requirements - To establish the space needs for the "maximum" bus fleet that could reasonably happen over the next 10-20 years and acres needed
- Facility Feasibility Study - Update this document to reflect the new needs analysis

HIRTA Space Needs

In September 2019, HIRTA confirmed their interest in being a part of a possible new facility, as the sites being considered are ideal for consolidation of their Story and Boone County operations. This would allow their organization to eliminate renting two facilities and instead share a facility with CyRide that could better meet their needs (more functions) and allow for a level of coordination between the two agencies, as CyRide contracts with HIRTA for its ADA-required Dial-A-Ride service and leases three vehicles to their agency for this service.

Recommendation: Meet with HIRTA to develop their space needs through the software program as follows:

- Current Fleet/ Acreage Requirements - To establish the space needs for the "average" fleet size and acres needed
- Maximum Fleet / Acreage Requirements - To establish their space needs for the "maximum" bus fleet that could happen over the next 10-20 years and acres needed
- Facility Feasibility Study - Update this document to reflect the HIRTA needs analysis

Space Needs Versus Acreage Comparison

Once all space needs are identified for both agencies, compare the total acreage needed to the two top sites to ensure that both locations are large enough to accommodate all functions today and within the 20-year planning horizon. Previous calculations that would need to be modified are as follows:

Agency	Space Needs
CyRide - 95 Bus Fleet + 25%	15-16 acres
CyRide Bus Training Course	2 acres
HIRTA	2 acres
TOTAL	19-20 acres

Recommendation: Revise total space needs and compare to site finalists.

Transit Board Requirements

There are five main decisions that the Transit Board will need to make to proceed forward to a BUILD construction grant:

- Choosing a Preferred Site
- Approving Funding for NEPA and Real Estate Appraisal/Re-appraisal
- Decision on Negotiating for a Land Purchase, or Not, Before Submitting a Grant Application
- Decision to Coordinate CyRide/HIRTA Functions within the Site/Facility
- Approve a Local Match Commitment and Submitting a BUILD Grant

Choosing A Preferred Site

At the March 12, 2019 board meeting, board members chose Site #13 as their preferred site. After this approval, it was discovered that FTA requires a completed Title VI Equity Analysis before a preferred site can be chosen. Therefore, the board at their June 2019 meeting rescinded this approval and directed staff to complete this analysis. This analysis, including public input meeting, was completed in late September 2019 and will need to be included in the Facility Feasibility Study. There were no findings of adverse impact or discrimination found on the top two sites.

With the Title VI Equity Analysis completed, the board may choose to consider selecting a site as their preferred location. However, recalculating CyRide and HIRTA's space needs and comparing the space needs to the two sites should be completed, as a minimum, prior to the development of a staff recommendation and board consideration of the site to ensure that all functions can "fit" on the site. If time allows, meetings with the counties and the City of Ames staff would be beneficial to allow staff/board members to be assured that there are no insurmountable issues with either site before a preferred site is selected.

Approving Funding for NEPA and Real Estate Appraisal/Re-appraisal

The last piece of the Facility Feasibility Study, required by FTA, is to complete the National Environmental Protection Act (NEPA) documentation for inclusion in this document. The Transit Board would need to approve funding for this activity as portions of the requirement must be completed by a consultant. Details about the cost is included in the "FTA Requirements" section of this document.

To expedite the process, the Transit Board could approve both the NEPA and appraisals to complete the environmental/historical requirements and establish the lands "fair market value" per FTA requirements, contingent upon an approved FTA NEPA document. Combining this approval would allow the board to understand the cost of the land for budgeting/local share purposes and also be in a position to either begin

negotiations for its purchase or have an understanding (Letter of Commitment or land option) with the land owner about possible future purchase, if a grant were received. The other option would be to gain approvals of these two processes one at a time. The steps to accomplish these and cost of the activities were discussed in the "FTA Requirements" section of this document.

Decision on Negotiation for a Land Purchase, or Not, Before Submitting a Grant Application

Upon completion of the above appraisal activity, the board would then need to decide two issues- If they desire to begin the land negotiation process prescribed by the FTA and if they want to purchase the land and have it be considered as in-kind local match to a grant or whether a letter or commitment/purchase options is the best option for the grant and local community. It would be beneficial to have completed the FTA-required land appraisal and re-appraisal before the board considers this decision, so that board members are more comfortable with the decision and, if they decide to begin negotiations, CyRide would be negotiating from a strong, informed position.

Decision to Coordinate CyRide/HIRTA Functions within the Site/Facility

A meeting to discuss preliminary thoughts on how to share functions, operating costs of the facility and local match capability would need to be discussed and presented to the Transit Board, so that they can determine whether it will be a CyRide only or shared facility, prior to finalizing budgets for the grant, conceptual drawing and submitting a grant application.

Approve a Local Match Commitment and Submitting a BUILD Grant

Prior to or after release of the NOFA for the BUILD grants, the Transit Board would need to approve a local match and formally approve submitting a grant application. HIRTA would also need to gain these approvals from their Trustees as well. Approving this action as soon as possible will aid staff in preparing a better application as this application is one of the more arduous FTA grant's to submit.

County Requirements

Site #13 resides in Boone County and is currently zoned as commercial; whereas, Site #17 resides in Story County and is zoned agricultural (site map included in Appendix). Meetings with the counties have not been held to identify their requirements for the two sites (zoning, utilities, etc.), challenges that will need to be overcome if possible, and any process(es) and their timeframes that might be needed to be able to construct a facility on each land parcel. County contacts for each site are as follows:

- **Site #13 (Boone County)** - Mike Salati, Director of Planning and Development; msalati@boonecounty.iowa.gov
- **Site #17 (Story County)** - Jerry Moore, Planning & Development Director, Story County; JMoore@storycountyiowa.gov

Preliminary discussions on each site were held with the county representatives via email in late July 2019 to provide a basic understanding of the needs at each site. The following summary and table details the information learned.

- **Site #13** - Need to review the county's use classifications in Section 4.16 of the County's Zoning Ordinance and 4.10 - C-1 Zoning District classification and then send information to Mike regarding the site's classification, so that he can determine what needs to be done to accommodate rezoning. He is willing to meet, along with the County Engineer to determine utility and zoning issues for the site.
- **Site #17** - This site is within the Ames Urban Fringe Plan (AUFPP) designated as an Urban Residential Area and discussions with the City of Ames would need to take place to determine if this site is viable. He also indicated that under this designation, the site would need to be annexed into the City and developed under City of Ames standards. To change the designation, the City, County and Gilbert would need to agree to an amendment to the AUFPP or the site would need to be annexed into the City of Ames. If not annexed, but agreed upon by the three parties, he indicated that the County's process would include: Conceptual Review of the project with county staff, submittal of a Conditional Use Permit (CUP) application, review of the CUP by county staff and the Planning and Zoning Commission, action taken by the Board of Adjustment. Utility/planning information for the sites are contained in the table below.

Local Government Site Considerations	Site #13	Site #17
Water	Unknown at this time	Xenia rural water, approximately 1/2 mile from the site
Gas	Unknown at this time	At the site, extending through the central area of the property in an east/west orientation
Sewer	Unknown at this time	Unknown at this time
Electric	Unknown at this time	Unknown at this time
Zoning Change Needed	Yes	Yes
AUFPP Policy Change Needed	Yes	Yes

Recommendation: Set a meeting with each county representative to understand zoning requirements/changes needed, other processes needed prior to gaining building permits and any obstacles of rural versus City of Ames utilities to the sites (City of Ames Electric Department - Don Kom - has indicated a desire to have the new facility be on Ames Electric services).

City of Ames

Both top sites are located outside the city limits, but within the City of Ames Urban Fringe Plan (AUFPP) designated as Urban Residential Areas and subject to agreements with the counties as to how the areas will be developed. Currently both sites do not conform with this plan and, therefore, a meeting will need to be held with the City of Ames Planning Department (Kelly Dieckman- Director) to address any issues with these sites as a CyRide facility.

Recommendation: Meeting with the City of Ames Planning Department and Development Review Committee (DRC).

Total Estimated Costs

The table below summarizes the known estimated costs to complete the work required prior to applying for a BUILD construction grant.

Activity	Cost Per Site	Cost For Two Sites
NEPA	\$7,500	\$15,000
Phase 1 Environmental Assessment	\$5,000	\$10,000
Noise Assessment (Site #17 Only)	\$2,000	\$2,000
Land Appraisal	\$2,500	\$5,000
Land Reappraisal	\$2,500	\$5,000
TOTAL	\$19,500	\$37,000

APPENDIX

Sample Schedule

(Activities Yet To Complete for a 2021 BUILD Grant Application Submittal)

<u>Activity</u>	<u>Time Period</u>
Space Needs Meeting/Calculations (CyRide and HIRTA)	October 2019
Architect Confirmation that Space Needs Will be Met At Each Site	October 2019
Meeting with City of Ames Planning Department	October 2019
Transit Board Review of Title VI Equity Analysis	November 2019
Meeting with County Representatives	November 2019
Transit Board Selection of Preferred Site/Approval To Proceed With NEPA/Appraisals	November 2019*
NEPA/Phase 1& Noise Assessment Analysis (if needed)	December 2019- February 2020
Completion/Revision of Facility Feasibility Study & Submission to FTA (including Equity Analysis)	January 2020
Submit NEPA/Phase 1 & Noise Assessment Analysis to FTA	February 2020
HIRTA Preliminary Discussion on Facility Operations/Cost Sharing (including discussions with both boards)	January - July 2020
Anticipated approval of NEPA/Phase I and II EA's/Facility Feasibility Study	July-August 2020
Transit Board Discussion on HIRTA Inclusion in Facility	August 2020
Real Estate Appraisal & Re-appraisal	September 2020
Submission of Real Estate Appraisals to FTA/Concurrence	October-November 2020
Transit Board Discussion on Appraisals and Decision/Approval to Negotiate for its Purchase or Letter of Commitment	November 2020
Land Negotiation - Purchase of Letter of Commitment/Land Option	December 2020 - March 2021
Transit Board Approval of Local Match and Submission of Grant	April 2021
HIRTA Board Approval of Local Match	April 2021
Begin Preparation of Grant Requirements (i.e. Cost/Benefit Analysis)	May 2021
Grant NOFA Release Anticipated	July 2021

* Completion of Phase 1

Facility Construction Grant Checklist

(Activities to Complete Prior to Submission of a Federal Construction Grant)

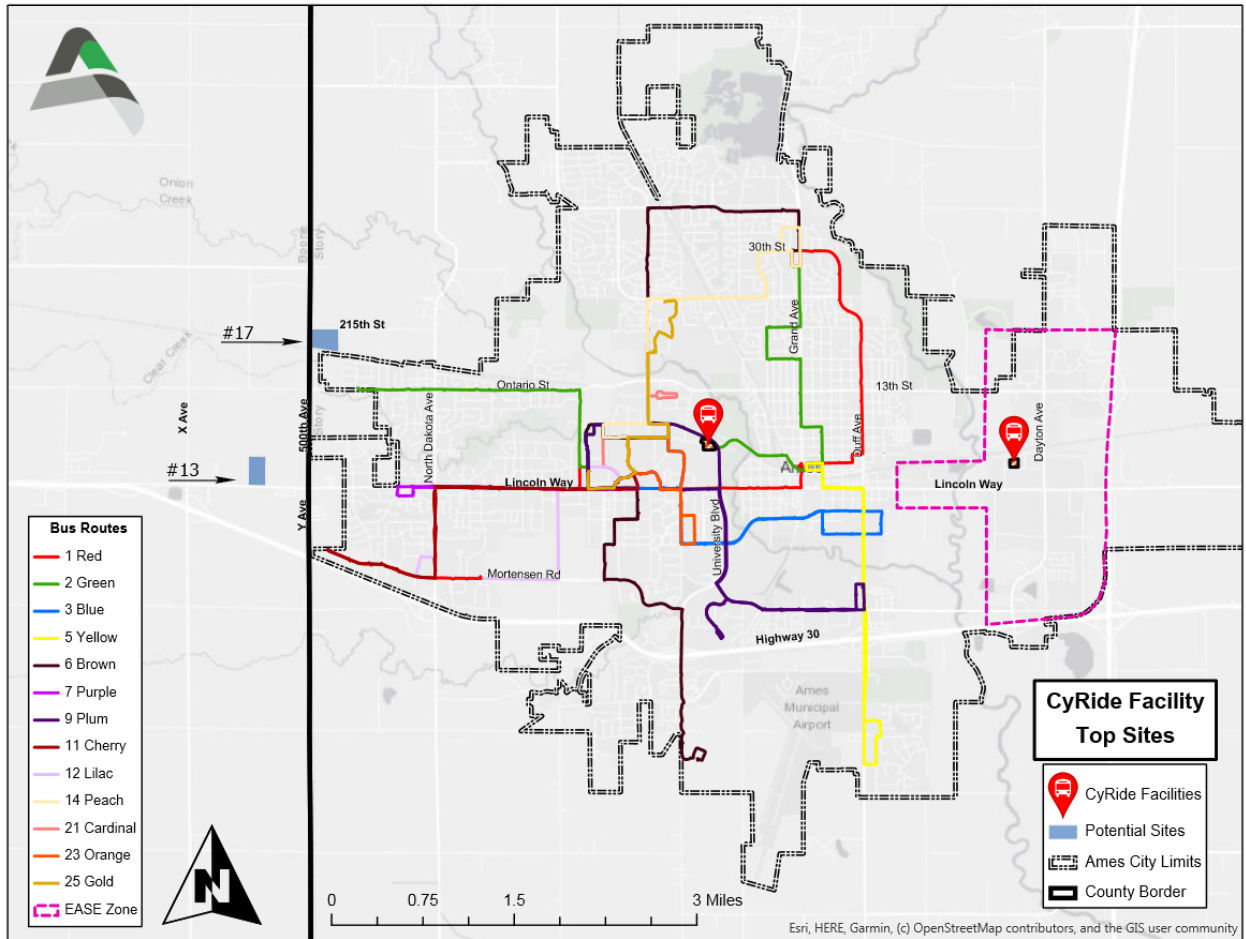
Phase I Activities:

- Site Analysis
- Title VI Equity Analysis on Top Locations/Public Meeting
- Meet with HIRTA on interest in combining spaces/ HIRTA space needs
- Meet with FTA to ensure all planning requirements are being met/view top sites
- Recalculate CyRide space needs to reflect current fleet size/HIRTA space needs
- Architect confirmation that CyRide/HIRTA needs can be met at top locations
- Meet with Boone/Story Counties on local processes needed to secure land
- Meet with City of Ames on local processes needed to secure land

Phase II Activities:

- Transit Board Selection of a "Preferred" Site
- NEPA Environmental/Historical Documents
- Transit Facility Feasibility Study Document/FTA Approval
- Real Estate Appraisal & Reappraisal/ FTA Concurrences
- Transit Board Review of Real Estate Appraisals/Direction on Land Negotiation
- Land Negotiation with Land Owner/Possible Land Purchase with Local Dollars
- Transit Board Approval of Local Match and Grant Submission
- Grant Writing Completed by Deadline (anticipated July each year for BUILD grants)

CyRide/HIRTA Service Areas, Facilities and Potential Second Facility Sites Map



CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: June 24, 2020

SUBJECT: Transit Advertising Contract Extension

BACKGROUND: CyRide currently has a contract with Houck Transit Advertising of Saint Paul, Minnesota to sell advertising space on both the inside and outside of the buses. This agreement is a three-year contract that expires on June 30, 2020, with an option to extend the contract for up to two additional years. This arrangement has historically provided above-average revenues relative to nearby transit agencies and has allowed CyRide to collect advertising dollars without incurring direct costs to the local funding partners.

At the April 8, 2020, Transit Board meeting, the Transit Board was notified that Houck Advertising had requested relief from the contract. Under the contract terms, advertising revenues are split with CyRide on a 60% - 40% basis, with 60% of the revenue coming to CyRide. There is also a minimum annual guarantee of \$280,000 for this year, payable over 12 months. Houck Advertising has requested the minimum monthly guarantee be suspended for the remainder of the third and final year of the contract term, with CyRide collecting revenues based only upon the agreed 60% - 40% basis.

INFORMATION: Following the board meeting, CyRide asked the Legal Department to draft language for a contract amendment to extend the contract for one year and clarify any minimum annual guarantee in the contract extension.

During the development of this extension, CyRide noted that the original contract had an ambiguity related to guaranteed payments for the optional fourth and fifth years of the contract; this ambiguity would likely have resulted in Houck Advertising not being responsible for a minimum annual guarantee if the contract was extended under normal circumstances. Given the request for relief, and the current uncertainty in transit advertising, CyRide requested that the Legal Department address the relevant language in the contract amendment, which is attached to the board packet.

Houck Advertising has expressed their support for the specific terms of this contract amendment. Their formal request is attached to the board packet.

ALTERNATIVES:

1. Approve a one-year contract extension with a contract amendment to Houck Advertising of St. Paul, MN, to expire June 30, 2021.
2. Direct staff to evaluate alternative arrangements.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Modifying and extending the existing contract preserves terms that are generally beneficial to CyRide and avoids the need to rebid the contract during a period of significant instability in the advertising market.

AMENDMENT TO AMES TRANSIT AGENCY TRANSIT ADVERTISING CONTRACT

RECITALS: On May 23, 2017, the City of Ames, d/b/a Ames Transit Agency (referred to as CyRide) and Houck Transit Advertising entered into an agreement for Houck to be the Advertising Contractor for selling advertising on the interior and exterior of the CyRide buses; and

The May 23, 2017 agreement was for a term ending July 30, 2020, with an option to renew the agreement for up to two additional years with mutual consent of the parties, and the parties both wish to extend the agreement for one (1) additional year; and

With the advent of the novel coronavirus and COVID-19, advertising has decreased significantly, and the parties mutually wish to address the lesser amounts of advertising in a manner that is fair and equitable to both parties;

THEREFORE, the parties hereby agree:

1. The May 23, 2017 Ames Transit Agency Advertising Contract is extended for a period of one year, with a term ending on July 30, 2021.
2. Section 3 (Compensation) is amended as follows:
 - a. The language in Section 3.1 is stricken and replaced by the following language: "In accordance with the terms and conditions of this contract, Advertising Contractor must pay CyRide monthly 60% of its collected revenue for interior and exterior advertising space sold."
 - b. Section 3.2 is amended by striking the word "greater."
3. Section 8 (Communications) is amended to reflect that Barbara Neal is the Transit Director of CyRide and its designated person to receive any notices or communications.
4. The remaining terms of the agreement shall remain in full force and effect.

**For City of Ames
d/b/a Ames Transit Agency**

For Houck Transit Advertising

John A. Haila, Mayor

Justin Houck, President

Date: _____

Date: _____

ATTEST:

Diane Voss, City Clerk

Date: _____



Good Afternoon Barb,

Houck Transit Advertising would like to formally request to amend the transit advertising agreement for year four sighting the global economic impact of COVID-19. In a very short time COVID-19 has caused a very rapid negative change in the economy that we feel will have long lasting affects on our ability to generate revenue at the same levels as what we proposed in our contract three years ago. Below we have outline the challenges that COVID-19 and the resulting shutdowns have caused and will continue to cause that will make the current guarantee amount and unattainable and no longer viable given the health and economic implications caused by COVID-19.

Closures + Shutdowns

In multiple states and cities that we serve business and school closures as well as government mandated stay-at-home orders quickly and significantly impacted our customer's ability to pay for current advertising campaigns or plan and purchase new campaigns. Ames and Cyride are a unique situation because such a large portion of the community and ridership consists of ISU Students. When the students were sent home it had an immediately negative effect on the local economy and our ability to provide the value to our customers we had previously provided.

Reduced Service and Ridership Levels:

While, we believe CyRide is doing a tremendous job of rotating the buses to keep all of their drivers and passengers safe from the virus the challenge from an advertising and marketing standpoint is with so many students not at school and in the community the impression levels and value of transit advertising decreases if no one is there to see the advertising.

ISU's 2020-2021 School Year

While we are waiting on further details ISU's recent decision to send students home after Thanksgiving rather than Mid-December negatively impacts our ability to ask for the same marketing dollars as we did previously. If the students leave Ames at the end of November and class does not resume until Mid-January it essentially creates 4.5 months out of the year that the full complement of students are not in the community.

Uncertainty

The greatest on-going challenge caused by COVID-19 is the potential for reemerging outbreaks and the resulting closures and shutdowns. While ISU has recently come out with a plan to bring students back to class we are uncertain what the directive will be if there is another outbreak in the area that may cause the school, businesses and the community to shut down again. Uncertainty of



future outbreaks and shutdowns also cause businesses and organizations to hold on to cash and reduce marketing budgets preventing them from purchasing advertising as they once did.

Changed Buying Behavior:

In a very short time we have seen significant changes in our customers behavior. Businesses being closed, stay at home directives, school closures have quickly caused our clients to hold on nearly all marketing efforts. We are seeing a significant drop in companies renewing their ad campaign and nearly all new campaigns have been put on indefinite pause.

To illustrate buying behavior in numbers: For the period of March 2019-June 2019 our Ames based Account Executive sold roughly \$68,000 in contracts during that time. For the same time-period this year March 2020-June 2020 she has sold \$35,000 in advertising agreements. Furthermore, over the last 5 quarters she has averaged \$87,500 in sales. The last three months we have sold \$28,400. We understand we that June is not complete and that revenue figure does not account for other sales reps placing campaigns in Ames but it does illustrate the change in buying patterns we are experiencing in the community.

As the leader of Houck my main goal is to ensure the long-term stability and success of the team that I employ so that we may continue to serve CyRide long into the future. We feel that based on all of the factors listed and especially due to the future uncertainty of any possible reemergence of COVID-19 and the resulting potential economic impacts we respectfully request to amend the 4th year of the transit advertising agreement in the following ways.

- Eliminate the Minimal Annual Guarantee for the 4th year of the current contract.
- Share revenue at the established 60% to CyRide 40% to Houck on interior and exterior advertising space based on revenue collected and not billed.
- Houck would be open to reestablishing a guarantee structure for year 5 of the agreement should market conditions stabilize at an amount to be determined, in conjunction with CyRide, at a later date.
- We estimate revenue to CyRide for July 1, 2020-June 30, 2021 to be approximately \$150,000-\$200,000.



We fully anticipate continuing to lead a successful transit advertising program for your system but feel we need the requested changes temporarily so that we may continue to serve you for many years in the future.

I would be happy to discuss the reasons behind each bullet point above at your convenience. Thank you for your consideration and I look forward to discussing further with you.

Justin Houck
President – Houck Transit Advertising
800.777.7290
justin@houckads.com

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: June 24, 2020
SUBJECT: Proposed 2020 Fall Service Schedule Changes

BACKGROUND: On June 10, 2020, President Wintersteen announced several key decisions made by Iowa State University that will affect CyRide operations for the 2020-2021 school year. The most immediate impact will come from the changes to the Iowa State University class schedule, which includes:

- Beginning fall classes Monday, Aug. 17
- Ending fall classes Wednesday, Nov. 25; final exams will be held Saturday, Nov. 21, and Monday Nov. 23 – Wednesday, Nov. 25 during the week of Thanksgiving
- Holding classes on Labor Day

INFORMATION: These announcements have a budgetary impact on CyRide. In preparation for the fall semester, CyRide has estimated the cost of modifying service and is seeking Board guidance on balancing service needs in a challenging fiscal environment. The following provides a brief explanation of the proposed baseline service level changes and estimated budget implications.

Monday, August 10 through Sunday, August 16. CyRide normally operates school year break service the week before the semester starts to allow transit operators and passengers time to acclimate to the fall service. Therefore, summer service would end August 9, 2020 instead of August 16, 2020. This would increase revenue hours by approximately 150 hours at an estimated cost of \$8,756.

Monday, August 17 through Sunday, August 23. ISU 2020 Fall classes will begin on Monday, August 17, which is one week earlier than planned. Typically, CyRide runs a school year break schedule during this time. However, to meet increased demand CyRide recommends operating a regular school year schedule during this week. This would increase revenue hours by approximately 1,257 hours at an estimated cost of \$73,378.

Saturday, November 21 through Wednesday, November 25. This year, ISU will be ending the semester on Wednesday, November 25. Final exams will be held on Saturday November 21 and Monday November 23 through Wednesday, November 25. CyRide typically operates a break schedule during this time. In order to accommodate students and final exams, we are recommending running a regular schedule on these five days. This will increase revenue hours by approximately 783 hours at an estimated cost of \$45,708.

Monday, November 30 –December 18, 2020. This year, ISU’s fall semester will end on November 25 and will resume on January 11, 2021. CyRide’s has regular service currently planned for November 30 through December 18, but with Iowa State students not being in classes we are recommending a switch to the break schedule instead. This will continue to accommodate community riders but provide less service on ISU specific routes. This would lower revenue hours by approximately 3,699 hours at an estimated savings of \$215,932.

The following table summarizes the cost of the proposed baseline modifications to the Fall 2020 schedule.

Fall Service Change Dates	Estimated Cost
August 10, 2020 – August 16, 2020	\$8,756
August 17, 2020 – August 23, 2020	\$73,378
November 21, 2020 – November 25, 2020	\$45,708
November 30, 2020 – December 18, 2020	(\$215,932)
Preliminary Cost Savings for Baseline Service Changes	(\$88,090)

Finally, this year ISU will be holding classes on Monday, September 7. CyRide normally does not operate any buses on Labor Day, but to help facilitate ISU classes we are recommending adding service. As this is a holiday, it is difficult to determine the level of service necessary to accommodate students while balancing the budgetary impact of this decision. Included in the budgetary impact of this decision is paying working employees time and half. We have described and costed out three options for the Transit Board to consider and are looking for a recommendation on a level of service the board deems appropriate.

- **Labor Day Option 1** – Operate the regular weekday schedule. This option would provide the same level of service as a typical ISU Monday class day and includes extra buses for capacity. This option would include approximately 550 revenue hours at an estimated cost of \$48,160.

- **Labor Day Option 2** – Operate the weekday schedule for ISU break days. This option modifies trips on several of the campus routes and provides no service on the #11 Cherry, #12 Lilac, or #21 Cardinal routes. The shaded lines in the weekday schedule and extra buses would not operate. This option would include approximately 313 revenue hours at an estimated cost of \$27,407.
- **Labor Day Option 3** – Operate the Saturday schedule for ISU break days. In prior years when CyRide operated on Labor Day this type of service was used. However, with ISU classes in session, this schedule provides very limited service for campus routes and could result in buses being overloaded. This option would include approximately 109 revenue hours at an estimated cost of \$9,544.

CyRide will be continuing to monitor changes in Iowa State University planning and will bring further recommendations for service changes to the Transit Board as conditions warrant.

ALTERNATIVES:

1. Approve baseline 2020 fall service modifications and adopt Option 1, operating regular weekday service on Labor Day, at an estimated savings of \$39,930.
2. Approve baseline 2020 fall service modifications and adopt Option 2, operating weekday break service on Labor Day, at an estimated savings of \$60,683.
3. Approve baseline 2020 fall service modifications and adopt Option 3, operating Saturday break service on Labor Day, at an estimated savings of \$78,546.
4. Direct staff to modify 2020 services according to Transit Board priorities.

RECOMMENDATION: The Transit Director recommends approval of Alternative #2, modifying 2020 fall service as described, with a weekday break schedule operating on Monday, September 7 (Labor Day). Adoption of the baseline service changes and running weekday break service on Labor Day provides the best alignment between CyRide services and Iowa State classes, minimizes the impact to community riders, and provides a significant cost savings to the funding partners.

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: June 24, 2020
SUBJECT: 2020 Fall Service Preparation - Informational

BACKGROUND: Iowa State University has begun announcing how it intends to resume in-person education for the Fall 2020 semester. The June 10, 2020 letter from President Wintersteen contained several items that will likely result in significant changes to how passengers utilize CyRide. In particular, these decisions included:

- Reconfiguring classrooms and course delivery to reduce the number of students in class, and on campus, at any one time.
- Offering courses in multiple delivery options – in-person, online, or using a hybrid approach – to meet the needs of both students and instructional faculty.
- Expecting all members of the campus community to show care for each other by wearing face coverings, following physical distancing and hygiene guidelines, and cleaning frequently.

These key decisions are preliminary and many operational specifics are not yet available. However, some planning at this stage is possible to help prepare for a year that will likely include difficult decisions about how to provide the safe and effective transit system our community as a whole has come to rely upon.

INFORMATION: Iowa State University students account for a significant majority of the system’s ridership. With the resumption of in-person classes, accompanied by additional online offerings, it is likely that student ridership patterns will be significantly altered from prior years. These changes are difficult to predict, and CyRide will be carefully observing ridership to identify areas of concern. CyRide is also continuing to work with Iowa State personnel, and as additional information becomes available, service offerings will be evaluated to determine if they are still the best fit for the transit system. Any significant proposals for service changes will be brought to the Transit Board for consideration.

There are also additional concerns surrounding the status of the student activity fee, which comprises a significant percentage of CyRide's annual revenues. CyRide will continue conversations with ISU on this subject and will consider possible solutions for revenue shortfalls as they can be identified.

Finally, as part of CyRide's ongoing commitment to safety, it is likely that masks or face shields will be required to ride the bus as a safety precaution to protect both passengers and employees. This decision will be aligned with Iowa State's announcements related to face coverings, to help provide uniform guidance to passengers travelling into the campus area.

The situation continues to be dynamic, and additional changes to operations will likely be required. Any decisions affecting riders will include information distribution through the CyRide website, social media channels, and postings inside buses, when appropriate.

**Transit Director's Report
June 2020**

1. Ames Intermodal Facility (AIF) Contract Forbearance Update

At the April 8, 2020, Transit Board meeting CyRide informed the board that both tenants at the AIF were requesting contract amendments to their leases. Executive Express and Jefferson Lines requested a 90-day forbearance of their rent payments due to the COVID-19 pandemic. In an effort to retain critical transportation providers in the community, CyRide granted the forbearance for the unpaid rental amounts to be paid in equal installments over the FY21 lease year. Since this time, CyRide has contacted both Jefferson Lines and Executive Express regarding the amended FY21 lease rate. Jefferson Lines will be signing the necessary contract amendment and payments will begin July 1. We are continuing to work with Executive Express regarding ongoing forbearance and/or rental amounts. We will work with the Legal Department on a contract amendment after a remedy has been determined.

2. COVID-19 Update

Work has been proceeding on equipping buses with operator barriers in preparation for the resumption of fare collection, which will require closer contact between passengers and drivers. The maintenance department has worked to develop a functional prototype suitable for CyRide and is in the process of procuring barriers to equip all vehicles that will be operating during the summer. Design work is also being done for buses that will be activated for fall service, with the intention of having barriers installed in every revenue service vehicle by the time students return in August.

CyRide has received a significant number of cloth masks from the U.S. Department of Transportation and is in the process of efficiently distributing these to employees. This is part of a larger distribution of 15.5 million masks from the Federal Emergency Management Agency. CyRide's allotment will supplement existing cloth masks already provided by the City of Ames and will help ensure that drivers have access to masks during the upcoming months. CyRide is very appreciative of this ongoing support.

With ISU's announced intention of expecting everyone on campus to wear a mask, CyRide is expecting to follow suit by mandating masks for all passengers able to wear one while on board the bus. A more specific announcement to the riding public will be forthcoming.

3. Transit Student Government (SG) Trust Fund

The SG Trust Fund is used to stabilize contributions from the SG to CyRide's operating budget. The fund balance fluctuates based on ISU enrollment, SG approved fees, and service levels. In January 2020, CyRide was notified the Special Student Fee Committee approved a \$9.50 fee increase per semester for CyRide's FY21 budget year. At the June 2020 Board of Regent meeting the Regents approved a freeze on all activity fees for the 2020-21 academic year due to COVID-19. Coupled with lower enrollment projections and a lack of summer activity fees due to the COVID19 pandemic, the trust fund balance will be deeply impacted. Assuming an enrollment decrease, a baseline inflation rate, and no fees it is estimated the trust fund balance will be in the negative (see attached, "SG Contribution to Trust Fund 20-21 Cares Act"). CyRide will use CARES Act grant funding (\$7,028,397 in 100% federal funding executed on 6/11/2020) to reimburse operating costs associated with providing services that would have been paid with this lost revenue.

4. INVEST in America Act Transportation Bill Summary – Informational

In June 2020, the House Committee on Transportation and Infrastructure began considering new legislation entitled [Investing in a New Vision for the Environment and Surface Transportation in America \(INVEST in America\) Act](#), which includes significant new funding that could be available to CyRide. The current FAST Act transportation bill expires on September 30, 2020. This new transportation bill has not yet been approved by either the House or Senate. CyRide is encouraged by this new bill and will continue to monitor developments as the FAST Act approaches expiration.

5. Quarterly Report

Each quarter, a detailed report regarding the overall performance of CyRide is generated. This includes fixed route, Dial-A-Ride and Moonlight Express. This report is used to track performance over time and observe trends in the system. Attached are the detailed system quarterly operations report and a summary of some key performance measures for the third quarter of the fiscal year, January 2020 – March 2020.

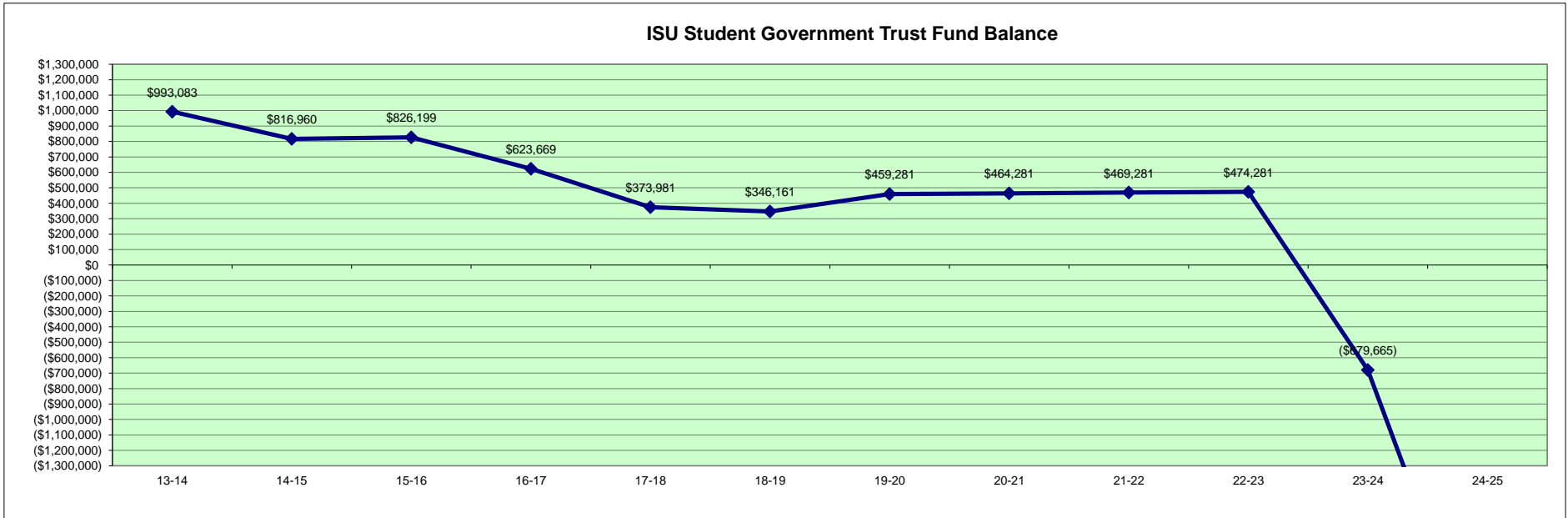
6. Fall Meeting Dates/Times

The Transit Board will need to discuss whether a different standard day and time of the month for future board meetings is warranted. CyRide has reviewed Trustee calendars and determined the fourth Wednesday of the month at 2:00pm would likely be available. Listed below, for your convenience, are the dates if the board wants to change the meeting day and time for the Fall semester.

Month	Date	Time
August	26 th	2:00 PM
September	23 rd	2:00 PM
October	28 th	2:00 PM
November	25 th	2:00 PM
December	23 rd	2:00 PM

ISU Student Fees and Trust Fund Summary
Ending Balance goal of \$500,000, with 4% Annual Budget Increase
FY2020-21 CARES Act FY2020-21 \$0.00 Increase

	6.5%	11.9%	13.8%	5.1%	4.9%	5.0%	4.6%	2.2%	4.0%	4.0%	4.0%	4.0%
CAPITAL & OPERATIONS	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25
Budgeted Revenue	\$3,726,491	\$4,169,944	\$4,746,157	\$4,997,703	\$5,242,591	\$5,488,993	\$5,741,487	\$5,864,986	\$6,099,585	\$6,343,569	\$6,597,312	\$6,861,204
Actual Revenue	\$3,892,893	\$4,161,666	\$4,467,677	\$4,954,756	\$5,006,687	\$5,191,896	\$4,885,429	\$4,021,027	\$4,210,027	\$4,399,027	\$4,588,027	\$4,777,027
Surplus/(Deficit)	\$166,401	(\$8,278)	(\$278,480)	(\$42,947)	(\$235,904)	(\$297,097)	(\$856,058)	(\$1,843,959)	(\$1,889,558)	(\$1,944,542)	(\$2,009,284)	(\$2,084,177)
TRUST FUND												
Opening Balance	\$1,078,094	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$346,161	\$459,281	\$464,281	\$469,281	\$474,281	(\$679,665)
Interest	\$9,758	\$6,712	\$9,239	\$649	\$5,461	\$16,179	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
CARES Act							\$500,000	\$1,843,959	\$1,889,558	\$1,944,542	\$850,338	\$0
Payments	(\$96,170)	(\$96,170)					\$26,644					
				\$83,579	\$74,755	\$84,397						
					(\$94,000)	\$142,057	\$464,178					
Transfers In (Out)	\$166,401	(\$665)	\$0	(\$286,758)	(\$235,904)	(\$297,097)	(\$856,058)	(\$1,843,959)	(\$1,889,558)	(\$1,944,542)	(\$2,009,284)	(\$2,084,177)
Ending Balance	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$346,161	\$459,281	\$464,281	\$469,281	\$474,281	(\$679,665)	(\$2,758,842)
% of Budgeted Revenue	24.9%	19.9%	17.4%	12.5%	7.1%	6.3%	8.0%	7.9%	7.7%	7.5%	-10.3%	-40.2%
Increase	\$0.00	\$1.50	\$2.24	\$6.75	\$2.25	\$4.25	\$5.50	\$0.00	\$4.00	\$4.00	\$4.00	\$4.00
Total Fees	\$62.61	\$64.11	\$66.35	\$73.10	\$75.35	\$79.60	\$85.10	\$85.10	\$89.10	\$93.10	\$97.10	\$101.10
Increase %	0.0%	2.4%	3.5%	10.2%	3.1%	5.6%	6.9%	0.0%	4.7%	4.5%	4.3%	4.1%
Student Semester FTEs	62,177	64,914	67,336	67,779	67,467	66,135	63,109	47,250	47,250	47,250	47,250	47,250
Official Enrollment	33,241	34,732	35,714	36,660	35,993	34,992	33,391	25,000	25,000	25,000	25,000	25,000



CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2020 to March 31st, 2020 (3rd Quarter)

	FY 2020 3rd Qtr	FY 2019 3rd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
MAINTENANCE						
Interior Clean	185	149	24.2%	391	469	-16.6%
Shop Road Calls	10	7	42.9%	31	30	3.3%
Miles per Shop Road Call	39,979	56,909	-29.7%	37,973	38,599	-1.6%
NTD Minor Mech.	55	95	-42.1%	185	219	-15.5%
NTD Major Mech.	7	9	-22.2%	25	30	-16.7%
Total NTD Mechanical Prob.	62	104	-40.4%	210	249	-15.7%
Miles per Major Mech.	57,112	44,263	29.0%	47,087	38,599	22.0%
Gasoline Vehicles						
Gas Miles Driven	35,450	37,237	-4.8%	101,742	114,442	-11.1%
Total Gallons Gas	4,421	5,036	-12.2%	12,578	13,900	-9.5%
Total Gas Cost	8,800	9,693	-9.2%	\$25,412	\$31,002	-18.0%
Avg. Gas Cost/Gallon	\$1.99	\$1.92	3.4%	\$2.02	\$2.23	-9.4%
Gas Cost per Mile	\$0.25	\$0.26	-4.6%	\$0.25	\$0.27	-7.8%
Average Gas MPG	8.0	7.4	8.4%	8.1	8.2	-1.7%
Diesel Vehicles						
Diesel Miles Driven	364,337	361,127	0.9%	1,075,432	1,043,516	3.1%
Total Gallons Diesel	91,008	87,807	3.6%	272,978	252,835	8.0%
Total Diesel Cost	147,687	176,036	-16.1%	\$509,282	\$550,288	-7.5%
Avg. Diesel Cost/Gallon	\$1.62	\$2.00	-19.1%	\$1.87	\$2.18	-14.3%
Diesel Cost per Mile	\$0.41	\$0.49	-16.8%	\$0.47	\$0.53	-10.2%
Average Diesel MPG	4.0	4.1	-2.7%	3.9	4.1	-4.5%
All Vehicles						
Total Miles Driven	399,787	398,364	0.4%	1,177,174	1,157,958	1.7%
Total Gallons Fuel	95,429	92,843	2.8%	285,556	266,735	7.1%
Total Fuel Cost	\$156,487	\$185,729	-15.7%	\$534,694	\$581,290	-8.0%
Avg. Cost/Gallon	\$1.64	\$2.00	-18.0%	\$1.87	\$2.18	-14.1%
Total Cost per Mile	\$0.39	\$0.47	-16.0%	\$0.45	\$0.50	-9.5%
Avg. MPG all Vehicles	4.2	4.3	-2.4%	4.1	4.3	-5.0%
Small Bus/Sup. Mileage	28,930	30,239	-4.3%	79,820	97,652	-18.3%
Large Bus Mileage	370,857	368,125	0.7%	1,097,354	1,060,306	3.5%
% Rev. Mi./Total Miles	89.0%	87.2%	2.1%	88.2%	87.3%	1.0%
Percentage Small Bus	7.2%	7.6%	-4.7%	6.8%	8.4%	-19.6%
Maintenance Expense	\$558,556	\$584,551	-4.4%	\$1,663,206	\$1,707,876	-2.6%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2020 to March 31st, 2020 (3rd Quarter)

	FY 2020 3rd Qtr	FY 2019 3rd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
OPERATIONS						
Total Passengers	1,593,288	1,874,582	-15.0%	4,503,852	5,071,554	-11.2%
Average Drivers per Month	125.3	137.6	-8.9%	124.1	140.8	-11.9%
Driving Hours	44,882	43,830	2.4%	128,230	126,246	1.6%
Drivers Late	16	6	166.7%	44	44	0.0%
Drivers No Show	2	4	-50.0%	7	7	0.0%
Late/No Show per Driver	0.14	0.07	97.7%	0.41	0.36	13.5%
Total Comments	36	68	-47.1%	138	196	-29.6%
Driver Fault	10	19	-47.4%	39	35	11.4%
Undetermined	0	1	-100.0%	6	2	200.0%
No Fault	2	8	-75.0%	19	20	-5.0%
System Complaints	16	27	-40.7%	46	86	-46.5%
Service Requests	1	2	-50.0%	12	35	-65.7%
Compliments	7	11	-36.4%	16	18	-11.1%
Passengers/Comment	<u>44,258</u>	<u>27,567</u>	<u>60.5%</u>	<u>32,637</u>	<u>25,875</u>	<u>26.1%</u>
Pass./Complaint (D & U)	159,329	93,729	70.0%	100,086	137,069	-27.0%
Driving Hours/Comment	1,247	645	93.4%	929	644	44.3%
Driving Hrs/Comment (D&U)	4,488	2,192	104.8%	2,850	3,412	-16.5%
Accident Reports	15	35	-57.1%	46	68	-32.4%
Preventable Accidents	9	22	-59.1%	28	44	-36.4%
Percent Preventable	60.0%	62.9%	-4.5%	60.9%	64.7%	-5.9%
Miles/Prev. Accident	44,421	18,107	145.3%	42,042	26,317	59.8%
Hours/Prev. Accident	4,987	1,992	150.3%	4,580	2,869	59.6%
Unreported Accidents	0	3	-100.0%	2	5	-60.0%
Damage to Buses/Equip.						
Caused by CyRide	\$7,263	\$17,127	-57.6%	17,386.85	32,629.62	-46.7%
Caused by Others	\$7,248	\$3,848	88.3%	13,114.99	8,349.51	57.1%
Caused by Unreported	\$0	\$1,989	-100.0%	\$378	\$2,495	-84.8%
Claims by Others (#)	2	11	-81.8%	6	17	-64.7%
Claims by Others (\$)	\$10,800	\$15,250	-29.2%	\$19,800	\$19,820	-0.1%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,887,293	\$1,813,969	4.0%	\$4,928,438	\$4,905,937	0.5%

SYSTEM TOTAL						
Passengers	1,593,288	1,874,582	-15.0%	4,503,852	5,071,554	-11.2%
Revenue Miles	355,980	347,450	2.5%	1,038,456	1,011,054	2.7%
Revenue Hours	34,544	34,770	-0.6%	100,533	100,267	0.3%
Revenue Miles per Hour	10.3	10.0	3.1%	10.3	10.1	2.4%
Pass./Rev. Mile	4.5	5.4	-17.0%	4.3	5.0	-13.5%
Pass./Rev. Hour	46.1	53.9	-14.4%	44.8	50.6	-11.4%
Operations Expense	\$1,887,293	\$1,813,969	4.0%	\$4,928,438	\$4,905,937	0.5%
Maintenance Expense	<u>\$558,556</u>	<u>\$584,551</u>	<u>-4.4%</u>	<u>\$1,663,206</u>	<u>\$1,707,876</u>	<u>-2.6%</u>
Total Expenses	<u>\$2,445,849</u>	<u>\$2,398,520</u>	<u>2.0%</u>	<u>\$6,591,644</u>	<u>\$6,613,813</u>	<u>-0.3%</u>
Farebox Revenue	\$54,932	\$63,758	-13.8%	\$182,756	\$184,679	-1.0%
Rev./Exp. Ratio	2.2%	2.7%	-15.5%	2.8%	2.8%	-0.7%
Oper. Exp./Passenger	\$1.54	\$1.28	20.0%	\$1.46	\$1.30	12.2%
Oper. Exp./Rev. Mile	\$6.87	\$6.90	-0.5%	\$6.35	\$6.54	-3.0%
Oper. Exp./Rev. Hour	\$70.80	\$68.98	2.6%	\$65.57	\$65.96	-0.6%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2020 to March 31st, 2020 (3rd Quarter)

	FY 2020 3rd Qtr	FY 2019 3rd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,578,582	1,861,331	-15.2%	4,462,278	5,029,567	-11.3%
Shuttle Passengers	1,433	1,371	4.5%	4,749	4,175	13.7%
Total Passengers	<u>1,580,015</u>	<u>1,862,702</u>	<u>-15.2%</u>	<u>4,467,027</u>	<u>5,033,742</u>	<u>-11.3%</u>
Transfers	6,857	7,354	-6.8%	24,158	24,359	-0.8%
Revenue Miles	340,675	331,959	2.6%	993,093	964,891	2.9%
Revenue Hours	33,283	33,458	-0.5%	96,732	96,404	0.3%
Revenue Miles per Hour	10.2	9.9	3.2%	10.3	10.0	2.6%
Pass./Rev. Mile	4.6	5.6	-17.3%	4.5	5.2	-13.8%
Pass./Rev. Hour	47.5	55.7	-14.7%	46.2	52.2	-11.6%
Operations Expense	\$1,831,621	\$1,759,810	4.1%	\$4,762,045	\$4,747,925	0.3%
Maintenance Expense	<u>\$549,421</u>	<u>\$574,381</u>	<u>-4.3%</u>	<u>\$1,637,491</u>	<u>\$1,674,706</u>	<u>-2.2%</u>
Total Expenses	<u>\$2,381,042</u>	<u>\$2,334,191</u>	<u>2.0%</u>	<u>\$6,399,536</u>	<u>\$6,422,631</u>	<u>-0.4%</u>
Farebox Revenue	\$50,958	\$59,995	-15.1%	\$170,966	\$173,690	-1.6%
Rev./Exp. Ratio	2.1%	2.6%	-16.7%	2.7%	2.7%	-1.2%
Exp./Passenger	\$1.51	\$1.25	20.3%	\$1.43	\$1.28	12.3%
Exp./Rev. Mile	\$6.99	\$7.03	-0.6%	\$6.44	\$6.66	-3.2%
Exp./Rev. Hour	\$71.54	\$69.77	2.5%	\$66.16	\$66.62	-0.7%

DIAL-A-RIDE						
Passengers	2,201	2,167	1.6%	6,689	6,093	9.8%
Revenue Miles	9,677	9,449	2.4%	29,519	26,456	11.6%
Revenue Hours	865	857	0.9%	2,675	2,438	9.7%
Revenue Miles per Hour	11.2	11.0	1.5%	11.0	10.9	1.7%
Pass./Rev. Mile	0.23	0.23	-0.8%	0.23	0.23	-1.6%
Pass./Rev. Hour	2.5	2.5	0.6%	2.5	2.5	0.1%
Operations Expense	\$40,947	\$39,118	4.7%	\$128,243	\$116,924	9.7%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$40,947</u>	<u>\$39,118</u>	<u>4.7%</u>	<u>\$128,243</u>	<u>\$116,924</u>	<u>9.7%</u>
Farebox Revenue	\$3,974	\$3,763	5.6%	\$11,790	\$10,989	7.3%
Rev./Exp. Ratio	9.7%	9.6%	0.9%	9.2%	9.4%	-2.2%
Exp./Passenger	\$18.60	\$18.05	3.1%	\$19.17	\$19.19	-0.1%
Exp./Rev. Mile	\$4.23	\$4.14	2.2%	\$4.34	\$4.42	-1.7%
Exp./Rev. Hour	\$47.34	\$45.65	3.7%	\$47.94	\$47.96	0.0%

MOONLIGHT EXPRESS						
Passengers	11,072	9,713	14.0%	30,136	31,719	-5.0%
Revenue Miles	5,628	6,042	-6.8%	15,844	19,707	-19.6%
Revenue Hours	396	455	-13.0%	1,126	1,425	-21.0%
Revenue Miles per Hour	14.2	13.3	7.1%	14.1	13.8	1.8%
Pass./Rev. Mile	2.0	1.6	22.4%	1.9	1.6	18.2%
Pass./Rev. Hour	28.0	21.3	31.0%	26.8	22.3	20.3%
Operations Expense	\$14,725	\$15,041	-2.1%	\$38,150	\$41,088	-7.2%
Maintenance Expense	<u>\$9,135</u>	<u>\$10,170</u>	<u>-10.2%</u>	<u>\$25,715</u>	<u>\$33,170</u>	<u>-22.5%</u>
Total Expenses	<u>\$23,860</u>	<u>\$25,211</u>	<u>-5.4%</u>	<u>\$63,865</u>	<u>\$74,258</u>	<u>-14.0%</u>
Exp./Passenger	\$2.15	\$2.60	-17.0%	\$2.12	\$2.34	-9.5%
Exp./Rev. Mile	\$4.24	\$4.17	1.6%	\$4.03	\$3.77	7.0%
Exp./Rev. Hour	\$60.24	\$55.37	8.8%	\$56.71	\$52.10	8.9%

CYRIDE QUARTERLY OPERATIONS REPORT

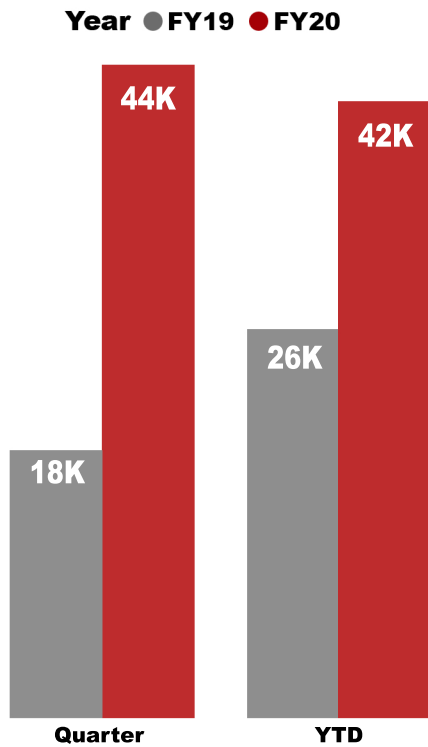
January 1st, 2020 to March 31st, 2020 (3rd Quarter)

	FY 2020 3rd Qtr	FY 2019 3rd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
OPERATIONS REVENUE						
Farebox	\$54,932	\$63,758	-13.8%	\$182,756	\$184,679	-1.0%
Transit Contracts	\$263,355	\$281,689	-6.5%	\$263,355	\$281,905	-6.6%
I.S.U.	\$874,804	\$836,332	4.6%	\$874,804	\$836,332	4.6%
Student Body Government	\$2,641,761	\$2,294,123	15.2%	\$2,641,761	\$4,837,413	-45.4%
City of Ames	\$102,535	\$91,007	12.7%	\$1,171,527	\$1,111,894	5.4%
IDOT - STA	\$213,294	\$190,697	11.8%	\$665,484	\$619,751	7.4%
Section 5307	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Other Grants	\$66,305	\$28,141	135.6%	\$106,040	\$101,103	4.9%
Other	\$185,333	\$105,775	75.2%	\$337,873	\$271,716	24.3%
Total Operating Revenue	<u>\$4,402,319</u>	<u>\$3,891,522</u>	<u>13.1%</u>	<u>\$6,243,600</u>	<u>\$8,244,793</u>	<u>-24.3%</u>
TOTAL EXPENSES						
Administration	\$426,899	\$364,185	17.2%	\$876,391	\$882,877	-0.7%
Safety & Training	\$102,361	\$92,296	10.9%	\$310,888	\$275,030	13.0%
Promotion	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Bldg. & Grounds	\$166,260	\$144,025	15.4%	\$311,616	\$288,070	8.2%
Fixed Route	\$2,381,042	\$2,334,191	2.0%	\$6,399,536	\$6,422,631	-0.4%
Dial-A-Ride	\$40,947	\$39,118	4.7%	\$128,243	\$116,924	9.7%
Moonlight Express	\$23,860	\$25,211	-5.4%	\$63,865	\$74,258	-14.0%
Operating Total	<u>\$3,141,369</u>	<u>\$2,999,026</u>	<u>4.7%</u>	<u>\$8,090,539</u>	<u>\$8,059,790</u>	<u>0.4%</u>
Farebox Revenue	\$54,932	\$63,758	-13.8%	\$182,756	\$184,679	-1.0%
Farebox Rev./Exp. Ratio	1.7%	2.1%	-17.7%	2.3%	2.3%	-1.4%
Admin. Expense/Pass.	\$0.44	\$0.32	36.3%	\$0.33	\$0.29	16.7%
Admin. Exp./Rev. Mile	\$1.95	\$1.73	13.0%	\$1.44	\$1.43	0.9%
Admin. Exp./Rev. Hour	\$20.13	\$17.27	16.6%	\$14.91	\$14.42	3.4%
Total Expense/Passenger	\$1.97	\$1.60	23.2%	\$1.80	\$1.59	13.0%
Total Expense/Rev. Mile	\$8.82	\$8.63	2.2%	\$7.79	\$7.97	-2.3%
Total Expense/Rev. Hour	\$90.94	\$86.25	5.4%	\$80.48	\$80.38	0.1%

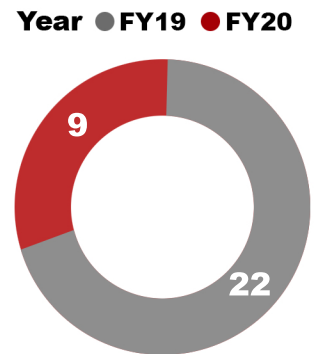
CyRide Quarterly Operations Report

January 1st, 2020 to March 31st, 2020 (3rd Quarter)
System Overview - Safety/Fleet

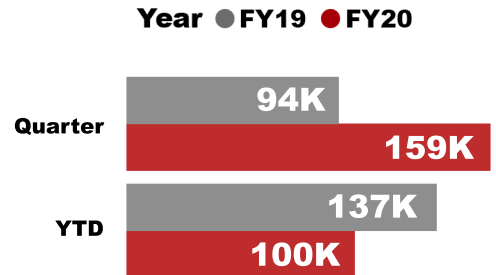
Miles between Preventable Accidents



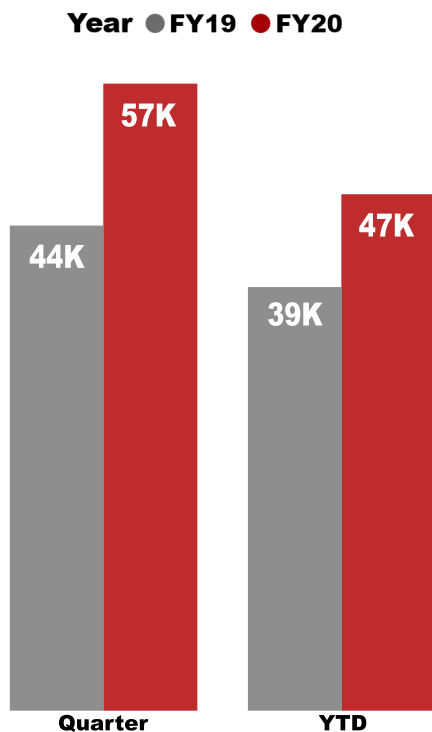
Preventable Accidents per Quarter



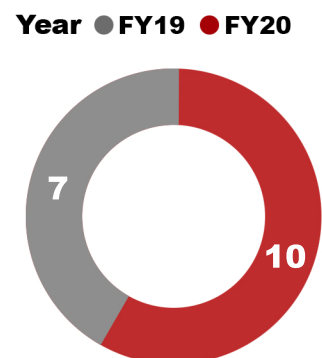
Passengers per Comment



Miles between Major Mechanical Issues



Road Calls per Quarter



CyRide Quarterly Operations Report

January 1st, 2020 to March 31st, 2020 (3rd Quarter)
System Overview - Efficiency

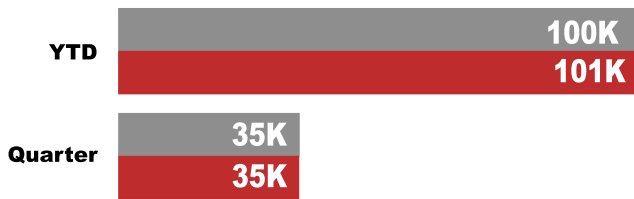
Total Ridership

Year ● FY19 ● FY20



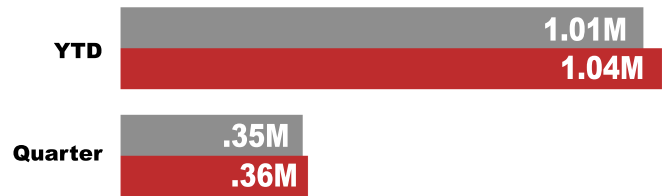
Revenue Hours

Year ● FY19 ● FY20



Revenue Miles

Year ● FY19 ● FY20



Passengers per Revenue Hour

Year ● FY19 ● FY20



Passengers per Revenue Mile

Year ● FY19 ● FY20

