

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

ELECTRONIC MEETING

PHONE: US: 1-312-626-6799

ZOOM MEETING ID: 847 7656 7832

VIDEO PARTICIPATION: <https://us02web.zoom.us/j/84776567832>

CYRIDE CONFERENCE ROOM – August 26, 2020

1. CALL TO ORDER: 2:00 P.M.

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)

2. Approval of June 24, 2020 and July 1, 2020 Minutes

3. Public Comments

4. On-Call Architectural & Engineering Services Award

5. 2020 ICAAP Grant Application

6. Federal Section 5307 Grant Application – FFY2021 STBG Funding

7. Public Transit Infrastructure Grant (PTIG) Additional Funding

8. Face Coverings

9. COVID-19 and Fall Semester – Informational

10. Monthly Report

11. Summer Meeting Dates/Times:

- September 23, 2020, 2:00pm
- October 28, 2020, 2:00pm
- November 25, 2020, 2:00pm
- December 23, 2020, 2:00pm

12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 24, 2020

The Ames Transit Agency Board of Trustees met on June 24, 2020 at 4:15 p.m. in CyRide's Conference room. Vice President Jeffrey called the meeting to order at 4:15 p.m. with Trustees Beatty-Hansen, Cain, Ludwig, Schainker, and Schrader present via web conference.

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 MAY 13, 2020 MINUTES: Trustee Cain made a motion to adopt the June 24, 2020 transit board minutes as presented and Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

PUBLIC COMMENTS: Larry Logeman of Executive Express addressed the board regarding his company, Executive Express, a tenant of the Ames Intermodal Facility (AIF). Mr. Logeman explained how the COVID-19 pandemic has negatively impacted his business in Ames. Mr. Logeman shared that his business is down over 90% when compared to the previous year and little to no travel for international students to and from the Des Moines Airport will continue to cause losses for his business. Mr. Logeman asked the board to consider a decrease in base rent, with a rate of \$750 per month and Executive Express would have to leave the AIF if the request could not be accommodated. Director Neal asked Mr. Logeman if an alternate arrangement could downsize the amount of parking stalls he needed; he confirmed he doesn't need the additional inside spaces that he currently pays for in addition to his rent.

ELECTION OF OFFICERS AND AAMPO REPRESENTATIVE: Director Neal explained the board is required to hold officer elections each year, as well as fill the AAMPO (Ames Area Metropolitan Planning Organization) Representative vacancy; the position was held by a previous board member, Juan Bibiloni. Trustee Schrader expressed interest in being the board President and Trustee Jeffrey expressed interest in remaining the board's Vice President. Transit Planner, Shari Atwood explained the role of the AAMPO Representative. Trustee Ludwig said he would be interested in serving as the board's representative on the AAMPO.

Trustee Jeffrey made a motion to elect Trustee Schrader as the board President. Trustee Schainker seconded the motion. (Ayes: 5. Nays: None)

Trustee Cain made a motion to elect Trustee Jeffrey as the board Vice President. Trustee Schainker seconded the motion. (Ayes: 5. Nays: None)

Trustee Shrader made a motion to elect Trustee Ludwig as the board's AAMPO Representative. Trustee Jeffrey seconded the motion. (Ayes: 5. Nays: None)

REPORT OF BID AND AWARD FOR CYRIDE 2020 INTERIOR IMPROVEMENT PROJECT: Director Neal reviewed the scope of the project, which includes the replacement of outdated and deficient HVAC equipment and the creation of an office space for the new Chief Safety Officer position. The bid was released on May 27, 2020 and due back on June 17, 2020. She explained a portion of the project would be funded with existing 5309 grant money and was listed in the FY 20 CIP (Capital Improvement Program). She further explained the bid included interior office amenities as separate bid alternates. Story County Construction came in with the lowest base bid. Director Neal explained that the favorable base bid would allow acceptance of Alternate #1 for \$3,400 and Alternate #3 for \$1,245 and that rejecting Alternate #2 would allow for project contingencies.

The Transit Director recommends approval of Alternative #1, including bid Alternates #1 and #3, awarding a contract in the amount of \$102,620 to Story Construction Company of Ames, Iowa.

Trustee Ludwig made a motion to approve Alternative 1 with bid Alternates #1 and #3, awarding a contract in the amount of \$102,620 to Story Construction Company of Ames, Iowa. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

CYRIDE FACILITY NEXT STEPS: Director Neal referenced information included in the board packet regarding data and analyses that has been done for building an additional facility. She explained since 2017, facility standards were identified, space needs were calculated, some FTA required documentation has been done and two possible sites for expansion were identified by the board. Director Neal stated there are some outstanding items that are required by the FTA, including selecting a preferred site, National Environmental Policy Act (NEPA) documentation, and re-evaluating the space needs to reflect 2019 infrastructure requirements.

Director Neal explained 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. She went on to explain how the COVID-19 pandemic has caused significant declines in ridership. The economic impacts resulting from COVID-19 have not been fully realized but will likely result in significant revenue shortfalls in the immediate future and may create instability in outlying years as well. Director Neal asked the board for guidance on how to proceed.

Board members and staff discussed some proposed legislation and how various outcomes make it difficult to predict what will be available for future grant opportunities. Director Neal expressed her concern regarding costs associated with staffing another building and completing the necessary information in time to submit for FY21 grant opportunities. Trustee Schinker said the operating costs and declining enrollment are a concern and agreed the full impact of

the financial situation is unknown at this time and waiting would allow the Transit Board more options in the future.

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

Trustee Schainker made a motion to approve Alternative 1, which suspends further examination of a possible CyRide facility expansion for one year. Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

TRANSIT ADVERTISING CONTRACT EXTENSION: Director Neal explained she is requesting approval of a one-year contract extension with a contract amendment to the advertising contract with Houck Advertising, who provides advertising on the inside and outside of buses. She stated the 3-year contract, which expires on June 30, 2020, has provided above average revenues for CyRide with no direct costs to the local funding partners.

Due to the COVID-19 pandemic, Houck Advertising has contacted Director Neal asking for relief from the contract minimum annual guarantee and has proposed continuing the 60/40 revenue share for the remainder of the contract with CyRide receiving 60%. Director Neal had the Legal Department review the contract and proposal, when it was discovered that the contract language was ambiguous for the 4th and 5th year. This would likely not make Houck responsible for a minimum annual guarantee.

The Transit Director recommends approval of Alternative #1, which modifies and extends the existing contract, while preserving 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.

Trustee Jeffrey made a motion to approve Alternative 1, which approves a one-year contract extension with a contract amendment to Houck Advertising of St. Paul, MN, to expire June 30, 2021. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

PROPOSED FALL SERVICE SCHEDULE CHANGES: Director Neal explained she is seeking board approval of modifications to a baseline service level and recommendation from the board on the level of service to operate on Labor Day as a result of the Iowa State University academic calendar changes. The proposed baseline service changes include shifting the start of the fall schedule to begin on August 10, 2020 with a break service schedule, then change to a full-service schedule beginning August 17, 2020 through November 25, 2020. After November 26, 2020, a break schedule would run through January 10, 2021. Director Neal explained that the proposed changes would result in a preliminary cost savings of \$88,090, due to the longer break service period.

Director Neal outlined service options for Labor Day, September 7, 2020, as Iowa State University will be holding classes that day and CyRide typically does not operate. Options included running a full-service weekday schedule at a cost of \$48,160, a weekday break schedule at a cost of \$27,407, and a Saturday break schedule at a cost of \$9,544. Director Neal pointed out that either a weekday or Saturday break schedule would not offer some routes that typically go to campus. Additionally, a Saturday break schedule would not offer the #23 Orange route from the commuter lot. There was discussion about whether students were expected to be on campus on Labor Day. Trustee Cain confirmed that attending class is the expectation, but class delivery will be modified with some large lectures online and 50% capacity in classrooms. Trustee Shrader said he would be in favor of offering full service on Labor Day, as many students will not be going home for the holiday and are reliant on bus service to campus. Trustee Cain added that about 2/3 of students come from off campus, so she would be supportive of service that gets them to class.

The Transit Director recommends approval of Alternative #2, modifying 2020 fall service modifications as described, with a weekday break schedule operating on Monday, September 7 (Labor Day).

Trustee Cain made a motion to approve Alternative #1, which approves baseline 2020 fall service modifications as described and adopting Option 1, operating regular weekday service on Labor Day, at an estimated savings of \$39,930. Trustee Ludwig seconded the motion. (Ayes: 6 Nays: None) Motion carried.

2020 FALL SERVICE PREPARATION - INFORMATIONAL: Director Neal shared changes to classes at Iowa State University for the Fall semester will have significant impacts on CyRide operations. Classes will have multiple delivery options which include in-person, online, and hybrid approaches. She stated staff will continue to monitor ridership patterns, refine plans, and continue to work with Iowa State University personnel as situations evolve.

Director Neal shared Iowa State University has launched a campaign called Cyclones Care, which encourages students, faculty, and staff to practice healthy behaviors on and off campus and CyRide will support this initiative. This initiative promotes staying home if you are sick and requires the use of masks and face coverings. CyRide will communicate any decisions which affect passengers on our website, social media, and postings inside buses.

TRANSIT DIRECTOR'S REPORT:

Ames Intermodal Facility (AIF) Contract Forbearance Update: Tenants of the Ames Intermodal Facility requested amendments to their leases that provides a 90-day forbearance for rent due during the COVID-19 pandemic at the April 8 Transit Board meeting. Director Neal has contacted both tenants, Jefferson Lines and Executive Express, about the amendments; Jefferson Lines will be signing the amendment for repayment of the forbearance over 2021 and will begin regular payments on July 1. Director Neal said she is working through the details of the repayment of the forbearance and the reduced rent amount of \$750 per month that Mr.

Logeman of Executive Express had requested. She will bring back details of these conversations for board action at the July board meeting.

COVID-19 Update: CyRide’s maintenance department is working on equipping buses with a driver barrier. The goal is to have enough buses completed to resume fare collection on July 15, 2020 and have all buses equipped with barriers by August. Additional cloth face masks for employees have been received from the FTA and are being distributed.

Transit Student Government (SG) Trust Fund: In June, the Board of Regents froze student activity fees for the state universities for the 2020-21 academic year, so the previously approved \$9.50 fee increase for Iowa State University students will no longer be received. Due to COVID-19, Summer 2020 activity fees were not collected and will create a shortfall for the FY20. Since this is a direct result of the pandemic, it is eligible for CyRide to use CARES funding to reimburse the operating costs for services providing during this time.

INVEST in America Act Transportation Bill Summary – Informational: New transportation legislation is being considered by the House Committee on Transportation and Infrastructure called Investing in a New Vision for the Environment and Surface Transportation in America (INVEST in America Act). The current Fast Act transportation bill expires on September 30, 2020.

Quarterly Report: A detailed overview of CyRide’s overall performance is generated each quarter. This information is used to track performance and observe trends in the system. For the previous quarter, January 2020-March 2020, ridership and preventable accidents were down and passengers per comment were up.

Fall Meeting Dates/Times:

- July TBD
- August 26, 2020 at 2:00pm
- September 23, 2020 at 2:00pm
- October 28, 2020 at 2:00pm
- November 25, 2020 at 2:00pm
- December 23, 2020 at 2:00pm

Adjourn: Trustee Jeffrey made a motion to adjourn the meeting at 5:34 p.m. and motion seconded by Trustee Ludwig (Ayes: Six. Nays: None.) Motion carried.

Jacob Shrader, President

Julie Brousard, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

July 1, 2020

The Ames Transit Agency Board of Trustees met on July 1, 2020 at 8:30 a.m. via video conference. President Schrader called the meeting to order at 8:30 a.m. with Trustees Beatty-Hansen, Cain, Jeffrey, and Schainker 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)

PUBLIC COMMENTS: None

CONTRACT AMENDMENT FOR EXECUTIVE EXPRESS: Director Neal requested board approval for contract amendment for Executive Express for the Ames Intermodal Facility. Director Neal stated Larry Logeman, president of Executive Express, addressed the board during the public comment portion of the last board meeting. He spoke about his FY20 forbearance and changes to his FY21 rental amount. Director Neal met with Mark Miller, ISU's Project Manager, and Logeman to discuss the modifications to the contract. They reached a temporary arrangement for the board to consider. Executive Express, upon agreement to the amendment, will pay \$1,000 immediately and the rest of the balance of the forbearance by June 30, 2021. Executive Express will give up their five covered parking spaces. Miller believes these spaces will bring in an additional \$3,000 in revenue. The base rent would be \$750 for 12 months with increases based on previous years rent. The contract amendment had been reviewed by City of Ames legal counsel, Miller, and Logeman.

Trustee Cain inquired if Jefferson Lines rent was staying the same. She also asked if both Jefferson Lines and Executive Express have uncovered parking stalls. Director Neal said Jefferson Lines will be paying the same rent and both parties have uncovered stalls.

The Transit Director recommended approval of Alternative #1, which approves the contract amendment to Executive Express for the FY21 lease year.

Trustee Schainker made a motion to approve Alternative 1, approving the contract amendment to Executive Express for the FY21 lease year. Trustee Cain seconded the motion. (Ayes: 5 Nays: None) Motion carried.

Next Meeting Date: Wednesday, August 26th at 2:00 p.m.

Adjourn: Trustee Jeffrey made a motion to adjourn the meeting and Trustee Schainker seconded the motion. The meeting was adjourned at 8:37 p.m. (Ayes: 5 Nays: None) Motion carried.

Jacob Shrader, President

Julie Brouard, Recording Secretary



August 26, 2020
On-Call Architectural & Engineering Services Award
CyRide Resource: James Rendall

BACKGROUND: Parts of CyRide's facility are 40 years old and major components of the building are well beyond their useful life. CyRide has identified several major upcoming capital improvement projects that will require professional architectural and engineering services. Historically, CyRide has utilized an on-call firm to provide these services. CyRide is currently at the end of a five-year contract with ASK Studios of Des Moines, Iowa.

At the May 2020 Transit Board meeting, CyRide informed the board of the expiring contract and the desire to issue a Request for Qualifications (RFQ) to locate a suitable on-call architectural and engineering firm.

INFORMATION: On June 22, 2020, CyRide released RFQ 2020-167 for On-Call Architectural and Engineering services to support CyRide construction projects. Responses were due by July 16, 2020. The RFQ was developed for up to a five-year period so continuity between multiple years and projects could be accomplished. The base contract is for two years, with annual renewal options for up to three additional years.

CyRide received a single proposal, from ASK Studios of Des Moines, Iowa. CyRide reached out to several of the firms that were sent the RFQ to request information about why they did not respond. The common response from firms was that they did not believe they had the correct skill set to meet CyRide's needs, were concerned about Federal Transit Administration required clauses, or their workload did not permit them to respond.

Per Federal Transit Administration requirements, RFQs for professional services must be awarded based on a two-stage process. First, they are evaluated based on a set of criteria that reflect the firm's professional qualities only and the firms are ranked based on these professional skills. Second, price negotiations begin with the top firm. If an agreement cannot be reached, the second highest firm is contacted to determine if a price can be agreed upon, until the contract is awarded, or all bids are rejected.

Two CyRide staff members evaluated the proposal against these criteria. Based on the evaluation, ASK Studio was determined to be responsive to the RFQ requirements. An hourly rate of \$50 - \$150 (see attached rate sheet) per hour, depending upon which staff is utilized on a specific project, was negotiated with the firm. This rate is comparable to past CyRide on-call architectural and engineering contracts and based on a federally required price analysis, the fees were determined to be fair and reasonable.

Funding for these services will be provided with federal grants and local dollars programmed into the Capital Improvement Program.

ALTERNATIVES:

1. Approve the contract for On-Call Architectural and Engineering Services to ASK Studios, of Des Moines, Iowa, for a period of two years, with annual renewal options for up to three additional years.
2. Reject the contract and direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to enter into a contract with ASK Studios of Des Moines, Iowa for On-Call Architectural and Engineering services. Due to this firm's strong technical experience and familiarity with CyRide's existing facilities, ASK Studios was determined to be a good fit for the various projects funded in the Capital Improvement Plan.



ARCHITECTS SCHIPPER KASTNER

ASK Studio 2020-21 Hourly Rates

	<u>Hourly Rate</u>
Principal _____	\$150.00
Staff Architect _____	\$85.00– 105.00
Intern Architect _____	\$75.00 – 85.00
Interior Designer _____	\$60.00 – 70.00
Draftsperson _____	\$50.00 – 60.00
Support Staff _____	\$55.00 – 60.00

August 26, 2020
2020 ICAAP Grant Application
CyRide Resource: Shari Atwood

BACKGROUND: The State of Iowa receives federal Congestion Mitigation and Air Quality (CMAQ) funding, which is used to fund the Iowa Clean Air Attainment Program (ICAAP). This statewide competitive program can fund new transportation projects or services throughout the State of Iowa that reduces congestion or improves air quality. A maximum of three years of service can be funded within the first five years of a new service's operation, with the state providing 80% reimbursement of costs.

In the past, CyRide has used this program to fund expanded services (new routes or more frequent service) within its system, as well as for the purchase of new buses that are needed to operate these services. This has helped supplement CyRide's operating and capital funding for the initial years of operation of a new transit service.

This year's ICAAP grant applications are due October 1, 2020 for federal fiscal year 2022. Applications need to be submitted through the Ames Area Metropolitan Planning Organization (AAMPO) for approval prior to submission to the Iowa DOT. Awards are typically made by the Iowa DOT Commission the following January or February (2021) after grants are submitted.

INFORMATION: To maximize grant funding for eligible expenses during CyRide's 2021-2022 budget years, CyRide recommends requesting 80% reimbursement for anticipated operating expenses for the following routes that started under CyRide 2.0: #1 Red, #7 Purple, #11 Cherry, and #12 Lilac services for their third and final year of ICAAP. Additionally, CyRide recommends requesting reimbursement for services added in the fall 2019 for expanded night and mid-day service on the #6 Brown, #11 Cherry, and #12 Lilac for their second year of reimbursement. Estimated operating expenses are detailed below; actual costs and revenues received at the time of billing will modify the actual dollars received, if awarded for these projects.

Route	Total Cost	Anticipated Fares	Net Cost	ICAAP (80%)	Local (20%)
YEAR 3 ICAAP REQUEST					
Funds fourth year of service; Service began under CyRide 2.0 in 2018					
#1 Red	\$216,560	\$532	\$216,028	\$172,822	\$43,206
#7 Purple	\$49,607	\$433	\$49,174	\$39,339	\$9,835
#11 Cherry	\$41,422	\$251	\$41,171	\$32,937	\$8,234
#12 Lilac	\$94,594	\$501	\$94,093	\$75,274	\$18,819
SUBTOTAL YR #3	\$402,183	\$1,717	\$400,466	\$320,372	\$80,094

YEAR 2 ICAAP REQUEST					
Funds third year of service; Services began in Fall 2019					
#12 Lilac – Midday (10:00am – 2:30pm)	\$39,763	\$194	\$39,569	\$31,655	\$7,914
#11 Cherry – Night (6:30pm – 10:30pm)	\$42,124	\$194	\$41,930	\$33,544	\$8,386
#6 Brown- Night (8:00pm – 10:00pm)	\$37,592	\$111	\$37,481	\$29,984	\$7,497
SUBTOTAL YR #2	\$119,479	\$499	\$118,980	\$95,183	\$23,797
TOTAL	\$521,662	\$2,216	\$519,446	\$415,555	\$103,891

In total, the local operating dollars covered by an ICAAP grant could be up to \$415,555 if all projects were fully funded, which would provide savings in the budget.

ALTERNATIVES:

1. Approve submission of an operating ICAAP grant application for approximately \$415,556 in operating expenses on four of the new/expanded routes under CyRide's 2.0 system and three additional night/midday services.
2. Do not submit an ICAAP grant application.

RECOMMENDATION:

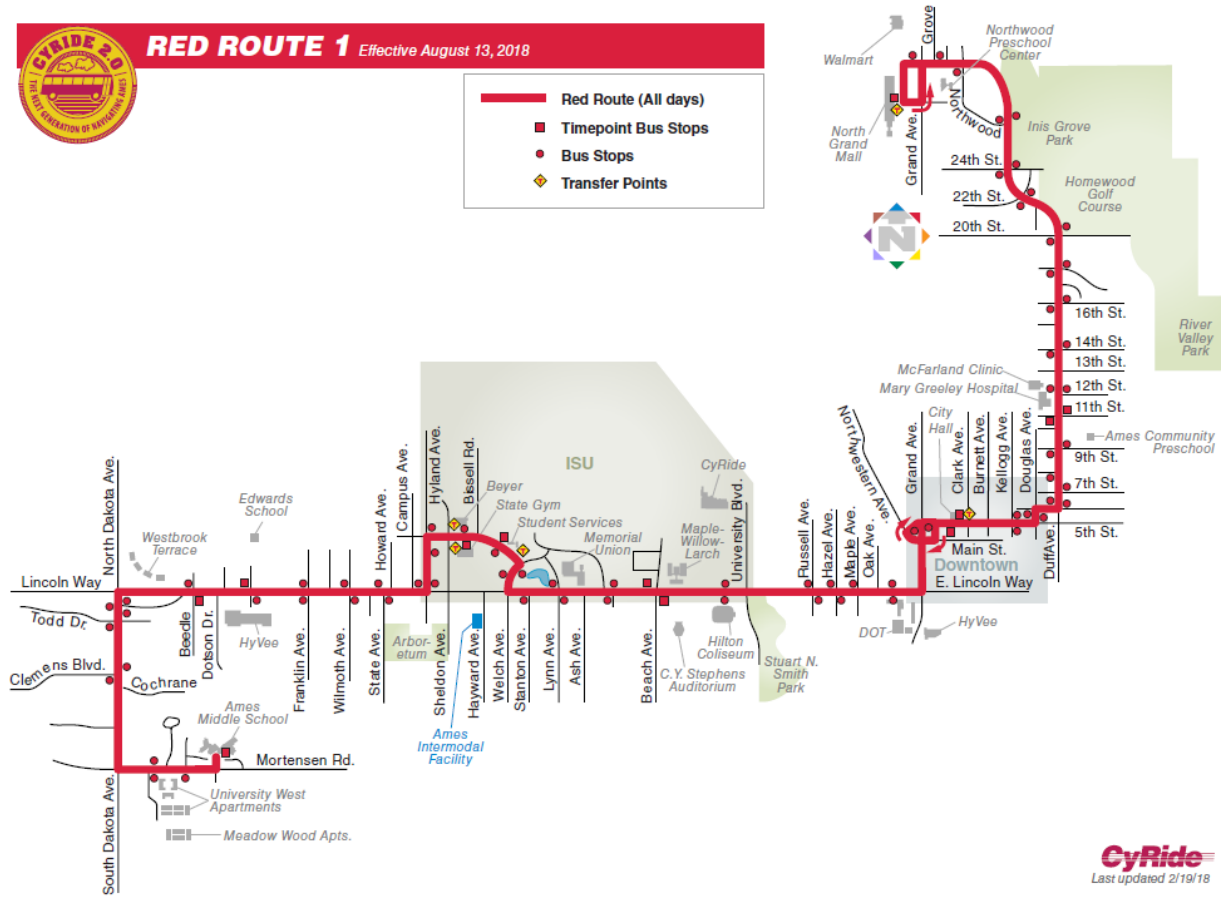
The Transit Director recommends approval of Alternative #1, to submit an ICAAP grant application to support the operating expenses for West Ames routes on the new CyRide 2.0 system as well as additional services added.

If approved, this grant would reduce the local funding required to support current service on these routes during the next federal fiscal year (October 2021 – September 2022), allowing previously committed local dollars to be used for other operating needs.



RED ROUTE 1 Effective August 13, 2018

- Red Route (All days)
- Timepoint Bus Stops
- Bus Stops
- ◆ Transfer Points

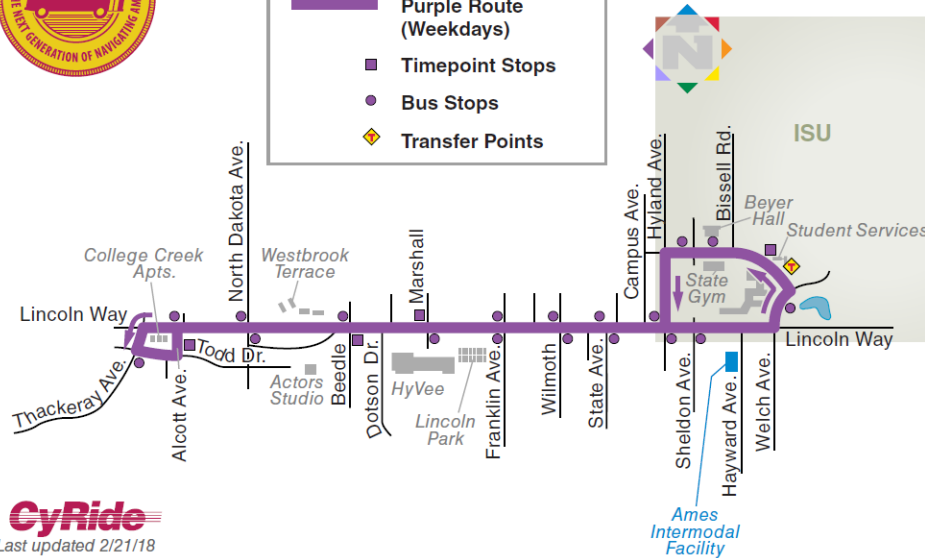


CyRide
Last updated 2/19/18



PURPLE ROUTE 7 Effective August 13, 2018

- Purple Route (Weekdays)
- Timepoint Stops
- Bus Stops
- ◆ Transfer Points

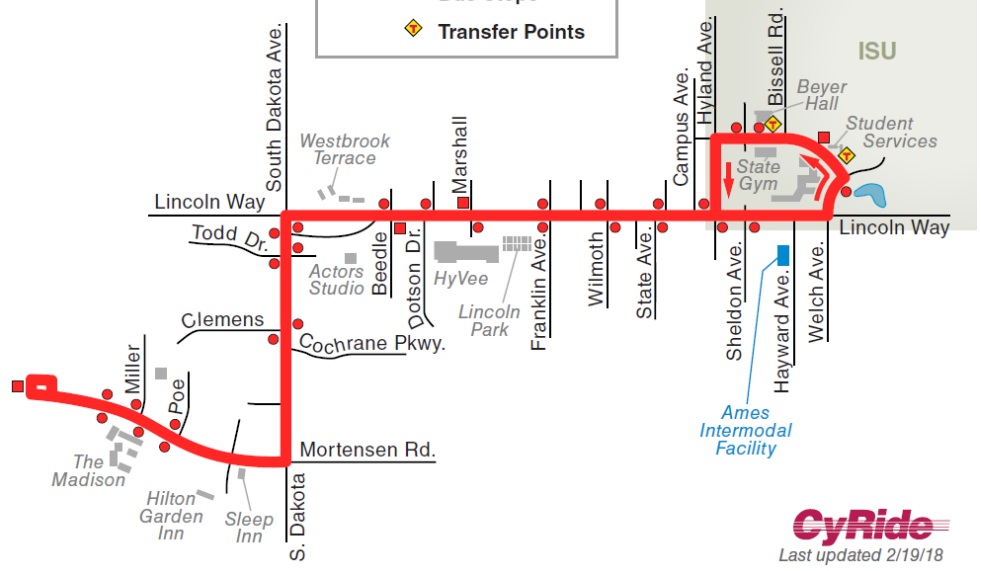


CyRide
Last updated 2/21/18



CHERRY ROUTE 11 Effective August 13, 2018

- Cherry Route (Weekdays)
- Timepoint Stops
- Bus Stops
- ◆ Transfer Points

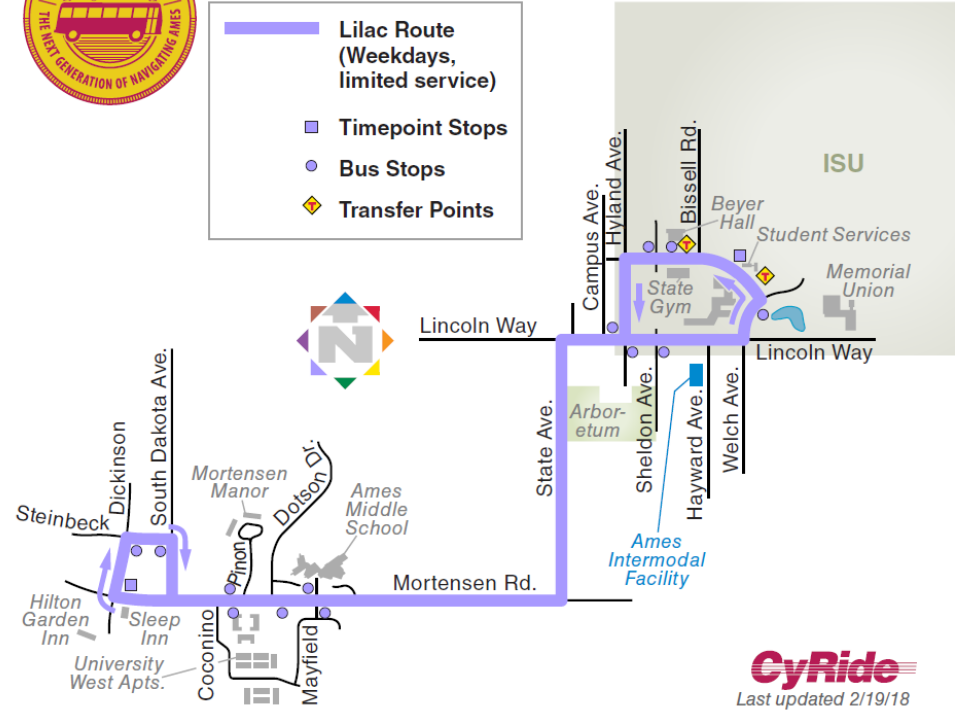


CyRide
Last updated 2/19/18



LILAC ROUTE 12 Effective August 13, 2018

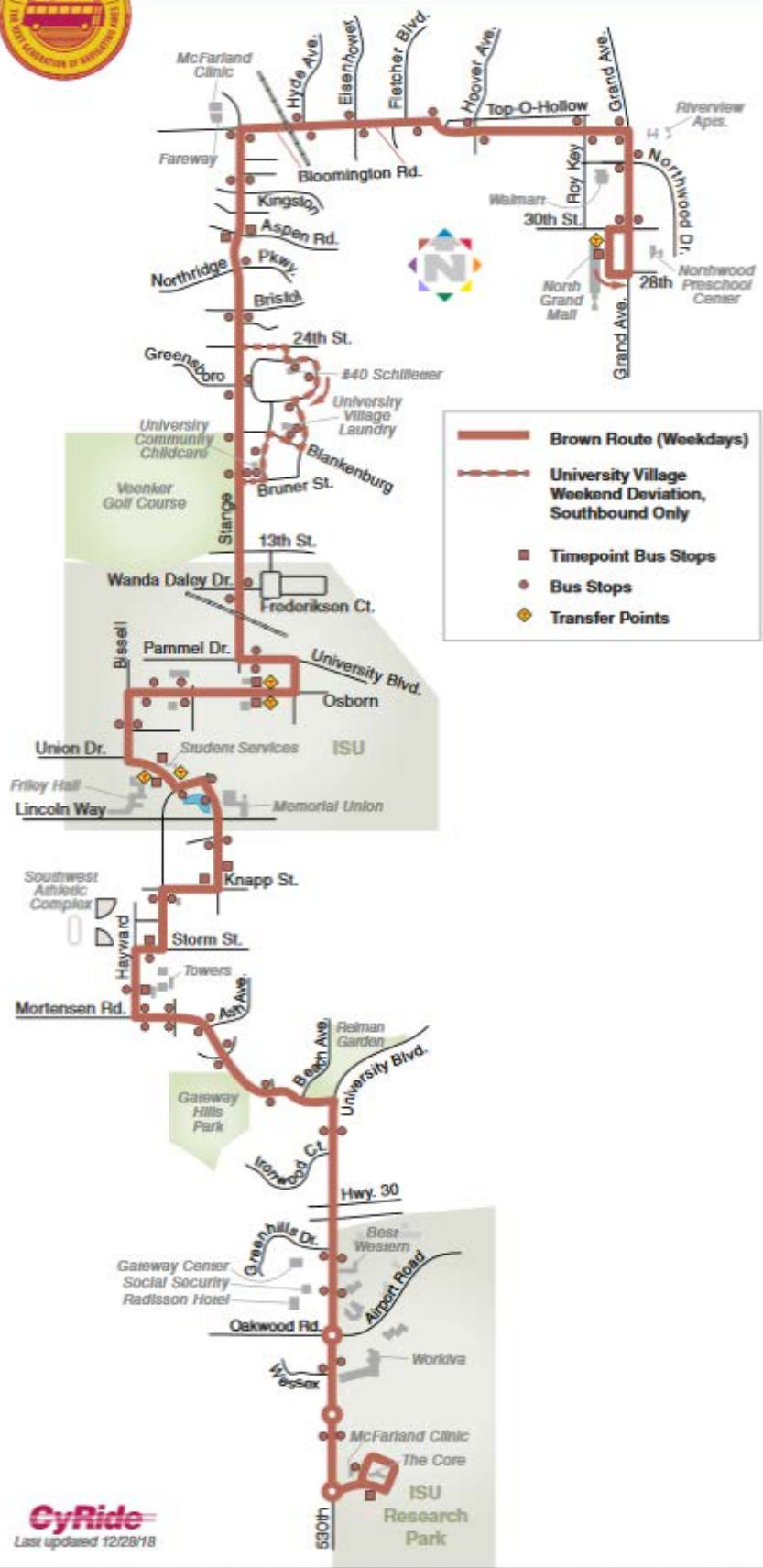
- Lilac Route (Weekdays, limited service)
- Timepoint Stops
- Bus Stops
- ◆ Transfer Points



CyRide
Last updated 2/19/18



BROWN ROUTE 6 Effective August 13, 2018



CyRide
Last updated 12/28/18

CyRide
New Route Expansion (#12 Lilac)
Added Frequency (#1 Red, #11 Cherry, #7 Purple)
Official Certification

The Ames Transit Agency (CyRide) Board of Trustees certifies that it shall:

- (1) commit the necessary local matching funding for project implementation and
- (2) upon project completion, be responsible for adequately maintaining and operating the project for public use during the project's useful life.

Jacob Schrader, Ames Transit Agency President

8/26/2020

Date

CyRide
Added Frequency (#11 Cherry - Night)
Official Certification

The Ames Transit Agency (CyRide) Board of Trustees certifies that it shall:

- (1) commit the necessary local matching funding for project implementation and
- (2) upon project completion, be responsible for adequately maintaining and operating the project for public use during the project's useful life.

Jacob Schrader, Ames Transit Agency President

8/26/2020

Date

CyRide
Added Frequency (#12 Lilac - Midday)
Official Certification

The Ames Transit Agency (CyRide) Board of Trustees certifies that it shall:

- (1) commit the necessary local matching funding for project implementation and
- (2) upon project completion, be responsible for adequately maintaining and operating the project for public use during the project's useful life.

Jacob Schrader, Ames Transit Agency President

8/26/2020 _____
Date

CyRide
Added Frequency (#6 Brown - Night)
Official Certification

The Ames Transit Agency (CyRide) Board of Trustees certifies that it shall:

- (1) commit the necessary local matching funding for project implementation and
- (2) upon project completion, be responsible for adequately maintaining and operating the project for public use during the project's useful life.

Jacob Schrader, Ames Transit Agency President

8/26/2020

Date

August 26, 2020
Federal Section 5307 Grant Application – FFY 2021 STBG Funding
CyRide Resource: Shari Atwood

BACKGROUND: The Surface Transportation Block Grant (STBG) Program provides flexible funding from the Federal Highway Administration (FHWA) that may be used by localities for transportation projects. The intent of these projects is to preserve and improve the conditions and performance of any federal-aid highway, bridge, public road, transit capital project, or pedestrian/bicycle infrastructure. Each spring, approximately \$1.6-1.7 million is available in STBG funding for the Ames metropolitan area, which is dispersed through the Ames Area Metropolitan Planning Organization (AAMPO).

In February 2017, CyRide submitted a STBG application to the AAMPO to receive \$225,000 in funding for a partial bus. This is approximately 14% of Ames’s full annual allocation. CyRide’s project was approved by the AAMPO and incorporated into the Transportation Improvement Program as required and included in the Metropolitan Transportation Plan document.

This is the second year CyRide will receive STBG funding for a bus replacement. The FFY 2021 STBG funds will be available beginning October 1, 2020 to submit within a Federal Transit Administration (FTA) grant application, after the federal funds are transferred from FHWA to FTA. This transfer process typically takes three to six months, with another three months for the FTA grant approval process. CyRide does not anticipate that the procurement will occur until FY 2022. The Transit Board of Trustees is required to formally authorize any grant application request for staff to begin the grant request process to FTA.

INFORMATION: CyRide plans to replace a 40-foot heavy duty bus that is currently 19 years old with a new 60-foot heavy-duty articulated bus. All federal and local funding identified in the table below was approved in the 2020-2021 Capital Improvement Plan to support purchasing an articulated bus for up to \$850,000. The STBG funding indicated below is the last funding component necessary to obtain prior to beginning this purchase. Once all the funding is in place, this purchase will increase CyRide’s articulated bus fleet size to eight.

	Funding Type	Federal (80-85%)	Local (20%)	Total
Base 40’ HD Bus*	5339	\$436,077	\$76,955	\$513,032
Articulated Upgrade**	STBG/5307	\$225,000	\$56,250	\$281,250
CyRide Local			\$55,718	\$55,718
TOTAL		\$661,077	\$188,923	\$850,000

*The base bus funding is currently in process of being approved within an Iowa DOT contract at 85% federal.

**AAMPO approved STBG funding in 2017 at 80% federal.

CyRide’s grant application would request the STBG funding of \$225,000 once the funding is formally transferred into FTA’s 5307 account to support the purchase of one articulated bus. CyRide would support this portion of the project with \$56,250 in local match.

ALTERNATIVES:

1. Authorize the Transit Director to execute and file a Section 5307 Surface Transportation Block Grant application in the amount of \$225,000 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMENDATION:

The Transit Director recommends approval of Alternative #1. Proceeding with this application will allow CyRide to continue to expand its articulated bus fleet towards its goal of ten articulated buses to fully operate the #23 Orange Route.

**Authorizing Resolution
5307 Grant Application
FFY2021 STBG Funding**

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C chapter 53, title 23 United States Code and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal Financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Ames Transit Agency has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.

NOW, THEREFORE, BE IT RESOLVED BY AMES TRANSIT AGENCY BOARD OF TRUSTEES

1. The Transit Director or his/her designee is authorized to execute and file application for Federal assistance on behalf of Ames Transit Agency with the Federal Transit Administration for Federal Assistance authorized by 49.U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Applicant has received approval from the Ames Area Metropolitan Planning Organization to apply for Surface Transportation Block Grant funding transferred from Federal Highway Association.
2. The Transit Director or his/her designee is authorized to execute and file with its application the annual certification and assurances and other document the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. The Transit Director or his/her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Ames Transit Agency.
4. The Transit Scheduler/Administrative Analyst or his/her designee is authorized to draw against available grant funding using the ECHO web system.

CERTIFICATION

The undersigned duly qualified President - Board of Directors, acting on behalf of the Ames Transit Agency, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Ames Transit Board of Trustees.

(Signature of Recording Officer)

President, Board of Directors
(Title of Recording Officer)

August 26, 2020
(Date)

August 26, 2020

Public Transit Infrastructure Grant (PTIG) Additional Funding

CyRide Resource: Shari Atwood

BACKGROUND: At the May 13, 2020, board meeting, the Transit Board approved a state grant application which included two Public Transit Infrastructure Grant (PTIG) projects for facility improvements, to be submitted to the Iowa Department of Transportation (Iowa DOT) on June 1, 2020.

PTIG funding is provided by the Rebuild Iowa Infrastructure Fund (RIIF), which is supported primarily from gaming revenues. In CyRide's 2021-2022 capital budget and City of Ames Capital Improvement Plan (CIP), PTIG funding is set at \$625,000, with a \$125,000 local match. Due to the pandemic, CyRide anticipated RIIF funding allocated to PTIG would be lower than normal, and we reduced our HVAC request accordingly. This realization became reality when the state legislature decreased transit PTIG funding from \$1.5 million to only \$500,000. Both the Maintenance Bay Ventilation Improvements project and the Southwest Bus Storage HVAC project presented at the May 13 board meeting totaled \$375,136 with a \$93,784 local match requirement. On June 24, 2020, the Iowa DOT notified CyRide they were willing to fund both projects with \$292,093 in PTIG state funding, leaving a capital budget deficit of \$51,827 from the December 2019 board approved CIP. See table below for more specifics:

PTIG Projects Submitted	Total	Federal	Local Funding
Maintenance Bay Ventilation Improvements	\$281,346	\$225,077	\$56,269
HVAC Replacement in Southwest Bus Storage	\$187,574	\$150,059	\$37,515
TOTAL PTIG Submission	\$468,920	\$375,136	\$93,784

PTIG Projects Awarded	Total	Federal	Local Funding
PTIG Award - Both Projects	\$468,920	\$292,093	\$176,827
2021-2022 Capital Improvement Plan			-\$125,000
Local Deficit			\$51,827

The Iowa DOT requested a response by July 7 indicating which PTIG projects CyRide was interested in moving forward due to the lower allocated funding. Due to the advanced age of the HVAC systems and the uncertainty surrounding future years of PTIG funding, staff believed it was in CyRide's best interests to move ahead with both projects and meet the additional local match requirement by shifting currently approved projects in the CIP. An email was sent to all Transit Board members requesting informal direction for the PTIG funding; CyRide received a response from all six Trustees directing staff to move forward with both projects.

INFORMATION: As the board information was being prepared, CyRide was informed it was the recipient of a \$390,000 Volkswagen (VW) Settlement grant award for application toward the battery electric bus project. Following board action at the March 2020 meeting, CyRide had previously held \$384,775 in reserve until the disposition of the VW settlement award was known. The reserved funds are listed below.

Projects Delayed Until VW Award Known	Local Funding
Security System (Building) – FY20	\$200,000
Facility Improvements – FY22	\$75,000
Shop Equipment – FY22	\$38,318
SAVINGS from 5339 Bus & Bus Facilities formula award	\$71,457
TOTAL	\$384,775

To proceed with both PTIG projects, a portion of the \$71,457 in savings shown above could be utilized. This would result in a net savings of \$19,630 (\$71,457 - \$51,827) in the capital budget and would permit CyRide to fully leverage the available PTIG grant opportunity.

ALTERNATIVES:

1. Approve moving forward with Security System, Facility Improvements, and Shop Equipment projects previously delayed, utilizing the recently announced VW grant award of \$390,000 as a portion of the local capital match for the upcoming purchase of two battery electric buses and their charging stations, and approve both PTIG projects with an additional local capital match of \$51,827 from the released SAVINGS from 5339 Bus & Bus Facilities formula award.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. This will authorize the use of Volkswagen settlement funding and move the facility toward cleaner air exchanges in critical areas where employees work and walk through each day. With the uncertainty in future PTIG funding levels, delaying these projects may push out needed HVAC replacements 2 or 3 years into the future.

August 26, 2020
Face Coverings
CyRide Resource: Barbara Neal

BACKGROUND: CyRide has been continuously reviewing face covering guidance from governmental and industry sources since the start of the pandemic. On March 19, we suspended fare collection and passengers were asked to enter and exit the bus only through the rear doors. At this time steps were taken to adopt and implement face covering/mask policies for all CyRide employees. The policy included providing employees with face coverings and requiring them to be worn in the building and on the buses when social distancing was not feasible.

In preparation for resuming fare collection and front door boarding on July 15, personal protective equipment (PPE) was replenished, operator partitions were fabricated and installed, and face coverings were “expected”, but not required, for passengers riding our vehicles. As part of the transition to front door boarding drivers began requesting passenger adhere to this new expectation and started providing disposable masks to passengers who needed them.

Early in the summer, Iowa State University also announced its expectation, and later requirement, for wearing face coverings on campus, out in the community, and on CyRide. Several area businesses have implemented similar policies.

INFORMATION: At the Ames City Council workshop on July 21, 2020, Council reviewed a proposed mandate requiring face coverings in city buildings, CyRide buses, and at Parks & Recreation activities. During this meeting, Council requested the Transit Board consider adopting a face covering requirement, consistent with City of Ames policy. The Transit Board is the rule making authority on matters such as the use and management of the buses, and the health and welfare (i.e. face coverings) of staff. CyRide currently follows city policy regarding when and where employees are to wear face coverings, including the bus drivers wearing masks while on duty.

An email was sent to Transit Board members on July 21 requesting informal direction for requiring face coverings on CyRide vehicles. Six board members responded with support for changing the wording from “expect” to “require” regarding the use of masks/face coverings on CyRide vehicles. Information that CyRide has shared on social media does state we do not expect children ages 10 & under to wear a mask, or anyone who has trouble breathing, is using oxygen therapy, or anyone who has been told by medical, legal, or behavioral health professionals not to wear face coverings. We have also trained our drivers that face coverings should not be a source of conflict on our vehicles and have provided instruction on ways to positively ask for and encourage compliance instead.

Subsequently, on August 18, Council voted to begin the process of drafting an ordinance mandating the use of face coverings throughout the community. The specific language of the proposed ordinance will not be available at the time this board packet is issued, but CyRide believes riders on public transit would be included in any adopted ordinance.

ALTERNATIVES:

1. Approve a policy “requiring” face covering on all CyRide vehicles.
2. Reject “requiring” face coverings on all CyRide vehicles and direct staff to return to a policy “expecting” face coverings instead.
3. Approve a board directed policy regarding face coverings on CyRide vehicles.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Public health concerns associated with COVID-19 are expected to continue, and current guidance points to the benefits of wearing face coverings to protect one’s self and those in close proximity. A face covering requirement on CyRide vehicles promotes a consistent, clear, and unified message throughout the community about healthy behaviors.

August 26, 2020
COVID-19 and Fall 2020 Preparation – Informational
CyRide Resource: Christine Crippen

BACKGROUND: As part of CyRide’s ongoing commitment to protecting our passengers and employees as fall semester starts, we have been carefully monitoring guidance from various sources. We have been taking additional steps to engage with passengers, by encouraging healthy behaviors, and minimizing risks to everyone riding CyRide.

INFORMATION: In recent weeks leading up to the fall semester starting at Iowa State University, the number of COVID-19 positive cases has significantly increased in Story County. The rise in Ames population as students move back into apartments and student housing has prompted a need for increased awareness, education, and additional mitigation measures on the bus. Consistent messaging is essential throughout the community, and Iowa State University has promoted its ‘Cyclones Care’ campaign, to mitigate the risk of COVID-19 by identifying healthy behaviors. The City of Ames and other agencies in Story County have adopted Iowa State’s messaging as a way to promote the same message.

CyRide has been incorporating Cyclones Care information into our own COVID-19 messaging and mask requirements. We have combined our graphics with Iowa State’s messaging and began placing flyers on the bus talking about masks. We worked with Iowa State marketing and trademark divisions to gain permission to put Cy on the bus holding the Cyclones Care sign. Since Cy is a trademark of Iowa State, we received a special waiver to crop him and fit him in a window. Cy will be in the window of all the buses visible as people are getting on the bus. The articulated buses will have Cy in the back window. The buses with digital signs will also have a series of electronic advertisements of the Cyclones Care messages. There are also print adds for the interior of the rest of the fleet with the same messages.

We had one of our supervisors do a computational fluid dynamics analysis in a program called Sim Scale to analyze how air flows in a bus. All windows and vents open, air is exchanged in 20 seconds and the longest time when all windows are shut, the total volume of air is exchanged in 93 seconds. So, air still is being exchanged quickly even when the windows are shut and that does not count the front and rear doors opening and closing. We are encouraging drivers to open roof vents and windows when possible. On days where it is hot and humid, fresh air is still being exchanged with the A/C on and windows shut.

We put together a short video message about what we have done to make sure we keep everyone safe on the bus. We read research about how COVID-19 is not passed on the public transportation by wearing a mask, cleaning, reducing talking or conversations, keeping overall time on the bus less than 15 minutes while it is busy, and washing hands or using hand sanitizer after riding. CyRide was going to have this video shown prior to the movie at Destination Iowa State at Jack Trice. Unfortunately, movie night was cancelled due to forecasted bad weather. We have posted this video to our website, and social media accounts. Iowa State has a copy so we are hoping they will incorporate our message at other Iowa State University functions.

CyRide has also been distributing masks for community riders. We were able to get a supply of disposable masks which were placed in a plastic bag with a travel tips card. Drivers are still cleaning and disinfecting at end points.



August 26, 2020
Monthly Report
CyRide Resource: Barbara Neal

1. Volkswagen Settlement Grant (VW) 2020

The State of Iowa received \$21 million of VW settlement funds and has allocated \$9.45 million of the total towards eligible school, shuttle, and transit bus projects over three separate funding cycles. For the second round of VW grants, CyRide submitted an application for two electric buses and depot charging stations/dispensers in the amount of \$390,000. In July, we were notified that our request would be fully funded. Additionally, the Electric department was also awarded \$12,200 for charging stations at the Ames Intermodal facility.

2. Bus and Bus Facilities Grant Award

The Iowa DOT notified CyRide that the State of Iowa would be the recipient of a \$5,541,710 grant award from the federal Bus and Bus Facilities program. The grant was funded at the full requested amount. CyRide will receive \$2,180,385 from the award for the purchase of five heavy duty transit buses, see Vehicle Replacement List by Public Transit Management System (PTMS) Point Priority. These buses are federally funded at 85%. This funding level is higher than the State of Iowa's PTMS process using Congestion Mitigation and Air Quality (CMAQ) funding at 80%, saving CyRide \$25,651 per bus, or a total of \$128,255. The five buses being replaced are 19-20 years old and past their useful life benchmark of 15 years. Replacing these buses will also help CyRide meet Transit Asset Management Plan goals. Additionally, CyRide will likely proceed with applying for the third and final round of the VW settlement grant request, with Transit Board approval, to further lower the local match requirements.

3. Construction Update

Reconstruction of the Ames Middle School bus turnaround has been substantially completed. Jensen Builders, LTD of Des Moines was the low bid for this project. All concrete has been poured, and the Streets Department painted the curbs and required roadway markings. During inspection of the project, CyRide discovered that the retaining wall was not constructed with the required slope on the south end of the wall. Jensen Builders is resolving the discrepancy and the project should be ready for final inspection the week of August 24, 2020.

The CyRide 2020 HVAC 1 project has started, and existing heating equipment is being demolished in preparation for the arrival of the new equipment. Mechanical Comfort of Ames was awarded the contract to replace and upgrade aging HVAC rooftop units and controls as well as add an additional rooftop unit in the bus wash mechanical room. The construction schedule has the project being completed in early October.

4. Census Update

Currently, Ames only has a 65.1% self-response rate for the 2020 Census. A large undercount for this census could cost CyRide close to a million dollars in federal funding. Federal funds for CyRide are largely based on population and population density. With the population of Ames being roughly 45-50 percent students, we are looking for ways we can work with ISU and the City to encourage students to Claim Ames as their residence on the 2020 Census. I have also reached out to our lobbyist both at the Federal and State level.

5. Two New Relief Vehicles

CyRide recently received two 2020 Ford Escapes Hybrid relief vehicles. These vehicles were purchased with local funds that were programmed into the capital plan. The two Escape

hybrids will replace an existing 2012 hybrid vehicle and a 2014 standard gasoline engine vehicle. The purchase of hybrid vehicles helps CyRide maintain its commitment to a sustainable future through a reduction in greenhouse gases. Historically, CyRide and the environment have benefited from hybrid relief vehicles due to their increased fuel economy. Hybrid vehicles in CyRide's relief vehicle fleet typically have twice the fuel economy of standard gasoline engine vehicles.

6. CTAA Annual Small Urban Network (SUN) Conference

On August 6, 2020, I was invited to speak at the CTAA Sun Conference by way of a Zoom meeting. I was a panelist on a group discussing transit and university partnerships, and how these are changing as schools respond to COVID-19. The session also focused on working effectively with key partners and developing relationships with universities. The Census and a possibility of an undercount was another area discussed during the FTA update portion of the conference.

7. Severe Weather Response

Along with many others in the Midwest, CyRide was significantly impacted by the major storm that passed through on August 10th. The storm cut power to the facility and significantly disrupted bus routes. Thanks to the hard work of our employees and other city departments, basic service was quickly restored, and most routes were back to normal within a few hours of the event. I am very pleased to report that CyRide experienced no injuries and no property damage as a result of this storm. To everyone at CyRide who helped maintain our service for the community, including those who worked extra hours or outside their regularly assigned duties, I want to extend my profound thanks for your efforts.

8. Changes to Moonlight Express Service

CyRide offers late-night bus service on Friday and Saturday nights when ISU is in session, called Moonlight Express, designed to provide a safe ride home for passengers. Over the past few years, we have been monitoring a decline in ridership on this service, which we believe will be even more pronounced during this upcoming school year given likely changes in passenger behavior and the abbreviated fall semester. With that in mind, we identified several Moonlight Express trips that were significantly under-utilized and redesigned the schedule accordingly. This will reduce the cost of service delivery while still providing a safe ride option for passengers out in the community during late evening hours on the weekend.

9. Fourth Quarter Operations 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 is the detailed system quarterly operations report, along with a summary of some key performance measures for the fourth quarter of the fiscal year, April 2020 - June 2020.

Vehicle Replacement List By Public Transit Management System (PTMS) Point Priority
Iowa Bus Replacement Project

PTMS POINTS	FTA DESIGNATION OF PROJECT AREA	TRANSIT SYSTEM NAME	PROPERTY_ID	SERIAL_NUMBER	VEHICLE CONDITION	VEHICLE_DESCRIPTOR	VEHICLE YEAR	VEHICLE AGE (YRS.)	VEHICLE MILEAGE	LENGTH	REPLACEMENT VEHICLE	REPLACEMENT COST	CUMULATIVE REPLACEMENT COST	FEDERAL PARTICIPATION	CUMULATIVE FEDERAL PARTICIPATION	LOCATION PARTICIPATION	CUMULATIVE LOCAL PARTICIPATION
83.13	FTA Small Urbanized	Ames - CyRide	01140	15GGD181711071268	Grade 2 - Fair Condition	Heavy Duty 40' Bus	2001	18	380,874	40'	Heavy Duty Bus (40-42 ft.), Diesel, UFRC, VSS, Low Floor, BioDiesel Config.	\$513,032	\$513,032	\$436,077	\$436,077	\$76,955	\$76,955
58.94	FTA Small Urbanized	Ames - CyRide	00958	1VH5H3H2Y6501100	Grade 2 - Fair Condition	Heavy Duty 40' Bus	2000	19	428,418	40'	Heavy Duty Bus (40-42 ft.), Diesel, UFRC, VSS, Low Floor, BioDiesel Config.	\$513,032	\$1,026,064	\$436,077	\$872,154	\$76,955	\$153,910
58.25	FTA Small Urbanized	Ames - CyRide	00956	1VH5H3H2Y6501098	Grade 2 - Fair Condition	Heavy Duty 40' Bus	2000	19	424,450	40'	Heavy Duty Bus (40-42 ft.), Diesel, UFRC, VSS, Low Floor, BioDiesel Config.	\$513,032	\$1,539,096	\$436,077	\$1,308,231	\$76,955	\$230,865
57.6	FTA Small Urbanized	Ames - CyRide	00955	1VH5H3H2Y6501097	Grade 2 - Fair Condition	Heavy Duty 40' Bus	2000	19	422,157	40'	Heavy Duty Bus (40-42 ft.), Diesel, UFRC, VSS, Low Floor, BioDiesel Config.	\$513,032	\$2,052,128	\$436,077	\$1,744,308	\$76,955	\$307,820
57.49	FTA Small Urbanized	Ames - CyRide	00957	1VH5H3H2Y6501099	Grade 2 - Fair Condition	Heavy Duty 40' Bus	2000	19	423,347	40'	Heavy Duty Bus (40-42 ft.), Diesel, UFRC, VSS, Low Floor, BioDiesel Config.	\$513,032	\$2,565,160	\$436,077	\$2,180,385	\$76,955	\$384,775
19.99	FTA Small Urbanized	Dubuque - The Jule	2660	5WEASAA9CJ554064	Grade 1 - Poor Condition	Medium Duty 28' Bus	2011	8	230,548	28'	Heavy Duty Bus (26-29 ft.)	\$398,000	\$2,963,160	\$338,300	\$2,518,685	\$59,700	\$444,475
19.48	FTA Small Urbanized	Dubuque - The Jule	2653	5WEASAA5CJ554062	Grade 1 - Poor Condition	Medium Duty 28' Bus	2011	8	228,245	28'	Heavy Duty Bus (26-29 ft.)	\$398,000	\$3,361,160	\$338,300	\$2,856,985	\$59,700	\$504,175
18.83	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7553	1FDFF4FS7DDA79124	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	170,900	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$3,457,660	\$82,025	\$2,939,010	\$14,475	\$518,650
16.94	Rural	Region 10 - CorridorRides	263a	1GB6G5BL8C1159944	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2012	7	130,902	23'	Light Duty Bus (176" wb), Diesel, VSS Config.	\$104,500	\$3,562,160	\$88,825	\$3,027,835	\$15,675	\$534,325
16.89	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7141	1FDFF4FS1DDA79121	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	163,877	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$3,658,660	\$82,025	\$3,109,860	\$14,475	\$548,800
16.68	FTA Small Urbanized	Waterloo - Metropolitan Transit Authority (MET)	412	1GB6G5BL6C1183207	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2012	7	136,245	23'	Light Duty Bus (176" wb), VSS Config.	\$90,500	\$3,749,160	\$76,925	\$3,186,785	\$13,575	\$562,375
16.27	Rural	Clinton - Clinton Municipal Transit Administration (MTA)	1256	1GB6G5BL0C1182277	Grade 3 - Good Condition	Light Duty 158" Wheelbase Bus	2012	7	132,394	20'	Light Duty Bus (158" wb), VSS Config.	\$91,100	\$3,840,260	\$77,435	\$3,264,220	\$13,665	\$576,040
13.78	Rural	Region 10 - CorridorRides	308	1FDFF4FS5CDB30246	Grade 3 - Good Condition	Light Duty 158" Wheelbase Bus	2012	7	125,574	20'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$3,936,760	\$82,025	\$3,346,245	\$14,475	\$590,515
13.72	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7541	1FDFF4FSXDDA02876	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	131,594	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$4,033,260	\$82,025	\$3,428,270	\$14,475	\$604,990
13.58	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7211	1FDFF4FS2DDA02872	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	131,278	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$4,129,760	\$82,025	\$3,510,295	\$14,475	\$619,465
13.09	FTA Small Urbanized	Dubuque - The Jule	2655	5WEASAA6CJ554068	Grade 1 - Poor Condition	Medium Duty 28' Bus	2011	8	205,957	28'	Heavy Duty Bus (26-29 ft.)	\$398,000	\$4,527,760	\$338,300	\$3,848,595	\$59,700	\$679,165
12.71	Rural	Clinton - Clinton Municipal Transit Administration (MTA)	1255	1GB6G5BL6C1183126	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2012	7	119,939	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$4,624,260	\$82,025	\$3,930,620	\$14,475	\$693,640
12.51	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7351	1FDFF4FS4DDA02873	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	126,401	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$4,720,760	\$82,025	\$4,012,645	\$14,475	\$708,115
12.31	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7552	1FDFF4FS5DDA79123	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	146,518	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$4,817,260	\$82,025	\$4,094,670	\$14,475	\$722,590
12.09	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7441	1FDFF4FS9DDA79125	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	146,051	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$4,913,760	\$82,025	\$4,176,695	\$14,475	\$737,065
11.01	Rural	Region 4 - Siouxland Regional Transit System (SRTS)	7432	1FDFF4FS8DDA02875	Grade 3 - Good Condition	Light Duty 176" Wheelbase Bus	2013	6	125,490	23'	Light Duty Bus (176" wb), VSS Config.	\$96,500	\$5,010,260	\$82,025	\$4,258,720	\$14,475	\$751,540
10.11	FTA Small Urbanized	Waterloo - Metropolitan Transit Authority (MET)	902	15GGE271491091686	Grade 1 - Poor Condition	Heavy Duty 30' Bus	2009	10	379,447	30'	Heavy Duty Bus (30-34 ft.), Diesel, UFRC, VSS, Low Floor Config.	\$451,800	\$5,462,060	\$384,030	\$4,642,750	\$67,770	\$819,310
8.5	FTA Small Urbanized	Waterloo - Metropolitan Transit Authority (MET)	901	15GGE271291091685	Grade 1 - Poor Condition	Heavy Duty 30' Bus	2009	10	373,465	30'	Heavy Duty Bus (30-34 ft.), Diesel, UFRC, VSS Config.	\$451,800	\$5,913,860	\$384,030	\$5,026,780	\$67,770	\$887,080
6.95	FTA Small Urbanized	Sioux City - Sioux City Transit	1331	15GGB291171077098	Grade 3 - Good Condition	Heavy Duty 35' Bus	2007	12	527,156	35'	Heavy Duty Bus (35-39 ft.), Diesel, UFRC, VSS, Low Floor Config.	\$459,200	\$6,373,060	\$390,320	\$5,417,100	\$68,880	\$955,960
3.96	Rural	Region 8 - Region 8 Regional Transit Authority (RTA)	960	2DR4N4DG3BR778960	Grade 2 - Fair Condition	Conversion Van	2011	8	55,256	18'	Minivan, VSS Config.	\$55,500	\$6,428,560	\$47,175	\$5,464,275	\$8,325	\$964,285
0.48	Rural	Region 10 - CorridorRides	482	1FDFF4FSOEEDA13337	Grade 3 - Good Condition	Light Duty 158" Wheelbase Bus	2014	5	133,428	20'	Light Duty Bus (158" wb), VSS Config.	\$91,100	\$6,519,660	\$77,435	\$5,541,710	\$13,665	\$977,950

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2020 to June 30th, 2020 (4th Quarter)

	FY 2020 4th Qtr	FY 2019 4th Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
MAINTENANCE						
Interior Clean	84	101	-16.8%	475	570	-16.7%
Shop Road Calls	7	10	-30.0%	38	40	-5.0%
Miles per Shop Road Call	38,105	35,831	6.3%	37,998	37,907	0.2%
NTD Minor Mech.	25	48	-47.9%	210	267	-21.3%
NTD Major Mech.	3	2	50.0%	28	32	-12.5%
Total NTD Mechanical Prob.	28	50	-44.0%	238	299	-20.4%
Miles per Major Mech.	88,912	179,157	-50.4%	51,568	47,383	8.8%
Gasoline Vehicles						
Gas Miles Driven	19,202	34,432	-44.2%	120,944	148,874	-18.8%
Total Gallons Gas	3,432	5,395	-36.4%	16,009	19,296	-17.0%
Total Gas Cost	\$5,217	\$10,918	-52.2%	\$30,630	\$41,920	-26.9%
Avg. Gas Cost/Gallon	\$1.52	\$2.02	-24.9%	\$1.91	\$2.17	-11.9%
Gas Cost per Mile	\$0.27	\$0.32	-14.3%	\$0.25	\$0.28	-10.1%
Average Gas MPG	5.6	6.4	-12.3%	7.6	7.7	-2.1%
Diesel Vehicles						
Diesel Miles Driven	247,535	323,881	-23.6%	1,322,967	1,367,397	-3.2%
Total Gallons Diesel	48,635	84,551	-42.5%	321,613	337,386	-4.7%
Total Diesel Cost	\$49,989	\$172,900	-71.1%	\$559,270	\$ 723,189	-22.7%
Avg. Diesel Cost/Gallon	\$1.03	\$2.04	-49.7%	\$1.74	\$2.14	-18.9%
Diesel Cost per Mile	\$0.20	\$0.53	-62.2%	\$0.42	\$0.53	-20.1%
Average Diesel MPG	5.1	3.8	32.9%	4.1	4.1	1.5%
All Vehicles						
Total Miles Driven	266,737	358,313	-25.6%	1,443,911	1,516,271	-4.8%
Total Gallons Fuel	52,067	89,946	-42.1%	337,622	356,682	-5.3%
Total Fuel Cost	\$55,206	\$183,819	-70.0%	\$589,900	\$765,109	-22.9%
Avg. Cost/Gallon	\$1.06	\$2.04	-48.1%	\$1.75	\$2.15	-18.5%
Total Cost per Mile	\$0.21	\$0.51	-59.7%	\$0.41	\$0.50	-19.0%
Avg. MPG all Vehicles	5.1	4.0	28.6%	4.3	4.3	0.6%
Small Bus/Sup. Mileage	12,728	26,377	-51.7%	92,548	124,029	-25.4%
Large Bus Mileage	254,009	331,936	-23.5%	1,351,363	1,392,242	-2.9%
% Rev. Mi./Total Miles	88.0%	87.4%	0.7%	88.2%	87.3%	1.0%
Percentage Small Bus	4.8%	7.4%	-35.2%	6.4%	8.2%	-21.6%
Maintenance Expense	\$453,152	\$615,239	-26.3%	\$2,116,358	\$2,323,115	-8.9%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2020 to June 30th, 2020 (4th Quarter)

	FY 2020 4th Qtr	FY 2019 4th Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
OPERATIONS						
Total Passengers	73,799	1,049,469	-93.0%	4,577,651	6,121,023	-25.2%
Average Drivers per Month	126.3	132.6	-4.8%	124.6	138.8	-10.2%
Driving Hours	28,125	36,525	-23.0%	156,354	162,771	-3.9%
Drivers Late	10	2	400.0%	54	46	17.4%
Drivers No Show	3	1	200.0%	10	8	25.0%
Late/No Show per Driver	0.10	0.02	354.9%	0.51	0.39	32.0%
Total Comments	6	35	-82.9%	144	231	-37.7%
Driver Fault	0	10	-100.0%	39	45	-13.3%
Undetermined	1	2	-50.0%	7	4	75.0%
No Fault	0	4	-100.0%	19	24	-20.8%
System Complaints	4	12	-66.7%	50	98	-49.0%
Service Requests	1	3	-66.7%	13	38	-65.8%
Compliments	0	4	-100.0%	16	22	-27.3%
Passengers/Comment	<u>12,300</u>	<u>29,985</u>	<u>-59.0%</u>	<u>31,789</u>	<u>26,498</u>	<u>20.0%</u>
Pass./Complaint (D & U)	73,799	87,456	-15.6%	99,514	124,919	-20.3%
Driving Hours/Comment	4,687	1,044	349.2%	1,086	705	54.1%
Driving Hrs/Comment (D&U)	28,125	3,044	824.0%	3,399	3,322	2.3%
Accident Reports	2	12	-83.3%	48	80	-40.0%
Preventable Accidents	2	10	-80.0%	30	54	-44.4%
Percent Preventable	100.0%	83.3%	20.0%	62.5%	67.5%	-7.4%
Miles/Prev. Accident	133,369	35,831	272.2%	48,130	28,079	71.4%
Hours/Prev. Accident	14,062	3,652	285.0%	5,212	3,014	72.9%
Unreported Accidents	0	0	#DIV/0!	2	5	-60.0%
Damage to Buses/Equip.						
Caused by CyRide	\$796	\$6,678	-88.1%	\$18,183	\$39,308	-53.7%
Caused by Others	\$0	\$553	-100.0%	\$13,115	\$8,902	47.3%
Caused by Unreported	\$0	\$0	#DIV/0!	\$378	\$2,495	-84.8%
Claims by Others (#)	\$0	\$0	#DIV/0!	\$6	\$17	-64.7%
Claims by Others (\$)	\$0	\$0	#DIV/0!	\$19,800	\$19,820	-0.1%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,300,590	\$1,544,794	-15.8%	\$6,229,028	\$6,450,731	-3.4%

SYSTEM TOTAL						
Passengers	73,799	1,049,469	-93.0%	4,577,651	6,121,023	-25.2%
Revenue Miles	234,836	313,297	-25.0%	1,273,292	1,324,351	-3.9%
Revenue Hours	22,041	30,566	-27.9%	122,574	130,833	-6.3%
Revenue Miles per Hour	10.7	10.2	3.9%	10.4	10.1	2.6%
Pass./Rev. Mile	0.3	3.3	-90.6%	3.6	4.6	-22.2%
Pass./Rev. Hour	3.3	34.3	-90.2%	37.3	46.8	-20.2%
Operations Expense	\$1,300,590	\$1,544,794	-15.8%	\$6,229,028	\$6,450,731	-3.4%
Maintenance Expense	<u>\$453,152</u>	<u>\$615,239</u>	<u>-26.3%</u>	<u>\$2,116,358</u>	<u>\$2,323,115</u>	<u>-8.9%</u>
Total Expenses	<u>\$1,753,742</u>	<u>\$2,160,033</u>	<u>-18.8%</u>	<u>\$8,345,386</u>	<u>\$8,773,846</u>	<u>-4.9%</u>
Farebox Revenue	\$2,686	\$56,390	-95.2%	\$185,442	\$241,069	-23.1%
Rev./Exp. Ratio	0.2%	2.6%	-94.1%	2.2%	2.7%	-19.1%
Oper. Exp./Passenger	\$23.76	\$2.06	1054.6%	\$1.82	\$1.43	27.2%
Oper. Exp./Rev. Mile	\$7.47	\$6.89	8.3%	\$6.55	\$6.63	-1.1%
Oper. Exp./Rev. Hour	\$79.57	\$70.67	12.6%	\$68.08	\$67.06	1.5%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2020 to June 30th, 2020 (4th Quarter)

	FY 2020 4th Qtr	FY 2019 4th Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	72,670	1,042,727	-93.0%	4,534,948	6,072,294	-25.3%
Shuttle Passengers	0	0	#DIV/0!	4,749	4,175	13.7%
Total Passengers	<u>72,670</u>	<u>1,042,727</u>	<u>-93.0%</u>	<u>4,539,697</u>	<u>6,076,469</u>	<u>-25.3%</u>
Transfers	0	8,415	-100.0%	24,158	32,774	-26.3%
Revenue Miles	227,942	300,623	-24.2%	1,221,035	1,265,514	-3.5%
Revenue Hours	21,373	29,512	-27.6%	118,105	125,916	-6.2%
Revenue Miles per Hour	10.7	10.2	4.7%	10.3	10.1	2.9%
Pass./Rev. Mile	0.3	3.5	-90.8%	3.7	4.8	-22.6%
Pass./Rev. Hour	3.4	35.3	-90.4%	38.4	48.3	-20.3%
Operations Expense	\$1,274,629	\$1,496,063	-14.8%	\$6,036,674	\$6,243,988	-3.3%
Maintenance Expense	\$453,152	\$610,398	-25.8%	\$2,090,643	\$2,285,104	-8.5%
Total Expenses	<u>\$1,727,781</u>	<u>\$2,106,461</u>	<u>-18.0%</u>	<u>\$8,127,317</u>	<u>\$8,529,092</u>	<u>-4.7%</u>
Farebox Revenue	\$2,686	\$52,789	-94.9%	\$173,652	\$226,479	-23.3%
Rev./Exp. Ratio	0.2%	2.5%	-93.8%	2.1%	2.7%	-19.5%
Exp./Passenger	\$23.78	\$2.02	1076.9%	\$1.79	\$1.40	27.5%
Exp./Rev. Mile	\$7.58	\$7.01	8.2%	\$6.66	\$6.74	-1.2%
Exp./Rev. Hour	\$80.84	\$71.38	13.3%	\$68.81	\$67.74	1.6%
DIAL-A-RIDE						
Passengers	1,129	2,287	-50.6%	7,818	8,380	-6.7%
Revenue Miles	6,894	9,798	-29.6%	36,413	36,254	0.4%
Revenue Hours	668	858	-22.1%	3,343	3,296	1.4%
Revenue Miles per Hour	10.3	11.4	-9.6%	10.9	11.0	-1.0%
Pass./Rev. Mile	0.16	0.23	-29.8%	0.21	0.23	-7.1%
Pass./Rev. Hour	1.7	2.7	-36.6%	2.3	2.5	-8.0%
Operations Expense	\$25,961	\$42,068	-38.3%	\$154,204	\$158,992	-3.0%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$25,961</u>	<u>\$42,068</u>	<u>-38.3%</u>	<u>\$154,204</u>	<u>\$158,992</u>	<u>-3.0%</u>
Farebox Revenue	\$0	\$3,601	-100.0%	\$11,790	\$14,590	-19.2%
Rev./Exp. Ratio	0.0%	8.6%	-100.0%	7.6%	9.2%	-16.7%
Exp./Passenger	\$22.99	\$18.39	25.0%	\$19.72	\$18.97	4.0%
Exp./Rev. Mile	\$3.77	\$4.29	-12.3%	\$4.23	\$4.39	-3.4%
Exp./Rev. Hour	\$38.86	\$49.03	-20.7%	\$46.13	\$48.24	-4.4%
MOONLIGHT EXPRESS						
Passengers	0	4,455	-100.0%	30,136	36,174	-16.7%
Revenue Miles	0	2,876	-100.0%	15,844	22,583	-29.8%
Revenue Hours	0	196	-100.0%	1,126	1,621	-30.5%
Revenue Miles per Hour	#DIV/0!	14.7	#DIV/0!	14.1	13.9	1.0%
Pass./Rev. Mile	#DIV/0!	1.5	#DIV/0!	1.9	1.6	18.7%
Pass./Rev. Hour	#DIV/0!	22.7	#DIV/0!	26.8	22.3	19.9%
Operations Expense	\$0	\$6,663	-100.0%	\$38,150	\$47,751	-20.1%
Maintenance Expense	\$0	\$4,841	-100.0%	\$25,715	\$38,011	-32.3%
Total Expenses	<u>\$0</u>	<u>\$11,504</u>	<u>-100.0%</u>	<u>\$63,865</u>	<u>\$85,762</u>	<u>-25.5%</u>
Exp./Passenger	#DIV/0!	\$2.58	#DIV/0!	\$2.12	\$2.37	-10.6%
Exp./Rev. Mile	#DIV/0!	\$4.00	#DIV/0!	\$4.03	\$3.80	6.1%
Exp./Rev. Hour	#DIV/0!	\$58.69	#DIV/0!	\$56.71	\$52.90	7.2%

CYRIDE QUARTERLY OPERATIONS REPORT

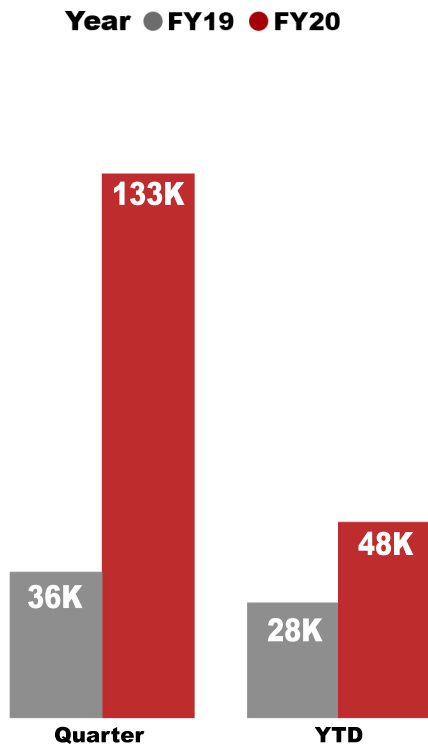
April 1st, 2020 to June 30th, 2020 (4th Quarter)

	FY 2020 4th Qtr	FY 2019 4th Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
OPERATIONS REVENUE						
Farebox	\$2,686	\$56,390	-95.2%	\$185,442	\$241,069	-23.1%
Transit Contracts	\$0	\$4,518	-100.0%	\$263,355	\$286,423	-8.1%
I.S.U.	\$0	\$0	#DIV/0!	\$874,804	\$836,332	4.6%
Student Body Government	\$2,243,667	\$354,482	532.9%	\$4,885,428	\$5,191,895	-5.9%
City of Ames	\$771,334	\$785,682	-1.8%	\$1,942,861	\$1,897,576	2.4%
IDOT - STA	\$196,418	\$175,744	11.8%	\$861,902	\$795,495	8.3%
Section 5307	\$0	\$2,406,365	-100.0%	\$0	\$2,406,365	-100.0%
Other Grants	\$61,876	\$222,398	-72.2%	\$167,916	\$323,501	-48.1%
Other	\$167,893	\$88,904	88.8%	\$505,766	\$360,620	40.2%
Total Operating Revenue	<u>\$3,443,874</u>	<u>\$4,094,483</u>	<u>-15.9%</u>	<u>\$9,687,474</u>	<u>\$12,339,276</u>	<u>-21.5%</u>
TOTAL EXPENSES						
Administration	\$269,507	\$305,201	-11.7%	\$1,145,898	\$1,188,078	-3.6%
Safety & Training	\$84,543	\$88,050	-4.0%	\$395,431	\$363,080	8.9%
Promotion	\$0	\$755	-100.0%	\$0	\$755	-100.0%
Bldg. & Grounds	\$78,376	\$92,075	-14.9%	\$389,992	\$380,145	2.6%
Fixed Route	\$1,727,781	\$2,106,461	-18.0%	\$8,127,317	\$8,529,092	-4.7%
Dial-A-Ride	\$25,961	\$42,068	-38.3%	\$154,204	\$158,992	-3.0%
Moonlight Express	\$0	\$11,504	-100.0%	\$63,865	\$85,762	-25.5%
Operating Total	<u>\$2,186,168</u>	<u>\$2,646,114</u>	<u>-17.4%</u>	<u>\$10,276,707</u>	<u>\$10,705,904</u>	<u>-4.0%</u>
Farebox Revenue	\$2,686	\$56,390	-95.2%	\$185,442	\$241,069	-23.1%
Farebox Rev./Exp. Ratio	0.1%	2.1%	-94.2%	1.8%	2.3%	-19.9%
Admin. Expense/Pass.	\$5.86	\$0.46	1165.1%	\$0.42	\$0.32	33.7%
Admin. Exp./Rev. Mile	\$1.84	\$1.55	18.7%	\$1.52	\$1.46	4.0%
Admin. Exp./Rev. Hour	\$19.62	\$15.90	23.4%	\$15.76	\$14.77	6.7%
Total Expense/Passenger	\$29.62	\$2.52	1074.9%	\$2.24	\$1.75	28.4%
Total Expense/Rev. Mile	\$9.31	\$8.45	10.2%	\$8.07	\$8.08	-0.2%
Total Expense/Rev. Hour	\$99.19	\$86.57	14.6%	\$83.84	\$81.83	2.5%

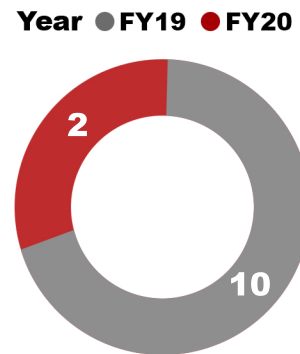
CyRide Quarterly Operations Report

April 1st, 2020 to June 30th, 2020 (4th Quarter)
System Overview - Safety/Fleet

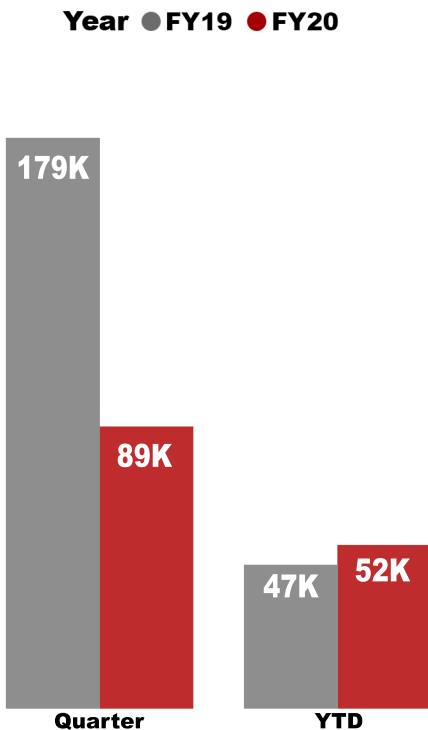
Miles between Preventable Accidents



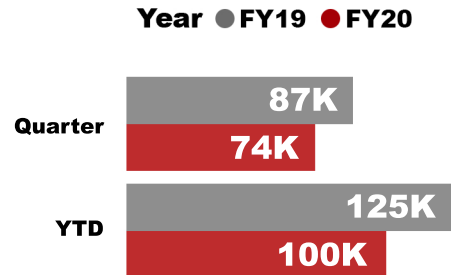
Preventable Accidents per Quarter



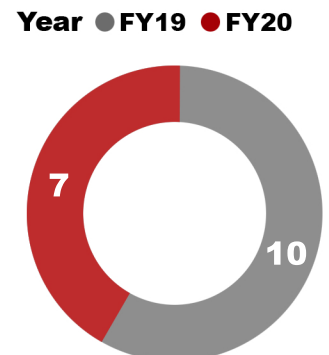
Miles between Major Mechanical Issues



Passengers per Comment



Road Calls per Quarter



CyRide Quarterly Operations Report

April 1st, 2020 to June 30th, 2020 (4th 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



September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Transit Board Meeting 2:00pm	24	25	26
27	28	29	30			