



**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – May 22, 2025

1. CALL TO ORDER: 5:00 p.m.
2. Approval of Minutes from April 17, 2025
3. Public Comments
4. Recognition of New Board Members
5. Transit Board Election of Officers and AAMPO Representative
6. Award of Contract for FY 2026 Fuel Purchases
7. Award of Contract for Purchase of Infotainment Systems
8. Award of Contract for Purchase of Real-Time Information System
9. Approval of Plans and Specifications for 2025 Facility Fire Protection Improvement Project
10. FY 2025 Bus & Bus Facilities Discretionary Grant Application
11. Statewide FY 2025 Discretionary Grant Application
12. Monthly Report
13. Summer Meeting Dates / Times
 - June 19, 2025, 5:00 p.m.
 - July 17, 2025, 5:00 p.m.
14. Adjourn



APRIL 17, 2025

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on April 17, 2025, at 5:00 p.m. in the CyRide Conference room. Trustee Boland called the meeting to order at 5:04 p.m. with Trustees Junck, Lee, Rolwes, and Schainker present.

APPROVAL OF MARCH 27, 2025, MINUTES:

Trustee Junck made a motion to adopt the March 27, 2025, Transit Board minutes as presented; Trustee Lee seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

AWARD OF CONTRACT FOR PURCHASE OF MOBILE COLUMN HOISTS:

Director Neal requested approval to purchase six mobile column hoists for buses. The maintenance division uses in-ground and mobile column hoists daily to service the fleet. CyRide currently has one in-ground hoist to lift the 60' articulated buses. Purchasing six mobile hoists would provide flexibility to lift any vehicle CyRide operates and improve the ability to complete repairs.

CyRide and the Purchasing Division issued Request for Quotation 2025-149 for the purchase of six mobile column hoists. Nine bids were received, and Midwest Lift Works LLC. Of Jordan, Minnesota, was the lowest bidder who met all specifications for a total cost of \$88,920.00. The bid exceeded the budgeted amount by \$13,920. It was proposed that CyRide delay the Cooling Tower Loop project to address the shortfall and reallocate the funds to support the mobile column hoist purchase.

Director Neal recommended approval of Alternative #1, to approve the award of contract to Midwest Lift Works LLC. Of Jordan, Minnesota, for a total cost of \$88,920, which would increase the number of mobile hoists CyRide has and improve repair time.

Trustee Schainker made a motion to approve Alternative #1; Trustee Junck seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

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

Director Neal requested approval of CyRide's State Grant and Public Infrastructure Grant (PTIG) applications. The applications are due May 1, 2025, and, if approved, funding would be available for the FY 2026 budget year to support operation and capital needs. State Transit Assistance is expected to be approximately \$1,100,000 and is guaranteed funding with no local match requirement. Section 5310 funding is included in the operating budget and capital improvements plan (CIP) and is anticipated to be approximately \$527,000. Section 5339 funding is for bus replacements and is competitively selected. PTIG projects are competitively selected at the state level, and CyRide will be notified if selected during FY 2026. These funds would go toward replacing CyRide's existing in-ground hoist in the Steam Clean Bay and adding a hoist in the same area to service articulated buses.

Director Neal recommended approval of Alternative #1, to approve the FY 2026 State Grant and Public Transit Infrastructure Grant applications as presented, which would help support transit in the Ames community and reduce the local funding required from our funding partners.

Trustee Junck made a motion to approve Alternative #1; Trustee Lee seconded the motion (Ayes: 5 Nays: 0) Motion carried.

MONTHLY REPORT:

Bus Shelter Digital Displays: CyRide plans to retrofit additional bus shelters on campus with digital displays showing live bus prediction information.

International Bus Rodeo: CyRide driver Brian Grootveld represented Ames and Iowa at the American Public Transportation Association (APTA) International Bus Rodeo in Austin, TX, on April 6.

APTA Mobility Conference: Christine Crippen and Barbara Neal attended APTA's Mobility Conference in Austin, TX, from April 6 through April 8.

Summer meeting dates:

- May 22, 5:00 p.m.

Adjourn: Trustee Lee made a motion to adjourn at 5:19 p.m.; Trustee Junck seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Michael Norton, President

Cheryl Spencer, Recording Secretary

May 22, 2025

Transit Board Election of Officers and AAMPO Representative

CyRide Resource: Barbara Neal

BACKGROUND:

Each year, the Transit Board of Trustees elects new officers for the positions of President and Vice President as required by the Ames Municipal Code, Chapter 26A. These elections are typically held in either May or June of each year. Michael Norton has been serving as President following the conclusion of Bronwyn Beatty-Hansen's term in December.

In addition, the Transit Board elects a representative to the Ames Area Metropolitan Planning Organization (AAMPO). The AAMPO meets four to six times yearly on Tuesday evenings before regularly scheduled City Council meetings. The AAMPO's role is to ensure that the transportation network in the Ames community is continuous, coordinated, and comprehensive. They review all transit, highway, and bike trail improvements and plans for the area. For CyRide, all capital and operating projects using federal funds must be included in AAMPO's planning documents and approved before grants can be submitted to the Federal Transit Administration. Emily Boland has been serving as CyRide's AAMPO representative.

Nominations may be taken from the floor for the election of these officers for the 2025–2026 year.

May 22, 2025

Award of Contract for FY 2026 Fuel Purchases

CyRide Resource: James Rendall

BACKGROUND:

Since 2015, CyRide has been purchasing fuel using a market rate plus a markup or deduction model under twelve-month contracts. This approach reduces the administrative burden and allows CyRide to take advantage of competitive pricing. Fuel pricing is based on the published Iowa DOT rack rate, which is updated daily. Bidders submit bids for #1 and #2 ULSD standard diesel that add or subtract a fixed amount from the published Iowa DOT fuel prices.

Last year, CyRide revised its approach to biodiesel pricing by requesting bids as a percentage above or below the cost of #2 diesel. This change resulted in more competitive pricing and better alignment with market conditions.

For the upcoming fiscal year, CyRide partnered with the Fleet Services Department to include their biodiesel needs as a bid alternate. This goal was to evaluate whether combining procurement efforts would lead to better overall pricing while keeping CyRide's base fuel requirements unchanged.

On May 12, 2025, CyRide and Fleet Services, with the assistance of the Purchasing Division, released Invitation to Bid (No. 2025-175) for the purchase of diesel fuel from July 1, 2025, through June 30, 2026. The procurement documents established a not-to-exceed amount equal to CyRide's fuel budget for FY 2026.

Bidders were asked to price CyRide's annual fuel requirements, as well as two bid alternates:

- Alternate 1 - Small-load deliveries of 100% biodiesel to support CyRide's pilot project.
- Alternate 2 - Transport load deliveries of biodiesel to Fleet Services.

Bids were due May 16, 2025, and five responses were received. One bidder submitted pricing only for Alternate 2 and was deemed non-responsive. Among the remaining four bids, all responses for Alternate 1 and Alternate 2 were found to be not competitive when compared to existing contracts. However, the base bid pricing was determined to be competitive and reflective of current market conditions. While the inclusion of Fleet Services did not result in lower pricing for their fuel needs, it allowed for coordinated procurement efforts without impacting CyRide's base fuel requirements. The updated approach to bidding biodiesel as a percentage of #2 diesel continued to produce competitive pricing that aligns with current market conditions. The base bids are summarized below:

Bid No. 2025-175 (7/1/25 – 6/30/26)	#1 Dyed ULSD Diesel	#2 Dyed ULSD Diesel	Biodiesel (% over/under #2 ULSD)	Magellan's Cold Flow Improver
AgriLand Fs Inc	\$0.0280	\$0.0290	1.00%	\$0.0100
Harms Oil Company	\$0.0050	\$0.0260	-1.00%	\$0.0100
Petroleum Traders Corporation	\$0.0231	\$0.0231	2.75%	\$0.0200
Mansfield Oil Company of Gainesville	-\$0.0091	\$0.0168	0.00%	\$0.0350

A bid analysis was performed using CyRide's anticipated fuel usage to determine the lowest overall bidder. Based on this analysis, Mansfield Oil Company of Gainesville Inc. of Gainesville, Georgia, was determined to be the lowest responsive overall bidder. A copy of the bid tabulation and bid analysis is attached for reference.

ALTERNATIVES:

1. Approve award of contract for the base bid to Mansfield Oil Company of Gainesville Inc. of Gainesville, Georgia, for standard diesel with biodiesel blend fuel purchases from July 1, 2025, until June 30, 2026, at a not-to-exceed amount of \$1,260,000.
2. Reject all bids and direct staff to re-issue the fuel bid.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, awarding the fuel contract to Mansfield Oil Company of Gainesville Inc., Georgia. The selected bid offers competitive pricing, supports administrative efficiency, and ensures a reliable fuel supply for CyRide operations.

Bid No. 2025-175

Responses	#1 ULSD	#2 ULSD	Biodiesel - Blended	Magellan's Cold Flow Improver
Agriland FS Inc	\$0.0280	\$0.0290	1.00%	\$0.0100
Harms Oil Company	\$0.0050	\$0.0260	-1.00%	\$0.0100
Petroleum Traders Corporation	\$0.0231	\$0.0231	2.75%	\$0.0200
Mansfield Oil Company of Gainesville	-\$0.0091	\$0.0168	0.00%	\$0.0350

Pro Forma Fuel Budget

		#1 ULSD	#2 ULSD	Biodiesel	Biodiesel - Small Load	Magellan's Cold Flow Improver	Total Gallons Diesel & Biodiesel	Estimated Contract Cost
Assumptions	Annual Gallons	20,000	310,000	15,500	20,000	21,000	365,500	
	Price	\$2.57	\$2.32	\$4.55				
Agriland FS Inc		\$51,960	\$728,190	\$36,320		\$210		\$816,680
Harms Oil Company		\$51,500	\$727,260	\$35,600		\$210		\$814,570
Petroleum Traders Corporation		\$51,862	\$726,361	\$36,949		\$420		\$815,592
Mansfield Oil Company of Gainesville		\$51,218	\$724,408	\$35,960		\$735		\$812,321

May 22, 2025

Award of Contract for Purchase of Infotainment Systems

CyRide Resource: James Rendall, Keith Wilbur

BACKGROUND:

Since 2018, CyRide has successfully operated a limited number of onboard infotainment systems. These systems display real-time information about upcoming bus stops, route connections, and transfer locations, helping passengers navigate the transit system. In addition to enhanced wayfinding, the screens display agency information alongside advertising content, offering a potential source of additional revenue. Providing more visual information to riders complements the existing audible announcements required under the Americans with Disabilities Act (ADA) and helps improve the rider experience for all passengers. These systems are especially helpful for passengers with disabilities by reinforcing audible announcements with on-screen information.

CyRide is currently in a two-year contract with GMV Syncromatics for the purchase of these systems. The original Request for Proposals (RFP) allowed for the purchase of additional systems as needed, providing a flexible and cost-effective solution for expansion. Since the contract was established, CyRide has installed 21 additional systems, bringing the total number of equipped buses to 32. This project was included in the board-approved Capital Improvements Plan and is eligible for Section 5310 federal funding, which supports technologies that improve accessibility. Details of the available funding are provided below.

Funding Sources	Amount
Section 5310 Grant	\$110,271
Local Funding	\$27,568
Total Funds Available	\$137,839

Based on pricing and available funding, 15 infotainment systems could be purchased to be installed on nine 40' and six 60' articulating buses. The Section 5310 federal funding will cover 80% of project costs. The total cost to install infotainment systems on 15 buses is \$132,450. A breakdown of the quoted price is below.

Item	Total Cost
Equipment - 15 Buses	\$118,950
Project Management	\$13,500
Total Project Cost	\$132,450

Any funds that are not utilized during this purchase will be reserved for future purchases. If approved, installation is planned for this summer. This purchase is contingent upon approval of the Iowa DOT Public Transportation Bureau.

ALTERNATIVES:

1. Approve award of contract to GMV Syncromatics of Los Angeles, California, for a total cost of \$132,450 for the purchase of 15 infotainment systems.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Adding additional infotainment systems will improve the rider experience, support passengers with disabilities, and help all passengers better navigate the transit system.

May 22, 2025

**Award of Contract for Purchase of
Real-Time Information System
CyRide Resource: James Rendall, Keith Wilbur**

BACKGROUND:

CyRide's Intelligent Transportation Systems (ITS) have provided real-time passenger information (RTPI) to riders since 2012 and have become a critical part of how passengers interact with the transit system. Mobile apps such as Transit App, MyState, and Ames Ride now serve as the primary source of schedule and arrival information.

In recent years, CyRide has received increasing complaints about the accuracy and reliability of real-time information, reinforcing that the current system's predictions are not consistently meeting the community's needs. While the current ITS vendor, GMV Syncromatics, has been responsive to staff inquiries, there is no specific timetable for implementing improvements to fully address these concerns.

As a result, staff have been in discussions with other transit agencies and evaluating available industry solutions to improve the quality of RTPI provided to customers. Through this research, Swiftly, Inc. has been identified as the preferred vendor to meet CyRide's needs by offering improved on-time data and prediction accuracy.

Swiftly is a standalone RTPI platform designed to complement existing ITS systems by filling critical gaps in prediction accuracy, rider communication, and service visibility without the need for hardware installations. The platform offers features not available through the current vendor, including enhanced arrival predictions, live detour mapping, and easy-to-understand displays that help both passengers and staff quickly see where buses are and when they will arrive at their destination stops. By layering Swiftly's tools over existing infrastructure, CyRide can improve the accuracy of rider information by a projected 12% without requiring immediate investment in new hardware, allowing future replacement decisions to be made as existing equipment reaches the end of its useful life.

To implement this improvement, staff recommend contracting with Swiftly, Inc. for RTPI services. After reviewing procurement options with the Purchasing Division, CyRide has determined that the most cost-effective method for contracting RTPI services is through the State of California cooperative procurement schedule. This process reduces administrative time and resources and leverages the collective buying power of multiple agencies that would not be available through an independent procurement process. The contract period is for two years, with the option to renew the contract for up to two one-year periods, ensuring stable pricing through 2029 if exercised. The City of Ames Legal Department is currently reviewing the agreement.

The total cost of the Swiftly platform is \$129,228 annually, with a one-time implementation cost of \$17,800 for a first-year cost of \$147,028. Funding for this project is included in CyRide's approved operating budget. Staff have reviewed the pricing structure and found it to be fair and reasonable based on similar procurements by peer transit agencies.

ALTERNATIVES:

1. Approve award of contract to Swiftly, Inc. of San Francisco, CA, for real-time passenger information (RTPI) services for a period of two years with up to two additional one-year renewal periods at an annual cost of \$129,228 and a one-time implementation cost of \$17,800, for a total first year cost of \$147,028.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Integrating Swiftly into CyRide's existing infrastructure will enhance the rider experience and improve confidence in the system, supporting increasing ridership, better efficiency, and more reliable on-time performance.

May 22, 2025
Approval of Plans and Specifications for
2025 Facility Fire Protection Improvement Project
CyRide Resource: James Rendall

BACKGROUND:

In September 2024, CyRide received \$511,323 in Iowa DOT Public Transit Infrastructure Grant (PTIG) funding for the 2025 Facility Fire Protection Improvement Project. The project will enhance fire mitigation systems in bus storage lanes 1 and 2. Planned improvements include increasing sprinkler water volume density, adding a coiling fire door on the west end of lane 1, and updating the existing fire alarm panel. A single bid alternate includes replacing the internal walk-through doors on the north side of the project area with fire-rated doors.

A full copy of the plans and specifications will be available at the Transit Board meeting.

Funding for this project was included in the FY 2025 Capital Improvements Plan, as shown below.

Description	State PTIG Funds	Local Funds	Total
2025 Facility Fire Protection Improvement Project	\$511,323	\$150,000	\$661,323

The current cost estimate from the architectural and engineering consultant is \$638,877, including a 15% contingency fund.

If approved by the Transit Board, CyRide will work with the Purchasing Division to bid the project. Listed below is the proposed schedule for this project.

Date	Project Element
May 27, 2025	City Council approval of plans & specifications
May 28, 2025	Project release
June 17, 2025	Prebid meeting
July 9, 2025	Bids due
July 17, 2025	Transit Board award of contract
July 22, 2025	City Council award of contract

ALTERNATIVES:

1. Approve the release of plans and specifications for the 2025 Facility Fire Protection Improvement Project.
2. Direct staff to work with the A&E consultant and refine the project plans in accordance with Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Accepting the plans and specifications would allow CyRide to enhance fire protection systems in its bus storage facility, helping safeguard its assets throughout their useful life.



March 22, 2025

FY 2025 Bus & Bus Facilities

Discretionary Grant Application

CyRide Resource: Shari Atwood, James Rendall

BACKGROUND:

On May 14, 2025, the Federal Transit Administration (FTA) released a joint Notice of Funding Opportunity (NOFO) for two competitive federal programs supporting the financing of transit capital projects, with a total of \$1.5 billion available. The two sources of funding are:

- **Buses and Bus Facilities Competitive Program (5339(b))** supports the financing of buses and bus facilities capital projects with up to **\$398 million** available.
- **Low-or No-Emission Program (5339(c))** supports zero-emission and low-emission transit buses, as well as facility construction to support these vehicles, with **\$1.1 billion** available.

Both programs receive far more requests for funding than can be awarded. In FY 2024, the FTA received 263 applications under the Buses and Bus Facilities Program requesting approximately \$4.4 billion, and only 55 projects were awarded funding out of the available \$390 million.

This year, FTA is allowing applicants to submit one application covering both programs if eligible. CyRide's proposed project does not qualify under the Low-No Program due to elements such as office expansion that are not directly related to the deployment of low-emission buses. Applications are due July 14, 2025, with award announcements expected by September 30, 2025.

CyRide is proposing a Bus & Bus Facilities discretionary grant request for an amount not to exceed \$18,210,859 total (\$14,648,687 federal and \$3,562,172 local) for a facility expansion of bus storage, maintenance, and administrative areas. The bus storage and maintenance improvements would allow CyRide to park all 95 vehicles indoors and install a 100% biodiesel (B100) underground fuel tank on-site. Additionally, 20 buses would be converted to operate on B100 fuel, bringing 30% of the fleet to B100. Infrastructure would also be added to allow on-site blending of biodiesel to optimize year-round fuel usage across the fleet.

These enhancements would enable CyRide to maximize B100 utilization systemwide, support consistent performance in all seasonal conditions, and demonstrate a scalable model for broader adoption of biofuels. Overall, the project supports the use of a clean, homegrown fuel that reduces emissions, supports Iowa's farmers, strengthens our state's economy, and enhances long-term energy resilience and fuel independence.

The administrative expansions would include the addition of a training wing and conference room to accommodate larger meetings, and the expansion of the employee breakroom to reflect growth in the number of employees since the building's original construction.

CyRide plans to request the following project elements as part of the grant submission (see map with expansion areas highlighted):

1. Bus Storage Expansion (14,426 sq ft.)

- a. Four and a half storage lanes for 17 additional buses to park inside
- b. Small garage door parking for ten vehicles, with direct outside access
- c. Improved vehicle navigation via Door 8
- d. Perimeter property parking to replace spaces removed due to the expansion
- e. Covered parking with solar panels added to the west side of the property
- f. Underground fuel tank for 100% biodiesel (B100) fuel
- g. Convert 20 additional buses to operate on B100 fuel (raising total to 30% of fleet)
- h. Infrastructure for on-site blending of biodiesel (5% to 20%) for year-round use

2. Maintenance Expansion (2,546 sq. ft.)

- a. Paint booth to accommodate 60' articulated buses
- b. Body bay for articulated bus maintenance

3. Administrative Expansion (5,853 sq. ft.)

- a. Second Floor Expansions
 - i. Conference room constructed east of the employee stairs, above the existing breakroom
 - ii. Training wing added west of conference room, allowing operations managers to have dedicated workspaces on the first floor, improving operational oversight and enabling confidential discussions
 - iii. Offices (6); Flex workspace (1); Bathrooms (2); Training Conf. Room (1)
- b. First Floor Expansion
 - i. Expansion of the employee breakroom by enclosing the outdoor patio, approximately doubling its size

4. A&E Final Engineering: This will allow for the completion of final design documents for bid preparation and construction oversight.

The estimated budget below is a not-to-exceed amount and not a final budget. We anticipate these amounts may change over the next month.

Category	Federal	Federal	Local	Total
Site Preparation	80%	\$1,789,290	\$447,323	\$2,236,613
Construction - Bus Storage	80%	\$4,975,981	\$1,243,995	\$6,219,977
Construction - RV Storage	80%	\$820,959	\$205,240	\$1,026,198
Construction - Vehicle Maintenance	80%	\$1,161,807	\$290,452	\$1,452,259
Construction - Training Wing	80%	\$2,118,778	\$529,695	\$2,648,473
Construction - East Conf. Room	80%	\$997,475	\$249,369	\$1,246,844
Construction - Break Room	80%	\$717,488	\$179,372	\$896,860
Misc. Equipment - Furniture	80%	\$196,833	\$49,208	\$246,042
Architectural & Engineering (A&E)	80%	\$1,150,075	\$287,519	\$1,437,594
Underground 100% Biodiesel Fuel Tank (12,000 gallon)	90%	\$90,000	\$10,000	\$100,000
Vehicle Conversions to B100 (20 buses)	90%	\$630,000	\$70,000	\$700,000
Total*		\$14,648,687	\$3,562,172	\$18,210,859

**Totals may not add exactly due to rounding*

CyRide plans to work toward adding Optimus Technologies Inc. and ASK Studio as project partners based on their experience, capacity, and qualifications. These partners bring specialized expertise for the facility expansion and the biofuels component. If awarded by FTA, this highly competitive project selection would satisfy the competitive procurement process required under 49. U.S.C. 5325(a) for all named partners. These elements are approximately 12% of the overall budget.

If the board approves the grant application request, CyRide will begin requesting letters of support for the project. A final budget will be presented to the board for inclusion in the final application.

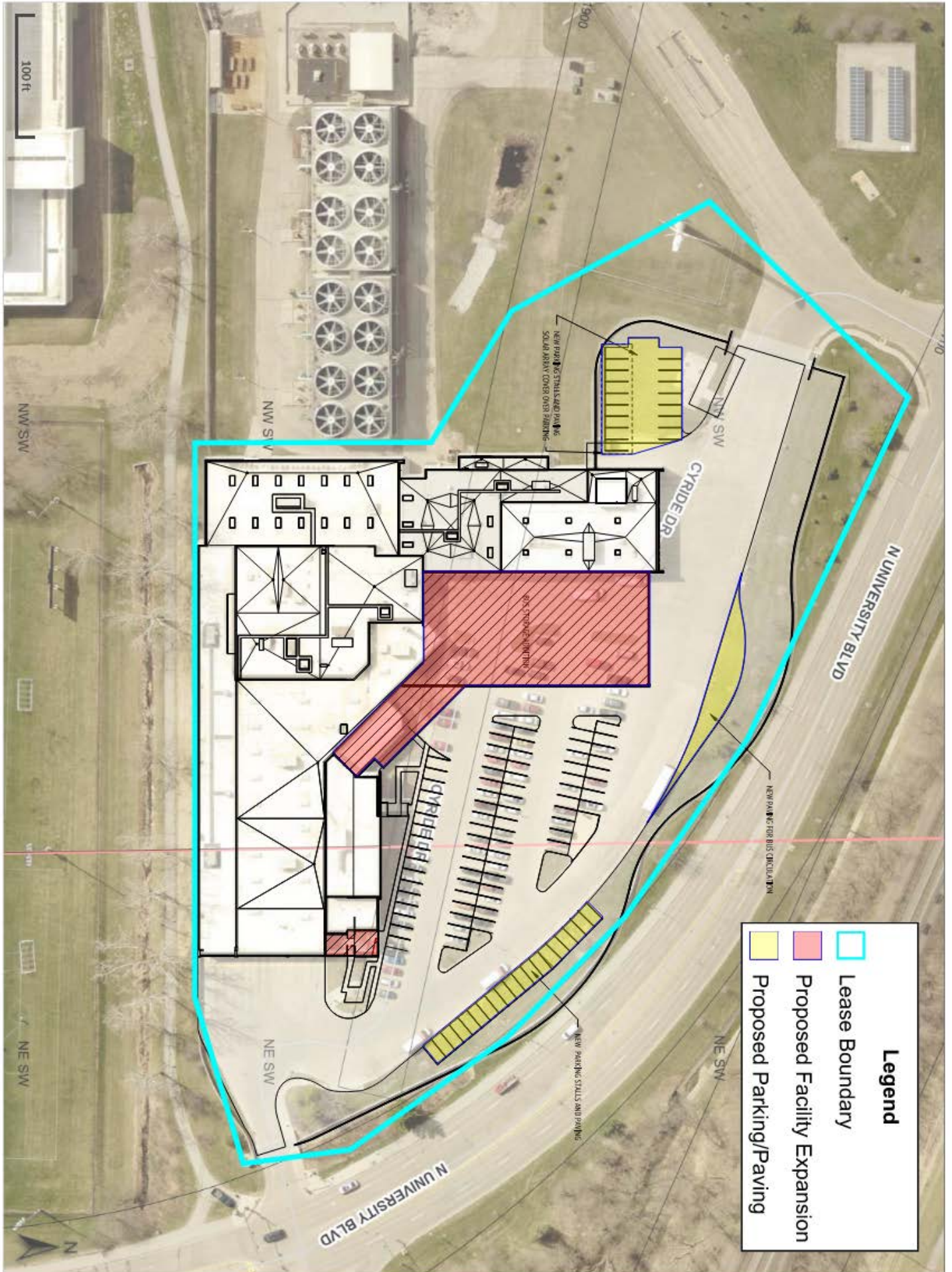
To provide the estimated \$3,562,172 amount in local match needed, CyRide would utilize a portion of the reserved \$3,715,166 for the facility expansion project already identified within the FY 2025 capital budget.

ALTERNATIVES:

1. Approve submission of an FY 2025 Bus & Bus Facilities discretionary grant application for a facility construction project, committing up to \$3,562,172 in local match for the grant.
2. Approve submission of an FY 2025 Bus & Bus Facilities discretionary grant application, modified to reflect Transit Board priorities.
3. Do not submit an FY 2025 Bus & Bus Facilities discretionary grant application.

RECOMMENDATION:

The Transit Director recommends approval of **Alternative #1**. Applying for this grant would allow CyRide to expand its facility to address vehicle storage, maintenance, and administrative needs. In addition, the project would support expanded use of 100% biodiesel (B100), strengthening our state's economy, supporting Iowa farmers, and reducing long-term reliance on external fuel sources. If awarded, this facility expansion will enhance operational efficiency and energy resilience while advancing the use of homegrown fuel in public transit.





May 22, 2025

Statewide FY 2025 Discretionary Grant Application

CyRide Resource: Shari Atwood, James Rendall

BACKGROUND:

On May 14, 2025, the Federal Transit Administration (FTA) released a joint Notice of Funding Opportunity (NOFO) for two competitive federal programs supporting the financing of transit capital projects, with a combined total of \$1.5 billion available. Applications are due July 14, 2025, with award announcements expected by the end of September. The two sources of funding are:

- **Buses and Bus Facilities Competitive Program (5339(b))** – up to \$398 million available for bus and facility capital projects.
- **Low- or No-Emission Program (5339(c))** – \$1.1 billion available for zero- and low-emission buses and related infrastructure.

On Tuesday, May 20, the Iowa Department of Transportation (IDOT) announced it was developing a statewide consolidated bus replacement grant application on behalf of all Iowa transit systems throughout the state. The IDOT's list for bus replacements includes nineteen 40' heavy-duty CyRide buses that could potentially be replaced through this funding opportunity. The list consists of four 2008 diesel buses, fourteen 2010 buses (including eleven hybrids), and one 2012 diesel bus. The IDOT requested that transit agencies provide the number of buses to be included in the application, along with the local funding commitment and a letter of support.

CyRide has not received new buses since 2022, partly due to limited statewide funding allocations and vehicle cost shortfall delays. Without replacements, CyRide's average fleet age increases each year, and is currently at 12.4 years compared to the national average vehicle age of 7.9 years. Including nineteen buses in this grant application reflects a substantial effort to reduce CyRide's average fleet age and maintain a State of Good Repair (SGR), an FTA requirement.

The Bus & Bus Facilities discretionary funding program is preferred because it offers a guaranteed 85% federal share, compared to the 80–85% federal share typically available through the state's standard funding process. If awarded, this would reduce CyRide's local match requirement by 5%, or approximately \$35,600 per bus, with an overall savings of up to \$676,400. In addition, vehicle prices continue to rise each year, making pursuing replacements through this competitive opportunity more cost-effective.

Replacing 40' vehicles through this grant opportunity would maximize federal dollars and allow CyRide to replace buses significantly beyond their useful life. If funding is awarded, the maximum local match requirement would be \$2,029,200. CyRide would use a portion of the \$3,314,071 reserved for 40' bus replacements already identified in the Capital Improvements Plan. CyRide is recommending nineteen buses for inclusion. However, the final award amount may be less than the full request. If fully funded, the federal and local costs for the nineteen 40' heavy-duty vehicles are as follows:

Federal Share (85%)	Local Share (15%)	Total
\$11,498,800	\$2,029,200	\$13,528,000

ALTERNATIVES:

1. Approve including nineteen 40' heavy-duty buses in the State of Iowa's Statewide Bus & Bus Facilities Grant Application, with a local match of \$2,029,200, and submission of a Letter of Support and Commitment to the Iowa DOT for these vehicles.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to approve the inclusion of nineteen 40' heavy-duty buses and submit a Letter of Support and Commitment in the state's grant application. This funding leverages federal dollars to replace buses between thirteen and seventeen years old, supports CyRide's ability to maintain a State of Good Repair, and reduces the local cost of vehicle replacement.



May 22, 2025
Monthly Report
CyRide Resource: Barbara Neal

1. Conflict of Interest

The City of Ames requests that employees, members of city boards and commissions, council members, and the mayor submit a conflict of interest disclosure form each year or any time changes occur. The form is attached to the board packet and will be emailed to the members attending the meeting remotely. Board members may give these forms to CyRide for processing, or you may complete the form via email.

2. Advertising Contract Update

CyRide's advertising contract with Houck Advertising of Shoreview, MN, began on July 31, 2022, and runs through June 30, 2025, with two optional one-year renewals. The Transit Board approved the contract in June 2022 following a competitive procurement process.

CyRide has reached out to Houck, and they have indicated interest in exercising the first optional renewal for FY 2026. A letter of intent (LOI) from Houck will be attached to the packet board for reference. CyRide will continue to receive 60% of gross advertising sales, with a \$200,000 annual minimum under the renewal.

3. Local Bus Roadeo

The annual CyRide Roadeo will be held Saturday, May 31, at the CyRide facility. This event is not just a competition but an opportunity to come together and celebrate the skills of our employees. Participants will maneuver a 40' bus through a tight, challenging obstacle course of cones, tennis balls, and barrels to accumulate as many points as possible. The course is timed and each obstacle is designed to test the same skills that our drivers use daily. All CyRide employees with a CDL are eligible to compete. Family and friends are invited to watch, help with judging, and enjoy snacks provided by the CyRide Breakroom Committee. The top finishers will be given the opportunity to represent CyRide at the state roadeo. Board members are welcome to attend. The event will run from 8:30 a.m. until approximately noon, with awards given to our winners at the end of the competition.



4. Third Quarterly Report

Each quarter, a detailed report regarding the overall performance of CyRide is generated, which includes fixed route, Dial-A-Ride, and Moonlight Express services. This report is used to track performance over time and observe trends in the system. Attached is a detailed system quarterly operations report and a graphic summary of the key performance measures for the third quarter of the fiscal year, January through March of 2025.



April 14, 2025

Director Barbara Neal
CyRide
601 N. University Blvd
Ames, AI 50010

Good Afternoon Director Neal,

This letter is to express Houck Transit Advertising's interest in exercising the options extension periods outlined in RFP 2022-171.

We appreciate your consideration in giving us the opportunity to continue to serve CyRide and the Ames community!

Thank you,

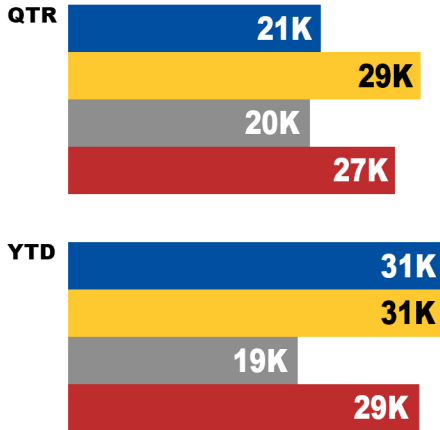
A handwritten signature in black ink, appearing to read 'Justin Houck', enclosed within a circular scribble.

Justin Houck
President – Houck Transit Advertising
1025 Tomlyn Ave, Shoreview, MN 55126
800.777.7290
justin@houckads.com

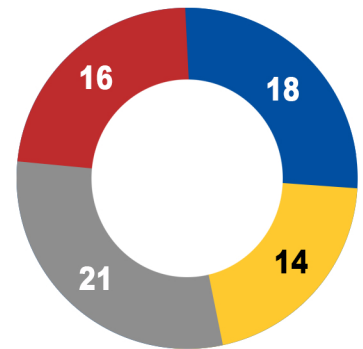
CyRide Quarterly Operations Report

January 1, 2025 to March 31, 2025 (3rd Quarter FY25)
System Overview - Safety/Fleet

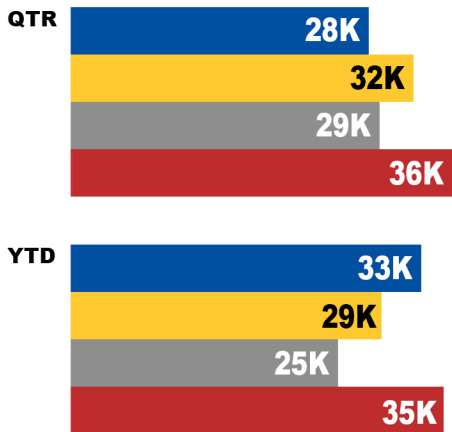
Miles between Preventable Accidents



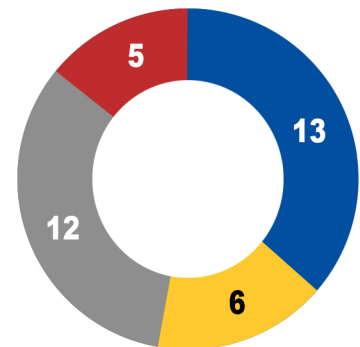
Preventable Accidents per Quarter



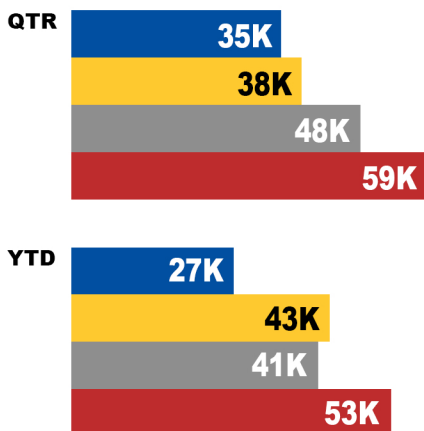
Miles between Major Mechanical Issues



Road Calls per Quarter

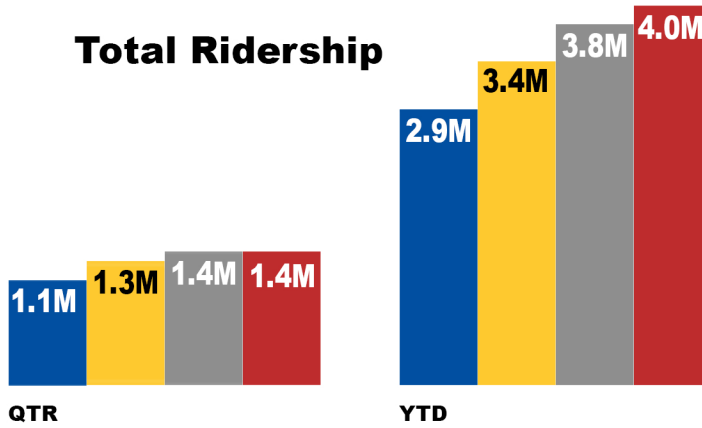


Passengers per Comment

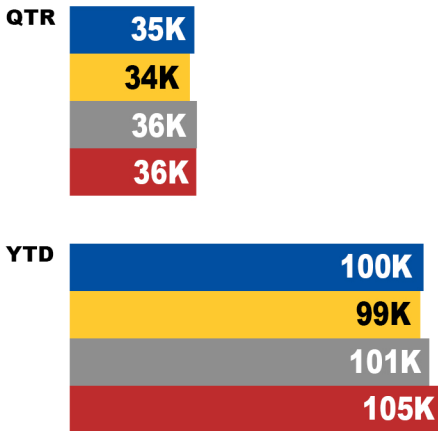


CyRide Quarterly Operations Report

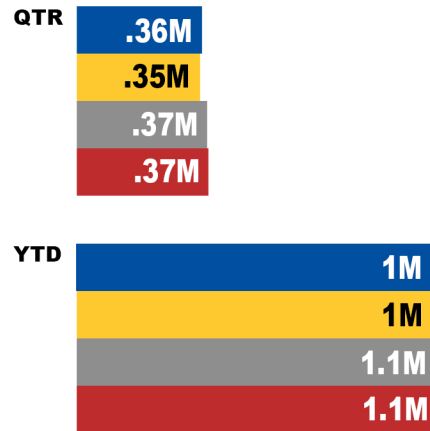
January 1, 2025 to March 31, 2025 (3rd Quarter FY25)
System Overview - Efficiency



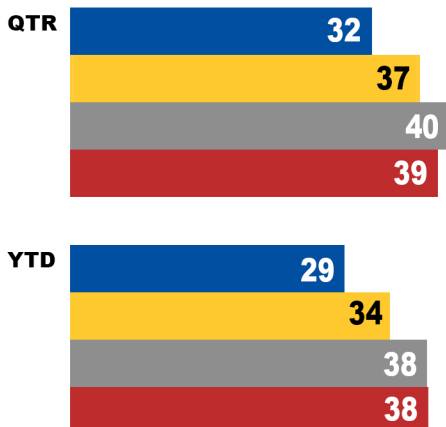
Revenue Hours



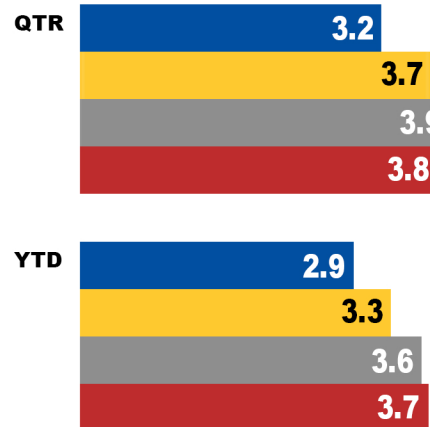
Revenue Miles



Passengers per Revenue Hour



Passengers per Revenue Mile



CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2025 to March 31st, 2025 (3rd Quarter)

	FY 2025 3rd Qtr	FY 2024 3rd Qtr	% CHANGE	FY 2025 YTD	FY 2024 YTD	% CHANGE
MAINTENANCE						
Interior Clean	41	7	485.7%	155	184	-15.8%
Shop Road Calls	5	12	-58.3%	30	32	-6.3%
Miles per Shop Road Call	87,535	35,873	144.0%	42,574	38,097	11.8%
NTD Minor Mech.	170	169	0.6%	462	492	-6.1%
NTD Major Mech.	12	15	-20.0%	36	48	-25.0%
Total NTD Mechanical Prob.	182	184	-1.1%	498	540	-7.8%
Miles per Major Mech.	36,473	28,698	27.1%	35,479	25,398	39.7%
Gasoline Vehicles						
Gas Miles Driven	39,747	43,773	-9.2%	127,097	146,552	-13.3%
Total Gallons Gas	4,042	5,707	-29.2%	15,575	19,007	-18.1%
Total Gas Cost	\$9,955	\$14,205	-29.9%	\$42,732	\$52,261	-18.2%
Avg. Gas Cost/Gallon	\$2.46	\$2.49	-1.0%	\$2.74	\$2.75	-0.2%
Gas Cost per Mile	\$0.25	\$0.32	-22.8%	\$0.34	\$0.36	-5.7%
Average Gas MPG	9.8	7.7	28.2%	8.2	7.7	5.8%
Diesel Vehicles						
Diesel Miles Driven	386,947	375,800	3.0%	1,115,551	1,041,534	7.1%
Total Gallons Diesel	85,117	90,535	-6.0%	255,079	238,051	7.2%
Total Diesel Cost	195,373	236,151	-17.3%	\$594,273	\$700,470	-15.2%
Avg. Diesel Cost/Gallon	\$2.30	\$2.61	-12.0%	\$2.33	\$2.94	-20.8%
Diesel Cost per Mile	\$0.50	\$0.63	-19.7%	\$0.53	\$0.67	-20.8%
Average Diesel MPG	4.5	4.2	9.5%	4.4	4.4	0.0%
Electric Vehicles						
Electric Miles Driven	10,979.0	10,899.0	0.7%	34,585.0	31,023.0	11.5%
All Vehicles						
Total Miles Driven	437,673	430,472	1.7%	1,277,233	1,219,109	4.8%
Total Gallons Fuel	89,159	96,242	-7.4%	270,655	257,058	5.3%
Total Fuel Cost	\$205,328	\$250,356	-18.0%	\$637,005	\$752,730	-15.4%
Avg. Cost/Gallon	\$2.30	\$2.60	-11.5%	\$2.35	\$2.93	-19.6%
Total Cost per Mile	\$0.47	\$0.58	-19.3%	\$0.50	\$0.62	-19.2%
Avg. MPG all Vehicles	4.8	4.4	9.8%	4.6	4.6	-0.7%
Small Bus/Sup. Mileage	18,661	27,792	-32.9%	74,978	95,084	-21.1%
Large Bus Mileage	419,012	402,680	4.1%	1,202,255	1,124,025	7.0%
% Rev. Mi./Total Miles	85.0%	85.9%	-1.0%	85.6%	86.4%	-1.0%
Percentage Small Bus	4.3%	6.5%	-34.0%	5.9%	7.8%	-24.7%
Maintenance Expense	\$935,552	\$844,006	10.8%	\$2,623,568	\$2,488,012	5.4%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2025 to March 31st, 2025 (3rd Quarter)

	FY 2025 3rd Qtr	FY 2024 3rd Qtr	% CHANGE	FY 2025 YTD	FY 2024 YTD	% CHANGE
OPERATIONS						
Total Passengers	1,404,982	1,426,584	-1.5%	4,009,603	3,826,831	4.8%
Average Drivers per Month	160.0	146.0	9.6%	155.9	138.0	12.9%
Driving Hours	49,691	45,600	9.0%	145,011	132,976	9.1%
Drivers Late	45	43	4.7%	127	146	-13.0%
Drivers No Show	7	7	0.0%	33	25	32.0%
Late/No Show per Driver	0.33	0.34	-5.1%	1.03	1.24	-17.2%
Total Comments	24	30	-20.0%	75	94	-20.2%
Driver Fault	8	6	33.3%	31	25	24.0%
Undetermined	0	2	-100.0%	2	2	0.0%
No Fault	10	7	42.9%	27	26	3.8%
System Complaints	4	2	100.0%	8	8	0.0%
Service Requests	1	7	-85.7%	3	19	-84.2%
Compliments	1	6	-83.3%	4	14	-71.4%
Passengers/Comment	<u>58,541</u>	<u>47,553</u>	<u>23.1%</u>	<u>53,461</u>	<u>40,711</u>	<u>31.3%</u>
Pass./Complaint (D & U)	175,623	178,323	-1.5%	121,503	141,734	-14.3%
Driving Hours/Comment	2,070	1,520	36.2%	1,933	1,415	36.7%
Driving Hrs/Comment (D&U)	6,211	5,700	9.0%	4,394	4,925	-10.8%
Accident Reports	25	33	-24.2%	67	89	-24.7%
Preventable Accidents	16	21	-23.8%	44	65	-32.3%
Percent Preventable	64.0%	63.6%	0.6%	65.7%	73.0%	-10.1%
Miles/Prev. Accident	27,355	20,499	33.4%	29,028	18,756	54.8%
Hours/Prev. Accident	3,106	2,171	43.0%	3,296	2,046	61.1%
Unreported Accidents	3	3	0.0%	9	10	-10.0%
Damage to Buses/Equip.						
Caused by CyRide	\$5,480	\$5,274	3.9%	24,527.96	18,359.07	33.6%
Caused by Others	\$6,575	\$12,484	-47.3%	10,761.86	17,043.56	-36.9%
Caused by Unreported	\$2,605	\$1,380	88.7%	4,711.19	1,954.05	141.1%
Claims by Others (#)	3	5	-40.0%	6	8	-25.0%
Claims by Others (\$)	\$6,172	\$12,306	-49.8%	\$8,230	\$16,358	-49.7%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$2,348,179	\$2,136,525	9.9%	\$6,455,589	\$5,869,090	10.0%

SYSTEM TOTAL						
Passengers	1,404,982	1,426,584	-1.5%	4,009,603	3,826,831	4.8%
Revenue Miles	372,062	369,582	0.7%	1,092,693	1,053,500	3.7%
Revenue Hours	35,971	35,680	0.8%	105,047	101,312	3.7%
Revenue Miles per Hour	10.3	10.4	-0.1%	10.4	10.4	0.0%
Pass./Rev. Mile	3.8	3.9	-2.2%	3.7	3.6	1.0%
Pass./Rev. Hour	39.1	40.0	-2.3%	38.2	37.8	1.1%
Operations Expense	\$2,348,179	\$2,136,525	9.9%	\$6,455,589	\$5,869,090	10.0%
Maintenance Expense	<u>\$935,552</u>	<u>\$844,006</u>	<u>10.8%</u>	<u>\$2,623,568</u>	<u>\$2,488,012</u>	<u>5.4%</u>
Total Expenses	<u>\$3,283,731</u>	<u>\$2,980,531</u>	<u>10.2%</u>	<u>\$9,079,157</u>	<u>\$8,357,102</u>	<u>8.6%</u>
Farebox Revenue	\$45,118	\$54,681	-17.5%	\$157,201	\$162,154	-3.1%
Rev./Exp. Ratio	1.4%	1.8%	-25.1%	1.7%	1.9%	-10.8%
Oper. Exp./Passenger	\$2.34	\$2.09	11.9%	\$2.26	\$2.18	3.7%
Oper. Exp./Rev. Mile	\$8.83	\$8.06	9.4%	\$8.31	\$7.93	4.7%
Oper. Exp./Rev. Hour	\$91.29	\$83.54	9.3%	\$86.43	\$82.49	4.8%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2025 to March 31st, 2025 (3rd Quarter)

	FY 2025 3rd Qtr	FY 2024 3rd Qtr	% CHANGE	FY 2025 YTD	FY 2024 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,397,079	1,419,314	-1.6%	3,984,705	3,804,957	4.7%
Shuttle Passengers	0	0	#DIV/0!	0	0	#DIV/0!
Total Passengers	<u>1,397,079</u>	<u>1,419,314</u>	<u>-1.6%</u>	<u>3,984,705</u>	<u>3,804,957</u>	<u>4.7%</u>
Transfers	4,991	7,892	-36.8%	19,999	27,582	-27.5%
Revenue Miles	350,615	349,913	0.2%	1,025,570	992,274	3.4%
Revenue Hours	34,373	34,163	0.6%	100,224	96,653	3.7%
Revenue Miles per Hour	10.2	10.2	-0.4%	10.2	10.3	-0.3%
Pass./Rev. Mile	4.0	4.1	-1.8%	3.9	3.8	1.3%
Pass./Rev. Hour	40.6	41.5	-2.2%	39.8	39.4	1.0%
Operations Expense	\$2,248,294	\$2,045,622	9.9%	\$6,156,207	\$5,601,105	9.9%
Maintenance Expense	<u>\$923,199</u>	<u>\$831,056</u>	<u>11.1%</u>	<u>\$2,587,433</u>	<u>\$2,451,399</u>	<u>5.5%</u>
Total Expenses	<u>\$3,171,493</u>	<u>\$2,876,678</u>	<u>10.2%</u>	<u>\$8,743,640</u>	<u>\$8,052,504</u>	<u>8.6%</u>
Farebox Revenue	\$38,200	\$47,809	-20.1%	\$136,561	\$146,019	-6.5%
Rev./Exp. Ratio	1.2%	1.7%	-27.5%	1.6%	1.8%	-13.9%
Exp./Passenger	\$2.27	\$2.03	12.0%	\$2.19	\$2.12	3.7%
Exp./Rev. Mile	\$9.05	\$8.22	10.0%	\$8.53	\$8.12	5.1%
Exp./Rev. Hour	\$92.27	\$84.20	9.6%	\$87.24	\$83.31	4.7%
DIAL-A-RIDE						
Passengers	3,886	3,901	-0.4%	12,032	10,803	11.4%
Revenue Miles	16,046	14,007	14.6%	51,323	45,217	13.5%
Revenue Hours	1,070	971	10.2%	3,282	3,170	3.5%
Revenue Miles per Hour	15.0	14.4	4.0%	15.6	14.3	9.6%
Pass./Rev. Mile	0.24	0.28	-13.0%	0.23	0.24	-1.9%
Pass./Rev. Hour	3.6	4.0	-9.6%	3.7	3.4	7.6%
Operations Expense	\$81,795	\$72,792	12.4%	\$246,848	\$217,576	13.5%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$81,795</u>	<u>\$72,792</u>	<u>12.4%</u>	<u>\$246,848</u>	<u>\$217,576</u>	<u>13.5%</u>
Farebox Revenue	\$6,918	\$6,872	0.7%	\$20,640	\$16,135	27.9%
Rev./Exp. Ratio	8.5%	9.4%	-10.4%	8.4%	7.4%	12.8%
Exp./Passenger	\$21.05	\$18.66	12.8%	\$20.52	\$20.14	1.9%
Exp./Rev. Mile	\$5.10	\$5.20	-1.9%	\$4.81	\$4.81	0.0%
Exp./Rev. Hour	\$76.44	\$74.97	2.0%	\$75.21	\$68.64	9.6%
MOONLIGHT EXPRESS						
Passengers	4,017	3,369	19.2%	12,866	11,071	16.2%
Revenue Miles	5,401	5,662	-4.6%	15,800	16,009	-1.3%
Revenue Hours	528	546	-3.4%	1,541	1,490	3.5%
Revenue Miles per Hour	10.2	10.4	-1.3%	10.3	10.7	-4.6%
Pass./Rev. Mile	0.7	0.6	25.0%	0.8	0.7	17.7%
Pass./Rev. Hour	7.6	6.2	23.4%	8.3	7.4	12.3%
Operations Expense	\$18,090	\$18,111	-0.1%	\$52,534	\$50,409	4.2%
Maintenance Expense	<u>\$12,353</u>	<u>\$12,950</u>	<u>-4.6%</u>	<u>\$36,135</u>	<u>\$36,613</u>	<u>-1.3%</u>
Total Expenses	<u>\$30,443</u>	<u>\$31,061</u>	<u>-2.0%</u>	<u>\$88,669</u>	<u>\$87,022</u>	<u>1.9%</u>
Exp./Passenger	\$7.58	\$9.22	-17.8%	\$6.89	\$7.86	-12.3%
Exp./Rev. Mile	\$5.64	\$5.49	2.7%	\$5.61	\$5.44	3.2%
Exp./Rev. Hour	\$57.70	\$56.90	1.4%	\$57.53	\$58.42	-1.5%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2025 to March 31st, 2025 (3rd Quarter)

	FY 2025 3rd Qtr	FY 2024 3rd Qtr	% CHANGE	FY 2025 YTD	FY 2024 YTD	% CHANGE
OPERATIONS REVENUE						
Farebox	\$45,118	\$54,681	-17.5%	\$157,201	\$162,154	-3.1%
Transit Contracts	\$273,105	\$269,633	1.3%	\$273,105	\$269,987	1.2%
I.S.U.	\$952,966	\$929,723	2.5%	\$952,966	\$929,723	2.5%
Student Government	\$2,726,737	\$5,805,241	-53.0%	\$5,670,497	\$5,805,241	-2.3%
City of Ames	\$1,274,963	\$116,116	998.0%	\$1,274,963	\$1,246,660	2.3%
IDOT - STA	\$270,976	\$281,789	-3.8%	\$844,311	\$919,629	-8.2%
Section 5307	\$1,263,174	\$0	#DIV/0!	\$2,216,770	\$649,611	241.2%
Other Grants	\$72,148	\$98	73520.4%	\$191,846	\$48,944	292.0%
Other	\$163,056	\$181,928	-10.4%	\$383,821	\$424,698	-9.6%
Total Operating Revenue	\$7,042,243	\$7,639,209	-7.8%	\$11,965,480	\$10,456,647	14.4%
TOTAL EXPENSES						
Administration	\$393,883	\$369,102	6.7%	\$1,127,418	\$1,071,424	5.2%
Safety & Training	\$165,918	\$179,041	-7.3%	\$494,053	\$510,104	-3.1%
Promotion	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Bldg. & Grounds	\$187,966	\$209,352	-10.2%	\$363,817	\$367,094	-0.9%
Fixed Route	\$3,171,493	\$2,876,678	10.2%	\$8,743,640	\$8,052,504	8.6%
Dial-A-Ride	\$81,795	\$72,792	12.4%	\$246,848	\$217,576	13.5%
Moonlight Express	\$30,443	\$31,061	-2.0%	\$88,669	\$87,022	1.9%
Operating Total	\$4,031,498	\$3,738,026	7.9%	\$11,064,445	\$10,305,724	7.4%
Farebox Revenue	\$45,118	\$54,681	-17.5%	\$157,201	\$162,154	-3.1%
Farebox Rev./Exp. Ratio	1.1%	1.5%	-23.5%	1.4%	1.6%	-9.7%
Admin. Expense/Pass.	\$0.53	\$0.53	0.2%	\$0.50	\$0.51	-2.8%
Admin. Exp./Rev. Mile	\$2.01	\$2.05	-1.9%	\$1.82	\$1.85	-1.8%
Admin. Exp./Rev. Hour	\$20.79	\$21.23	-2.1%	\$18.90	\$19.23	-1.7%
Total Expense/Passenger	\$2.87	\$2.62	9.5%	\$2.76	\$2.69	2.5%
Total Expense/Rev. Mile	\$10.84	\$10.11	7.1%	\$10.13	\$9.78	3.5%
Total Expense/Rev. Hour	\$112.08	\$104.77	7.0%	\$105.33	\$101.72	3.5%