

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

December 10, 2007

The Ames Transit Agency Board of Trustees met December 10, 2007, 3:00 p.m. at City Hall Conference Room 135. President Goodman called the meeting to order at 3:07 p.m. Trustees in attendance: Ayers, Anders, Hynak and Schainker. Trustee Madden arrived at 3:20 p.m.

**APPROVAL OF MINUTES:** Trustee Anders made a motion to approve the minutes from the November 5, 2007 Ames Transit Agency Board of Trustees meeting. Trustee Hynak seconded. (Motion carried unanimously).

**PUBLIC COMMENTS:** Andy Bock, City of Ames resident, inquired if CyRide would consider bringing the advertising in house again. Transit Director Kyras indicated the advertising contract would expire shortly and a Request for Proposal would be considered as well as a part time position to complete the advertising for CyRide. This item will be brought back to the transit board.

Mr. Bock discussed his frustration with the challenging nature of CyRide routes. Some points of consideration were the way the bus route currently does not come closer to the major businesses set back from S. Duff Ave.

**FY2009 BUDGET:** Director Kyras began the budget discussion with a status report on current, FY08 budget: continued stabilized revenue sources, a modest increase of expenses and higher fuel prices. With the STIC money, CyRide was able to add additional service on the Brown route and the Yellow route. Also included was the addition of service to the Towers during the weekday midday, evening hours and services for Saturday and Sunday. Included in the current budget was the funding for a morning operations supervisor position that was eliminated previously because of funding constraints. The challenge with the current budget is the variable fuel prices.

The FY08 adopted operating budget is expected to be slightly higher because of higher fuel prices. The adopted Dial-A-Ride budget is also expected to be higher because of higher costs for evening weekend service and fuel surcharges.

Operating revenues are expected to be 4% higher with the largest variation in GSB tuition, +9.7%. Revenues increased in advertising because of additional sales by Houck Advertising, increased farebox revenue due to non-student ridership; and collection of several large accident claims from the past fall.

Revenue is expected to increase by \$673,324 from the adopted amount. This increase is due largely to the way the Federal Transit Administration and the Iowa Department of Transportation allocate funds to transit systems. The money is distributed to transit agencies as operating funds, but with the requirement that an equivalent amount of money from previous years be spent on capital funding.

The transit board goal of a closing fund balance of 15.4% will be reached with the amended budget due to the higher than expected ending fund balance for FY07 at 17.9%.

By 2010, the GSB Trust Fund is anticipated to end with a lower deficit to finish FY08.

Two options were prepared for the boards consideration for the FY09 operating budget. The first option, with no change to service or CyRide staffing, requires a 4% increase over the FY08 budget mainly due to the unpredictable fuel prices, increase in health insurance of 3.4%; promotion of educating new students and residents on the benefits of transit in Ames; and the local match of \$40,000 needed to complete the Alternative Analysis.

Administrative expenses would increase 4.8% primarily from increased wages and benefits.

Revenues are expected to increase 12.2% due to federal funding and the manner in which it is distributed. State funds are expected to decrease 5.5% because of a lower state use tax receipts. Transit contracts will stabilize in FY09 with the State Fair being the only budgeted contract. The ISU Parking Orange route contract is expected to increase 4.3%. Farebox revenue continues to be strong with a 9.6% increase because of fares which are required on non-circulator routes on campus and higher ridership due to escalating fuel prices.

Miscellaneous revenues would increase due to higher state reimbursement for in administrative staff training. Advertising revenue is expected to increase approximately \$5,500.

The proposed increase for The Three Party Agreement from the local funding entities would require a 4.0% increase under this option.

The closing fund balance is anticipated to be slightly below 15%. The GSB Trust Fund is expected to have a positive fund balance by 2010.

The second option requires a 5.8% increase in funding to provide additional service and staff for increased operations. The proposed new services would include: earlier morning service for the Green route and the reinstating the Silver route from the "S" lot on Sunday evenings providing a safe ride to the dorms for returning students. The staff change would include 1 additional part time dispatcher; part-time clerical position for the maintenance department; and one full-time clerical position who will serve as a Receptionist.

Capital budget requests for the next budget year include: three 40' buses; three mini buses; three office computers; Alternative Analysis; Bus Stop improvements Office/Shop Equipment; and, building improvements.

Director Kyras indicated that no decision needed to be made that day, but this issue will be brought back to the transit board in January for a decision.

**FY2009 CAPITAL IMPROVEMENT PROGRAM:** Director Kyras explained the Capital Improvement Plan is completed each year and that the transit board adopts a five-year plan. This plan includes vehicle replacement/expansion, facilities and smaller equipment needs to efficiently operate service. Because of the Transit Intensive Cities funding, CyRide has been able to address more needs. CyRide staff has prioritized the needs: 1) vehicle replacement 2) bus stop improvements, 3) shop/equipment, 4) building repairs and, 5) other technology. One need that is not being addressed is the fleet expansion. With the increase in ridership by 9% this fall, CyRide will need to seek additional funding for bus purchases.

**TRANSIT FEASIBILITY STUDY:** Director Kyras reported the Transit Feasibility Study completed by the consultant last May examined seven corridors and recommended significant changes in service within four of the corridors. Since that study was completed, CyRide staff began the public input stage of the project completing presentations to six different groups involving university and town residents and that the presentation was offered to more groups but they did not request the information outside of the public meetings that were held. Director Kyras detailed the public comments received through these meetings and emails.

Corridor #1, Bus Rapid Transit (ISU to Campus) received Ames Chamber of Commerce and GSB support.

Corridor #3, residents requested that the Red route not be changed to extend to the proposed new lifestyle Center.

Corridor #5, Those present at the meetings understand the need for articulated buses on Mortensen Rd with the exception of one resident.

Study Area #2 – New Service to Fieldstone Development – A majority of the comments were to revisit this when the development begins; however, there was interest in the service if the development occurred.

The corridors not recommended were Corridor #2 – ISU Campus to Downtown Ames (Dinkey Corridor). One resident indicated their disappointment.

Corridor #4 – South Duff – This corridor received 19 comments and registered their concern with the lack of service to this area and that transit access needed to be improved before pursuing.

Study Area #1 – North Grand Mall – No comments either positive or negative were received.

Following a lengthy discussion, Trustee Madden made a motion to approve the Transit Director recommendation to approve \$40,000 in FY09 budget for local share and direct staff to proceed with the study (Alternatives Analysis). Corridor #2 – ISU to Campus, no action at this time. Corridor 3 – New Mall. Developing a service plan by end of March so CyRide can submit a grant application in May 2008 to purchase a vehicle but not commit any operating money. Corridor #4 – South Duff – No action at this time, but will revisit service levels to see how much demand there is for this

service. Corridor #5 – Articulated Buses on Red Route. Transit Board will wait to complete Facilities Study and revisit after this study. Study Area #1 – North Grand Mall. No action at this time but will revisit service levels following proposed mall expansion is complete. Study Area #2 – Fieldstone. No action needed, follow development plans. Trustee Hynak seconded the motion. (Motion carried unanimously.)

**MINI BUS PROCUREMENT/CONTRACT:** Director Kyras explained that CyRide contracts with Heartland Senior Services (HSS) for services required under the Americans with Disabilities Act (ADA). The contract is for operating expenses only, not capital. This contractual relationship has been beneficial to both parties, however Heartland was having difficulty with the fleet replacement needs. Therefore, the Capital Improvement Plan last, approved by the board, included the purchase by CyRide of one vehicle to be leased to Heartland for use on the contractual service.

CyRide has been working with Ottumwa, Iowa (Region 15) as part of a statewide contract for minibuses and the procurement allows other agencies to purchase vehicles under the statewide contract. Some of the contractual issues discussed with HSS were: vehicle will be purchased by CyRide and leased to HSS, HSS will provide local matching funds and will adequately maintain the vehicle through CyRide. Vehicle will be leased to HSS and remain a part of the CyRide fleet.

Trustee Hynak made a motion to approve the purchase of one minibus under the Region 15 procurement of vehicles statewide. Trustee Schainker seconded the motion. (Motion carried unanimously.)

#### **TRANSIT DIRECTOR'S REPORT:**

- ▶ Five pending changes were made to the construction and were grouped into one change order for a total change of minus \$18,481
- ▶ Request for Qualifications – Facilities Plan has been developed and will be distributed December 10, 2007 with proposals due back on January 14, 2008.
- ▶ Federal Discretionary Capital Approval – Iowa Public Transit Association met in November to distribute the anticipated \$7.38 million dollars for capital statewide. CyRide will receive funding for one 40 ft bus and three mini buses. CyRide had expected funding the 40 ft bus and one mini bus, and funding the additional buses will allow CyRide to replace three vehicles with discretionary funds as opposed to CyRide's Transit Intensive Cities (STIC) funding.

**SET TIME AND PLACE OF NEXT MEETING:** Next transit board meeting is scheduled for January 30, 2008 at 7:30 a.m. in Conference Room 135 at City Hall.

Trustee Hynak announced he would be resigning from the Ames Transit Board because he is graduating from ISU Saturday, December 16 and would be moving to Texas. The Government of the Student Body will be appointing a replacement.

**ADJOURN:** Trustee Hynak made a motion to adjourn at 5:00 p.m. Seconded by Trustee Ayers. (Motion carried unanimously.)