

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**  
**CYRIDE CONFERENCE ROOM**

January 19, 2012

1. CALL TO ORDER: 5:15 P.M.
2. Approval of December 6, 2011 Minutes
3. Public Comments
4. FY12/13 Budget Proposals
5. FY12/13 – FY16/17 Capital Improvements Plan
6. Transit Scheduling Software
7. 2012-2013 Fuel Contract
8. 2012-2013 Dial-A-Ride Contract
9. Mary Greeley Memorandum of Understanding
10. Bus Shelter Design
11. Transit Director's Report
12. Set Time and Place of Next Meetings:
  - February 16 - 5:15 pm
  - March 22 - 5:15 pm
  - April 19 - 5:15 pm
  - May 10 - 5:15 pm
13. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

December 6, 2011

The Ames Transit Agency Board of Trustees met on December 6, 2011 in CyRide's Conference Room. President Anders called the meeting to order at 5:19 p.m. Trustees in attendance were Anders, Schainker, Fox, and Madden. Absent: Trustees Vander Velden and Wacha.

**APPROVAL OF MINUTES:** Trustee Madden made a motion to approve the November 3, 2011 minutes from the Ames Transit Agency Board of Trustees Meeting. Trustee Schainker seconded the motion. (Ayes: Four. Nays: None) Motion carried.

**PUBLIC COMMENTS:** Trustee Anders welcomed the public in attendance and opened the floor for comments.

Anne Kinzel, 720 Duff, expressed displeasure with the transit board's action with respect to the rate increase, but appreciates the bus service. She feels the rate increase was a moral failing on parts of the citizens of Ames recommended by force. The median income for Story County is \$48,000 a year per household. While a 25¢ increase may seem small, the transit board is asking the poorest people in the community, those with an income near \$24,000 per household, to pay for the rate increase, the 20-25% rate increase across the board and they represent the non-discounted fares for CyRide.

Trustee Wacha arrived at 5:25 p.m.

I know it was a difficult decision for the transit board and there are not many options at this time, but the increased fare is the poorest venue the transit board could have chosen. This affects the poorest in the community, by no fault of their own, transit is their only means of transportation so using the bus system as the fare increase, and is immoral. It is not the well-fed, well-clothed, well-healed individuals in the community the fare increase will harm. Unfortunately, it is the low-income passengers that have to work Christmas, Thanksgiving, or other holidays, who need transportation. It just not increasing the fares, it is cutting the service that will affect these people.

Ms. Kinzel was concerned the decision was made without the proper statistics regarding income distribution. Her concern was the fact that perhaps CyRide staff had not gained the proper information to base their decision.

People who are on Medicare/ Medicaid or have a disability will receive a discount and not have to pay as much, however, no one in the state of Iowa or the United States is eligible for Medicaid until 2014.

Ms. Kinzel was informed, CyRide drivers could count the number of low-income passengers who ride the bus, but did not count the number of low-income single parents. She questioned that, and before fares were raised, asked the bus drivers about the fare counter so the transit board could make informed decisions. She felt there was not enough adequate data to make this decision. It was her observation that many people who ride the bus have no other option; they represent the poorest of the community and felt it is a shame to ask them to have pay the 20-25% rate increase when others are asked to contribute so little.

For a taxpayer, it is difficult to see who is contributing what to CyRide. She heard the students contribute a lot to CyRide, but what does that actually mean. How does their usage measure to other passengers? The City of Ames recently sent out a survey and asked what the people in Ames want to see and CyRide was very near the top of the list. She wondered if CyRide was bonded as high as could be in supporting the system. It was her understanding that Des Moines and Iowa City have a higher bonding and it seems the Ames community really wants the bus system. Ms. Kinzel asked the transit board to give this decision reconsideration by collecting more data, more analysis, and if there were other revenue opportunities to help the low-income patrons.

**RATE SETTING RESOLUTION – Fares (2012-1):** Director Kyras explained this information is the final step to approve the increase on the fares. This agenda item is reconsideration from the transit board's action taken at the November 3, 2011 meeting. Alternatives are the same, but the incorrect information stating the Rate Setting resolution needed formal approval from the City Council.

Director Kyras also shared a letter she received via e-mail from an Ames resident asking the transit board to consider her information and thoughts on the increases to fares and passes before making their decision.

Trustee Schainker thanked Ms. Kinzel for her valuable points and attending the meeting. The resolutions before the Transit Board are an attempt to help provide a discount through Medicare/Medicaid. Director Kyras' belief observation of Ms. Kinzel's position was the resolution does not cover all the low-income passengers that ride the bus.

Trustee Schainker viewpoint was if the transit board were going to focus on a certain group of people, one could go through the Social Service agencies. Why staff went this way, instead of going through a social service agency, which would have been the most effective, but not the most encompassing, was for CyRide to make some impact and make it easier on the riding public.

Director Kyras told the transit board, administering a program where CyRide would look at each person's income and determine whether they were low-income, based on some established criteria would be administratively burdensome. CyRide could not find

another agency that wanted to step up and provide this resource for CyRide to be able to make this determination.

Trustee Anders pointed out he was able to purchase the reduced ticket booklet, but noticed the discounted ticket fare recorded no different from a Medicare/ Medicaid recipient, disabled passenger, or K-12 passenger.

Director Kyras said CyRide is not concerned about the lost revenue. Director Kyras perspective coming from DART was they dedicated a full-time staff person to administer the program that is very time consuming process. CyRide staff members could not manage this program without additional staff. To qualify for this program requires a great deal of information and there is a lot of fraud and abuse. There are some programs with a narrower focus, which is what Ms. Kinzel was referring too. If you really wish to encompass the low income, you need to broaden that program.

Trustee Madden's composition of the ridership in Ames is a large number of students and collecting more data would not cause him to change his decision. CyRide is not a social service agency and with the current budget restraints, Trustee Madden believes other agencies might have the capacity to provide this type of service such as United Way.

Trustee Wacha said the Transit Board labored on this decision and although it is not perfect by any means, a single mother is still be paying less at 50 cents.

Trustee Anders said coming from the standpoint of a regular rider and having gotten to know the passengers, agrees that these people are possibly carrying a bigger share, but if the taxpayers have to pay for it, it will trickle down to the lower income. Trustee Anders felt the bus is still a bargain based on driving, but is fortunate enough the bus is not his sole means of transportation. With the research completed in regards to CyRide's fare increase compared to similar transit agencies; our percentile is not higher than other transit agencies.

Trustee Fox spoke for herself and Trustee Vander Velden representing the students' standpoint was to keep the same level of service and agree on increasing the rates.

Trustee Madden made a motion to approve the 2011-2012 rates for fares that reflect the 20-25% increase in most categories effective January 1, 2012. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**RATE SETTING RESOLUTION – Passes (2012-2):** Director Kyras indicated this information was reconsideration in taking the final step to approve the rate setting resolution for the pass portion of CyRide's proposed new fare structure.

Trustee Madden made a motion to approve the 2011-2012-2 rates for passes. Motion was seconded by Trustee Wacha. (Ayes: Five. Nays: None.) Motion approved.

Trustee Wacha request the CyRide staff keep track of the passes sold with the possibility of revisiting this and closing those gaps if something is missing. Keep track of the fare structures come January and each year the staff brings back to the transit board their recommendation on the next budget year with approximately four months of data.

**ARCHITECTURAL/ENGINEERING CONTRACT AWARD FOR FACILITY PROJECTS:** Director Kyras explained this A/E contract is for the new construction on the expansion and design improvements on the transit facility. An RFP distributed in September listing the priorities discussed with the transit board and there were four items placed in the RFP.

- Flood protection, so the building will be better protected from flooding
- Building expansion, to house the growing CyRide fleet
- Ceiling height raised, to accommodate the hybrid vehicles throughout the building
- Building structural repairs in the wash bay area to deal with the wet conditions that prevail for this area

CyRide received five bids and narrowed to the top three firms: URS, Neumann Monson, and Shive-Hattery. CyRide's available funding is \$4,985,206 with the largest \$ amount from Federal, State, and local funding, which was shown in the Capital Improvement Plan.

Following an interview process with each of the three firms, CyRide staff narrowed the field of three with URS being the first and most capable based on the scope of work and began negotiating a fee with URS.

URS's initial proposal for architectural work totaled \$630,741. URS was asked to review their fee and following many discussions, reduced their fee by \$168,232 to \$462,509, or a 10.3% fee. This is slightly higher than the 10% fee for this project based on the total construction cost of \$4.5 million. Basing the data from what CyRide had historically paid for Engineering and Architectural fees for other portions of the facility; CyRide staff felt 10.3% was within the scope and about the maximum that for project fees.

The increased fees were due to the flood protection design profiled in the 2010 assessment by FM Global insurance carrier. This portion of the design will include implementing a broader range of design and will involve more professionals than other parts of the facility design. The fee was then broken out into the four projects and based on this information; staff was comfortable with the fee structure.

Transit Board will adopt one of the alternatives and require approval by City Council since it is an improvement to the facility.

Trustee Wacha asked if CyRide Staff was concerned since URS first fee estimate was \$630,741, which is about 20 – 30% higher than the final fee negotiated, and was curious as to why URS would be willing to reduce their fees by that large amount.

Director Kyras clarified one factor influencing the fee was the urgency of this project and trying to pull items together quickly to meet CyRide's deadline. There were specialized consultants URS drew on influencing the fee and took the initial bid from each without review. When asked by CyRide staff to reduce the fee, URS staff was able to negotiate with each consultant to reach a reasonable fee for their specialization. The other misleading piece of information was URS thought there was \$5 million in construction, instead of the \$4.5 million. Following the consideration, CyRide staff feels comfortable with this number.

Following a brief discussion, Trustee Madden made a motion to award the contract to URS Corporation, for a total not-to-exceed \$462,509, for architectural/engineering services for the CyRide Facility Construction project as detailed in the Request for Proposal. Seconded by Trustee Wacha.

Trustee Schainker asked if CyRide staff and Iowa State would be working together on this construction management project. Director Kyras communicated Rich Leners was well versed in this area given he has attended all of the construction classes the Federal Transit Administration requires and conducted by CyRide. Director Kyras added that the University is supportive and Dean Morton has offered his assistance and support if CyRide staff needs support.

Motion on the floor. (Ayes: Five. Nays: None.) Motion carried.

**FY12/13 BUDGET PROPOSALS:** Director Kyras reported this is the preliminary budget completed in December for the transit board members consideration for CyRide's FY12/13 budget. This action deferred until January allowing the transit board members to talk with their constituents and completion by January 21, 2012 in accordance with the agreement.

Dialogue divided into status of the current year's budget 2011/12, current status of revenues and expenses for FY2012/13, and FY2012/13 budget options, and discussion of the two budget items from last month, baseline budget reflecting current service/staffing levels at 2012/13 prices or Baseline + Holiday/Gold Route Service Reduction.

Current status observes expenses and revenues are slightly higher. The higher revenues are due to the strong enrollment at ISU and additional GSB funds that go into the GSB Transit Fund. Expenses are higher reflecting the fuel and insurance on the current budget. Fuel budget for this year is \$2.50 amended from \$3.20 and current-year-to-date fuel is averaging \$3.12 per gallon. The bright spot is CyRide saved approximately \$1200 from August through November with the fuel contract. CyRide should continue to see additional savings because there are a few months left on the contract. Insurance reflects the higher property insurance costs.

Revenues were higher with increased state funding, a little over 10% higher. The farebox and pass sales continue to increase and miscellaneous revenue was from sale of old buses replaced with buses through grants. Rich Leners sold old buses on E-Bay and received a good price for them.

Pooled cash interest continues to drop and is down 61.5% from the adopted budget.

The three closing balances, operating, GSB Trust Fund, and capital show operating balance decreasing \$685,411, a \$42,122 difference, and dropping to an 8.2% fund balance. This results from year-end adjustments to the inventory and Finance modifications to the balance.

The capital balance should increase slightly, from \$47,628 to \$92,657. Contributing factor will be the timeliness on when the construction projects begin.

The GSB Trust Fund lowers due to their \$75,000 fare increase contribution leaving a balance of \$1,274,248.

Current status of the FY2012/13 year shows a significant change to expenses and revenue in the two-year development of the pro forma assumptions developed for the transit board. Two changes were:

- City of Ames received notice the IPERS contribution would increase from 8.07% to 8.67%, which affects CyRide expenses by \$26,424 on next year's budget.
- The next one is a positive event. The transit board asked CyRide staff if federal funding information would be available before spring and Director Kyras responded information is not available until spring. However, the President signed the new appropriations that increased transit funding 8.2% and CyRide is anticipating \$150,000. There will not be any federal funding budget cuts to our budget next year. However, the super committee did not take action and the 10% funding cuts postponed by one year. This leaves a \$150,000 more than was expected in revenue for the 2012/13 budget year.

Trustee Schainker raised the question if CyRide were financially better than we thought, could the \$150,000 eliminate the fare increase and allow the transit board to delay it to the end of the year. Director Kyras reflected this has no impact on the current year. This revenue placed into the budget through the two scenarios and what effect it has. Increasing the closing balance. If the transit board does not want to do the fare increase, then the closing balance will be lower.

Trustee Wacha reminded the transit board that CyRide operating balance is low and needs to continue increasing this balance.

- Assumption of the CyRide staff in the budgets presented tonight. 2012/13 Operating Budget Request provides major assumptions incorporated in the budget and were the same for the two-year pro forma with exception of the IPERS contribution.
- Health insurance increasing 6.6%, a little over the \$30,665 in expenses.
- IPERS to increase 8.6%, a little over \$26,424 in expenses.
- Payroll expenses to increase 1.9 %.
- Fuel budgeted at \$3.50, which is high, but increase reflects \$307,500 or a 37.8% increase on this budget line item.
- Property insurance FY 2012/13 reflects the flood coverage of \$58,797 from the FY2011/12 budget.
- Federal funding was anticipated to be stable with \$1,530,000 and state funding higher at \$578,000 from \$500,000.
- GSB increase, \$151,642 to cover the fare increase (next year portion)
- \$378,801 funds transferred to capital to purchase buses, which is significantly lower. This is usually \$600,000 to \$700,000.
- City of Ames, Iowa State University and Government of the Student Body increase local shares 7%.

This includes repayment of the State revolving loan of \$17,500 with the City and Iowa State University each paying \$8,750.

Controllable costs over uncontrollable costs are \$375,000 and represents about 80% of the 2012/13 budget increase.

Two options to consider are Option 1 is the Baseline and Option 2 is the baselines with service cuts. Information provided also gives the funding on the two options. The baseline operating expenses, dollar change and percentage change for each of the funding partners. 7% for City and ISU and 9.2% for the GSB because of the fare increase leaving a closing balance of 9%.



Option 2 is the Baseline plus service reductions with same percentage increase and closing balance of 10.0%. Service reduction would allow transit board to get that closing balance to 10%.

Information was also presented on the two service reductions, Proposal #2 – Holiday service, eliminating all routes on three holidays; Memorial Day, fourth of July, and Labor Day. Proposal #5 - #22 Gold Route, that eliminates last trip of the day.

Two-budget analyses shared with the transit board demonstrate the two scenarios.

Discussion – clarification table on page 16 does include the increase in the \$150,000 federal funding in both options provided.

Discussion between board members is the uncertainty of the federal funding for the 2013 year. A lot of speculation about what is going to happen, but many factors that can evolve before that time. Nothing could happen until that next election is completed. Seven% are pushing the numbers on the general fund side. Enrollment predicted to increase so the GSB number will go up which increases the demand for increased ridership. Capacity has been reach on campus housing, so this will move students to off campus.

Support moving ahead with this 7% budget increase, but on the budget institution side is too early until January or February when ISU knows what the Governor is going to do. Reasonable requests at this point.

Trustee Wacha speaking for the City Council presentation was the 7% funding for CyRide budget cycle and City Council is aware of this.

Trustee Anders based on the fact the budget crisis, federal budget looming, the crisis for next year has been resolved, but the transit board needs to be careful with the closing balance. Sacrifice somewhat comfortable with the funding, the transit board needs to do due diligence.

Do not want to be in this position next year. Residents do not want service reductions. Maintain the level of service and two main factors are funding and fuel prices and both are very unpredictable. Reasonable assumption on the information the transit board has today. No one knows where fuel prices are going. CyRide budgeting fuel higher at \$3.50, which was high, but allows the closing balance to be higher.

Trustee Madden is in favor of tabling this action until the January meeting. Based on the information presented today, my direction would be option 1. Have not heard many

people that are having concerns with the holiday routes. Affects a limited number of passengers. This would be option 2 instead of option 1 and increase the closing balance.

Trustee Schainker requested information on what percentage of farebox revenues comes from monthly passes.

Trustee Wacha asked the status of where CyRide is with the discussion with Heartland on Dial-A-Ride. Director Kyras does not know, but an RFP will go out in January. Does not know what the DAR costs would be seeing reduction in their costs, but it could go either way higher costs or a reduction.

Last time there was a fare increase was 2004 and if our memory serves us correct, ridership dropped, so the transit board rescinded the fare increases. Full Fare ridership maintained, 250,000 students, before fare free.

Trustee Wacha made a motion to table action until January. Trustee Fox seconded. (Ayes: five. Nays: None.) Motion carried.

**FY12/13 – FY16/17 CAPITAL IMPROVEMENT PLANS:** 1<sup>st</sup> year project, if approved by transit board, CyRide would start moving forward with projects shown in the chart on page 24. Some items are in grants, included in the state grant – support vehicle delayed, budget reductions, back into next year’s budget – expand fleet, six computers, shop equipment, and three pieces of equipment that will be purchased. New design for the bus stop shelters and will bring back in January, begin major redesign.

Additional inform on page 25 are the remaining four years.

Trustee Wacha moved to defer action until January. Seconded by Trustee Fox. (Ayes: five. Nays: None.) Motion carried.

**TRANSIT DIRECTOR’S REPORT:** Director Kyras reported all intermodal items are good news. Congressman Latham’s staff informed Director Kyras final decisions should be made by the end of the next week.

Intermodal order is still in negotiations and should be complete for the January meeting.

Director Kyras is working on the tenant leases and is drafting agreement. Meeting was held today hopes to have the leases resolved by spring so this is moving forward.

New piece of information, Ames police requested leasing of space for enhancement of security for the Campustown area. Director Kyras contacted the FTA and they are fine with this. This would mean another lease after we get the intermodal carrier completed. Incremental costs will be the discussion. Thought was TIGER III, parking and bus space and then the bike path.

Des Moines partnership contacted Director Kyras to asking us to sit in on meeting to continue the discussion for transportation between Des Moines and Ames. Director Kyras directed them to the City Manager's office.

**TIME AND PLACE OF NEXT MEETING:** Thursday, January 19, 2011 at 5:15 p.m. at CyRide.

Meeting adjourned at 6:27 pm.

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Bob Anders, President

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Joanne Van Dyke, Recording Secretary

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 19, 2012

**SUBJECT:** FY12/13 Budget Proposals

**BACKGROUND:** CyRide staff annually develops preliminary budget proposals for consideration by the Transit Board of Trustees at their December meeting. These budgets reflect anticipated revenues and expenses for the next budget year beginning next July. By city code, the Transit Board of Trustees is required to approve a budget by January 21<sup>st</sup> of each year.

**INFORMATION:** A detailed report was presented to the Transit Board of Trustees at the December 6, 2012 meeting regarding the current budget, operating budget revenues/expenses and budget assumptions/proposals. This report briefly recaps the last two items – operating budget revenues/expenses and budget assumptions/proposals for consideration at the January 2012 meeting.

**Current Status of FY12/13 Revenues and Expenses**

Since development of the two-year pro forma (attached) presented to board members at the October 2011 transit meeting, a significant expense and a revenue category has changed as follows:

- **IPERS Increase** – The City Finance Department has notified CyRide staff that employer contributions to the state employee retirement fund (IPERS) will be increasing from its current 8.07% to 8.67% beginning July 1, 2012, which will impact the 2012/13 budget year. This change will increase expenses by \$26,424 in the FY2012/13 budget.
- **Federal Funding** – On November 18th, the President signed the FY12 federal Transportation Appropriations Bill, which increased transit funding by .2%. Federal FY12 transit dollars will provide federal funding for CyRide’s 2012/13 budget. Therefore, the 10% federal funding cut that had been anticipated will **not** become reality, resulting in an increase in anticipated revenues in the 2012/13 budget of \$150,000. In addition, since the Congressional “Super Committee” could not come to agreement on federal deficit reduction measures, transit funds will be subject to a 9.1% reduction beginning in

January 2013, which will impact CyRide's 2013/14 budget by an estimated \$141,000. The end result is a postponement for one year of federal funding reductions.

The net effect results in approximately a \$122,700 increase in revenue available for the 2012/13 budget.

## **2012/13 Operating Budget Request**

### **Budget Assumptions –**

In the 2012/13 budget development, the following major assumptions were incorporated into each of the budget options discussed below. These assumptions remain the same as was included in the two-year pro forma presented to the Transit Board of Trustees at the October 2011 meeting and as discussed with the exception of the items in red.

- **Health Insurance** - The price of health insurance will increase 6.6% next year, increasing expenses \$30,665.
- **IPERS Employer Contribution** – All CyRide employees are covered under the IPERS State Retirement Plan. The employer contribution will be increasing from 8.07% to 8.67%, which will increase operating expenses by \$26,424 in the 2012/13 budget.
- **Payroll Expenses** - Overall payroll expenses will increase 1.5% from the 2011/12 adopted to 2012/13 requested budget.
- **Fuel** – Fuel is budgeted at \$3.50 per gallon, an increase from the 2011/12 adopted budget of \$1.00 and a \$.30/gallon increase from the amended (from \$3.20). This \$1.00 per gallon increase reflects \$307,500 more in expenses - a 37.8% increase in this budget item.
- **Property Insurance** – The 2012/13 budget reflects a property insurance increase of \$58,797 in flood coverage from the 2011/12 adopted budget to the requested budget.
- **Federal/State Funding** – The FY2012/13 budget anticipates stable federal funding at \$1,530,000 and state funding increases \$78,000 from \$500,000 to \$578,000.
- **GSB Fare Increase** – The 2012/13 budget reflects \$151,642 additional from the GSB Trust Fund to contribute the student's share of the fare increase for the fiscal year.
- **Funds Transferred to Capital** – The 2012/13 budget reflects a transfer of \$378,801 to the capital fund to purchase buses, shop equipment, etc. This is significantly lower than the traditional \$600,000 to \$700,000 transferred in past years, but has been decreased in an effort to minimize local contributions at the same time as increasing the closing balance.

- **Local Share Increase** – Each of the options includes a 7% increase in the local share required by the City of Ames, Iowa State University and the Government of the Student Body (GSB).
- **State Revolving Loan Repayment** – In 2010, CyRide received a state loan in the amount of \$87,500 as local match to an Intermodal Facility design grant. The terms of the loan require repayment over 5 years at \$17,500 per year. The 2012/13 budget year represents the second year of this local repayment. The repayment is equally divided between the City of Ames and Iowa State University funding partners at \$8,750 each.

Overall, the 2012/13 budget request reflects more than \$375,000 in uncontrollable expenses due to fuel, retirement and insurance increases. This represents more than 80% of the 2012/13 budget increase. The remaining increase is due mainly to salary changes.

### **FY2012/13 Budget Options -**

Through the Board of Trustee’s discussions in November, staff was directed to prepare two budget options for consideration at the December board meeting as follows:

- **Option 1 - Baseline** – Reflecting current service/staffing levels at 2012/13 prices
- **Option 2 - Baseline + Holiday/Gold Route Service Reduction** – Current service staffing levels at 2012/13 prices plus reducing service on Memorial Day, Independence Day and Labor Day as well as the last trip on the Gold Route. (Details on these two service reductions are attached.)

The impact each of these options has on the expenses and the operating closing balance is summarized in the table on the next page. The local funding partner share would not change between options, remaining at 7% for general operations under both options (except for GSB which would be higher to accommodate the fare increase as well).

## Budget Impact

Option	Operating Expenses	City Funding (including loan)	ISU Funding (including loan)	GSB Funding (including fare inc.)
<b>Current (adopted) Expenses/Funding Shares</b>	<b>\$7,872,442</b>	<b>\$1,376,656</b>	<b>\$608,630</b>	<b>\$3,204,263</b>
1 - Baseline	\$8,366,662	\$1,472,409	\$650,622	\$3,499,053
Dollar Change	\$494,220	\$95,753	\$41,992	\$294,790
Percent Change	+6.3%	+7.0%	+7.0%	+9.2%
<b>Closing Balance</b>	<b>9.0%</b>			
2 – Baseline + Service Reductions	\$8,285,462	\$1,472,409	\$650,622	\$3,499,053
Dollar Change	\$413,020	\$95,753	\$41,992	\$294,790
Percent Change	+5.3%	+7.0%	+7.0%	+9.2%
<b>Closing Balance</b>	<b>10.0%</b>			

Option #2 increases the closing balance more, which places CyRide in a better position to address the 9.1% federal budget cut, scheduled to take effect in the next budget year as required by the federal deficit reduction agreement.

### ALTERNATIVES:

1. Approve **Option #1** to provide existing service levels next year.
2. Approve **Option #2** to reduce service levels next year.
3. Request staff to develop an alternative option as directed by the Board of Trustees and convene a special Transit board meeting to consider action on the 2012-2013 operating budget.

### RECOMMENDATION:

The Transit Director recommends alternative #2 to reduce two services allowing the closing balance to increase to an estimated 10% at the close of the budget year. This will put CyRide in a stronger position to absorb the federal funding reductions currently proposed for the following budget year.

**CyRide Pro Forma**  
**December 2, 2011**

	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>	<b>12-13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amend</b>	<b>Likely</b>	<b>Likely</b>
<b>Revenues</b>							
FTA Section 5307	1,365,236	1,328,822	1,442,590	1,490,918	1,528,279	-10.0%	1,375,451
STA Oper Assistance	530,334	488,589	448,181	497,650	510,091	5.0%	535,596
STA Special Projects				38,861	38,861		
IDOT Training Reimb	18,432	18,209	13,583	16,666	16,666	0.0%	16,666
5310 Elderly Disabled	83,944	94,987	94,640	99,877	104,871	5.0%	110,114
JARC	20,340	33,951	37,270	58,937	58,937	0.0%	58,937
Full Fare Monthly Pass	31,966	36,530	36,550	28,885	30,907	12.0%	34,616
Reduced Fare Monthly Pass					5,000	100.0%	10,000
Fixed Route Fares	123,654	113,552	121,902	132,890	147,508	22.5%	180,698
Dial A Ride Fares	11,634	9,623	9,899	8,903	8,903	0.0%	8,903
Full Fare Ticket Book	23,239	18,751	19,225	18,730	20,790	22.5%	25,468
Reduced Fare Ticket Book	11,278	9,326	11,145	12,366	13,726	22.5%	16,815
Reduced Fare Semester Pass	17,580	14,565	20,550	15,040	16,694	22.5%	20,451
Full Fare Semester Pass	74,092	73,975	98,320	98,905	109,785	22.5%	134,486
GSB Fee increase for Fares					75,821		151,642
ISU Parking Systems	219,640	229,106	229,106	236,489	243,584	3.0%	250,891
Cy Ride Advertising	95,424	100,657	103,510	112,898	107,000	0.0%	107,000
Shuttle Revenue	118,820	81,982	47,502	42,004	82,000		42,000
Damage Claims	16,696	9,876	17,718	12,218	12,000		12,000
Sale Of Equipment	9,453	12,852	15,348	32,699	15,000		15,000
Misc Revenue	3,714	1,182	1,455	2,375	2,000		2,000
HSS Service		2,957	5,732	6,464	7,000		7,000
MPO Reimbursement	24,291	32,094	30,925	34,416	32,000		32,000
Pooled Cash Interest	108,198	50,142	23,504	13,918	8,000		8,000
Unrealized Gain/Losses	9,147	7,178	39	(3,826)	3,100		3,100
ISU Administration	501,667	530,764	557,302	576,808	599,880	7.0%	641,872
GSB Tuition	2,608,946	2,760,265	2,898,278	3,008,118	3,128,442	7.0%	3,347,433
City of Ames	1,150,821	1,248,110	1,325,689	1,306,309	1,367,906	7.0%	1,463,659
<b>Subtotal</b>	<b>7,178,545</b>	<b>7,308,045</b>	<b>7,609,962</b>	<b>7,899,519</b>	<b>8,294,751</b>		<b>8,611,797</b>
<b>Expenses</b>							
	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>	<b>12-13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amend</b>	<b>Likely</b>	<b>Likely</b>
<b>Wages and Benefits</b>	<b>4,359,495</b>	<b>4,708,992</b>	<b>5,150,980</b>	<b>5,433,927</b>	<b>5,599,787</b>		<b>5,726,033</b>
Human Resources	81,066	76,600	76,689	62,072	85,550	2.5%	87,689
Legal Services	2,671	3,069	8,615	8,540	8,800	2.5%	9,020
Purchasing	21,983	24,446	22,625	29,626	27,170	2.5%	27,849
Finance	57,258	61,793	62,649	59,981	67,614	2.5%	69,304
Data Services	39,102	42,857	45,333	46,229	46,792	2.5%	47,962
Messenger Service	1,941	2,095	2,364	2,545	2,701	2.5%	2,769
Printing/Graphics	4,268	3,255	3,077	4,582	4,000	2.5%	4,100
Insurance	91,026	112,601	116,257	126,787	229,000	2.5%	234,725
Phone Oper./Maint.	13,262	14,602	14,972	14,972	14,972	2.5%	15,346
Long Distance	512	392	376	307	400	2.5%	410
Fleet Oper./Maint.	0	0	0	504	0	2.5%	0
Outside Prof Serv	14,701	18,699	84,896	21,373	22,121	3.5%	22,895
Postage/Freight	1,198	779	1,580	1,326	1,372	3.5%	1,420
Travel/Meetings	921	2,160	1,070	1,603	1,659	3.5%	1,717
Training	11,113	3,540	4,526	5,110	5,289	3.5%	5,474
Conferences	14,670	21,498	14,511	14,768	15,285	3.5%	15,820
Subscriptions/Books	369	1,131	1,277	771	798	3.5%	826
Dues & Memberships	16,001	13,793	12,427	15,456	15,997	3.5%	16,557
Tuition Asst.				2,575	2,665	3.5%	2,758



**CyRide Pro Forma**  
**December 2, 2011**

	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>	<b>12-13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amend</b>	<b>Likely</b>	<b>Likely</b>
Printing/Graphics	41,540	33,413	33,414	38,355	39,697	3.5%	41,087
Advertising	6,903	22,962	19,383	20,954	21,688	3.5%	22,447
Recruiting	3,883	1,507	270	2,055	2,126	3.5%	2,201
Insurance	0	0	0	0	0	3.5%	0
Electricity	41,518	48,259	61,533	66,774	69,111	3.5%	71,530
Telephone - Outside	1,871	1,624	1,810	1,907	1,974	3.5%	2,043
Water/Sewer	5,987	6,589	8,126	7,695	7,964	3.5%	8,243
Waste Disposal	12,276	15,358	6,103	9,005	9,320	3.5%	9,647
Natural Gas	34,394	26,777	23,419	27,984	28,964	3.5%	29,977
Structural Repair	16,401	17,758	27,508	13,616	14,093	3.5%	14,586
Mov. Equip. Repair	62,631	30,895	61,105	51,807	53,620	3.5%	55,497
Fixed Equip. Repair	11,372	38,580	26,561	42,065	43,537	3.5%	45,061
Rentals/Leases	26,087	23,871	24,001	32,844	33,994	3.5%	35,184
Non-City Service	187,390	184,541	181,567	190,173	196,829	3.5%	203,718
Office Supplies	9,819	5,989	5,745	5,930	6,138	3.5%	6,353
Minor Office Equip.	1,902	2,161	3,946	4,590	4,750	3.5%	4,916
Minor Comp. Equip.	1,201	2,572	4,577	616	638	3.5%	660
Ag-Hort Supplies	32	997	458	247	256	3.5%	265
Structural Materials	13,427	9,381	11,796	5,465	5,657	3.5%	5,855
Chemicals/ Lab Supp.	599	27	0	21	22	3.5%	23
Cleaning Supplies	20,774	17,366	16,049	21,033	21,769	3.5%	22,531
Equip. Parts/Supplies	10,045	11,705	10,513	7,445	7,706	3.5%	7,975
Minor Equip. Tools	8,694	10,920	8,450	9,863	10,208	3.5%	10,566
Food & Feed	4,102	4,325	2,507	2,708	2,802	3.5%	2,900
Motor Vehicle Parts	222,921	243,191	223,506	171,063	230,000	3.5%	238,050
Aggregate Products	0	74	0	0	0	3.5%	0
Wearing Apparel	27,524	28,567	28,679	24,538	25,397	3.5%	26,286
Special Projects	1,898	2,160	3,168	(2,135)	(2,209)	3.5%	(2,287)
Inventory Over/Short	1,226	0	8,894	74	77	3.5%	80
Fuel	857,960	589,622	684,468	872,935	1,024,000		1,120,000
Lubricants/Other	21,352	20,642	21,176	22,889	23,691	3.5%	24,520
Office Furniture	0	0	1,681	0	0	3.5%	0
Comp. Equip.	1,101	1,722	0	0	0	3.5%	0
Refunds	772	429	1,451	731	756	3.5%	783
Finance Adjustments	491	76,726	15,890	(25,000)			
Service Reductions							(24,000)
One Time Savings					(81,200)		
<b>Non-Payroll Expenses</b>	<b>2,030,156</b>	<b>1,884,020</b>	<b>2,001,000</b>	<b>2,047,376</b>	<b>2,355,560</b>		<b>2,553,336</b>
<b>Total Expenses</b>	<b>6,389,651</b>	<b>6,593,012</b>	<b>7,151,980</b>	<b>7,481,303</b>	<b>7,955,347</b>		<b>8,279,370</b>
Transfer to Capital Fund	912,231	500,000	713,000	632,000	239,812		331,437
<b>Total Funds Used</b>	<b>7,301,882</b>	<b>7,093,012</b>	<b>7,864,980</b>	<b>8,113,303</b>	<b>8,195,159</b>		<b>8,610,807</b>
Revenues over Expenses/Transfers	(123,337)	215,033	(255,018)	(213,784)	99,592		990
Ending Fund Balance	891,416	1,105,687	847,294	644,561	744,153		745,143
Ending Balance/Total Expenses	14.0%	16.8%	11.8%	8.6%	9.4%		9.0%

# Proposal #2 - Holiday Service

**Service Reduction: Eliminate all routes on three holidays: Memorial Day, 4th of July and Labor Day**

RIDERSHIP	ANNUAL	6 MO.
Existing Ridership	5,322	2,661
Projected Customer Impact (Loss of Ridership)	5,322	2,661
<b>Important Factors:</b>		
1) Impacts residents that are dependent on transit		
2) Dial-A-Ride service would also not operate		

REVENUES	ANNUAL	6 MO.
Projected Annual Fare Revenue Losses	\$1,020	\$510
<b>Factors:</b>		
	<u>Current Payment Per Ride</u>	<u>Avg. Rides</u>
Free	\$0.00	3753
Pass Fares	\$0.84	645
Cash Fares	\$0.69	642
Reduced Fare Ticket	\$0.50	18
Full Fare Ticket	\$1.00	27
Transfers	\$0.00	237
<b>TOTAL UNLINKED RIDERSHIP</b>	<b>5,322</b>	<b>\$1,020.78</b>

OPERATING COSTS/EFFICIENCIES	ANNUAL	6 MO.
<b>TOTAL Net Operating Costs Saved</b>	<b>\$21,337</b>	<b>\$10,669</b>
TOTAL ROUTE COST	\$22,357.00	
Annual Revenues	\$1,020.00	
<b>Factors:</b>		
Number of days operated per year	3	
Cost/Hour	\$ 32.30	
Cost/Mile	\$ 1.78	
Daily revenue hours of service	320	
Daily revenue miles of service	3,850	
<b>Efficiency Evaluation</b>		
Route Passengers/Rev. Hour	16.6	
System Avg. Passenger/ Rev. Hour	49.2	

CUSTOMER IMPACT	ANNUAL	6 MO.
Existing Customers	5,322	2,661
<b>Factors:</b>		
Miles from CyRide route	5 miles	
Avg. time to walk 1 mile	20 minutes	
Walking Time/Passenger	100 minutes	
Add'l Wait Time	n/a	
<b>Walking Impact - Nearest Route</b>	<b>8,870</b>	<b>hours</b>
<b>Equity</b>	Impacts Title VI (low-income and minority population)	
	Less service would be available on Dial-A-Ride	

SUMMARY	ANNUAL	6 MO.
Annual Savings Goal	\$ 500,000	\$ 250,000
Annual Net Savings (Payroll Costs + Maint. Costs - Fare Revenues - Grant Revenues)	\$21,337	\$10,669
Annual Lost Ridership	5,322	2,661
Net Savings Per Rider Lost	\$ 4.01	\$ 4.01

# Proposal #5 - #22 Gold Route

**Service Reduction: Eliminate last trip of the day**

RIDERSHIP	ANNUAL	6 MO.
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Existing Ridership	77,662	38,831
Projected Customer Impact (Loss of Ridership)	911	456

Important Factors:

1) Route serves Greek community impacting students

REVENUES	ANNUAL	6 MO.
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Projected Annual Fare Revenue Losses	\$0	\$0
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Factors:

	<u>Current Payment Per Ride</u>	<u>Avg. Rides</u>	
Free	\$0.00	911	\$0.00
Pass Fares	\$0.84	0	\$0.00
Cash Fares	\$0.69	0	\$0.00
Reduced Fare Ticket	\$0.50	0	\$0.00
Full Fare Ticket	\$1.00	0	\$0.00
Transfers	\$0.00	0	\$0.00
<b>TOTAL UNLINKED RIDERSHIP</b>		<b>911</b>	<b>\$0.00</b>

OPERATING COSTS/EFFICIENCIES	ANNUAL	6 MO.
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TOTAL Net Operating Costs Saved	\$2,850	\$1,425
TOTAL ROUTE COST	\$2,850.00	
Annual Revenues	\$0.00	

Factors:

Number of days operated per year	160
Cost/Hour	\$ 32.30
Cost/Mile	\$ 1.78
Daily revenue hours of service reduced	0.4
Daily revenue miles of service reduced	2.8

Efficiency Evaluation

Route Passengers/Rev. Hour	14.2
System Avg. Passenger/ Rev. Hour	49.2

CUSTOMER IMPACT	ANNUAL	6 MO.
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Existing Customers	Number of rides impacted	911	456
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Factors:

Miles from CyRide route	0.25 miles
Avg. time to walk 1 mile	20 minutes
Walking Time/Passenger	5 minutes
Add'l Wait Time	n/a

Walking Impact - Nearest Route

Walking Time/Passenger*# Passengers	76	hours
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Equity

SUMMARY	ANNUAL	6 MO.
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Annual Savings Goal	\$ 500,000	\$ 250,000
Annual Net Savings (Payroll Costs + Maint. Costs - Fare Revenues - Grant Revenues)	\$2,850	\$1,425
Annual Lost Ridership	911	456
Net Savings Per Rider Lost	\$ 3.13	\$ 3.13

# BUDGET ANALYSIS - Operations FY2013

7.0% Increase from Local Funders  
 \$8750 from ISU and City for Intermodal Facility design grant

No FY12 Budget Reductions

Fuel \$3.20/gallon FY12, \$3.50/gallon FY13; \$26,400 increase in IPERS; Federal Funds stable

12/02/11	1:02 PM	07-08	08-09	09-10	10-11	11-12	11-12	12-13	% Chg.	% Chg.	% Chg.	% Chg.
		Actual	Actual	Actual	Actual	Adopt	Amend	Request	Am/Ad	Am/Act	Req./Ad.	Req./Am.
<b>FIXED ROUTE</b>												
550-1221	Operations	\$3,264,384	\$3,491,357	\$3,841,975	\$4,097,972	\$4,293,855	\$4,261,287	\$4,317,216	-0.8%	4.0%	0.5%	1.3%
550-1222	Maintenance	\$1,636,310	\$1,440,039	\$1,580,087	\$1,762,603	\$1,814,546	\$1,978,080	\$2,099,567	9.0%	12.2%	15.7%	6.1%
<b>FIXED ROUTE TOTAL</b>		<b>\$4,900,695</b>	<b>\$4,931,396</b>	<b>\$5,422,062</b>	<b>\$5,860,574</b>	<b>\$6,108,401</b>	<b>\$6,239,367</b>	<b>\$6,416,783</b>	2.1%	6.5%	5.0%	2.8%
<b>DIAL-A-RIDE</b>												
550-1341	Operations	\$146,729	\$136,571	\$136,855	\$142,717	\$149,202	\$155,334	\$163,621	4.1%	8.8%	9.7%	5.3%
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
<b>DIAL-A-RIDE TOTAL</b>		<b>\$146,729</b>	<b>\$136,571</b>	<b>\$136,855</b>	<b>\$142,717</b>	<b>\$149,202</b>	<b>\$155,334</b>	<b>\$163,621</b>	4.1%	8.8%	9.7%	5.3%
<b>ADMINISTRATION/SUPPORT</b>												
550-1101	Administration	\$852,417	\$910,470	\$1,037,847	\$1,014,818	\$1,077,991	\$1,063,195	\$1,097,469	-1.4%	4.8%	1.8%	3.2%
550-1102	Safety/Training	\$211,406	\$211,673	\$197,822	\$212,768	\$223,720	\$218,475	\$224,865	-2.3%	2.7%	0.5%	2.9%
550-1103	Promotion	\$0	\$4,037	\$13,540	\$20,461	\$5,000	\$28,800	\$7,400	476.0%	40.8%	48.0%	-74.3%
550-1105	Bldg/Grounds	\$278,010	\$322,900	\$331,339	\$291,784	\$308,128	\$377,802	\$375,324	22.6%	29.5%	21.8%	-0.7%
<b>ADMIN/SUPPORT TOTAL</b>		<b>\$1,341,833</b>	<b>\$1,449,080</b>	<b>\$1,580,548</b>	<b>\$1,539,830</b>	<b>\$1,614,839</b>	<b>\$1,688,272</b>	<b>\$1,705,058</b>	4.5%	9.6%	5.6%	1.0%
<b>FINANCE ADJUSTMENTS</b>		\$491	\$76,726	\$15,890	\$27,835							
<b>TOTAL OPERATING EXPENSES</b>		<b>\$6,389,747</b>	<b>\$6,593,773</b>	<b>\$7,155,355</b>	<b>\$7,570,957</b>	<b>\$7,872,442</b>	<b>\$8,082,973</b>	<b>\$8,285,462</b>	2.7%	6.8%	5.2%	2.5%
TRANSFER TO GSB TRUST		\$140,751	\$449,171	\$392,414	\$424,305	\$220,000	\$320,000	\$75,000				
TRANSFER TO CAPITAL FUND		\$912,231	\$500,000	\$713,000	\$632,000	\$239,812	\$239,812	\$378,801				
<b>TOTAL USED</b>		<b>\$7,442,729</b>	<b>\$7,542,945</b>	<b>\$8,260,769</b>	<b>\$8,627,261</b>	<b>\$8,332,254</b>	<b>\$8,642,785</b>	<b>\$8,739,263</b>	3.7%	0.2%	4.9%	1.1%
OPENING BALANCE		\$1,014,849	\$891,416	\$1,105,687	\$847,294	\$599,766	\$563,240	\$576,211	-6.1%	-33.5%	-3.9%	2.3%
OPERATING REVENUE		\$7,319,296	\$7,757,216	\$8,002,376	\$8,343,207	\$8,460,022	\$8,655,756	\$8,908,810	2.3%	3.7%	5.3%	2.9%
<b>TOTAL AVAILABLE</b>		<b>\$8,334,145</b>	<b>\$8,648,632</b>	<b>\$9,108,063</b>	<b>\$9,190,501</b>	<b>\$9,059,787</b>	<b>\$9,218,996</b>	<b>\$9,485,021</b>	1.8%	0.3%	4.7%	2.9%
<b>CLOSING BALANCE</b>		<b>\$891,416</b>	<b>\$1,105,687</b>	<b>\$847,294</b>	<b>\$563,240</b>	<b>\$727,533</b>	<b>\$576,211</b>	<b>\$745,758</b>	-20.8%	2.3%	2.5%	29.4%
Closing/Operating		14.0%	16.8%	11.8%	7.4%	9.2%	7.1%	9.0%				
REVENUE/EXPENSE RATIO		114.5%	117.6%	111.8%	110.2%	107.5%	107.1%	107.5%				

OPERATING FUND BALANCE	\$891,416	\$1,105,687	\$847,294	\$563,240	\$727,533	\$576,211	\$745,758
CAPITAL FUND BALANCE	\$1,096,769	\$834,109	\$1,213,853	\$1,479,503	\$47,628	\$92,657	\$44,598
TRUST FUND BALANCE	(\$182,848)	\$267,129	\$667,188	\$1,099,162	\$1,329,940	\$1,274,248	\$1,136,422
INTERMODAL BALANCE					\$0	\$0	\$20,000
TRANSIT FUND BALANCE	\$1,805,337	\$2,206,925	\$2,728,335	\$3,141,905	\$2,105,101	\$1,943,115	\$1,946,778

City	\$ 1,463,659
ISU	\$ 641,872
GSB	\$ 3,499,053

# BUDGET ANALYSIS - Operations FY2013

7.0% Increase from Local Funders  
 \$8750 from ISU and City for Intermodal Facility design grant  
 \$81,200 in FY12 budgeted savings; Cut 3 holidays; cut last trip of #22 Gold  
 Fuel \$3.20/gallon FY12, \$3.50/gallon FY13; \$26,400 increase in IPERS; Federal Funds stable

12/02/11	1:15 PM	07-08 Actual	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Adopt	11-12 Amend	12-13 Request	% Chg. Am/Ad	% Chg. Am/Act	% Chg. Req./Ad.	% Chg. Req./Am.
<b>FIXED ROUTE</b>												
550-1221	Operations	\$3,264,384	\$3,491,357	\$3,841,975	\$4,097,972	\$4,293,855	\$4,210,087	\$4,317,216	-2.0%	2.7%	0.5%	2.5%
550-1222	Maintenance	\$1,636,310	\$1,440,039	\$1,580,087	\$1,762,603	\$1,814,546	\$1,978,080	\$2,099,567	9.0%	12.2%	15.7%	6.1%
<b>FIXED ROUTE TOTAL</b>		<b>\$4,900,695</b>	<b>\$4,931,396</b>	<b>\$5,422,062</b>	<b>\$5,860,574</b>	<b>\$6,108,401</b>	<b>\$6,188,167</b>	<b>\$6,416,783</b>	1.3%	5.6%	5.0%	3.7%
<b>DIAL-A-RIDE</b>												
550-1341	Operations	\$146,729	\$136,571	\$136,855	\$142,717	\$149,202	\$155,334	\$163,621	4.1%	8.8%	9.7%	5.3%
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
<b>DIAL-A-RIDE TOTAL</b>		<b>\$146,729</b>	<b>\$136,571</b>	<b>\$136,855</b>	<b>\$142,717</b>	<b>\$149,202</b>	<b>\$155,334</b>	<b>\$163,621</b>	4.1%	8.8%	9.7%	5.3%
<b>ADMINISTRATION/SUPPORT</b>												
550-1101	Administration	\$852,417	\$910,470	\$1,037,847	\$1,014,818	\$1,077,991	\$1,063,195	\$1,097,469	-1.4%	4.8%	1.8%	3.2%
550-1102	Safety/Training	\$211,406	\$211,673	\$197,822	\$212,768	\$223,720	\$218,475	\$224,865	-2.3%	2.7%	0.5%	2.9%
550-1103	Promotion	\$0	\$4,037	\$13,540	\$20,461	\$5,000	\$28,800	\$7,400	476.0%	40.8%	48.0%	-74.3%
550-1105	Bldg/Grounds	\$278,010	\$322,900	\$331,339	\$291,784	\$308,128	\$377,802	\$375,324	22.6%	29.5%	21.8%	-0.7%
<b>ADMIN/SUPPORT TOTAL</b>		<b>\$1,341,833</b>	<b>\$1,449,080</b>	<b>\$1,580,548</b>	<b>\$1,539,830</b>	<b>\$1,614,839</b>	<b>\$1,688,272</b>	<b>\$1,705,058</b>	4.5%	9.6%	5.6%	1.0%
<b>FINANCE ADJUSTMENTS</b>		\$491	\$76,726	\$15,890	\$27,835							
<b>TOTAL OPERATING EXPENSES</b>		<b>\$6,389,747</b>	<b>\$6,593,773</b>	<b>\$7,155,355</b>	<b>\$7,570,957</b>	<b>\$7,872,442</b>	<b>\$8,031,773</b>	<b>\$8,285,462</b>	2.0%	6.1%	5.2%	3.2%
TRANSFER TO GSB TRUST		\$140,751	\$449,171	\$392,414	\$424,305	\$220,000	\$320,000	\$75,000				
TRANSFER TO CAPITAL FUND		\$912,231	\$500,000	\$713,000	\$632,000	\$239,812	\$208,812	\$378,801				
<b>TOTAL USED</b>		<b>\$7,442,729</b>	<b>\$7,542,945</b>	<b>\$8,260,769</b>	<b>\$8,627,261</b>	<b>\$8,332,254</b>	<b>\$8,560,585</b>	<b>\$8,739,263</b>	2.7%	-0.8%	4.9%	2.1%
OPENING BALANCE		\$1,014,849	\$891,416	\$1,105,687	\$847,294	\$599,766	\$563,240	\$658,411	-6.1%	-33.5%	9.8%	16.9%
OPERATING REVENUE		\$7,319,296	\$7,757,216	\$8,002,376	\$8,343,207	\$8,460,022	\$8,655,756	\$8,908,810	2.3%	3.7%	5.3%	2.9%
<b>TOTAL AVAILABLE</b>		<b>\$8,334,145</b>	<b>\$8,648,632</b>	<b>\$9,108,063</b>	<b>\$9,190,501</b>	<b>\$9,059,787</b>	<b>\$9,218,996</b>	<b>\$9,567,221</b>	1.8%	0.3%	5.6%	3.8%
<b>CLOSING BALANCE</b>		<b>\$891,416</b>	<b>\$1,105,687</b>	<b>\$847,294</b>	<b>\$563,240</b>	<b>\$727,533</b>	<b>\$658,411</b>	<b>\$827,958</b>	-9.5%	16.9%	13.8%	25.8%
Closing/Operating		14.0%	16.8%	11.8%	7.4%	9.2%	8.2%	10.0%				
REVENUE/EXPENSE RATIO		114.5%	117.6%	111.8%	110.2%	107.5%	107.8%	107.5%				

OPERATING FUND BALANCE	\$891,416	\$1,105,687	\$847,294	\$563,240	\$727,533	\$658,411	\$827,958
CAPITAL FUND BALANCE	\$1,096,769	\$834,109	\$1,213,853	\$1,479,503	\$47,628	\$92,657	\$44,598
TRUST FUND BALANCE	(\$182,848)	\$267,129	\$667,188	\$1,099,162	\$1,329,940	\$1,274,248	\$1,136,422
INTERMODAL BALANCE					\$0	\$0	\$20,000
TRANSIT FUND BALANCE	\$1,805,337	\$2,206,925	\$2,728,335	\$3,141,905	\$2,105,101	\$2,025,315	\$2,028,978

City	\$ 1,463,659
ISU	\$ 641,872
GSB	\$ 3,499,053

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 19, 2012

**SUBJECT:** FY12/13 – FY16/17 Capital Improvement Plan

**BACKGROUND:** Each year, staff develops a five-year Capital Improvement Plan (CIP) to fund needed improvements in its bus fleet and support equipment. This plan is incorporated into the City of Ames' Capital Improvement Plan in January of each year.

**INFORMATION:** The projects contained in this year's Five-Year CIP represent purchases as a result of the following factors:

- Purchases approved in or anticipated in grants
- Recommendations from CyRide's Insurance Carrier to reduce risk
- Replacement of equipment at the end of its useful life
- Purchases that are needed to ensure efficient and smooth operations

If approved, CyRide staff would begin to purchase the items contained in the first year of the plan beginning July 1, 2012. The remaining years would not be purchased until the year approaches and could be modified as they are more fluid in nature, subject to funding increases/decreases. The following information details the CIP's first year purchases as well as purchases for four additional years.

**First Year Purchases –**

The purchase summary on the following page is recommended for procurement in the 2012/13 budget year to ensure smooth operation of the transit system and are included in each of the budget options presented in the "2012/13 Budget Proposals" agenda topic. A detailed explanation of each anticipated expenditure by category is attached.

Purchase	STIC	Federal New Freedom	Dollars 5307/5309	5310	Local Share CyRide	Total Cost
<b>Vehicle Replacement</b>						
5-40' New Buses	\$0	\$0	\$1,764,000	\$0	\$196,000	\$1,960,000
2 – Artic. Buses	\$0	\$0	\$1,256,940	\$0	\$139,660	\$1,396,600
2 – Minibuses	\$0	\$0	\$167,400	\$0	\$18,600	\$186,000
Support Vehicle Expansion	\$0	\$0	\$0	\$0	\$30,000	\$30,000
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,188,340</b>	<b>\$0</b>	<b>\$384,260</b>	<b>\$3,572,600</b>
<b>Shop/Office Equipment</b>						
Computers (6)	\$0	\$0	\$0	\$0	\$9,600	\$9,600
Shop Equipment	\$0	\$0	\$0	\$0	\$50,000	\$50,000
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,600</b>	<b>\$59,600</b>
<b>Bus Stop Improvements</b>						
Bus Stop Improvements	\$0	\$0	\$0	\$40,000	\$10,000	\$50,000
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$50,000</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>3,188,340</b>	<b>\$40,000</b>	<b>\$453,860</b>	<b>\$3,682,200</b>

After purchase of these items in 2012/13, the local fund closing balance will be \$29,488. The following briefly discusses each of the purchases contained in next year's budget.

**Purchase New 40' and Articulated Buses** – CyRide has 13 buses approved in federal grants (11-40' and 2 articulated). These purchases were divided into the 2011/12 and 2012/13 budget years, with five 40' and two articulated buses in the 2012/13 budget year.

**Minibuses** – CyRide received 90% funding through an Iowa DOT competitive grant to replace two minibuses (#978 and #979) that are beyond their useful life.

**Support Vehicle** – As a budget reduction measure in the 2011/12 year, this project was delayed one year to the 2012/13 budget. This purchase would expand the number of vehicles used to relieve bus drivers throughout Ames as well as provide a vehicle for administrative purposes. CyRide would purchase a small vehicle that could maneuver through Ames during adverse weather conditions and/or an alternative-fueled vehicle.

**Computers** - CyRide would replace six computers during 2012/13.

**Shop Equipment** - Three pieces of shop equipment are scheduled for purchase in the 2012/13 budget year: Floor Scrubber/Sweeper (\$38,000), AC Refrigerant Reclamation System (\$7,500) and Sign Post Installation/Removal equipment (\$4,500).

**Bus Stop Improvements** – This funding would improve existing bus stop locations with concrete pads, benches, shelters and lighting to make service more convenient to its riders. CyRide’s new shelter design should be completed in January 2012, with significant improvements made in late summer.

#### **Remaining Four Years (2013/14 – 2016/17) -**

Assumptions made for major purchases in future years of the Capital Improvement Plan include:

**Bus Purchases** – Representing approximately \$5.1 million dollars over the remaining 4-year period, this is CyRide’s largest purchase. This investment reflects the purchase of 12 new, large buses maintaining a fleet of 72 large buses to meet current ridership levels. New buses are purchased with 83-90% federal dollars secured through the national grant process. The plan also anticipates replacement of 5 vehicle cameras on older equipment each year of the plan.

**Other Vehicle Purchases** – The plan assumes replacement of two administrative and two maintenance vehicles in years 2013/14 through 2015/16 for a total cost of \$105,600.

**Building Expansion** – Assuming the next phase of the facility expansion is completed by 2013/14, this plan makes the assumption that CyRide would begin design on the next phase of its expansion in 2015/16 and 2016/17 at approximately \$760,000 per year, with 80% funding from federal sources.

**Shop and Office Equipment** – This plan assumes \$10,000 per year to upgrade computers and \$50,000 per year in shop equipment would be needed to ensure smooth operation in the administrative and maintenance areas.

**Bus Stop Improvements** – CyRide continues to emphasize its bus stop improvement program and has included a \$50,000 annual commitment in the plan.

**Alternative Route Analysis** – The CIP anticipates beginning the Bus Rapid Transit Route analysis in 2013/14 budget year. This study is funded 80% with a federal grant and would answer the community’s questions regarding the possibility of this new type of service in Ames or how the Orange Route could be enhanced to better provide quality service on more than 8,000 trips each day. Staff will prepare information for discussion by the board regarding this project in the Spring of 2012.

It is hoped that future budgets will be able to return to the annual transfer of \$600,000 to \$700,000 in local funding to purchase needed capital items.



**ALTERNATIVES:**

1. Approve the Capital Improvement Plan as presented.
2. Approve the Capital Improvement Plan with board modifications.
3. Do not approve the Capital Improvement Plan.

**RECOMMENDATION:**

The Transit Director recommends alternative #1 to approve the Capital Improvement Plan as presented in order to adequately maintain an efficient, reliable and comfortable transit service of Ames/ISU customers.

**CYRIDE CAPITAL IMPROVEMENTS PLAN SUMMARY 2013-2017**

**December 2011**

**TRANSPORTATION - TRANSIT**

<b>PROJECT/REVENUE DESCRIPTION</b>	<b>TOTAL</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>EXPENDITURES:</b>						
Vehicle Replacement	8,995,809	3,572,600	1,296,000	1,362,630	1,385,359	1,379,220
Building Expansion & Modernization	1,520,000	0	0	0	760,000	760,000
Shop & Office Small Capital	299,600	59,600	60,000	60,000	60,000	60,000
Bus Stop Improvements	250,000	50,000	50,000	50,000	50,000	50,000
Alternatives Analysis	200,000	0	200,000	0	0	0
<b>Total Expenditures</b>	<b>11,265,409</b>	<b>3,682,200</b>	<b>1,606,000</b>	<b>1,472,630</b>	<b>2,255,359</b>	<b>2,249,220</b>
<b>REVENUES:</b>						
<b>City:</b>						
Transit Fund	2,062,055	453,860	392,570	301,647	457,511	456,467
<b>Other:</b>						
FTA - 5309	9,003,353	3,188,340	1,173,430	1,130,983	1,757,848	1,752,752
FTA - STIC	0	0	0	0	0	0
Elderly/Disabled	200,000	40,000	40,000	40,000	40,000	40,000
GSB		0	0	0	0	0
<b>Other Subtotal</b>	<b>9,203,353</b>	<b>3,228,340</b>	<b>1,213,430</b>	<b>1,170,983</b>	<b>1,797,848</b>	<b>1,792,752</b>
<b>Total Revenues</b>	<b>11,265,409</b>	<b>3,682,200</b>	<b>1,606,000</b>	<b>1,472,630</b>	<b>2,255,359</b>	<b>2,249,220</b>

**VEHICLE REPLACEMENT**

**PROJECT STATUS:** No Change                      Delayed  
 Cost Change

City of Ames, Iowa  
 Capital Improvements Plan

**DESCRIPTION/JUSTIFICATION**

CyRide's average age of its large bus fleet is currently 9.5 years after delivery of 15 buses in 2010 and 6 buses in early 2012. This is a reduction from its previous age of 16 years and compared to the national transit fleet age of seven years. The transit agency will receive six large buses in early Spring 2012. Five additional large buses have been ordered and will be delivered in late 2012 and two articulated buses for delivery in 2012-13 (Delayed). CyRide has had to increase the number of large buses to 72 from 68 to address an increase of more than 1.3 million riders in the last five years. All vehicles are purchased with 83-90% federal funding under grants. Some grants allowed 90% funding for biodiesel operated vehicles; others allow a maximum of 83% (Cost Change).

After receipt of buses currently in grants, CyRide has scheduled three large bus replacements each year to maintain the fleet average age under 11 years.

A majority of CyRide's minibus fleet was replaced in 2008-09 and 2009-10 with federal dollars; the last two vehicles are scheduled for replacement in 2012-13 under federal grants as well (No Change).

CyRide currently operates three vehicles for driver reliefs and for administrative purposes. With the additional buses and drivers, CyRide will need to expand this fleet of small vehicles by one vehicle to meet its needs beginning in 2012-13. This purchase was delayed from the 2011-12 budget year as an expense-reduction measure in light of its budget challenges. CyRide's Prius (vehicle 906) is scheduled for replacement in 2013/14 and Impala (vehicle 905) in 2014-15. (Delayed)

CyRide's two maintenance trucks are scheduled for replacement in 2014-15 and 2015-16 (Delayed).

CyRide will purchase five video-recording cameras each year beginning in 2013-14 to replace existing equipment on the buses more than five years old. The system will include exterior and interior cameras at a total cost for the five systems of \$45,000 per year (Delayed).

2012-13 – Replace 5 large buses, replace 3 large buses with 2 articulated buses, replace minibuses 978, 979, expand 1 administrative vehicle

2013-14 – Replace 3 large buses, replace administrative vehicles 906, 5 video cameras

2014-15 – Replace 3 large buses, replace administrative vehicles 905, and maintenance truck 999, 5 video cameras

2015-16 – Replace 3 large buses, replace maintenance truck 007, 5 video cameras

2016-17 – Replace 3 large buses, 5 video cameras

<b>FISCAL YEAR PRIORITY</b>		1				
	<b>TOTAL</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>COST:</b>						
Large Buses - 40' New	7,068,209	1,960,000	1,221,000	1,257,630	1,295,359	1,334,220
Large Buses - 60' Articulated	1,396,600	1,396,600	0	0	0	0
Minibuses	186,000	186,000	0	0	0	0
Cameras	180,000	0	45,000	45,000	45,000	45,000
Administrative Vehicles	165,000	30,000	30,000	60,000	45,000	0
<b>TOTAL</b>	<b>8,995,809</b>	<b>3,572,600</b>	<b>1,296,000</b>	<b>1,362,630</b>	<b>1,385,359</b>	<b>1,379,220</b>
<b>FINANCING:</b>						
Transit Fund	1,368,455	384,260	282,570	231,647	235,511	234,467
Federal Transit Administration	7,627,353	3,188,340	1,013,430	1,130,983	1,149,848	1,144,752
<b>TOTAL</b>	<b>8,995,808</b>	<b>3,572,600</b>	<b>1,296,000</b>	<b>1,362,630</b>	<b>1,385,359</b>	<b>1,379,219</b>

**PROGRAM - ACTIVITY:**  
 Transportation – Transit

**DEPARTMENT:**  
 CyRide

**ACCOUNT NO.**  
 552-1159, -1158, -1156-439

**BUILDING EXPANSION & MODERNIZATION**

**PROJECT STATUS:** Delay

City of Ames, Iowa  
Capital Improvements Plan

**DESCRIPTION/JUSTIFICATION**

In 2012/13, CyRide will complete work begun in 2011/12 to expand its facilities. The funding for this project is contained in 2012/16 Capital Improvement Plan, but will partially occur in the 2012/13 year. The following summarizes the four projects of: additional bus storage, flood protection, increased ceiling height and structural repairs.

Expansion - CyRide's current building was constructed in 1983 and was originally designed to accommodate 25 vehicles. The building was expanded in 1990, 2002, 2004 and 2008; and can now accommodate 60 large buses, seven minibuses and three support vehicles, leaving nine large buses and two service vehicles without indoor storage space. With CyRide's expansion to 72 large buses in 2010/11 and an estimated fleet size in ten years of 85 large buses, CyRide will need to construct additional bus storage and maintenance facilities. A three-phased expansion project would increase the bus storage portion of the facility by approximately 25,000 square feet, accommodating eleven additional large buses and two service vehicles.

Flood Protection – CyRide will work with the City's insurance company and CyRide's architectural firm to identify construction solutions to reduce/eliminate flood risks for the current facility and its expansion. Suggestions have included additional flood barriers to keep the interior of the facility dry. A flood control expert will be hired to direct CyRide on the efforts that must be taken to reduce this risk.

Ceiling Height – The original portion of CyRide's facility has doors and ductwork at a ceiling height of 10'3" and the new hybrid buses are 10'5" in height; therefore, the new buses can be stored in only a portion of the facility. This project would raise the ductwork and replace doors above the height of the hybrid buses so that all buses can travel throughout the facility, thereby reducing the possibility of accidents within the building.

Structural Repairs – CyRide will begin repairing structural damage in several bus lanes and the wash bay area. Several locations are experiencing corrosion and concrete deterioration and need to be rebuilt.

In 2015/16 and 2016/17, CyRide anticipates adequate local share and discretionary federal grants to continue the next phase of its expansion plan to accommodate growth in its services over the next several years. Federal dollars would fund 80% of the construction costs or \$608,000. This project is delayed as a result of diverting local dollars to its operating budget to address funding shortfalls.

<b>FISCAL YEAR PRIORITY</b>		2				
	<b>TOTAL</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>COST:</b>						
Architect/Engineering	20,000	0	0	0	10,000	10,000
Repairs/Modifications	1,500,000	0	0	0	750,000	750,000
<b>TOTAL</b>	<b>1,520,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>760,000</b>	<b>760,000</b>
<b>FINANCING:</b>						
Transit Fund	304,000	0	0	0	152,000	152,000
Federal Transit Administration	1,216,000	0	0	0	608,000	608,000
<b>TOTAL</b>	<b>1,520,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>760,000</b>	<b>760,000</b>
<b>PROGRAM - ACTIVITY:</b>	<b>DEPARTMENT:</b>		<b>ACCOUNT NO.</b>			
Transportation – Transit	CyRide		552-1167-439			

**CYRIDE SHOP AND OFFICE EQUIPMENT**

**PROJECT STATUS:** No Change

City of Ames, Iowa  
Capital Improvements Plan

**DESCRIPTION/JUSTIFICATION**

The FY2012-13 expenditures in the shop and office area will fund the replacement of six computers, sign post installer/remover, floor scrubber/sweeper and AC Refrigerant Reclamation system. The purchases scheduled for 2013-2017 are more generally described as follows.

Four to seven replacement computers will be funded each year, and approximately \$50,000 per year will fund other shop and office items such as forklifts. Because these are smaller items where replacement need is less predictable, they have been generally described in this document and specific needs will be identified annually to efficiently operate CyRide, address OSHA, Department of Natural Resources and other federal requirements.

<b>FISCAL YEAR PRIORITY</b>		3				
	<b>TOTAL</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>COST:</b>						
Computers	49,600	9,600	10,000	10,000	10,000	10,000
Other Shop Equipment	250,000	50,000	50,000	50,000	50,000	50,000
Other Office Equipment	0	0	0	0	0	0
<b>TOTAL</b>	<b>299,600</b>	<b>59,600</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>FINANCING:</b>						
Transit Fund	299,600	59,600	60,000	60,000	60,000	60,000
FTA - Small Transit Intensive Cities	0	0	0	0	0	0
Federal Transit Administration	0	0	0	0	0	0
<b>TOTAL</b>	<b>299,600</b>	<b>59,600</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>PROGRAM - ACTIVITY:</b>	<b>DEPARTMENT:</b>	<b>ACCOUNT NO.</b>				
Transportation – Transit	CyRide	552-1159-439				

**BUS STOP IMPROVEMENTS**

**PROJECT STATUS:** Delayed

City of Ames, Iowa  
Capital Improvements Plan

**DESCRIPTION/JUSTIFICATION**

One of the most numerous customer suggestions CyRide receives is regarding the condition, or lack, of amenities at its more than 400 bus stop locations throughout the city. In FY 2007/08, CyRide began to systematically identify needs at each stop, with improvements scheduled for implementation on an annual basis. The implementation of the bus stops has been delayed pending a new bus shelter design that improves the image of these structures. This design will be completed in the spring of 2012 with implementation beginning at that time. It is anticipated that five to ten bus stop locations will receive improvements each year for a total cost investment of \$50,000 per budget year.

<b>FISCAL YEAR PRIORITY</b>							4
	<b>TOTAL</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015-16</b>	<b>2016-17</b>	
<b>COST:</b>							
Pads, Benches, Shelters	250,000	50,000	50,000	50,000	50,000	50,000	
<b>TOTAL</b>	<b>250,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>FINANCING:</b>							
Transit Fund	50,000	10,000	10,000	10,000	10,000	10,000	
Federal 5310 Grants	200,000	40,000	40,000	40,000	40,000	40,000	
<b>TOTAL</b>	<b>250,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>PROGRAM - ACTIVITY:</b> Transportation – Transit							
	<b>DEPARTMENT:</b> CyRide						
				<b>ACCOUNT NO.</b> 552-1163-439			

**ALTERNATIVE ROUTE ANALYSIS**

**PROJECT STATUS:** Delayed

City of Ames, Iowa  
Capital Improvements Plan

**DESCRIPTION/JUSTIFICATION**

In May 2007, CyRide completed a Transit Feasibility Study, which identified a need to implement major service-level changes on its highest ridership route from the Iowa State Center to campus. The study recommended a Bus Rapid Transit (BRT) service on CyRide’s Orange Route that would increase capacity and comfort on this route and reduce travel time for customers. Through public input, it has been determined that additional information is needed regarding the route, right-of-way for the bus, and specifics on how this new service would work. Therefore, a federal grant was secured for \$160,000 at 80% funding to complete a detailed analysis of the BRT type service concept or enhancements along the route to provide this information to the community. The study is anticipated to bid when the Intermodal Facility project is completed and be conducted in the 2013/14 budget year.

<b>FISCAL YEAR PRIORITY</b>		5				
	<b>TOTAL</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
<b>COST:</b>						
Alternatives Analysis Study	200,000	0	200,000	0	0	0
<b>TOTAL</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FINANCING:</b>						
Transit Fund	40,000	0	40,000	0	0	0
Federal Transit Administration	160,000	0	160,000	0	0	0
<b>TOTAL</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROGRAM - ACTIVITY:</b>		<b>DEPARTMENT:</b>		<b>ACCOUNT NO.</b>		
Transportation – Transit		CyRide				

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 19, 2012

**SUBJECT:** Transit Scheduling Software

**BACKGROUND:** As part of CyRide's State of Good Repair grant award, the transit system received funding for the procurement of transit-specific scheduling software. In March 2011, this grant awarded \$160,000 at 80% federal share, for a total project cost of \$200,000. This software will allow CyRide to efficiently schedule 125 drivers, 876 daily bus trips and a peak bus demand of 59-60 vehicles.

**INFORMATION:** Since award of the grant in 2011, staff has prepared a Request for Proposal to solicit vendors for this technology. On October 31, 2011, CyRide released this RFP and received four bids on November 30, 2011 from the following vendors.

- INIT Innovations in Transportation, Inc.
- RouteMatch
- Schedule Master's, Inc.
- Trapeze Group

Based on a technical evaluation of each software product by CyRide's Scheduling, Dispatching and Operations staff, it was determined that the following three proposals more closely met the scope of services and specifications needed to deploy this technology at CyRide.

- INIT Innovations in Transportation, Inc.
- Schedule Master's, Inc.
- Trapeze Group

Product demonstrations were then scheduled with the top three vendors for the week of December 19-23 to gain a better understanding of each product and complete a final evaluation based on technical merit and Best-And-Final-Offer pricing. The attached rating was completed with INIT receiving the highest combined rating of 3.96 based on a scale of 1-5. Their Best-And-Final-Offer pricing sheet is attached for the board's review. In summary, with the \$200,000 budget for the procurement, CyRide will be able to purchase the following:



INIT MOBILE-PLAN Module	\$29,343.60
INIT PERDIS Module	\$25,308.00
License Fee (One-Time Fee)	\$90,419.66
Travel Expenses	\$16,683.90
ORACLE ASFU License	\$5,512.55
Option - WebComm	<u>\$13,224</u>
<b>TOTAL</b>	<b>\$180,491.71</b>

In addition to the above one-time cost, an annual software maintenance fee of \$31,476.86 will be charged after the 1-year warranty expires. This will be included in future operating budgets.

**ALTERNATIVES:**

1. Approve award to INIT Innovations in Transportation, Inc. for Transit Scheduling software in an amount not-to-exceed of \$180,481.71.
2. Reject all bids and direct staff to rebid a transit scheduling software package.
3. Do not purchase a transit scheduling software package.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to purchase software from INIT Innovations in Transportation. This software will allow CyRide to efficiently and accurately schedule service serving more than 5.8 million riders annually.

## CyRide Evaluation Sheet for Scheduling Software

### After Presentations

12/19/2011 to 12/22/2011

Trapeze		Tom D.	Jen S.	Keith W.	Karen J.	Tom B.	Sheri K.	Average	Weighted Average
Blocking/Run Cutting	10%	5	4	5	3	5	5	4.50	0.45
Daily Operations	20%	4	3	3	3	4	4	3.50	0.70
Human Resources	15%	4	4	4	4	4	4	4.00	0.60
Software Cost	30%	2	3	3	2	2	1	2.17	0.65
Annual Cost	15%	1	2	3	2	1	1	1.67	0.25
Follow guidelines from presentation email	10%	2	2	3	4	2	3	2.67	0.27
		18.00	18.00	21.00	18.00	18.00	18.00	18.50	2.92

INIT		Tom D.	Jen S.	Keith W.	Karen J.	Tom B.	Sheri K.	Average	Weighted Average
Blocking/Run Cutting	10%	5	4	5	3	5	4	4.33	0.43
Daily Operations	20%	4	5	5	3	4	4	4.17	0.83
Human Resources	15%	4	5	5	4	4	4	4.33	0.65
Software Cost	30%	4	4	4	3	4	3	3.67	1.10
Annual Cost	15%	3	3	4	3	3	3	3.17	0.48
Follow guidelines from presentation email	10%	5	5	4	4	5	5	4.67	0.47
		25.00	26.00	27.00	20.00	25.00	23.00	24.33	3.96

Schedule Masters		Tom D.	Jen S.	Keith W.	Karen J.	Tom B.	Sheri K.	Average	Weighted Average
Blocking/Run Cutting	10%	4	4	5	2	4	1	3.33	0.33
Daily Operations	20%	3	4	5	2	3	3	3.33	0.67
Human Resources	15%	2	4	3	3	2	3	2.83	0.43
Software Cost	30%	5	4	4	4	5	5	4.50	1.35
Annual Cost	15%	5	3	5	4	5	5	4.50	0.68
Follow guidelines from presentation email	10%	3	4	4	3	3	5	3.67	0.37
		22.00	23.00	26.00	18.00	22.00	22.00	22.17	3.82

Summary		Trapeze	INIT	Sched. Masters	
Blocking/Run Cutting	10%	0.45	0.43	0.33	5 Very Good
Daily Operations	20%	0.70	0.83	0.67	4 Good
Human Resources	15%	0.60	0.65	0.43	3 Average
Software Cost	30%	0.65	1.10	1.35	2 Poor
Annual Cost	15%	0.25	0.48	0.68	1 Unacceptable
Follow guidelines from presentation email	10%	0.27	0.47	0.37	
		2.92	3.96	3.82	

## APPENDIX 4

### PRICE SCHEDULE – Best and Final Offer

#### Fixed Route Scheduling Software

This is a Time and Material Proposal

	Estimated Hours	Rate	Cost
<b>Total – Software Implementation</b>			
Module/Phase 1 – MOBILE-PLAN			29,343.60
Module/Phase 2 – PERDIS			25,308.00
Module/Phase 3 -			
Software Maintenance Cost Per Year (includes Oracle Support Fee)			29,652.86
License Fee (one time fee)			90,419.66
Training Cost (if not included above)			
Travel Expenses			16,683.90
Other (Oracle ASFU License)			5,512.55
Other (please specify)			
<b>Total Cost:</b>			<b>196,920.57</b>

#### Not to Exceed Price Total \$

Please list all options/modules such as paratransit scheduling, fleet management, human resources, or vehicle tracking on a separate piece of paper or in the space provided below.

OPTION	Estimated Hours	Rate	Cost
<b>WebComm</b>			
Licenses			9,120.00
Implementation Services			4,104.00
Software Maintenance Cost Per Year			1,824.00

OPTION	Estimated Hours	Rate	Cost
<b>PARAnet</b>			
Licenses			16,245.00
Implementation Services			29,070.00
3 <sup>rd</sup> Party License Costs			666.90
Travel Costs			10,260.00
Software Maintenance Cost Per Year			3,420.00

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 19, 2012

**SUBJECT:** 2012-2013 Fuel Contract

**BACKGROUND:** For the past three years, CyRide has purchased a portion of its fuel under contracts in an effort to stabilize and possibly gain financial benefits from this type of fuel purchasing method. The decision to switch to this type of purchasing arrangement was a direct response to the volatile fuel market in 2007/08 when prices increased from \$2.00 to \$4.00 per gallon in a short span of time. After several experiences, CyRide staff has identified June through March as the best months for contracting, based on the quantity of fuel purchased and the volatility of fuel during these months. The prime time to enter into fuel contracts to gain the best price is in February/March, just prior to the farming session, which utilizes large amounts of fuel.

**INFORMATION:** The attached Fuel Contract Summary details the results of each fuel purchase and two-month fuel contract under CyRide's current contracting agreement as well as the total savings to date under CyRide's current contracts. In summary, a majority of CyRide's contracted purchases since August 2011 have resulted in lower costs as opposed to buying at the current market rate. It has also stabilized fuel prices year-to-date with an average paid of \$3.12 per gallon. It is staff's belief that CyRide has gained substantial benefits from contracting for fuel – meeting its goals of stabilizing the fuel line item and realizing budget savings.

With current contracts expiring on March 31, 2012 and the best months for entering into a contract approaching, CyRide will need to determine if it desires to enter into a new contract. The following explanation details how the program has worked in the past and would work under a new contract.

CyRide staff and the Transit Board of Trustee's establish a guideline for fuel contracting that commits no more than 70% of its total fuel usage (210,000 of the 320,000 total gallons) to purchases under a contracting method. The remaining approximately 30% is purchased as a fixed price + mark-up/deduct on the market rate, which is also bid at the time contract bids are received.

The process used to purchase fuel under a contract method is slightly different than normal purchases as decisions need to be made immediately upon receipt of bids,

which does not provide time to gain approval from the Transit Board or City Council. Staff has worked with the City of Ames Purchasing Department and developed a method to procure fuel that does not violate city or state purchasing requirements. Specifically, the following process would be followed:

- Gain approval from the Transit Board and City Council for a total fuel contract price **not to exceed** of \$735,000 for 5, two-month contracts for up to 210,000 gallons of fuel.
- In conjunction with the City of Ames Purchasing Department, prepare a Request for Proposal for fuel contracts due to the City in February or March 2012.
- At the time the bids are received, award up to 5, two-month contracts to the lowest bidder that does not exceed the approved total amount and that it is believed will benefit CyRide.
- In April 2012, report to the Transit Board the results of the bids and resulting award.

The not-to-exceed amount for the fuel contracts bid is calculated based on 210,000 gallons multiplied by the 2012/13 budget price per gallon of \$3.50 per gallon.

#### **ALTERNATIVES:**

1. Approve up to 5, two-month fuel contracts at a total price not to exceed \$735,000 and accept fixed rate + mark-up/deduct for the remainder of CyRide's fuel purchases.
2. Do not enter into a contract at this time and request staff to develop additional proposals.
3. Do not enter into a contract and instead purchase fuel at the time it is needed at the market rate.

#### **RECOMMENDATION:**

The Transit Director recommends alternative #1 to purchase a portion of CyRide's fuel requirements under a contract and the remainder under fixed rate + markup/deduct, thereby stabilizing fuel expenses in the next budget year.

# Fuel Contract Summary (August 2011 - March 2012)

Quick Glance			
Contract	Fuel Used:	Cost Difference:	
#1	42001	5539.44	
#2	41984	6785.63	
#3	29406	-3844.48	
#4	0	0.00	
*42,000 gallon contracts			

Contract Price	
#1	\$3.0102
#2	\$3.0362
#3	\$3.0704
#4	\$3.0555
Off Contract:	\$0.0169

Contract #	Date	Fuel Type	Gallons	Rack Price	Contract Cost	Market Cost	Cost Savings	
<b>#1</b>	<i>August / September</i>		7352	\$3.2155	\$22,130.9904	\$23,764.6048	1633.6144	
			7351	\$3.0761	\$22,127.9802	\$22,736.6430	608.6628	
			7158	\$3.0870	\$21,547.0116	\$22,217.7162	670.7046	
			7057	\$3.1538	\$21,242.9814	\$22,375.6299	1132.6485	
			7352	\$3.1441	\$22,130.9904	\$23,239.6720	1108.6816	
			5731	\$3.0605	\$17,251.4562	\$17,636.5794	385.1232	
						\$0.0000	\$0.0000	0
	<i>Totals:</i>		42001	\$3.1228	\$126,431.4102		5539.44	
<b>#2</b>	<i>October / November</i>		7335	\$2.9182	\$22,270.5270	\$21,528.9585	-\$741.5685	
			7251	\$3.1791	\$22,015.4862	\$23,174.1960	\$1,158.7098	
			7350	\$3.1873	\$22,316.0700	\$23,550.8700	\$1,234.8000	
			7352	\$3.2808	\$22,322.1424	\$24,244.6904	\$1,922.5480	
			7350	\$3.2014	\$22,316.0700	\$23,654.5050	\$1,338.4350	
			5346	\$3.3696	\$16,231.5252	\$18,104.2290	\$1,872.7038	
						\$0.0000	\$0.0000	\$0.0000
	<i>Totals:</i>		41984	\$3.1894	\$127,471.8208		6785.63	
<b>#3</b>	<i>December / January</i>		7352	\$3.0635	\$22,573.5808	\$22,647.1008	\$73.5200	
			7352	\$2.9320	\$22,573.5808	\$21,680.3128	-\$893.2680	
			7352	\$2.5846	\$22,573.5808	\$19,126.2280	-\$3,447.3528	
			7350	\$3.1110	\$22,567.4400	\$22,990.0650	\$422.6250	
						\$0.0000	\$0.0000	\$0.0000
						\$0.0000	\$0.0000	\$0.0000
						\$0.0000	\$0.0000	\$0.0000
	<i>Totals:</i>		29406	\$1.9485	\$90,288.1824		-3844.48	
<b>#4</b>	<i>February / March</i>				\$0.0000	\$0.0000		
					\$0.0000	\$0.0000		
					\$0.0000	\$0.0000		
					\$0.0000	\$0.0000		
					\$0.0000	\$0.0000		
					\$0.0000	\$0.0000		
					\$0.0000	\$0.0000		
	<i>Totals:</i>		0	\$0.0000	\$0.0000		0.00	

Total Fuel Cost: \$344,191.41 /ithin Budget

Fuel Contract Savings:	<b>\$8,480.59</b>
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**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 19, 2012

**SUBJECT:** 2012-2013 Dial-A-Ride Contract

**BACKGROUND:** In August 2011, CyRide's Dial-A-Ride provider, Heartland Senior Services (HSS), notified CyRide that it desired to terminate service by the end of that month due to a perceived funding concern. Through negotiation and several meetings to identify costs and revenues for this service, it was determined that the revenue generated by the existing contract covered HSS's expenses for this service. As a result, both parties mutually agreed to continue the existing contract through June 30, 2012. However, at the last meeting with HSS, they shared a desire to not continue providing this service past June 30, 2012.

Dial-A-Ride service is mandated by the federal government as part of the American's With Disabilities Act, requiring complementary fixed-route service for person's with a disability.

**INFORMATION:** CyRide will need to begin its process to determine a provider for Dial-A-Ride service next year. Information recently indirectly received indicates an intention by HSS to continue this service next year. As part of the City of Ames ASSET funding process, HSS has indicated that, if they continue/extend CyRide's contract for Dial-A-Ride service, they would need to generate approximately \$175,000 from this contract during the 2012/13 budget year. The current year contract will generate approximately \$155,300. Therefore, this 2012-2013 request represents approximately a 13% increase in expenses for the provision of Dial-A-Ride service next year, where the existing contract allows for a 3% increase. Therefore, this would be 10% higher than the amount allowed in the existing contract.

The impact of this increased cost to CyRide's budget and the Iowa DOT grant funding used to pay for a majority of this service is mixed. As background, CyRide will receive approximately \$182,000 in the 2012/13 budget year from the Iowa DOT for the transportation needs of disabled persons, at an 80% funding level. Any Iowa DOT grant funding not needed to provide Dial-A-Ride service can be used for CyRide's bus stop improvement program. The chart below indicates the anticipated current year and next budget year (2012/13) expenditures for Dial-A-Ride service and the bus stop improvement program.

Activity	Current Budget			2012/13 Budget Year		
	Iowa DOT Funding	Local Funding	Total	Iowa DOT Funding	Local Funding	Total
Dial-A-Ride Service	\$124,000	\$31,000	\$155,000	\$140,000	\$35,000	\$175,000
Bus Stop Improvements	\$40,000	\$10,000	\$50,000	\$40,000	\$10,000	\$50,000
<b>TOTAL</b>	<b>\$164,000</b>	<b>\$41,000</b>	<b>\$205,350</b>	<b>\$180,000</b>	<b>\$45,000</b>	<b>\$225,000</b>

In summary, the impact to the local budget is minor; however, a majority of the increase is born by the Iowa DOT funding. Next year virtually all of the Iowa DOT “available” funding for the year will be committed and future budgets will begin drawing down the Iowa DOT carryover balance available to CyRide totaling approximately \$129,000. This is a change in how this program has been funded.

### Dial-A-Ride Contract Options

In light of recent events and the Dial-A-Ride budget situation, the Transit Board of Trustees have two options to proceed with contracting for Dial-A-Ride service beginning July 1, 2012. First, on May 1, 2012 CyRide could send a formal notice to renew the existing contract for the 2012/13 fiscal year at the agreed upon 3% increase per year, upon mutual agreement. As the current contract is a five-year agreement with annual renewals, CyRide has 3 more years it can renew the existing contract at 3% per year. Heartland Senior Services can then decide if this is acceptable.

The second option is to provide HSS with formal notification to cancel the contract as of June 30, 2012 and to distribute a new Request for Proposal this spring for Dial-A-Ride service, to become effective on July 1, 2012. This action would allow CyRide to conduct a new bid for the service. HSS would be included on the list of bidders and could provide a proposal for this service. The specific clause in the existing Dial-A-Ride contract that could be invoked is as follows:

#### *1. Termination*

- 1. Cancellation of this contract may be effected by either party through written notice to the other party at least 60 days prior to the date of cancellation.*

CyRide would need to formally cancel the contract prior to releasing a new Request for Proposal for this service to be in compliance with the existing Dial-A-Ride contract. If this option is chosen by the Transit Board, a letter would be drafted for the Transit Board of Trustees President to sign. As CyRide leases a bus to HSS for this service, this vehicle would be returned to CyRide on June 30, 2012 under this scenario, if HSS was not the successful bidder.



**ALTERNATIVES:**

1. Formally notify Heartland Senior Services of CyRide's desire to terminate the existing Dial-A-Ride contract and prepare a Request for Proposal for this service to be completed in the spring 2012.
2. Continue with the existing contract and, in March 2012, notify Heartland Senior Services of CyRide's desire to extend the contract at the 3% increase identified in the existing contract for the 2012-2013 budget year.
3. Proceed as directed by a Board of Trustees alternative.
4. Prepare to provide Dial-A-Ride service in-house for the 2012-2013 budget year.

**RECOMMENDATION:**

The Transit Director recommends Alternative #1 to prepare and send a letter to Heartland Senior Service to terminate the existing contract and prepare a new Request for Proposal for these services. As HSS has indicated a desire to terminate this service in the past, this would allow CyRide to proceed to find a provider for the next budget year. Additionally, as their cost for the next fiscal year, identified through the ASSET process, would be 10% higher than allowed in the existing contract, it is believed that it would be in the public's best interest to rebid the service to determine the best provider for the community. This does not preclude Heartland Senior Services from bidding on the service, but allows for an open and transparent accounting of the Dial-A-Ride service contract and fulfills federal competitive bidding requirements.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 19, 2012

**SUBJECT:** Mary Greeley Memorandum of Understanding

**BACKGROUND:** CyRide informally provides emergency services to any governmental organization during a stated emergency situation abiding by the restrictions of the federal charter bus regulations. These regulations require a proclamation by the Mayor that an emergency situation exists.

**INFORMATION:** CyRide's Director received a request from Mary Greeley's Emergency/Security Management Coordinator for a formal Memorandum of Understanding (MOU) agreement regarding emergency transportation services for the hospital. The attached agreement is the formal document being requested. A copy of the MOU was reviewed by the City's Legal Department and no issues were found. Per Chapter 26A of the City Code, the Transit Board of Trustees have the authority to enter into non-financial, non-building improvement agreements, so it would not be presented to the City Council for their approval.

**ALTERNATIVES:**

1. Approve the Memorandum of Understanding with Mary Greeley Hospital for emergency services.
2. Do not approve a Memorandum of Agreement with Mary Greeley Hospital.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to approve the MOU with Mary Greeley. Staff believes that CyRide's mission is to provide transportation to the Ames community on a daily basis and during emergency events in order to serve the community.

## VENDOR AGREEMENT

This Vendor Agreement is entered into the 19<sup>th</sup> day of January, 2012 between the Ames Transit Agency d/b/a City of Ames located at 1700 University Blvd., Ames, Iowa 50010 and Mary Greeley Medical Center located at 1111 Duff Ave., Ames, Iowa 50010.

### STATEMENT OF THE PARTIES INTENTIONS

The Ames Transit Agency and Mary Greeley Medical Center desire to enter into a Vendor Agreement where the Ames Transit Agency shall provide emergency transportation services as allowed by Federal Transit Administration regulations, if an emergency proclamation is declared by the City of Ames Mayor.

### TERMS AND CONDITIONS

1. **Product.** The Ames Transit Agency agrees to provide bus transportation to Mary Greeley Medical Center at the highest priority to the hospital. These services will be made to the medical facility and/or any other available site designated by Mary Greeley Medical Center. These services will be provided as quickly as possible, and no later than 2 hours after official notification.
2. **Pricing.** Mary Greeley Medical Center is purchasing the above services at the Ames Transit Agency's standard published rate each April for additional services.
3. **Billing.** Mary Greeley Medical Center will require an itemized invoice consistent with its established purchasing procedures.
4. **Ordering.** The Ames Transit Agency has provided the following names and phone numbers to be called in the emergency:

Ames Transit Agency (CyRide) - Dispatcher ..... 239-5560

Hours Office is Open:

M-Th 5:30 am to 12:30 am

Fri 5:30 am to 12:30 am (non-ISU school days) and 2:30 am on (ISU school days)

Sat 7:00 am to 12:30 am (non-ISU school days) and 2:30 am on (ISU school days)

Sun 8:00 am to 11:30 pm

Sheri Kyras – Director .....(Home) 450-5192

.....(Cell) 515-720-3236

5. **Term and Termination.** The term of this agreement shall begin on February 1, 2012 and shall expire on January 31, 2013. This agreement may be terminated by either party with a sixty (60) day written notification.

IN WITNESS WHEREOF, the parties to this agreement have executed this agreement as of the date first written above.

Ames Transit Agency

Mary Greeley Medical Center

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

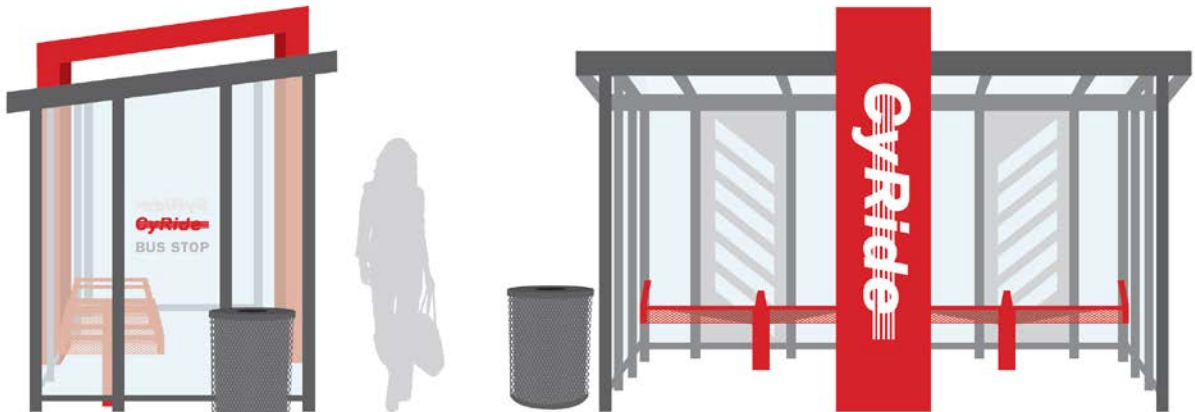
**FROM:** Sheri Kyras

**DATE:** January 19, 2012

**SUBJECT:** Bus Shelter Design

**BACKGROUND:** At the March 2011 Transit Board meeting, board members approved a contract with Columbia Equipment Company for purchase of new bus shelters to replace existing shelters in poor repair and for new locations. Funding for these shelters is contained in a state grant, funded with federal dollars, paying 80% of their cost.

**INFORMATION:** As part of the proposal, the successful bidder was to design a new “look” for CyRide’s shelters. After several months, it was determined that the designs being proposed did not provide an upgraded “image” for CyRide and Trilux Marketing firm was hired to design the new shelters based on a competitive bidding process. A team of ISU and CyRide participants reviewed numerous designs and agreed upon the basic design shown below. The attached photos superimpose this design at two prominent locations within Ames for an idea of how they would look in the community.



These shelters would be lit with solar panels if possible at each location, which will enhance customer safety and CyRide’s sustainability efforts. The back “slotted” panel design would be an option that may or may not be included in the final purchase, depending upon its cost.

The next step in CyRide's implementation plan is to review CyRide's Bus Stop Plan completed in 2009 and develop 3-5 year implementation plan identifying specific locations for these shelters. It is anticipated that these shelters will begin being constructed at CyRide bus stops as early as mid-summer. CyRide will have \$249,061 by this summer for purchase and installation of this 3-5 year shelter plan for bus stop improvements throughout the Ames community.



On Lincoln Way (south side) in front of Wallaby's Restaurant and Hy-Vee West.



# Transit Director's Report

January 2012

## 1. Intermodal Facility Construction Update

Weitz Company has completed the following major activities in December 2011.

- Geothermal wells are completed and tested
- East side utilities are in
- Masonry block is completed in terminal area
- Rip rap put on creek side of retaining wall
- Material storage moved inside for the winter



In January 2012, the following work is anticipated:

- Forming of stairways
- Terminal area masonry and interior rough-in
- Rough grading of roadway and surface parking lot, weather-permitting

The picture above illustrates the project's progress as of January 11, 2012, which continues to progress slightly behind schedule, for completion on June 6, 2012 as of this date. Three change orders were approved by the City Manager's office in December – 2 credit and one cost change order. The Federal Transit Administration's monthly progress report is available upon request.

## 2. Status of CyRide Facility Construction

The Transit Board of Trustees approved a bid award with URS at the December meeting. Since that time, the City's Legal Department has been reviewing the contract for these services. Several modifications have been recommended by the City's Attorney, which is currently being reviewed by URS attorneys. It is anticipated that these issues can be resolved and a contract included on the January 24, 2012 City Council meeting for consideration. In the meantime, CyRide staff and FM Global (CyRide's property insurance carrier) have had a preliminary meeting with the URS team regarding the flood protection task so that when the contract is approved, the team can quickly begin developing solutions to this issue.

## 3. Transportation for Ames At-Risk Youth

At the November and December 2011 Transit Board meetings as part of the fare increase discussions, there were concerns raised regarding the need for affordable transportation options for at-risk youth within the community. Several options for addressing this goal were provided: free fares for middle/high school students, free fares for K-12 students, a targeted program for only at-risk youth and not all youth in the community who can afford to pay. As a result, the Transit Board indicated a desire for staff to work with community

groups such as United Way to determine if feasible options could be determined. As a result, the United Way's Director, Jean Kresse has agreed to organize a meeting of AMOS, Ames High School, United Way, City of Ames staff and CyRide representatives to begin these discussions. This meeting is scheduled for January 20, 2012. Staff will provide an update at the February Transit Board meeting.

#### **4. Intermodal Ribbon-Cutting Preparations**

As part of the TIGER grant agreement, CyRide committed to a ribbon-cutting ceremony at the completion of its construction. With the project currently on schedule, staff is beginning discussions on preparing for this event. Grant funding may be used to fund any activities planned. As part of CyRide's commitment, it will need to invite Federal Transit Administration (FTA) as well as US Department of Transportation (US DOT) officials. In preparing for this event, CyRide's Director has communicated with FTA Regional staff, who has in turn indicated a desire by the US DOT to be present at the event, as this will be one of the first TIGER-funded projects to be completed. CyRide staff is working with the City of Ames Public Information Officer to begin planning the event. Staff is seeking input/ideas from the Transit Board or other local officials, regarding invitees or activities desired so that they can be incorporated into this planning effort. Staff is tentatively looking at mid to late June for this event.

#### **5. CyRide's 100 Millionth Rider**

CyRide will achieve a new milestone this year, predicted in early June, of carrying 100,000,000 rides since it began operation in 1976. Staff plans to celebrate this event by identifying the approximate time this occurrence will happen and provide the rider with some type of "thank you" gift. Staff will also prepare a press release on this event.

#### **6. CyRide Achieves New National Ridership Recognition**

The Federal Transit Administration annually prepares national statistics regarding ridership and performance of each transit system. **This year's report, based on 2010 statistics, placed CyRide at the #1 transit system in the nation for rides per capita.** This is the first time CyRide has achieved this honor. CyRide carried 5,377,155 rides that year for a total of 106 rides per capita. The transit system placing second was Athens-Clark County, Georgia with 103 rides per capita.

#### **7. Grant Opportunities**

Several state and Congressional sources have indicated that the next round of discretionary federal grant opportunities will be announced in February-March 2012. This includes TIGER (Intermodal Facility) and State of Good Repair (Buses) grant opportunities. At the February Board meeting, staff will prepare information regarding a possible State of Good Repair grant to fund two years of bus purchases included in the Capital Improvement Plan and will be seeking Board direction on whether a TIGER grant should be considered.





# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
				Transit Board Mtg. 5:15pm		
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>			
			36		<b>2012</b>	