

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

April 19, 2012

1. CALL TO ORDER: 5:15 P.M.
2. Approval of March 22, 2012 Minutes
3. Public Comments
4. FY2013 State Grant Application
5. Rate Setting Resolution – Fares
6. Rate Setting Resolution – Passes
7. Vehicle Tracking Contract Award
8. Dial-A-Ride Service Update
9. 2012-2013 CyRide Growth Potential
10. Transit Director's Report
11. Set Time and Place of Next Meetings:
 - May 10 - 5:15 pm
12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 22, 2012

The Ames Transit Agency Board of Trustees met on March 22, 2012 in CyRide's Conference Room. Trustees in attendance were Anders, Madden, and Gerdes. Absent: Trustee Schainker, Vander Velden and Wacha. As a result, President Anders indicated that a quorum was not met so that the meeting could not be called to order. He then asked for public comment while waiting for a quorum to be met.

PUBLIC COMMENTS: Iowa State University students William Wadas and Michael Plantenburg, residents of the Towers Association and Hall Council, introduced themselves and expressed their concerns with the Brown route that serves Towers residents. Residents raised concerns about no bus service on the Brown route, #6 and #6A, between 6:00 and 7:00 a.m. and between 9:00 and 10:00 p.m. during Dead and Finals week of the ISU academic semesters. They indicated that professors do not follow normal schedules during these two weeks and circumvent University policies with earlier and later tests. This creates a problem for the Towers residents because, unless they walk, they are not able to arrive on Campus for a 7:00 a.m. exam. Students know that expanding service for #6 and #6A during the school year is not a priority, but the residents are asking only the final two weeks of each semester be expanded.

Director Kyras and Peter Englin, Director of Residence Halls, spoke with the Towers group earlier in the week and Peter Englin indicated a possibility to fund this additional service. The 7:12 a.m. pickup time from Storm and Welch would need to be adjusted to schedule arrival on Campus earlier.

Director Kyras reported that more research might be needed regarding the 7:00 a.m. exam times as other routes may also be affected. Following some research, it could be a possibility that additional trips may need to be added to the Gold and Cardinal Routes as well as other areas serving students. The board members discussed whether there would be enough students to justify the additional buses.

Director Kyras clarified the proposal discussed at the Towers Hall Council meeting indicating that the expansion of the Brown route was only for the start of service for Dead and Finals week each semester.

Trustee Madden indicated that he will have a conversation with Dr. David Holger, ISU Provost, who is familiar with the schedules and professors who might be holding classes or testing outside of the normal hours. He indicated that Mr. Holger would need specific details so that their office can follow-up and provide correct information to CyRide to proceed on the early morning extension of routes #6 and #6A. It appears the

morning is the most critical to begin service earlier on the Brown route at 6:42 or 6:45 a.m. For the spring semester, there was a consensus to proceed with adding trip(s) so students could arrive on campus before 7:00 a.m. CyRide will cover the costs estimated to be somewhere around \$1,000. CyRide will wait for clarification from the University if the other two routes, Gold and Cardinal, are affected and address this system-wide next fall.

A quorum was present when Mr. Vander Velden arrived and President Anders called the Ames Transit Agency Board of Trustees meeting to order at 5:35 p.m.

APPROVAL OF MINUTES: Trustee Gerdes made a motion to approve the Ames Transit Agency Board of Trustees minutes of the February 16, 2012 Meeting. Trustee Madden seconded the motion. (Ayes: Four. Nays: None). Motion carried.

MPO REPRESENTATIVE ELECTION: Director Kyras pointed out this item was a carryover from the last meeting when this agenda item was tabled. The question that came up at the last meeting was whether a CyRide staff member could be appointed to this position. Director Kyras indicated that after research, she had found that the AAMPO Bylaws states that it must have one representative from the Ames Transit Agency. Further, she indicated that upon discussion of this issue with the AAMPO Director, he had indicated that it should not be a council member or CyRide employee, as they both have a conflict of interest. Trustee Gerdes will graduate from ISU in May and would not be able to take this position. Trustee Madden asked if Trustee Vander Velden would be available or willing to take the position. The meetings were moved to 7:00 p.m. Tuesday, before the start of the City Council meeting. Meetings are usually once a month between March and July with no meeting typically scheduled for the rest of the year. Trustee Madden will be present for the City Council meeting next Tuesday, March 27 for a different issue and indicated that would be willing to sit on the MPO meeting if Trustee Vander Velden is not able to represent the board next week.

A motion was made by Trustee Madden that Trustee Vander Velden be the Ames Transit Agency representative to the Ames Area Metropolitan Planning Organization. Seconded by Trustee Gerdes. (Ayes: Four. Nays: None.) Motion carried.

INTERMODAL CHANGE ORDER #25 APPROVAL: Director Kyras referenced the updated list of change orders approved to date and Change Order #25, which is the next change order that puts the total dollar amount of these changes above the \$200,000 threshold, requiring Transit Board and City Council approval. The change order #25 addresses the inclusion of floor drains and trap primers and is to be included in Pay Application #13.

Trustee Madden made a motion to approve change order #25 to Weitz Company for an additional \$2,500 for a floor drain trap. Motion seconded by Trustee Vander Velden. (Ayes: Four. Nays: None.) Motion carried.

INTERMODAL FACILITY TESTING SERVICES ADDITIONAL COST: Director Kyras referenced the April 2011 Transit Board approval of a contract with TEAM Services for soils and concrete testing, as well as inspection services for the Intermodal Facility, which included a not to exceed amount of \$60,177.95. When the project began, it was believed the Weitz Corp. would ensure the post-tensioning was accurately constructed. As the construction proceeded, the project team decided this would require an independent inspection of the system and Team Service could complete this at an estimated dollar amount of \$11,640.60. The action requested is for approval to increase the not-to-exceed amount to \$71,758.55 to complete the additional testing. Director Kyras affirmed there is more than \$350,000 funds in unspent project funds to fund this contract increase.

Trustee Madden affirmed that the testing of the cables and long-term maintenance testing for the structure is essential, recommending its completion and increasing the Ames Intermodal Facility contract with Team Services, Inc.

Trustee Madden made a motion to approve increasing the Ames Intermodal Facility contract with Team Services, Inc. from a not-to-exceed limit of \$60,177.95 to \$71,758.55 for the addition of post-tensioning inspection services. Seconded by Trustee Gerdes. (Ayes: four. Nays: None.) Motion carried.

VEHICLE TRACKING UPDATE: This item is informational only for the transit board to provide an update on the status of the vehicle tracking system project. Director Kyras provided background information regarding the project last year and indicated that a formal Request for Proposal (RFP) was completed in December with six RFP's received at the end of January. From that collection of bidders, the field was narrowed to three firms.

CyRide staff, City IT personnel, and the GSB viewed demonstrations from each of the three finalists and, based on project criteria such as the strength of their technology product and its price, recommend NextBus as the vendor. This firm had the highest score, lowest price based on a three-year cost analysis, and provides the strongest passenger information system.

CyRide is in the process of reaffirming the Government of Student Body's commitment to this program and if they wish to move forward with a financial commitment for three years. If confirmed, CyRide staff anticipates requesting transit board consideration of the project in April as well as the City Council.

The project could potentially begin in May with a 14-week window for completion of its installation, with the possibility of having it completed by the time ISU begins their fall semester. This purchase would include the base system, signs for two locations, and monitors in the mobile buses so that they can observe and assist buses. The Kildee and Student Services locations were selected for the signs. Director Kyras indicated that no action was needed at the March meeting.

CYRIDE GROWTH PREDICTION: Director Kyras shared information CyRide staff had developed regarding the impact of an expected increase in enrollment at ISU. She indicated that this analysis was based upon a prediction of 5,000 additional students in the next two year period.

She indicated that staff believes it is critical to examine this impact at this time as CyRide is struggling with having an adequate operating budget at a time when the GSB Trust Fund balance continues to grow. The additional pressure placed on it by increased enrollment could have a significant impact on CyRide's ability to meet its daily demand for service beginning as early as fall 2012. She indicated that with the possibility of up to 5,000 additional students over the next two years, it is important that CyRide plans well in advance so it can prepare to have enough drivers and buses to handle the increased ridership.

Director Kyras indicated that she had had an opportunity to discuss this topic with Trustees Vander Velden and Gerdes prior to the meeting. Further, she compared the current situation to the rapid increase in ridership experienced when ISU students went Fare Free. Additional buses were purchased and additional routes were created when the substantial growth happened. She explained that staff sees two challenges, the Trust fund which continues to grow and is being unused, and CyRide's operating budget struggles. With substantial ridership increases over the last five years, CyRide does not have the capacity on its buses to absorb additional ridership. She indicated that the actual enrollment numbers will not be known until the fall when it occurs, but that CyRide is working toward a progressive solution. She indicated that staff had begun the study by looking at ISU's enrollment and CyRide ridership over the past seven years. CyRide has increased ridership by 39% at a time when enrollment increased 16.1%. Therefore, enrollment increases have had an exponential impact on CyRide's ridership.

Further, she indicated that over the last three years as ridership has increased, the number of peak buses has remained the same, indicating that the buses are fuller and currently lack the capacity for more riders.

She indicated that of the 5.8 million rides, 89% represent student ridership, equating to over 5.1 million rides. Therefore, every student currently enrolled at ISU generates an average of 173 rides each school year. An additional 5,000 students would generate another 865,000 rides, putting CyRide ridership at 6.6 million rides.

Director Kyras then explained the impact that these additional 865,000 rides would have on the number of buses and drivers CyRide would need to hire. Specifically, she indicated that, based on each bus currently providing 80,000 rides, 10 – 11 additional buses could be needed, but realistically, around eight buses due to the timing of the rides occurring throughout the day. She indicated that each peak hour bus requires 2.71 driver shifts, which equates to 16 – 30 additional drivers to operate these shifts.

She then explained what the cost of the additional buses and drivers as well as mechanical and operating staff could be. With eight more buses, she indicated that another mechanic, lane worker, operations supervisor, as well as another trainer would be needed. She indicated that used buses could be sought at \$75,000 per bus, refurbished. She indicated that the cost estimate also included the operation of these additional buses. She indicated that in total the cost, over two years, could be as high as \$1.8 million additional dollars needed.

She also explained the impact that more buses would have on CyRide's bus storage facility. She stated that six buses were currently stored outside overnight as the facility was full and, with completion of the expansion project with the capacity for 11 more vehicles, it could be full when it is completed, leaving several buses still parked outside.

Director Kyras then detailed CyRide's financial capacity to accommodate this potential growth. She indicated that staff had looked at local funding generated over the last seven years and found that it had averaged an increase of 5%. Projecting this level of increase forward two years, indicates a substantial gap in funding to support the larger operations and capital needs.

Director Kyras indicated that each operating and capital budget reflects current levels of operations at anticipated costs the following year. With increased enrollment and additional student fees generated, the additional funds, needed above the amount to match the City and ISU contributions, flows into the GSB Trust Fund, not the budget. The reality is that when more demand is created through higher ISU enrollment, CyRide does not see an increase in funding – it is placed in the GSB Trust Fund under current agreements. She indicated that projecting this increase out through 2014-15 would see the Trust Fund increase to around \$2.5 million.

Staff as looked at how this can be solved allowing additional buses to be placed in service when enrollment increases. She indicated that staff had developed one possible solution by capping the amount of additional dollars placed in the Trust Fund each year at 1%. Specifically, if growth in enrollment is higher than 1%, the remaining increase in fees could be held in the operating budget to provide additional services or buses. She explained the concept using the 2011-2012 increase of 4% as an example. Under this scenario, \$37,566 would be transferred to the trust fund (1%) and approximately \$112,000 (3%) would stay in the operating budget.

Director Kyras asked for the transit board's thoughts or reactions and direction to move forward with this challenge. Trustee Madden indicated that the trust fund historically was started to even out funding when the number of students fluctuates, allowing the fund to pay for years when student fees do not generate sufficient dollars for their share of the local funding. He indicated that a decision needs to be made by everyone involved. Director Kyras indicated that the best solution would allow the funds to automatically stay in the operating budget when enrollment is significantly higher than the previous year. Further, she indicated that it was difficult to go through several approval processes in a timely manner in the fall, when the service needs to be on the street for students. Trustee Madden indicated that students approved the mandatory fee several years ago to hold down student costs. He indicated that this concept was not consistent with being concerned about student costs and lowering fees. He indicated that one-third of the students live in university housing, others live in the campus town and in areas of Ames and pay property taxes. He was concerned with the total amount of dollars students pay within the city.

Trustee Madden indicated that he could speak for the University, but that Trustee Schainker was not there to speak for the city. Trustee Madden is concerned with the structure of streets on campus because they are showing wear with the higher frequency of buses. He indicated that all costs need to be considered in a solution. He also indicated that residents on 16th Street and on the Brown route near Fareway need to be considered as well. Even on existing routes, the probability of adding additional buses needed to be considered.

Trustee Madden stated that he believed 31,000 was a reasonable enrollment number for the fall of 2012 and providing a level of service to meet the 1,300 increase in enrollment was reasonable. He also indicated that the budget process was not finished within the University and that the Fee Committee would be having more meetings. It is everyone's desire not to reduce services, but the exact extent of the enrollment increase is unknown until this fall. He believed that staff should concentrate on next

year first and then could begin discussing future years. Director Kyras indicated that staff would prepare information based on a 2012-2013 enrollment of 31,000 and bring the result of this analysis back to the Transit Board at their April 2012 meeting. She again stated that the current budget was built to provide service to the current 29,877 students at ISU, but that she did not believe it was sufficient for 31,000 students.

Trustee Madden mentioned the possibility of expanding class hours to utilize the facilities for evening classes. This would be beneficial to CyRide and would reduce the need for more buses and drivers.

DIRECTORS REPORT:

- Construction is progressing smoothly on the Intermodal Facility and the good news is that its completion date is moved forward to May 25, 2012, weather permitting. There are three claims on the bonds from subcontractors who have not been paid. This has been given to legal counsel. The retainage could also be used to pay them.
- Fuel contract – CyRide received four bids and Keck was low bidder. CyRide has accepted all the fuel contracts that it could, with the exception of June - July. CyRide budgeted \$3.50 for fuel and the price per gallon is lower for all the contracts. The fuel contract recently completed in March saved a little over \$18,000.
- CyRide’s flood construction project will require a special board meeting to talk about two issues associated with the facility – flood protection design level and earthen berms as a solution. The questions are whether the facility should be flood protected to city-university standards or to the insurance company’s standard, which is 2’ higher. There is a substantial cost to increase the height. Also, earthen berms are less expensive, but if breached, can make the cost of the flood damage worse.
- CyRide had the highest ridership ever with 712,000 rides in the month of February. This is a 4% increase over February of last year.
- Labor negotiations are complete with a 2% increase in 2012-2013, which is the increase approved in the budget and a 2.25% increase in 2013-2014.

TIME AND PLACE OF NEXT MEETING: Special transit board meeting Thursday, April 12, at 5:15 p.m. and regularly scheduled meeting Thursday, April 19, 2012 at 5:15 p.m. at CyRide.

Meeting adjourned at 6:25 pm.

Bob Anders, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: April 19, 2012

SUBJECT: FY2013 State Grant Application

INFORMATION: Annually, CyRide submits a grant application to the Iowa Department of Transportation (IDOT) to support operating and capital needs for the transit system. The following briefly summarizes the application to be submitted by May 1, 2012 for funding during the 2012-2013 year.

<u>Operating</u>	<u>Federal Share</u>
State Operating Assistance (Estimate based on 5.145175% of available funding)	\$533,022
Job Access Reverse Commute (JARC) Operating/New Freedom.....	\$77,511
Assistance for Mid-day South Duff Service Improvements (\$16,717)	
Assistance for Brown Route Service Improvements (\$32,959)	
Assistance for E. 13 th /Dayton Service Improvements (\$27,835)	
Federal Section 5310 Elderly and Disabled Funding.....	\$144,425
Assistance for ADA Service Contract with Heartland Senior Services	
TOTAL Operating	\$754,958

<u>Capital</u>	<u>Federal Share</u>
Federal 5309 Earmark Request.....	\$2,709,120
• 8 - 40' Replacement Buses w/cameras (\$3,264,000)	
Federal Section 5310 Elderly and Disabled Funding.....	\$40,000
For Transit Amenities – Bus Stops	
TOTAL Capital	\$2,749,120

TOTAL STATE GRANT APPLICATION **\$3,504,078**

State operating assistance and Elderly and Disabled 5310 formula dollars are the only funding that CyRide is assured of receiving. All other funding sources are competitively selected and CyRide will be informed of the selection decisions throughout the 2012-2013 year. The local match required for these projects is currently budgeted in the FY2012 operating/capital budget with the exception of the buses. CyRide would determine after the PTMS listing is released from the Iowa DOT, whether any buses could be purchased with remaining closing balance or to defer these vehicles until the next year.

A public hearing will be held to discuss this application with the community on April 30, 2012. No written comments have been made to date from the notice release in *The Tribune*.

ALTERNATIVES:

1. Approve the FY2013 State Grant Application subject to public hearing comments.
2. Modify the FY2013 State Grant Application based upon board priorities.
3. Reject the grant application and do not submit a state funding request for the 2012-2013 budget year.

RECOMMENDATION:

Approve Alternative #1 to submit an operating and capital application to the IDOT as this application supports the enhancement of transit services in the Ames community and contains projects previously approved in the operating and capital budgets.



Iowa Department of Transportation

Authorizing Resolution

We, hereby, authorize, Sheri Kyras
(Name of Authorized Signatory)

on behalf of Ames Transit Agency
(Legal Name of Applicant)

to apply for financial assistance as noted below and to enter into related contract(s) with the Iowa Department of Transportation.

From the State Transit Assistance Program:

5.145175 % of formula funds;
0 \$ of Special Project funds

From federal funds for transit in non-urbanized areas and/or for transit serving primarily elderly persons and person with disabilities:

\$ 184,425 ;

From state-wide federal capital assistance for transit:

\$ 2,709,120 .

From federal funds from the Job Access/Reverse Commute program:

\$ 77,511 .

From federal funds from the New Freedom program:

\$ 0 .

We understand acceptance of federal transit assistance involves an agreement to comply with certain labor protection provisions.

We certify that Ames Transit Agency
(Legal Name of Applicant) has sufficient non-federal

funds to provide required local match for capital projects and at time of delivery will have the funds to operate and maintain vehicles and equipment purchased under this project.

We request that State Transit Assistance formula funding be advanced as allowed by law, to improve transit system cash flow.

Adopted the 19 day of April, 2012.

Name: Ames Transit Agency
(Applicant's Governing Body)

By: _____
(Signature of Chief Executive Officer)

Title: President, Board of Directors

Address: 1700 University Blvd. Ames, IA 50010

Telephone: 515-292-1100

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: April 19, 2012

SUBJECT: Rate Setting Resolution - Fares

BACKGROUND: In January 2012, CyRide increased its fare structure to address a funding shortfall created by the higher than budgeted fuel prices. The following compares revenues received in the January – March quarter (the first quarter following the increased rates) for 2012 versus 2011.

2011 Fare Revenue	2012 Fare Revenue	Percent Change
\$36,539	\$41,920	+14.7%

Based on the above information, revenue is higher for the quarter, but lower than the 25% increase anticipated under the recently enacted fare increase. It is believed that many customers purchased fare media in December, prior to the fare increase, for future months use. The second quarter of calendar year 2012 should better reflect the fare modification's impact.

INFORMATION: Each year the Transit Board sets rates for the following year. The attached sheet details the proposed 2012-2013 rate structure, which recommends one change at this time in CyRide's fare structure. This change affects the rate charged for work completed by CyRide mechanics (Shop Rate), which would increase from \$80 to \$84/hour. This would apply to warranty work completed on new vehicles.

If approved by the Transit Board of Trustees, the structure would become effective on July 1, 2012 – June 30, 2013.

ALTERNATIVES:

1. Approve the 2012-2013 rates, which reflect no change from the 2011-2012 rate structure, except for an increase in the Shop Rate to \$84/hour.
2. Modify rates per board priorities.

RECOMMENDATION:

The Transit Director recommends approving Alternative #1 to encourage use of CyRide service furthering the community's sustainability initiatives and assisting residents in providing an economical alternative to move throughout the community at a time when gas prices are high. The increase in the Shop Rate reflects the actual cost for mechanics to repair vehicles.

AMES TRANSIT AGENCY BOARD OF TRUSTEES

RATE SETTING RESOLUTION 2012-1

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

SECTION ONE – CyRide Rates Effective July 1, 2012

Fixed Route Fares

\$ 1.25	Regular cash fare
\$.60	Reduced cash fare (K-12, Medicare, Medicaid, persons over 65, persons with a disability)
\$ 6.00	10-ride reduced fare ticket book (\$.60 per ride)
\$ 12.00	10-ride regular fare ticket book, (\$1.20 per ride)
\$ 40.00	Regular fare monthly pass. (May also be used in conjunction with tickets or cash on Dial-A-Ride).
\$ 20.00	Reduced fare monthly pass (Medicare, Medicaid, persons over 65, persons with a disability)
\$ 160.00	Regular Fare Semester Pass (fall and spring). Price varies depending on date purchased.
\$ 80.00	Reduced Fare Semester Pass (fall and spring). Price varies depending on date purchased.
\$ 150.00	Regular Fare Winter Pass. November to spring break. Price varies depending on date purchased.
\$ 75.00	Reduced Fare Winter Pass. November to spring break. Price varies depending on date purchased.
\$ 100.00	Regular Fare Summer Pass
\$ 50.00	Reduced Fare Summer Pass
\$ 320.00	Regular Fare School Year Pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
\$ 160.00	Reduced Fare School Year Pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
free	Children under six years of age accompanied by a person age 13 or older (maximum of three children per rider).
free	Attendant accompanying and assisting ADA-eligible person
\$ 10.00	Replacement fee for lost or stolen passes
companion	Fare for person not assisting passenger riding with ADA-eligible passenger is same fare as ADA-eligible passenger's

RATE SETTING RESOLUTION 2012-1

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Dial-A-Ride Fares

- \$ 2.00 Dial-A-Ride cash fare for passengers eligible under the ADA. Two full fare fixed route tickets may be used by passengers eligible under the ADA for DAR fare (or a pass and one ticket).
- \$ 6.00 Dial-A-Ride cash fare for all ADA-eligible passengers riding to or from a point more than 3/4 mile from the nearest fixed route operating at the time of the ride.
- \$ 18.00 Dial-A-Ride cash fare for general public (not ADA eligible).
free Attendant accompanying and assisting ADA-eligible person on Dial-A-Ride
- companion Fare for person not assisting Dial-A-Ride passenger riding with DAR eligible passenger is same fare as Dial-A-Ride eligible passenger's fare
free ISU students who are ADA eligible traveling within 3/4 mile of a fixed route operating at the time of the ride.

Miscellaneous Revenue

- \$ 84.00 Shop rate per hour
- \$ 84.00 Shuttle rate, as subcontractor, to other bus operators, one-hour minimum
- \$ 84.00 Shuttle rate for every hour after the minimum
- \$ Variable Fuel surcharge for shuttle service

Enacted this 19th day of April 2012

AMES TRANSIT AGENCY BOARD OF TRUSTEES:

BY: _____
Robert Anders, President

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: April 19, 2012
SUBJECT: Rate Setting Resolution - Passes

BACKGROUND: In January 2012, CyRide increased its pass structure to address a funding shortfall created by the higher than budgeted fuel prices. The following compares pass revenues received in the January – March quarter (the first quarter following the increased rates) for 2012 versus 2011.

2011 Fare Revenue	2012 Fare Revenue	Percent Change
\$22,005	\$35,180	+59.9%

Based on the above information, revenue is significantly higher for the quarter than was anticipated as a result of the fare increase implemented on January 1, 2012. In reviewing the previous quarter (Oct. – Dec. 2011), the percent of revenue generated was significantly lower (-35.2%), which is attributed to the mild weather during this time period and many customers delaying the purchase of passes until after the first of the year. Therefore, the large increase can be attributed to a timing issue as opposed to a shift in consumer behavior. The second quarter of calendar year 2012 should better reflect the fare modification’s impact.

INFORMATION: Each year the Transit Board sets rates for the following year. The attached sheet details the proposed 2012-2013 rate structure, which remains unchanged from CyRide’s current fare structure.

If approved by the Transit Board of Trustees, the structure would become effective on July 1, 2012 – June 30, 2013.

ALTERNATIVES:

1. Approve the 2012-2013 rates, which reflect no change from the 2011-2012 rate structure.
2. Modify rates per board priorities.

RECOMMENDATION:

The Transit Director recommends approving Alternative #1 to encourage use of CyRide service furthering the community’s sustainability initiatives and assisting residents in providing an economical alternative to move throughout the community at a time when gas prices are high.

AMES TRANSIT AGENCY BOARD OF TRUSTEES

RATE SETTING RESOLUTION 2012-2

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

SECTION ONE – CyRide Rates Effective July 1, 2012

REDUCED FARE PASSES

PURCHASE DATE	2012 SUMMER REDUCED FARE PASS	Expiration Date - Price
Sunday, May 6, 2012 – Friday, July 20, 2012		August 31, 2012 \$50.00

	2012 FALL REDUCED FARE PASS	
Monday, August 13, 2012 – Friday, September 21, 2012		December 31, 2012 \$80.00
Saturday, September 22, 2012 - Friday, December 14, 2012		December 31, 2012 \$60.00

	2012/13 SCHOOL YEAR REDUCED FARE PASS	
Monday, August 13, 2012 – Friday, September 21, 2012		June 3, 2013 \$160.00
Saturday, September 22, 2012 – Friday, December 14, 2012		June 3, 2013 \$140.00
Saturday, December 15, 2012 - Friday, February 22, 2013		June 3, 2013 \$80.00
Saturday, February 23, 2012 – Sunday, March 24, 2013		June 3, 2013 \$60.00

	2012/13 WINTER REDUCED FARE PASS	
Saturday, November 3, 2012 – Friday, December 14, 2012		March 18, 2013 \$75.00
Saturday, December 15, 2012 – Friday, February 22, 2013		March 18, 2013 \$50.00

RATE SETTING RESOLUTION 2012-2

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REGULAR FARE PASSES

PURCHASE DATE	2012 SUMMER REGULAR FARE PASS	Expiration Date - Price
Sunday, May 6, 2012 – Friday, July 20, 2012		August 31, 2012 \$100.00

2012 FALL REGULAR FARE PASS		
Monday, August 13, 2012 – Friday, September 21, 2012		December 31, 2012 \$160.00
Saturday, September 22, 2012 - Monday, December 10, 2012		December 31, 2012 \$120.00

2012/13 SCHOOL YEAR REGULAR FARE PASS		
Monday, August 13, 2012 – Friday, September 21, 2012		June 2, 2013 \$320.00
Saturday, September 22, 2012 – Friday, December 14, 2012		June 2, 2013 \$280.00
Saturday, December 15, 2012 - Friday, February 22, 2013		June 3, 2013 \$160.00
Saturday, February 23, 2013- Sunday, March 24, 2013		June 3, 2013 \$120.00

2012/13 WINTER REGULAR FARE PASS		
Saturday, November 3, 2012 – Friday, December 14, 2012		March 18, 2013 \$150.00
Saturday, December 15, 2012 - Friday, February 22, 2013		March 19, 2013 \$100.00

SECTION TWO -- \$10.00 Replacement fee for lost or stolen passes

SECTION THREE – Other Conditions

Other conditions pertaining to any Semester Pass are:

1. One person may not use the pass of another, unless the original issue has sold it to the new user, the sale registered in the Ames Transit Agency Office, and the pass replaced by the Ames Transit Agency Office. The person to whom it has been sold may then use the pass.
2. Misuse of the pass may result in confiscation and cancellation of the pass without a refund.

Enacted this 19th day of April 2012.

AMES TRANSIT AGENCY BOARD OF TRUSTEES

By: _____
Robert Anders, President

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: April 19, 2012

SUBJECT: Vehicle Tracking Contract Award

BACKGROUND: In February 2011, The Transit Board of Trustees approved the purchase of a vehicle tracking system that would provide CyRide customers with real-time, bus-stop level, arrival information to increase CyRide’s convenience for its riding public. Funding for this project was to be secured from CyRide’s GSB Trust Fund provided by student fee dollars and; therefore, could be purchased outside of the normal purchasing methods, if approved by a purchasing waiver from the Ames City Council. At the City Council meeting, it was decided that a formal bid process was preferred. Over the summer and early fall, CyRide staff developed a Request for Proposal that was released in December 2011. The bid deadline was extended at the request of several bidders; therefore, proposals were due on January 27, 2012.

INFORMATION: Six proposals were received, and following a formal evaluation process from a team of individuals, three finalists were selected to demonstrate their product to a group of CyRide, City of Ames Information Technology, and Government of the Student Body representatives. The evaluation results and three-year cost of the finalists’ products were as follows:

		MVTT	NextBus	Syncromatics
Technical Requirements	10%	2.8	4.4	3.2
Wireless	10%	4.7	3.7	2.5
Training	5%	4.3	4.2	4.0
Schedule	10%	4.2	4.3	2.8
Personnel	10%	3.7	3.8	3.8
Other	10%	3.3	3.7	3.2
Price	45%	4.39	5.00	3.09
		4.06	4.44	3.13

Initial Cost (BAFO)

3 Year Cost

\$ 161,885	\$ 143,400	\$ 417,740
\$ 461,669	\$ 405,520	\$ 655,145

The NextBus proposal and product was determined by the evaluation team to be the best “fit” for CyRide and the Ames community based on its lowest price and for its technical capabilities. Additionally, after reviewing the three products, it was the team’s consensus that the NextBus product also had the strongest passenger information component of the three vendor products.

In discussions with NextBus regarding the deployment of this technology in Ames, there are three modifications that would be needed to the bid price to reflect the current fleet and address operational issues of the system (revised NextBus budget attached). In total, the additional one-time cost is \$29,125 and an annual cost increase of \$4,860. These changes are a result of the following:

- **Accurate Reflection of Current Fleet** – The original bid included 80 vehicles with 75 large buses and 5 small buses. CyRide currently has 73 large buses and 7 small vehicles.
- **Add Five Spare Bus Units** – In discussion with the manufacturer, he indicated that transit systems will purchase a small quantity of additional GPS units for their buses so that when repairs are needed, they can quickly replace the non-working unit with a spare and maintain service quality. If this is not purchased, the bus will be without the GPS unit for approximately 10 days as the units are serviced, as part of the annual fee, at NextBus offices. Five units were added to the pricing to accommodate this operational issue.
- **Four Bus Stop Signs** – GSB last year indicated a desire to have four signs located at busy transfer bus stops. Specifically, the locations discussed were Kildee/Bessey and Student Services/Friley. The continued desire for this signage will be confirmed with the GSB Senators at the April 18th meeting.

The following chart summaries the original bid as compared to the final project budget.

Budget Item	Original Bid	Final Budget
Base System – Large Buses	\$112,125	\$109,135
Base System – Small Buses	\$5,975	\$8,365
Shipping – GPS Base/Spare Units	\$4,000	\$4,250
Spare Units	\$0	\$7,475
4 Signs – Eqt./Shipping Cost	\$0	\$22,000
Route Configuration	\$34,000	\$34,000
Telephone Info. System	\$5,000	\$5,000
Test Messaging System	\$5,000	\$5,000
Mobile Computers	\$1,300	\$1,300
XML Data Feed	\$5,000	\$5,000
Project Management	\$15,000	\$15,000
Travel and Expenses	\$5,000	\$5,000
Training On Site	\$500	\$500
Less Discount	\$49,500	\$49,500

Total One-time Cost	\$143,400	\$172,525
Cell Service Base System	\$28,800	\$28,800
Cell Service - Signs	\$0	\$1,440
Software Base System	\$40,500	\$39,420
Software Support Vehicles	\$1,200	\$1,680
Software - Signs	\$0	\$2,160
Telephone Info. System	\$4,500	\$4,380
Text Messaging System	\$4,500	\$4,380
Base System Warranty (after Year 1)	\$11,810	\$11,750
Signs Warranty (after Year 1)	\$0	\$2,160
Total Annual (After Year 1)	\$91,310	\$96,170

 Modifications from the original amount.

Not included in this above bid cost is CyRide's cost to install and electrify the four signs. This would be accomplished with assistance from ISU and estimated to cost approximately \$3,000 per location, for a total additional one-time, non-bid cost of \$12,000. Therefore, the three year bid award would total \$447,125; however, the total project cost would be \$12,000 more or \$459,125 (The project budget is attached).

The Transit Director will meet with the GSB Senate on Wednesday, April 18, 2012 to discuss the project with student representatives to determine their desire to implement the project and its three-year financial commitment (\$459,125) from the GSB Trust Fund balance, currently at a positive balance of approximately \$1.5 million. The Director will relay the results of this discussion at the Transit Board of Trustees' April 19, 2012 meeting.

If GSB decides to approve the project and its funding, the Transit Board will need to consider action at the April 19, 2012 meeting. Final approval could then be considered by the Ames City Council at their April 24, 2012 meeting.

ALTERNATIVES:

If approved by the GSB Senate on April 18, 2012, the following alternatives could be considered by the Transit Board of Trustees.

1. Approve award to NextBus for a not-to-exceed, three-year contract of \$447,125 for the purchase of an automatic vehicle location system, with funding secured from the GSB Trust Fund.
2. Do not approve an award to NextBus for an automatic vehicle location system.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, if GSB approves the purchase and three-year financial commitment to a vehicle location system. This technology was competitively bid and will provide benefits to not only students at Iowa State University, but the entire community.

Price Proposal for CyRide - Verizon Trackers

NextBus Real-Time Passenger Information System

One-time Costs

	Unit List Price	Units	Extended Price
Real-time Passenger Information System	Included	1	Included
Tracker Suite with MDT* (fixed route vehicles) - Verizon	\$1,495	73	\$109,135
Tracker Suite without MDT* (support vehicles) - Verizon	\$1,195	7	\$8,365
Hardware shipping (trackers) - includes 5 spares	\$50	85	\$4,250
24" 4-line LED sign*	\$5,400	4	\$21,600
Hardware shipping (LED signs)	\$100	4	\$400
Tracker Suite with MDT (spares)	\$1,495	5	\$7,475
Route Configuration	\$2,000	17	\$34,000
Telephone Information System	\$5,000	1	\$5,000
SMS Text Messaging System	\$5,000	1	\$5,000
Mobile computers (iPad2)	\$650	2	\$1,300
XML Public Data Feed			\$5,000
Project Management			\$15,000
Travel and Expenses			\$5,000
Training Onsite			\$500
Subtotal			\$222,025
Less discount			\$49,500
Total one-time costs			\$172,525

*Includes installation

Recurring Costs

	Per Month	Hardware Units	Per Year
Cellular service (10 second reporting rate) - Verizon	\$30	80	\$28,800
Cellular service (LED signs) - Verizon	\$30	4	\$1,440
ASP (Software) service - fixed route vehicles	\$45	73	\$39,420
ASP (Software) service - support vehicles	\$20	7	\$1,680
ASP (Software) service - LED signs	\$45	4	\$2,160
Telephone Information System (73 buses@\$60/bus)			\$4,380
SMS Text messaging (73 buses@\$60/bus)			\$4,380
Tracker Suite hardware warranty (after Year 1)			\$11,750
LED Sign hardware warranty (after Year 1)			\$2,160

Project Year Breakdown

	One-time	Recurring	Total
Year 1 Costs	\$172,525	\$82,260	\$254,785
Year 2 Costs**	\$0	\$96,170	\$96,170
Year 3 Costs**	\$0	\$96,170	\$96,170
Year 4 Costs**	\$0	\$96,170	\$96,170
Year 5 Costs**	\$0	\$96,170	\$96,170

Five-year cost with recurring charges rolled into capital costs

\$639,465

Other Options

	Capital	Operating (Year)	Ext. Warranty (Year)
Automatic Passenger Counters (APC)			
APC Documentation (one-time cost)*	\$2,000	N/A	N/A
Single door vehicle (door less than 38" wide)*	\$2,596	\$60	\$367
Single door vehicle (door more than 38" wide)*	\$3,854	\$60	\$556
Double door vehicle (both doors less than 38" wide)*	\$3,578	\$60	\$514
Double door vehicle (one door less than 38"/one more than 38")	\$5,564	\$60	\$812
Double door vehicle (both doors more than 38" wide)*	\$6,038	\$60	\$883
Triple door vehicle (one door more than 38"/two less than 38")*	\$5,264	\$60	\$767
NextStop Annunciation System (estimate, actual costs depend on precise bill of materials needed for installation)			
Vehicles with existing and compatible PA systems*	\$6,000	\$180	\$300
Vehicles without existing and compatible PA systems*	\$5,000	\$180	\$250
Mobile Data Terminal (MDT) Options			
Two-way Text Messaging Through MDT	\$3,000	N/A	N/A
Schedule Adherence Feedback Through MDT	\$3,000	N/A	N/A
Driver Covert Alarm (\$2,000 one-time setup fee)	\$100	N/A	\$10
LCD Television Type Displays			
52" LCD panel with modem&custom page* (per sign)	\$7,860	\$2,400	\$750
42" LCD panel with modem&custom page* (per sign)	\$5,450	\$2,400	\$435
32" LCD panel with modem&custom page* (per sign)	\$5,000	\$2,400	\$375
26" LCD panel with modem&custom page* (per sign)	\$4,700	\$2,400	\$330
LCD Panel Shipping (per sign)	\$50-\$500	N/A	N/A
26" LCD Outdoor Kiosk with modem&custom page*	\$26,800	\$2,400	\$3,008
32" LCD Outdoor Kiosk with modem&custom page*	\$30,500	\$2,400	\$3,494
42" LCD Outdoor Kiosk with modem&custom page*	\$34,850	\$2,400	\$4,058
52" LCD Outdoor Kiosk with modem&custom page*	\$39,650	\$2,400	\$4,688
LCD Kiosk Shipping (per kiosk)	\$500	N/A	N/A
LED Variable Message Displays			
24" 2-line LED sign*	\$3,750	\$960	\$375
32" 2-line LED sign*	\$5,200	\$960	\$520
44" 2-line LED sign*	\$5,400	\$960	\$540
54" 2-line LED sign*	\$7,800	\$960	\$780
24" 4-line LED sign*	\$5,400	\$960	\$540
40" 4-line(w/message line) LED sign*	\$9,400	\$960	\$940
52" 5-line (w/message line) LED sign*	\$13,000	\$960	\$1,300
53" 10-line (w/message line) LED sign*	\$15,000	\$960	\$1,500
LED Sign Shipping (per sign)	\$50-\$500	N/A	N/A
Add ADA Audible Voice to LED Signs* (per sign)	\$750	N/A	\$75
Solar Powered 24" 2-line LED Signs* (per sign)	\$12,500	\$960	\$1,250
Solar Powered LED Sign Shipping (per sign)	\$100	N/A	N/A
Wi-Fi Hotspot for Passenger Use			
Wi-Fi Hardware*	\$1,000	N/A	\$100
Unlimited Data Plan	N/A	\$1,000	N/A
Other Options			

Engine Diagnostics Interface*

\$500

N/A

\$50

*Includes installation

**Includes optional extended warranty

Please note that the LCD and LED signs require available 120V power at installation location

Passenger information website, passenger alerts, and WAP-enabled website
(for PDAs and cell phones) are included at no additional cost.

CyRide NextBus Project Cost

One-Time Expense

Budget Item	Final Budget
Base System – Large Buses	\$109,135
Base System – Small Buses	\$8,365
Shipping – GPS Base/Spare Units	\$4,250
Spare Units (5)	\$7,475
4 Signs – Eqt./Shipping Cost	\$22,000
Route Configuration	\$34,000
Telephone Info. System	\$5,000
Test Messaging System	\$5,000
Mobile Computers	\$1,300
XML Data Feed	\$5,000
Project Management	\$15,000
Travel and Expenses	\$5,000
Training On Site	\$500
Less Discount	\$49,500
Total Bid One-Time Cost	\$172,525
Sign Installation/Electrification - ISU	\$12,000
Total One-Time Cost	\$184,525

Annual Expenses

Budget Item	Year 1	Year 2	Year 3
Cell Service Base System	\$28,800	\$28,800	\$28,800
Cell Service - Signs	\$1,440	\$1,440	\$1,440
Software Base System	\$39,420	\$39,420	\$39,420
Software Support Vehicles	\$1,680	\$1,680	\$1,680
Software - Signs	\$2,160	\$2,160	\$2,160
Telephone Info. System	\$4,380	\$4,380	\$4,380
Test Messaging System	\$4,380	\$4,380	\$4,380
Base System Warranty (after Year 1)	NA	\$11,750	\$11,750
Signs Warranty (after Year 1)	NA	\$2,160	\$2,160
Total Annual	\$82,260	\$96,170	\$96,170

Total Three-Year Cost

Expense	Year 1	Year 2	Year 3	Total
One Time	\$184,525	\$0	\$0	\$184,525
Annual	\$82,260	\$96,170	\$96,170	\$274,600
Total	\$266,785	\$96,170	\$96,170	\$459,125

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: April 19, 2012

SUBJECT: Dial-A-Ride Service Update

BACKGROUND: In the fall of 2011, CyRide’s current Dial-A-Ride (DAR) service provider notified the transit system of its interest to terminate this service contract, citing a belief that the contract revenues were not covering expenses. After analysis of their costs and the revenue generated under the DAR contract, it was determined that this contract was generating sufficient revenue to cover their expenses for overhead and direct operation of service. As a result, the provider agreed to continue its service operation under the existing contract through the end of the fiscal year – June 30, 2012. However, they indicated at that time that they were not interested in providing service past this date. As a result, the Transit Board of Trustees in January 2012 formally took action to terminate the five-year agreement as of June 30, 2012. This action allowed CyRide to release a Request for Proposal for Dial-A-Ride services to begin operating on July 1, 2012. At that time, four agencies had indicated an interest in potentially providing DAR service for CyRide.

INFORMATION: A Request for Proposal was released on January 31, 2012, with proposals due on March 1, 2012. During the proposal phase, a request for a 30-day extension for proposal submittals was received from the Heart of Iowa Regional Transit Authority (HIRTA). This extension was granted and a new submittal date of March 31, 2012 was established. On March 31, 2012, no proposals were received for the operation of Dial-A-Ride service.

Upon further investigation as to why no proposals were received, it was discovered that HIRTA had indicated that it was a timing issue for their agency. Specifically, their Board of Directors on March 31, 2012 had decided to terminate its contract with Heartland Senior Services for the provision of paratransit services in Story County, directly operating this service in the county beginning July 1, 2012. As a result, they did not feel at that time they could also take on an additional contract for the operation of CyRide’s DAR service. The HIRTA Executive Director indicated that she had discussed with her board the benefits that combining both services could have on both operations, and further stated that she supported a CyRide-HIRTA contract for DAR service. As a result, she asked the executive committee of the HIRTA Board of Directors (Wayne Clinton from Story County, Bill Lusher from Boone County and Steve Wilson from Warren County) to meet with CyRide staff and herself on Friday, April 6, 2012 so that the HIRTA

board members could gain a better understanding of the DAR service requirements. This was a productive meeting that resulted in CyRide staff being asked to present this same information to the entire HIRTA Board of Director’s at their April 26th meeting. At that time, a final decision will be made by the HIRTA board regarding their desire, or not, to operate this service under contract with CyRide.

If an arrangement can be made with HIRTA, the City of Ames and FTA requirements allow for a single/sole source procurement if no other vendor is available to provide the product or service. Since this service was competitively bid and no bids were received, CyRide would be able to negotiate a reasonable price with HIRTA for approval by the Transit Board of Trustees and City Council.

If an arrangement is not made with HIRTA for the operation of DAR service, CyRide will need to prepare to directly operate this service beginning July 1, 2012. Implementation of this service would require:

- Purchase of vehicles
- Hiring of drivers, dispatchers and supervisors
- Advertisement to DAR customers of the change
- Loss of approximately \$175,000 in operating dollars from the 2012-2013 budget

As CyRide would be directly operating DAR service, it could not use Federal 5310 funds currently used to pay for 80% of operating DAR service under a contract. This would equate to approximately \$172,000 more in expenses than is currently included in CyRide’s operating budget resulting in a reduction in its closing balance. The anticipated expenses are as follows:

Expense Category	Estimated Cost
Vehicles (2)	\$210,000
Operational Expenses (driver wages and benefits, fuel, insurance, etc.)	\$118,000
Dispatch Wages and Benefits	\$84,000
TOTAL	\$412,000

CyRide will have \$255,000 available federal 5310 funds as of July 1, 2012 that could be used **to purchase vehicles**; therefore, the unfunded expenses to directly operate DAR service would total \$202,000; however, CyRide is required to provide a 20% local match so the out-of-pocket cost would be reduced to \$172,000 in 2012-2013.

CyRide staff will inform the Transit Board, of the HIRTA’s Board’s decision after the April 26th meeting.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: April 19, 2012
SUBJECT: 2012-2013 CyRide Growth Potential

BACKGROUND: Iowa State University (ISU) enrollment and CyRide ridership have been growing for the past seven years, as illustrated below, and is predicted to increase substantially in the next two years.

Year	ISU Enrollment	% Increase	CyRide Ridership	% Increase	Buses Added
2005-2006	25,741		4,173,208		6
2006-2007	25,462	-1.1%	4,314,151	+3.4%	3
2007-2008	26,160	+2.7%	4,646,554	+7.7%	2
2008-2009	26,856	+2.7%	5,002,146	+7.7%	4
2009-2010	27,945	+4.0%	5,377,155	+7.5%	0
2010-2011	28,682	+2.6%	5,447,289	+1.3%	0
2011-2012	29,887	+4.2%	5,800,000	+6.5%	0
Total		+16.1%		+38.9%	15

As the above chart indicates, ISU enrollment has increased 16%, while CyRide ridership has grown by almost 39% in this same time period, carrying almost 1.7 million additional rides and requiring 15 additional buses during the peak period. This exponential growth has created financial and infrastructure challenges, and with continued significant increases, will further strain resources to provide a quality service in the future under the current funding scenario.

INFORMATION: At the March Transit Board meeting, CyRide staff presented the results of a study to determine the impact that 5,000 additional students enrolled at Iowa State University (to 35,000) would have on CyRide's service over the next two year period as well as its ability to financially support this higher level of ridership. At that meeting, board members requested staff to estimate and quantify the impact of increased ISU enrollment at 31,000 students in the 2012-2013 school year as opposed to 35,000 students over a two-year period.

The following information estimates this lower impact for the 2012-2013 budget year.

Ridership

Using the same methodology as presented to the transit board at the March 2012 meeting, CyRide is currently providing 173 annual rides per student enrolled at ISU. Additionally, 31,000 students in the 2012-2013 school year represents an approximate increase of 1,200 students or 207,600 additional rides calculated as follows:

$$173 \text{ rides/student} \times 1,200 \text{ additional students} = 207,600 \text{ additional rides}$$

Buses

As calculated for the March 22, 2012 board meeting, CyRide currently provides approximately 80,000 annual rides per bus. Using this statistic, CyRide would need to operate 2-3 additional buses in daily service to meet the additional demand for service based on 31,000 students at ISU next year.

$$207,600 \text{ additional rides} / 80,000 \text{ rides per bus} = 2.60 \text{ additional buses needed}$$

Additional Drivers

In the March 2012 analysis, it was determined that CyRide operates 2.71 driving shifts per bus; therefore, CyRide would need to hire the following number of drivers.

$$2 \text{ additional buses} \times 2.71 \text{ additional driving shifts} = 5.42 \text{ additional drivers}$$
$$3 \text{ additional buses} \times 2.71 \text{ additional driving shifts} = 8.13 \text{ additional drivers}$$

In summary, CyRide anticipates providing 207,600 additional rides, needing at least 2 more buses and 5 more drivers to provide service if ISU enrollment reaches 31,000 next fall.

Financial Impact

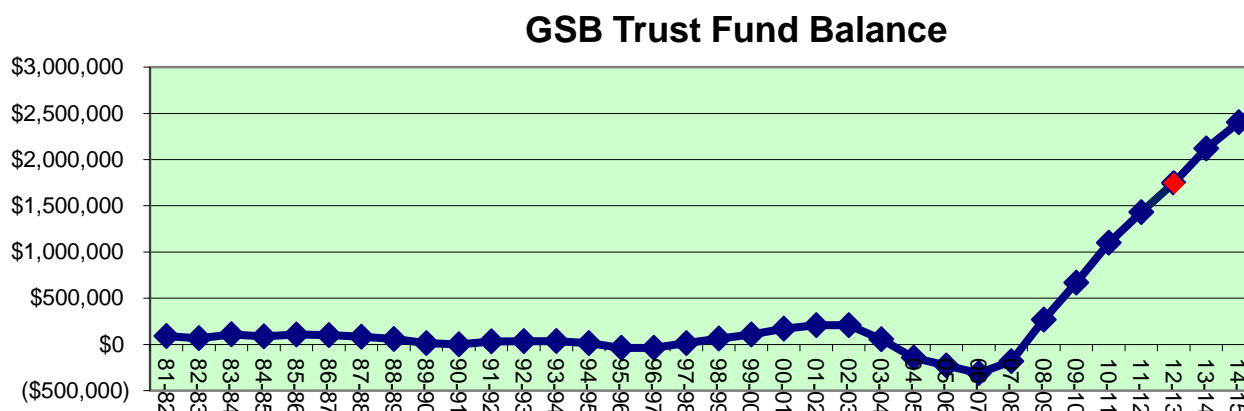
The chart below details the anticipated cost of the above impact.

Expense Category	Additional Dollars Needed
Fixed Route Operations	\$187,031
Training Expenses (5 drivers)	\$22,096
Two Used Buses (@\$75,000 each)	\$150,000
Total Estimated Cost	\$359,127

The above expenses are currently not included in the Transit Board approved 2012-2013 budget adopted in January 2012. In that budget, the closing balance at the end of the

2012-2013 budget year was projected to be at 10%. This balance would be significantly lower if enrollment increases to 31,000 next year.

Additionally, the graph below indicates the current and projected GSB Trust Fund at the end of the 2012-2013 budget year to be approximately \$1.8 million dollars (before committing to the three-year vehicle tracking technology project). This balance will continue to grow as student enrollment increases.



A possible partial solution to fund additional growth in CyRide’s operations is to place a growth cap on the GSB Trust Fund at 1% of the enrollment increase and allow any additional percentage increase in enrollment to remain in the operating budget. Under the 31,000 ISU enrollment scenario, this represents a 3.7% increase. If the GSB Trust Fund was “capped” at 1%, this would allow 2.7% of the increase to remain in CyRide’s operating budget to provide more buses and drivers to operate service in the community next fall. Specifically, the following additional dollars needed to match ISU and the City of Ames local match would be as follows:

- GSB Trust - \$36,097 additional dollars would be transferred to this fund
- CyRide Operating/Capital Budget - \$96,197 additional dollars would remain in the operating budget or be transferred from this fund to the capital budget for additional buses.

If this solution or another proposal is agreed upon, the ten-year, *An Agreement for Joint Action in Support of Transit Services in the City of Ames* (Three-Party Agreement) would need to be modified in Section 2.2.4.e.(2) to reflect the agreed-upon modification (agreement attached).

ALTERNATIVE:

1. Recommend to Iowa State University’s Government of the Student Body to cap the growth in the CyRide GSB Trust Fund at 1% of enrollment increase allowing the balance of student fee dollars to remain in CyRide’s operating or capital budgets to address ridership increases that result from these enrollment increases.

2. Direct CyRide staff to meet with GSB representatives to discuss the issue and find a mutually agreed upon solution for rising enrollment/ridership with constrained operating dollars.
3. Do not modify the agreement to address enrollment/ridership increases.
4. Table action until the next Transit Board of Trustees meeting.

RECOMMENDATION:

The Transit Director recommends either Alternative #1 or #2 based on the Transit Board of Trustees opinion on the appropriate solution to rising enrollment/ridership. Currently, CyRide has a favorable image within the ISU and Ames community based on a service level that closely matches ridership demand. Staff believes that with continued enrollment/ridership increases this image and matching service/demand level will be jeopardized without additional resources to increase service levels as demand increases.

**AN AGREEMENT FOR JOINT ACTION IN SUPPORT
OF TRANSIT SERVICES IN THE CITY OF AMES**

THIS AGREEMENT, made and entered into effective the first day of July, 2011 by, between and among IOWA STATE UNIVERSITY (hereinafter referred to as "University"); the GOVERNMENT OF THE STUDENT BODY OF IOWA STATE UNIVERSITY (hereinafter referred to as "GSB"); and the CITY OF AMES, IOWA (Hereinafter referred to as "City").

WITNESSETH:

1. PURPOSE

1. It is the purpose hereof to establish that the City, the University, and GSB do agree, each with the other, to participate as hereinafter provided in the support, operation and utilization of a public transit system in the City of Ames, Iowa under the management, control and governance of the Ames Transit Agency Board of Trustees.

2. BUDGET FOR TRANSIT SERVICES

1. It is agreed by the parties hereto that the budget for transit services hereunder, and the parties' contributions thereto, from July 1, 2011 to June 30, 2012 is as shown in Appendix A attached hereto.
2. It is further agreed that the parties hereto shall agree each year, prior to January 21, upon a budget for transit finances for the ensuing fiscal year. Said budget shall be in two parts.

Part I shall show the Transit Improvement budget as follows:

1. Estimated revenues, divided as follows:
 - (1) Federal and State grants.
 - (2) Contribution from the City
 - (3) Contribution from the University
 - (4) Contribution from the GSB
 - (5) Miscellaneous revenues
2. Estimated expenditures divided as follows:
 - (1) Services
 - (2) Supplies and materials
 - (3) Equipment
 - (4) Real estate and improvements

Part II shall show an operating budget as follows:

3. Estimated revenues divided as follows:

- (1) Federal and State grants
- (2) Contribution from the City
- (3) Contribution from the University
- (4) Contribution from the GSB
- (5) Fares, advertising and miscellaneous

4. Estimated expenditures

- (1) Personnel Services
- (2) Contractual
- (3) Commodities
- (4) Capital
- (5) Other

c. The Ames Transit Agency shall cause such a proposed budget to be submitted not later than the first day of January each year, to the Ames City Council, the University Administration and the ISU Government of the Student Body. The final decisions of the Ames City Council, the University Administration and the GSB shall be reported back to the Ames Transit Agency Board of Trustees which shall adjust the budget if necessary to conform to the level of contribution available from each party hereto. If either the City, University, or GSB fixes its contribution at less than the amount requested by the Ames Transit Agency Board of Trustees, the contribution of the others shall be decreased proportionately, unless the others shall decide to pay a larger proportion.

d. Should any budget established hereunder prove, after operational experience, to be demonstrably inequitable to any party or parties hereto, redress shall be accomplished by credits and adjustments in the next subsequent budget.

e. Payment of the agreed level of contribution by the GSB is to be made from student fees assessed for that purpose. Therefore, it is recognized that, due to the enrollment fluctuations, there will always be some disparity, plus or minus, between the amount of the GSB contribution budgeted and the sum actually realized from student fees for that purpose.

- (1) GSB shall have no liability or carry-over debt in subsequent years because of fees being less than the budgeted amount.
- (2) However, when fees are collected in an amount exceeding the agreed level of contribution the excess shall also be paid over to the Ames Transit Agency to be retained as a credit to a reserve account. Any such amount shall be invested at interest and interest earned credited to the reserve account.
- (3) Funds in the said reserve account shall be used by the Ames Transit Agency to offset any deficiency of revenue from student fees for the GSB contribution. Should the amount in such reserve account ever be, in the judgment of the Ames Transit Agency Board of Trustees, substantially greater than any reasonably foreseeable deficiency of revenue aforesaid, the reserve fund may be drawn upon by the Ames Transit Agency to expand or enhance transit services.

- (4) However, any considered expenditure of funds in the reserve account by the Ames Transit Agency, other than to offset a fee revenue deficiency, must be approved by a majority vote of the GSB Senate.

3. ADMINISTRATION

- a. The Administration of this agreement shall be by the Ames Transit Agency Board of Trustees, an administrative agency of the City of Ames, Iowa, organized and existing pursuant to the provisions of Chapter 392 Code of Iowa, 1985.

4. DURATION

The duration of this agreement shall be ten years beginning on the first day of July, 2011 and ending on the thirtieth day of June, 2021. During this lease period the parties shall begin the process of review, evaluation and planning that will conclude in a decision on continuing joint support of a public transit system after the expiration of this agreement.

5. PROPERTY

All property, real and personal, hereinafter acquired for the purpose of implementing this agreement shall be held in the name of the City of Ames or the Ames Transit Agency, an administrative agency of the City of Ames, Iowa, and acquired and disposed of only in accordance with the policies, procedures and laws pertaining to the said City of Ames, Iowa.

6. LIABILITY

Any liability for any damage, loss, obligation, claim or demand of any kind whatsoever, directly or indirectly resulting from or arising out the operation of this agreement, including the operation of the aforesaid transit system, which is not compensated by insurance, bond, or other indemnification, shall be shared equally by all of the parties to the agreement to the extent permitted by law.

7. DISPOSITION OF PROPERTY ON TERMINATION

As soon as practicable after termination of this agreement, the City, University and GSB shall dispose of all property acquired under this agreement, including surplus funds, in an equitable manner based upon the proportion of each parties pecuniary contribution at the beginning of and during the course of this agreement. However, it is expressly understood and agreed that in recognition of the transit buses of the City and of ISU used by the Ames Transit Agency, but not acquired hereunder, there shall be excluded from the property to be disposed of and distributed on termination, eight (8) buses then selected by the City, said buses to be the property of the City and one bus to be selected by ISU, said bus to be the property of ISU. Also, it is expressly understood and agreed that any balance in the "reserve fund" provided for under paragraph 2e, including the interest earned on the investment thereof, will be paid over to and become the property of GSB. If no agreement as to disposition of remaining assets is reached within six months of termination of this agreement, the City, University and GSB shall, within 30 days thereafter, each appoint some person as its representative, and the Ames Transit Agency Board of Trustees shall appoint two additional persons, and these five people shall prepare and recommend a complete plan for the disposition of all property acquired hereunder, and such plan shall provide for the continuation of the use of the property for a transit system in the City of Ames, if practicable.

IN WITNESS WHEREOF the parties hereto have caused this instrument to be signed by their authorized representatives as of the date first above written.

UNIVERSITY

By Warren R. Madden
Warren Madden, Vice President

CITY OF AMES

By Ann Campbell
Ann Campbell, Mayor

ATTEST:

By Diane Voss
Diane Voss, City Clerk

GOVERNMENT OF STUDENT BODY

BY Luke Roling
Luke Roling, President

AMES TRANSIT AGENCY BOARD OF TRUSTEES

By Robert Anders
Robert Anders, President

IOWA STATE BOARD OF REGENTS

BY Robert Donley
Robert Donley, Executive Director

APPROVED AS TO FORM
BY Douglas R. Marek
DOUGLAS R. MAREK
CITY ATTORNEY

CYRIDE THREE PARTY REVENUE HISTORY
Budgeted Amount

YEAR	City Total	Tax Levy	Intermodal	ISU Total	ISU Basic	Intermodal	GSB Total	GSB Basic	GSB MDX	3 Parties	Parking	Shuttles	Total Local
1981-82	\$271,160	\$271,160		\$100,000	\$100,000		\$355,600	\$355,600		\$726,760			\$726,760
1982-83	\$307,412	\$307,412		\$125,000	\$125,000		\$355,600	\$355,600		\$788,012			\$788,012
1983-84	\$324,610	\$324,610		\$133,000	\$133,000		\$424,180	\$424,180		\$881,790	\$37,200		\$918,990
1984-85	\$324,610	\$324,610		\$133,000	\$133,000		\$424,180	\$424,180		\$881,790	\$38,883		\$920,673
1985-86	\$324,610	\$324,610		\$133,000	\$133,000		\$489,391	\$489,391		\$947,001	\$39,253		\$986,254
1986-87	\$357,071	\$357,071		\$146,300	\$146,300		\$538,330	\$538,330		\$1,041,701	\$41,275		\$1,082,976
1987-88	\$368,140	\$368,140		\$150,835	\$150,835		\$555,018	\$555,018		\$1,073,993	\$44,509		\$1,118,502
1988-89	\$381,246	\$381,246		\$156,252	\$156,252		\$585,028	\$585,028		\$1,122,526	\$44,706		\$1,167,232
1989-90	\$396,496	\$396,496		\$162,502	\$162,502		\$608,429	\$608,429		\$1,167,427	\$43,637		\$1,211,064
1990-91	\$401,254	\$401,254		\$170,952	\$170,952		\$619,949	\$619,949		\$1,192,155	\$45,469		\$1,237,624
1991-92	\$418,909	\$418,909		\$178,474	\$178,474		\$647,227	\$647,227		\$1,244,610	\$50,265		\$1,294,875
1992-93	\$428,963	\$428,963		\$182,757	\$182,757		\$662,760	\$662,760		\$1,274,480	\$55,555		\$1,330,035
1993-94	\$458,990	\$458,990		\$195,550	\$195,550		\$761,496	\$741,043	\$20,453	\$1,416,038	\$67,177		\$1,483,213
1994-95	\$484,185	\$484,185		\$206,286	\$206,286		\$803,378	\$761,800	\$21,578	\$1,493,849	\$88,223		\$1,582,072
1995-96	\$503,552	\$503,552		\$214,537	\$214,537		\$835,513	\$812,847	\$22,666	\$1,553,602	\$128,662	\$41,720	\$1,723,985
1996-97	\$537,700	\$537,700		\$229,100	\$229,100		\$880,920	\$857,000	\$23,920	\$1,647,720	\$151,768	\$56,000	\$1,855,488
1997-98	\$561,897	\$561,897		\$264,410	\$264,410		\$947,065	\$920,565	\$26,500	\$1,773,372	\$157,034	\$56,000	\$1,986,406
1998-99	\$616,394	\$616,394		\$279,410	\$279,410		\$1,004,202	\$1,004,202	\$0	\$1,900,006	\$161,745	\$57,680	\$2,119,431
1999-2000	\$653,378	\$653,378		\$296,175	\$296,175		\$1,064,464	\$1,064,454	\$0	\$2,014,006	\$189,126	\$67,158	\$2,250,290
2000-01	\$702,381	\$702,381		\$318,388	\$318,388		\$1,144,288	\$1,144,288	\$0	\$2,165,057	\$182,702	\$71,266	\$2,419,025
2001-02	\$755,060	\$755,060		\$342,267	\$342,267		\$1,374,531	\$1,374,531		\$2,471,867	\$198,727		\$2,670,594
2002-03	\$811,689	\$811,689		\$355,957	\$355,957		\$2,125,842	\$2,125,842		\$3,293,488	\$208,000		\$3,501,488
2003-04	\$897,728	\$897,728		\$393,689	\$393,689		\$2,427,167	\$2,427,167		\$3,718,584	\$208,700		\$3,927,284
2004-05	\$925,558	\$925,558		\$405,893	\$405,893		\$2,470,955	\$2,470,955		\$3,802,406	\$213,000		\$4,015,406
2005-06	\$1,018,113	\$1,018,113		\$446,483	\$446,483		\$2,425,000	\$2,425,000		\$3,899,596	\$219,390		\$4,108,986
2006-07	\$1,080,218	\$1,080,218		\$473,718	\$473,718		\$2,572,925	\$2,572,925		\$4,126,861	\$226,460		\$4,353,311
2007-08	\$1,143,951	\$1,143,951		\$501,667	\$501,667		\$2,608,946	\$2,608,946		\$4,254,565	\$236,640		\$4,491,205
2008-09	\$1,210,300	\$1,210,300		\$530,764	\$530,764		\$2,760,265	\$2,760,265		\$4,501,329	\$246,106	\$80,931	\$4,808,366
2009-10	\$1,270,815	\$1,270,815		\$557,302	\$557,302		\$2,898,278	\$2,898,278		\$4,726,396	\$246,106	\$83,368	\$5,035,870
2010-11	\$1,315,294	\$1,315,294		\$576,808	\$576,808		\$3,008,118	\$3,008,118		\$4,900,220	\$253,489	\$36,100	\$5,189,809
2011-12	\$1,376,656	\$1,367,906	\$8,750	\$608,630	\$599,880	\$8,750	\$3,128,442	\$3,128,442		\$5,096,228	\$261,094	\$36,100	\$5,410,922
Total	\$20,628,340	\$20,619,590		\$8,969,106	\$8,960,356		\$41,507,477	\$41,392,360	\$115,117	\$71,087,424	\$4,084,891	\$546,323	\$75,718,137
Since '86	5.7%	5.7%		6.0%	6.0%		8.9%	8.9%					

CYRIDE THREE PARTY REVENUE HISTORY

REVENUE HISTORY AS A PERCENTAGE OF YEARLY REVENUES

YEAR	CITY	ISU	GSB
1981-82	37.3%	13.8%	48.9%
1982-83	39.0%	15.9%	45.1%
1983-84	36.8%	15.1%	48.1%
1984-85	36.8%	15.1%	48.1%
1985-86	34.3%	14.0%	51.7%
1986-87	34.3%	14.0%	51.7%
1987-88	34.3%	14.0%	51.7%
1988-89	34.0%	13.9%	52.1%
1989-90	34.0%	13.9%	52.1%
1990-91	33.7%	14.3%	52.0%
1991-92	33.7%	14.3%	52.0%
1992-93	33.7%	14.3%	52.0%
1993-94	32.4%	13.8%	53.8%
1994-95	32.4%	13.8%	53.8%
1995-96	32.4%	13.8%	53.8%
1996-97	32.6%	13.9%	53.5%
1997-98	31.7%	14.9%	53.4%
1998-99	32.4%	14.7%	52.9%
1999-2000	32.4%	14.7%	52.9%
2000-01	32.4%	14.7%	52.9%
2001-02	30.5%	13.8%	55.6%
2002-03	24.8%	10.8%	64.5%
2003-04	24.1%	10.6%	65.3%
2004-05	24.3%	10.7%	65.0%
2005-06	26.2%	11.5%	62.3%
2006-07	26.2%	11.5%	62.3%
2007-08	26.9%	11.8%	61.3%
2008-09	26.9%	11.8%	61.3%
2009-10	26.9%	11.8%	61.3%
2010-11	26.8%	11.8%	61.4%
2011-12	26.8%	11.8%	61.4%
Average	29.0%	12.6%	58.4%

ANNUAL PERCENTAGE INCREASES

YEAR	CITY	ISU	GSB
1982-83	13.4%	25.0%	0.0%
1983-84	5.6%	6.4%	19.3%
1984-85	0.0%	0.0%	0.0%
1985-86	0.0%	0.0%	15.4%
1986-87	10.0%	10.0%	10.0%
1987-88	3.1%	3.1%	3.1%
1988-89	3.6%	3.6%	5.4%
1989-90	4.0%	4.0%	4.0%
1990-91	1.2%	5.2%	1.9%
1991-92	4.4%	4.4%	4.4%
1992-93	2.4%	2.4%	2.4%
1993-94	7.0%	7.0%	14.9%
1994-95	5.5%	5.5%	5.5%
1995-96	4.0%	4.0%	4.0%
1996-97	6.8%	6.8%	5.4%
1997-98	4.5%	15.4%	7.5%
1998-99	9.7%	5.7%	8.0%
1999-2000	6.0%	6.0%	6.0%
2000-01	7.5%	7.5%	7.5%
2001-02	7.5%	7.5%	20.1%
2002-03	7.5%	4.0%	54.7%
2003-04	10.6%	10.6%	14.2%
2004-05	3.1%	3.1%	1.8%
2005-06	10.0%	10.0%	-1.9%
2006-07	6.1%	6.1%	6.1%
2007-08	5.9%	5.9%	1.4%
2008-09	5.8%	5.8%	5.8%
2009-10	5.0%	5.0%	5.0%
2010-11	3.5%	3.5%	3.8%
2011-12	4.0%	4.0%	4.0%
Average	5.6%	6.3%	8.1%

Transit Director's Report

April 2012

1. Intermodal Facility Construction Update

Weitz Company has completed the following major activities in March 2012.

- Bus garage structure/roof completed
- Concrete patching
- Crash walls completed
- Storefront at Terminal area installed
- Steel at elevator completed
- Curtainwall at east stairwell started
- Insulation at terminal building



In April 2012, the following work is anticipated:

- Duct and piping
- Pavement at ramp entrances
- Light poles on the site
- Surface lot and bus lane paving
- Interior finishes in terminal building

The picture above illustrates the project's progress as of April 13, 2012, which continues to progress ahead of schedule, for completion on May 25, 2012 as of this date. **The ribbon-cutting event has been moved up to Saturday, June 9, 2012 at noon to accommodate Iowa's Congressional delegation schedule.** The Federal Transit Administration's monthly progress report is available upon request.

2. American Recovery and Reinvestment Act (ARRA) Federal Review

Federal Transit Administration staff and their consultant conducted a two-day review of CyRide projects funded with ARRA funding. These projects included the purchase of ten of the hybrid buses and equipment to maintain these vehicles and the intermodal facility. They also reviewed CyRide's overall compliance with federal regulations in areas that were impacted by these projects. A summary of the review results are attached. Overall, the reviewers indicated that CyRide's program review was one of the "cleanest" reviews they had completed and were very pleased with CyRide's compliance and records. There were; however, two minor findings that are currently being addressed and should be able to be closed out in the next 30 days.

3. TIGER Program Applications

The competition for TIGER grants seems to be increasing. The US DOT recently released a report on the number of TIGER grant requests and the dollar amount competing for the recent round of TIGER awards. In this report they indicated that they had received 703 applications for projects totaling more than \$10.2 billion. The available funding for the applications is \$500 million, representing 20 times more in funding requests than are able to be funded. The US DOT has committed to awarding funding for projects by July 2012.

V. SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

Finding	Deficiency	Corrective Action	Response Date	Date Closed
D	Pre-award and/or post-delivery audits not performed	Submit to the FTA Region VII office a copy of the Post-Delivery Audit for the purchase of 10 40-Foot buses from Gillig Corporation.	5/30/12	
D	Lacking independent cost estimate	Submit to the FTA Region VII office written procedures for ensuring that an independent cost estimate is prepared for all FTA funded contracts prior to contract award.	5/30/12	

Findings: ND = No Deficiencies; D = Deficient; AC = Advisory Comment; NA = Not Applicable

May 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 ISU Graduation
6	7	8	9	10 Transit Board Mtg. 5:15 pm	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		