AMES TRANSIT AGENCY BOARD OF TRUSTEES

CYRIDE CONFERENCE ROOM

June 25, 2012

1. CALL TO ORDER: 5:15 P.M.
2. Approval of May 10, 2012 Minutes
3. Public Comments
4. Elections – Transit Board Officers and AAMPO Representative
5. Ames Intermodal Facility Change Order – Bike Path Addition
6. Ames Intermodal Facility – Ames Police Department Lease
7. Alternatives Analysis Grant
8. Quarterly Operation's Report
9. Transit Director's Report
10. Set Time and Place of Next Meetings: August 23 – 5:15 pm
11. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA **May 10, 2012**

The Ames Transit Agency Board of Trustees met on May 10, 2012 in the conference room at CyRide. President Anders called the meeting to order at 5:17 p.m. Trustees in attendance were: Anders, Madden, Schainker, and Vander Velden. Absent: Trustees Wacha and Gerdes.

President Anders introduced the Iowa State GSB appointees to the transit board for 2012/2013: Chad Leines, GSB Representative, Senior in Business Economics, and Daniel Rediske, GSB Senator, Senior in Computer Science.

President Anders thanked Trustee Vander Velden for his service and input to the transit board this past year. Trustee Vander Velden thanked board members and CyRide staff for their support this past year and expressed his support to the new GSB appointees.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve the minutes from the April 12 and April 19, 2012 transit board meetings. Motion seconded by Trustee Vander Velden. (Ayes: Fours. Nays: None) Motion carried.

PUBLIC COMMENTS: None.

FLOOD PROTECTION UPDATE: Director Kyras reminded board members of their previous action taken on April 12, 2012 to flood protect CyRide and subsequent discussions since that approval. She indicated that the chosen option was an earthen berm and floodgate option to the four and half foot level above the 100' flood elevation of 900 feet. Since that meeting, Director Kyras and CyRide staff have met with Cathy Brown and Dean Morton, ISU's Planner and Architect, and Dave Miller, Iowa State University's Vice President of Facilities Planning and Management, to discuss the approved plans. Two recommendations were made by their staff: soften the earthen berm option with a combination of earthen berm and flood wall, and reduce the height to 3' above the 100 year flood level based on engineering studies ISU had performed for the adjacent cooling towers. To accomplish these changes, URS engineers estimated the additional cost for the change in type of flood wall would be approximately $250,000, however, if the height were reduced, approximately this same dollar amount could be saved resulting in an estimated $0 change.

Director Kyras further explained the reasoning for the height reduction in the flood protection. She indicated that Mr. Miller had provided additional information about the effect of future flooding events. Specifically, he indicated that there would be a "weir" effect with the railroad tracks that create a levy situation. He indicated that because of this structure, water only has two "holes" in the levy to enter CyRide's property. As a result, the water level on the south side of the tracks would be lower as the tracks/levy would hold back higher levels of water. He indicated that a 4 foot increase in water

over the 2010 flood levels would only result in a few inches difference at CyRide's property.

Director Kyras further explained that she had spoken with Cindy Moses, Engineer at the FTA Regional office in Kansas City, who at one time was an engineer with the Army Corp of Engineers, asking for the FTA's input. Ms. Moses, who has been to CyRide's facility, agrees with Mr. Miller's assessment. As a result, CyRide staff recommended reducing the flood protection approved at the April meeting to the 903 elevation level as opposed to the 904.5 level.

Trustee Madden questioned why the previously approved and staff recommended level was higher than the ISU consultant engineers recommendation. Director Kyras indicated that this was based on the City/CyRide insurance carrier, FM Global, who desired the 904.5 level. Trustee Schainker questioned whether FM Global would confirm and feel comfortable with the decision. Director Kyras indicated that a request had been made by FM Global to review Iowa State University's documentation and this request had been passed along to ISU staff. Director Kyras also shared with the Transit Board that the city's insurance is out for bid at this time and may result in a different carrier and opinion. Director Kyras also shared that at the 903 level, the 2010 level flood would be 2 feet below the berm/wall height.

Trustee Madden shared with the Trustees that he had worked with FEMA for ISU and that FEMA had signed off at the 903 level for their buildings. He also shared that the aesthetics of the earthen berm and the appearance around CyRide is important to Iowa State University as visitors drive along University Blvd. and does not have any issues with Iowa State staff's recommendation.

Trustee Schainker was concerned with the insurance company's decision being higher than engineers recommendations and FEMA's approval. Director Kyras indicated that in conversation's with the City's Risk Manager, she had been provided with information as to why this discrepancy might occur. She indicated that she had been told that the City's insurer, FM Global, is an engineering based insurance company and, as a result, tends to look at insurance risk differently and more conservatively.
Trustee Madden pointed out these standards were adopted by Iowa State and the transit board can adopt these standards since CyRide is on university land under a lease with the university. He indicated that he felt that the transit board could make an independent decision.

Trustee Madden made a motion to adopt Alternative #1 for CyRide's flood protection measures at the 903 level, 3 feet above its current elevation. Trustee Schainker seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

FIREARMS ON THE BUS: Director Kyras explained prohibiting firearms on the bus, which dates back to the 1980's, was a CyRide operational decision based on safety concerns. A

question has been raised whether CyRide can continue this practice in light of recent legislation. Director Kyras has discuss this issue with Doug Marek, Ames City Attorney, who has indicated that municipalities cannot prohibit this practice; however, boards and commissions can prohibit this activity. CyRide staff continues to believe this is a good practice and would further recommend that "other weapons" be added so that knives could be include as well.

Transit board members questioned whether other city boards and commissions have adopted a firearms policy. Director Kyras indicated that staff could research this topic. Trustee Madden pointed out that Iowa State prohibits firearms on campus, but was unsure if this would extend to buses. If individuals violate the policy at Iowa State, Iowa State Public Safety officers remove them from the property, not necessarily arrest them. He indicated that it was not an entitlement, but will not arrest individuals for violation of the policy. He indicated that Iowa State Public Safety officers do not stop people to check for weapons who are driving across campus. He indicated that the same was true with carrying weapons, not randomly search bags or purses.

After some discussion, the transit board indicated their support of the policy in general, but requested CyRide staff complete more research to see if other City departments have a firearms policy.

Trustee Madden made a motion to table the decision until more information is available. Trustee Schainker seconded the motion. (Ayes: Fours. Nays: None.) Motion approved.

AMES INTERMODAL FACLITY – JEFFERSON LEASE: Director Kyras indicated that a lease for use of the Ames Intermodal Facility by Jefferson Lines and Burlington Trailways had been approved by legal staff of all entities. She then briefly summarized the terms of the agreement as described in the board packet.

Director Kyras shared that she had received the final draft from the City Legal Department earlier that day. Additionally, the Federal Transit Administration's Legal Department; the City's Risk Manager, David Eaton; and the Jefferson Lines attorney have reviewed and approved the agreement.

Trustee Madden made a motion to approve the Jefferson Lines lease between the City of Ames and Ames Transit Agency as presented. Motion was seconded by Trustee Vander Velden. (Ayes: Fours. Nays: None.) Motion carried.

AMES INTERMODAL FACILITY – EXECUTIVE EXPRESS: Director Kyras pointed out the differences between the previously approved Jefferson Lease and the Executive Express lease. The main differences are the monthly lease rate and the inclusion of two parking spaces. The lease rate is based on current market rates.

Director Kyras indicated that HIRTA had decided not to lease office space in the facility. Director Kyras indicated that board approval would need to be contingent upon final approval by the Federal Transit Administration for this lease.

Trustee Schainker made a motion to approve the lease, contingent upon Federal Transit Administration approval and to grant authorization to Director Kyras to make changes if needed. Motion seconded by Trustee Vander Velden. (Ayes: Fours. Nays: None.) Motion carried.

PROPERTY INSURANCE FOR BUSES IN FACILITY: Director Kyras reminded board members about the recently discovered gap in insurance coverage when vehicles are parked in CyRide's facility. Property and contents are covered through FM Global, and vehicles are insured through ICAP, but not when the vehicles are parked in the facility. CyRide has valued the replacement cost for a total loss at $28 million.

David Eaton, City Risk Manager, received two annual premium quotes for vehicle coverage at the following deductibles: $100,000, $2,052 per month, and $250,000, $1,642 per month. The coverage would be for repair or replace with a not-to-exceed actual cash value. Because CyRide's fleet includes a number of very old vehicles, CyRide staff asked for clarification on the actual cash value, which would be very low. The insurance company stated that it would be actual cash value or, for an older bus, a reasonable replacement cost for a bus.

The City's Risk Manager recommends the higher level of $250,000 deductible because there is a minimal likelihood of a catastrophic loss of this nature.

Trustee Madden moved that CyRide should proceed as soon as possible to approve purchase of insurance for vehicles parked inside or on the premises of CyRide's facility at a $250,000 deductible level. Motion seconded by Trustee Vander Velden. (Ayes: Four. Nays: None.) Motion carried.

2012 – 2013 DIAL-A-RIDE CONTRACTS: Director Kyras provided a brief history of CyRide's contracted Dial-A-Ride service since 2003, including the termination of a contract with Heartland Senior Services as of June 30, 2012 and the results of the bidding process to identify another provider for this service. These discussions have resulted in the development of a contract with Heart of Iowa Regional Transit Agency (HIRTA) to provide service beginning July 1, 2012.

The two contracts provided in the board packet (operational contract and vehicle contract) were reviewed and approved by HIRTA's Board of Directors, attorneys for each organization, the City's Risk Manager and the Iowa DOT. These agreements are 28E, intergovernmental documents.

Director Kyras briefly explained each of the sections contained in the agreements and stated that the agreed upon compensation represented a 3% increase over current expenses paid to Heartland Senior Services.

Trustee Schainker asked if there were changes in the fuel surcharge adjustment fee. Director Kyras indicated that it was modified to reflect current fuel prices and increased under the fuel surcharge for higher fuel expenses. Trustee Madden questioned the $18 general public fee and asked if anyone used this service for general public rides. Director Kyras explained that this cost represents the full cost of providing a trip on Dial-A-Ride service and that to her knowledge the general public had not used this service.

Trustee Schainker believed it is to CyRide advantage to proceed with this agreement.

Trustee Schainker made a motion to approve the Purchase of Service Contract and Motor Vehicle Use 28E Agreements between HIRTA and CyRide for operation of service and use of a vehicle for Dial-A-Ride service beginning July 1, 2012. Motion seconded by Trustee Madden. (Ayes: Four. Nays: None.) Motion carried.

INTERMODAL FACILITY CHANGE ORDER APPROVAL: Change Order #37 is in the amount of $52,160 for removal of unsuitable soils as it relates to the installation of the sanitary sewer. This dollar amount goes above the purchasing threshold for departmental approval and needs transit board and City Council approval. The total change order costs to date are $221,000, leaving funding for the bicycle path to the Arboretum.

Trustee Schainker made a motion to approve Change Order #37 to Weitz Company for an additional $52,160 for the removal of unsuitable soils during the installation of the sanitary sewer. Motion seconded by Trustee Vander Velden. (Ayes: Four. Nays: None.) Motion carried.

2012-2013 CYRIDE GROWTH POTENTIAL: Director Kyras recapped information from the March transit board meeting where staff determined the impact of an additional 5,000 students over a two year period, for a total enrollment of 35,000. During the April 19, 2012 transit board meeting, CyRide provided information on a one year impact of enrollment at 31,000, as required by the transit board.

Director Kyras briefly recapped the discussion of this item at the April 2012 meeting.

- Ridership – At 173 rides per student, the increased ridership would be 207,000 additional rides.
- Buses – At 80,000 rides per bus, 2.6 additional buses would be needed.
- Drivers – For two to three additional buses, five to eight additional drivers would be needed.

The financial impact is estimated to be $359,127, with the increase broken down as follows: fixed route operations would be $187,000; $22,000 for training additional drivers, purchase of two to three buses for $150,000.

Director Kyras indicated that the GSB Trust Fund will continue to grow with increased enrollment. She offered a possible solution to "cap" the increase flowing into the Trust Fund. The example used was a 1% cap and 31,000 enrollment, which would result in the Trust Fund growing by $36,097 and the operating budget increasing by $96,197 under this scenario. Another solution could be to cap the GSB Trust Fund at a certain level and allow any additional funding to remain in the operating budget. She indicated that any change would require a modification to the Three Party Agreement.

Trustee Schainker questioned whether a cap on the increase in the GSB Trust fund would generate sufficient dollars, as it would generate $96,000 and there was a need for over $350,000. Director Kyras said it was a partial solution for the immediate need, but that it would allow CyRide to address future growth.

Trustee Madden indicated that there needs to be additional conversation with GSB about the challenge and solutions. He indicated that the Fee Committee would be meeting this summer to begin budget conversations and recommended that this topic be included in these discussions. Director Kyras indicated that the sooner discussions could occur, the better as the impact of 31,000 students would begin in August 2012.

Trustee Madden shared that administratively, Iowa State University has the authority to utilize the fee dollars; however, he politically was uncomfortable with this direction. Trustee Madden confirmed enrollment numbers are most likely to happen.

Director Kyras discussed the difficulties CyRide encountered with ridership for the Gray route and with the system as a whole. She indicated that CyRide held its service level at 2010-2011 levels with the operation of 59 peak buses, but this meant that buses were fuller than the previous school year. She shared that with another enrollment increase, the service quality would degrade if additional service was not added to address the demand. Trustee Schainker discussed the timing of when an increase needed to be approved. Director Kyras indicated that if CyRide was aware of the desire to increase funding, approvals could happen after the beginning of the fall session as the funds could flow to CyRide in the spring semester. Trustee Schainker asked about whether CyRide would have additional buses to put out in service. Director Kyras indicated that CyRide would be receiving five new buses in September and several buses to be replaced could remain in service to increase the fleet. Prior to this time, a smaller spare ratio could be operated to allow for the increase.

Trustee Vander Velden made a motion to adopt Alternative #2 to 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. Motion seconded by Trustee Schainker. (Ayes: Four. Nays: none.) Motion carried.

Transit Directors Report:

- Intermodal Facility Construction Update- paving is complete and Iowa State is pre-selling parking spots.
- VEISHEA – Ridership was up 11,358, which is 11% over the previous year. CyRide received damage from bricks thrown at a bus.
- Odyssey of the Minds event will take place in Ames May 23 to May 27, 2012 with an estimated 15,000 participants. The schedule will be the same as in the past with private carriers conducting the airport and hotel shuttles. CyRide provides shuttle service along active routes and delivering participants to the Memorial Union Sunday morning as they depart to various airports. This event expects to generate 80,000 rides. CyRide charges the Ames Visitors and Convention Bureau for its planning services for this event.

Transit board meetings are tentatively scheduled for June 28 and August 23, 2012 at 5:15 p.m.

Meeting adjourned at 6:34pm.

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Bob Anders, President Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: June 25, 2012

SUBJECT: Elections – Transit Board Officers and AAMPO Representative

INFORMATION: Annually, the Transit Board of Trustees elects new officers as required by the Ames Municipal Code, Chapter 26A. This election for President and Vice-President is typically held in June of each year at the beginning of the new term. Therefore, the Transit Board will need to elect officers for the 2012-2013 year at the June 25, 2012 Transit Board meeting.

In addition, Arjay Vander Velden was the Ames Area Metropolitan Planning Organization representative from the Transit Board of Trustees. With the expiration of his term on May 15, 2012, the Transit Board will also need to elect a new representative to this organization. The following information briefly describes the purpose and time commitment for this position.

> The Ames Area Metropolitan Planning Organization (AAMPO) is comprised of city, county, Iowa State University and Ames Transit Agency representatives for the purpose of directing transportation planning and expenditures of funds in the Ames urbanized area. CyRide has one voting seat on the Committee to represent the transit system's perspective on these issues. The AAMPO Committee meets prior to the City Council meetings for 5 to 20 minutes on Tuesday evenings several times each year.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: June 25, 2012

SUBJECT: Ames Intermodal Facility Change Order – Bike Path Addition

BACKGROUND: With the near completion of the Ames Intermodal Facility, the Project and Construction Managers have reviewed expenses to date as well as anticipated expenses to close out the project. As a result of this analysis, it has been determined that there will be approximately $553,000 in unused project funds between remaining construction contingency funds and the conservatively-estimated state sales tax refund (see attached spreadsheet). The Federal Transit Administration has indicated that they desire to have 100% of the funds expended on the project as soon as possible.

INFORMATION: As a project team, a list of priority project elements that could be added to the project have been developed as follows:

Priority	Project	Cost Estimate
1	Tenant Utility Breakout	$30,000
2	Fence on South Side of Property	$9,200
3	Bike Path through the ISU Arboretum	$304,906
4	Green Screen at Bus Terminal	TBD
5	Additional Landscaping	TBD
6	Furniture for the Management Office	TBD
7	Purchase of the Art Piece	TBD

CyRide staff is recommending proceeding, at this time, with the first three priorities totaling an estimated $344,106. A map of the bike path alignment is attached.

It is anticipated that the sales tax refund will not be received by CyRide for at least six months; therefore, with a current construction contingency balance of $328,666, proceeding with the above project additions will put the budget in an artificial deficit until the sales tax refund receipts are received. In discussions with the City's Finance Department, CyRide's closing balance could be temporarily reduced to accommodate these expenses until the sales tax receipts are received. The expenses and receipt of the sales tax should occur after July 1, 2012 so should impact the same fiscal year; however,

CyRide will not gain as much interest revenue from its closing balance as it will be lower until the sales tax revenues are received. It is roughly estimated that this could reduce interest revenue by a few hundred dollars in the 2012-2013 budget year.

The Federal Transit Administration (FTA) has indicated that they desire to have the grant completed, with all funds expended, by this fall if possible. In order to accommodate this requirement, it will require a reduction in CyRide's closing balance and a slight loss of interest income. Additionally, FTA has indicated that the bike path addition is a priority they would like to see added to the project.

CyRide staff will be encouraging the construction company to expeditiously complete the sales tax refund paperwork so that it can be submitted to the State of Iowa for reimbursement as quickly as possible.

ALTERNATIVES:

1. Approve proceeding with adding the utilities separation, fencing, and bike path elements to the Ames Intermodal Facility project for an estimated total of $344,106.
2. Approve proceeding with board identified priorities.
3. Do not add additional elements to the Ames Intermodal Facility project and return unused federal dollars.

RECOMMENDATION:

The three priorities identified by staff address functionality of the facility, safety concerns and allow for a community-desired bike path to be constructed. As there is sufficient funding to add these elements to the project, it is the Transit Director's recommendation that Alternative #1 be approved for inclusion of these elements in the Ames Intermodal Facility project.

AMES INTERMODAL
Outstanding Changes

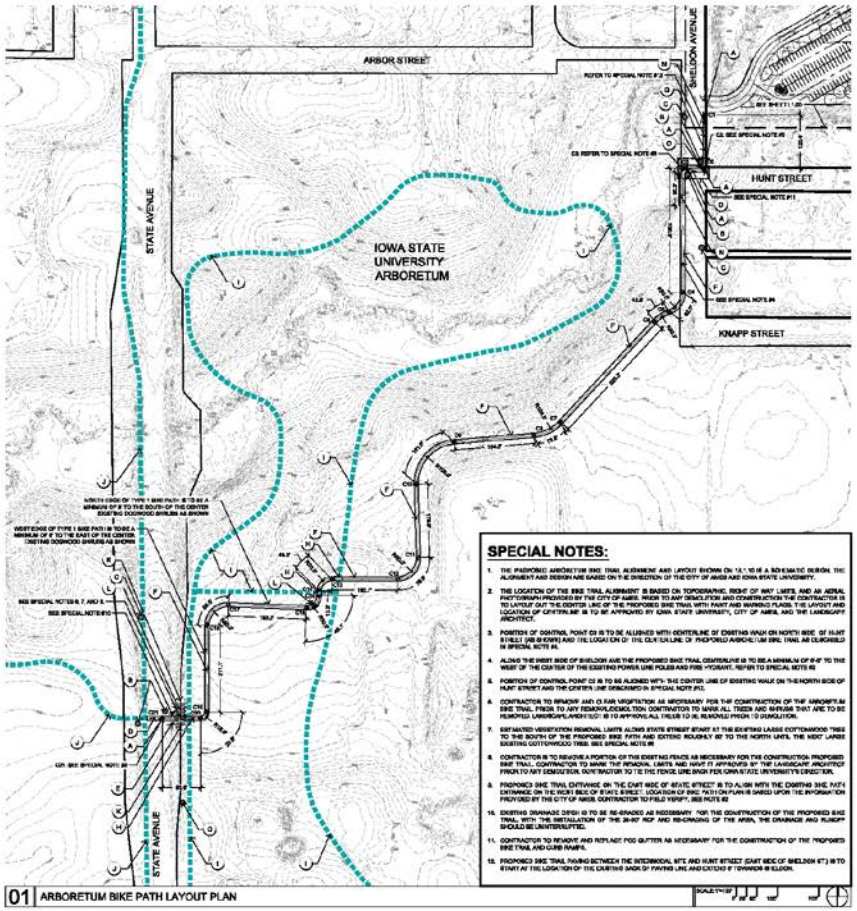
Storm Piping at Bus Garage	$ 12,206.00
Lighting at Art Pad	2,695.09
Bank Stabilization – Add Rip Rap	10,960.45
Parking Equipment	36,127.81
SE Retaining Wall at Sidewalk	(1,000.00) est.
Rip Rap at Retaining Wall	(1,500.00) est.
Request for Additional Comp at Retaining Wall	13,482.00
Correction to CO #32	(1,000.00)
Underground Conduit to Apartments	1,260.00 est
Delete Tile Behind Urinal	(250.00) est.
Drain Tile Along Driveway	7,750.00 est
Total Outstanding Changes:	**$ 80,731.35**

Remaining Contingency

FTA Budget Report #5 – Contingency	$309,398.00
Outstanding Changes	80,731.35
Remaining Construction Contingency	$228,666.65
Ticket Kiosk Budget (add to cont)	100,000.00
Remaining Contingency:	**$328,666.65**

Total Unallocated Funds

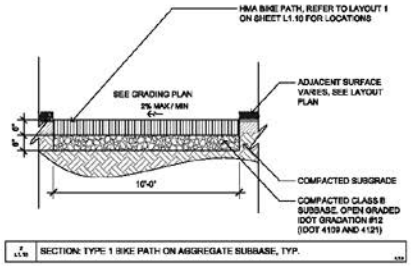
State Sales Tax Refund Estimate	$225,000.00
Remaining Contingency	328,666.65
Unallocated Funds Estimated	**$553,666.65**



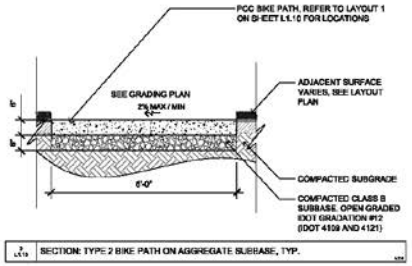
SPECIAL NOTES:

1. THE PROPOSED ARBORETUM BIKE TRAIL ALIGNMENT AND LAYOUT SHOWN ON L1.1.10 IS A SCHEMATIC DESIGN. THE ALIGNMENT AND DESIGN ARE BASED ON THE DIRECTION OF THE CITY OF AMES AND IOWA STATE UNIVERSITY.
2. THE LOCATION OF THE BIKE TRAIL ALIGNMENT IS BASED ON TOPOGRAPHIC, RIGHT OF WAY LIMITS, AND AN AERIAL PHOTOGRAPH PROVIDED BY THE CITY OF AMES. PRIOR TO ANY DEMOLITION AND CONSTRUCTION THE CONTRACTOR IS TO LAYOUT OUT THE CENTER LINE OF THE PROPOSED BIKE TRAIL WITH PAINT AND MARKING FLAGS, THE LAYOUT AND LOCATION OF CENTERLINE IS TO BE APPROVED BY IOWA STATE UNIVERSITY, CITY OF AMES, AND THE LANDSCAPE ARCHITECT.
3. POSITION OF CONTROL POINT C9 IS TO BE ALIGNED WITH CENTERLINE OF EXISTING WALK ON NORTH SIDE OF HUNT STREET (AS SHOWN) AND THE LOCATION OF THE CENTERLINE OF PROPOSED ARBORETUM BIKE TRAIL AS CLARIFIED IN SPECIAL NOTE #6.
4. ALONG THE WEST SIDE OF SHELDON AVE THE PROPOSED BIKE TRAIL CENTERLINE IS TO BE A MINIMUM OF 6'-6" TO THE WEST OF THE CENTER OF THE EXISTING POWER LINE POLES AND FIRE HYDRANT. REFER TO SPECIAL NOTE #2
5. POSITION OF CONTROL POINT C6 IS TO BE ALIGNED WITH THE CENTER LINE OF EXISTING WALK ON THE NORTH SIDE OF HUNT STREET AND THE CENTER LINE DESCRIBED IN SPECIAL NOTE #13.
6. CONTRACTOR TO REMOVE AND CLEAR VEGETATION AS NECESSARY FOR THE CONSTRUCTION OF THE ARBORETUM BIKE TRAIL. PRIOR TO ANY REMOVAL/DEMOLITION CONTRACTOR TO MARK ALL TREES AND SHRUBS THAT ARE TO BE REMOVED. LANDSCAPE ARCHITECT IS TO APPROVE ALL TREES TO BE REMOVED PRIOR TO DEMOLITION.
7. ESTIMATED VEGETATION REMOVAL LIMITS ALONG STATE STREET START AT THE EXISTING LARGE COTTONWOOD TREE TO THE SOUTH OF THE PROPOSED BIKE PATH AND EXTEND ROUGHLY 60' TO THE NORTH UNTIL THE NEXT LARGE EXISTING COTTONWOOD TREE. SEE SPECIAL NOTE #8
8. CONTRACTOR IS TO REMOVE A PORTION OF THE EXISTING FENCE AS NECESSARY FOR THE CONSTRUCTION OF PROPOSED BIKE TRAIL. CONTRACTOR TO MARK THE REMOVAL LIMITS AND HAVE IT APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO ANY DEMOLITION. CONTRACTOR TO TIE THE FENCE LINE BACK FOR IOWA STATE UNIVERSITY'S DIRECTION.
9. PROPOSED BIKE TRAIL ENTRANCE ON THE EAST SIDE OF STATE STREET IS TO ALIGN WITH THE EXISTING BIKE PATH ENTRANCE ON THE WEST SIDE OF STATE STREET. LOCATION OF BIKE PATH ON PLAN IS BASED UPON THE INFORMATION PROVIDED BY THE CITY OF AMES. CONTRACTOR TO FIELD VERIFY. (SEE NOTE #2)
10. EXISTING DRAINAGE DITCH IS TO BE RE-GRADED AS NECESSARY FOR THE CONSTRUCTION OF THE PROPOSED BIKE TRAIL WITH THE INSTALLATION OF THE 24-60" RCP AND RE-GRADING OF THE AREA, THE DRAINAGE AND RUNOFF SHOULD BE UNINTERRUPTED.
11. CONTRACTOR TO REMOVE AND REPLACE PCC GUTTER AS NECESSARY FOR THE CONSTRUCTION OF THE PROPOSED BIKE TRAIL AND CURB RAMPS.
12. PROPOSED BIKE TRAIL PAVING BETWEEN THE INTERSECTION MTS AND HUNT STREET (EAST SIDE OF SHELDON ST.) IS TO START AT THE LOCATION OF THE EXISTING BACK OF PAVING LINE AND EXTEND 6' BEYOND IE ELSON.

01 ARBORETUM BIKE PATH LAYOUT PLAN — SCALE: 1" = 20'-0"



2 L1.10 SECTION: TYPE 1 BIKE PATH ON AGGREGATE SUBBASE, TYP.



3 L1.10 SECTION: TYPE 2 BIKE PATH ON AGGREGATE SUBBASE, TYP.

EROSION CONTROL NOTES

1. SITE DESCRIPTION: THIS PROJECT IS FOR THE CONSTRUCTION OF THE ARBORETUM BIKE TRAIL. THIS PROJECT DISTURBS APPROXIMATELY (.26) ACRES WITH AN ESTIMATED FLOW ACROSS BEING DISTURBED BY CONSTRUCTION. THE ESTIMATED AVERAGE RUNOFF COEFFICIENT FOR THIS PROJECT AFTER COMPLETION WILL BE (.65). RUNOFF FROM THE SITE WILL FLOW VIA SHEET FLOW RUNOFF INTO THE EXISTING STORM SEWER ADJACENT TO THE SITE AND OUTLETS EAST TO THE SKUNK RIVER.
2. POTENTIAL SOURCES OF POLLUTION: SITE SOURCES OF POLLUTION: SITE SOURCES OF POLLUTION GENERATED AS A RESULT OF THIS PROJECT RELATED TO SILT AND SEDIMENT AND OTHER MATERIALS WHICH MAY BE TRANSPORTED AS A RESULT OF A STORM EVENT FROM THE CONSTRUCTION SITE.
3. RESPONSIBILITY: THIS POLLUTION PREVENTION PLAN ILLUSTRATES GENERAL MEASURES TO BE TAKEN FOR COMPLIANCE WITH THE PERMIT. ALL MITIGATION MEASURES REQUIRED, AS A RESULT OF ACTIVITIES, ARE THE RESPONSIBILITY OF THE CONTRACTOR SHALL TAKE ALL ACTIONS NECESSARY FOR INSTALLATION OF CONTROL MEASURES FOR COMPLIANCE WITH PERMIT REQUIREMENTS.
4. CONTROLS: THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE AND FULFILLING ALL THE REQUIREMENTS OF THE GENERAL PERMIT INCLUDING BUT NOT LIMITED TO, THE FOLLOWING.
   A. THE CONTRACTOR SHALL PROTECT ADJOINING PROPERTY INCLUDING PUBLIC UTILITIES, SANITARY AND STORM DRAINAGE SYSTEMS AND STREETS FROM ANY DAMAGE RESULTING FROM MOVEMENT OF EARTH OR OTHER DEBRIS FROM PROJECT SITE. REPAIR ANY DAMAGE IMMEDIATELY AT NO ADDITIONAL COST.
   B. THE CONTRACTOR SHALL PREVENT ACCUMULATION OF EARTH, EROSION OR DEBRIS ON ADJOINING PUBLIC OR PRIVATE PROPERTY INCLUDING STREETS. REMOVE ANY ACCUMULATION OF EARTH OR DEBRIS IMMEDIATELY AND TAKE REMEDIAL ACTIONS FOR PREVENTION.
   C. PRIOR TO SITE CLEARING AND GRADING OPERATIONS, CONTRACTOR SHALL INSTALL SILT FENCE ALONG THE PERIMETER OF THE PROJECT ON THE DOWNSLOPE SIDE OF THE SITE AND EXCAVATE THE TEMPORARY SILTATION BASINS IN THE DRAINAGE WAY AS SHOWN ON THE PLANS.
   D. THE CONTRACTOR SHALL MAINTAIN EXISTING VEGETATION IN AREAS NOT NEEDED FOR CONSTRUCTION.
   E. A COMBINATION OF SILT FENCES, MULTIPLE SEDIMENT TRAPS OR EQUIVALENT SEDIMENT CONTROLS ARE REQUIRED FOR ALL SIDE SLOPES AND DOWNSLOPE BOUNDARIES OF THE DISTURBED AREA.
   F. AS AREAS REACH THEIR FINAL GRADE AND UPON THE COMPLETION OF THE STORM SEWERS, PREVIOUS ADDITIONAL SILTATION FENCE, TEMPORARY SILT BASINS, DIVERSION DIKES AND EARTH DIKES, SILT FENCE, AND STRAW BALES MIXED WITH STITCH TWINE, DITCH CHECKS AND SILT FENCE ENCLOSURES AROUND ALL STORM SEWER OUTFALLS. THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILTATION FENCE AND EARTH DIKES AS MAY BE REQUIRED ON ALL EMBANKMENTS, SAINTS STOCKPILES AND OTHER AREAS TO PROVIDE CONTROL.
   G. THE CONTRACTOR SHALL PROVIDE TEMPORARY AND/OR PERMANENT SEEDING OR MULCH UPON COMPLETION OF GRADING AS SOON AS PRACTICAL. "FINAL STABILIZATION" MEANS ALL SOIL DISTURBING ACTIVITIES ARE COMPLETE AND A UNIFORM PERENNIAL VEGETATIVE COVER WITH A MINIMUM DENSITY OF 70% FOR THE AREA HAS BEEN ESTABLISHED OR AN EQUIVALENT STABILIZATION MEASURE.
   H. IF CONSTRUCTION ACTIVITY IS NOT PLANNED TO OCCUR IN A DISTURBED AREA FOR AT LEAST 21 DAYS, THE AREA SHALL BE STABILIZED BY TEMPORARY EROSION CONTROLS WITHIN 14 DAYS OF CEASING CONSTRUCTION ACTIVITIES.
   I. THE CONTRACTOR IS REQUIRED TO MAINTAIN ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES IN WORKING ORDER, INCLUDING CLEANING, REPAIRING, REPLACEMENT AND PERIMETER REMOVAL THROUGHOUT THE CONSTRUCTION PERIOD. CLEANING OF SILT CONTROL DEVICES SHALL BEGIN WHEN THE FEATURES HAVE LOST A MINIMUM OF 50% OF ITS DESIGN CAPACITY.
   J. THE PROJECT AREA AND CONTROL DEVICES WILL BE INSPECTED BY PERSONNEL ASSIGNED BY THE CONTRACTOR EVERY SEVEN CALENDAR DAYS AND WITHIN 48 HOURS AFTER EACH RAIN EVENT OF 1/2" OR GREATER OR HEAVY SNOW MELT. THE FINDINGS AND ACTIONS TAKEN OF THE INSPECTION SHALL BE RECORDED IN THE PROJECT DIARY WITH A COPY SUBMITTED NEARLY TO UNFORE OWNER DURING THE PROJECT. THIS PLAN MAY BE REVISED BASED UPON FINDINGS OF THE INSPECTION. THE CONTRACTOR SHALL IMPLEMENT ALL REVISIONS.

ARBORETUM TRAIL LAYOUT PLAN KEYNOTES:

- (A) ADA ACCESSIBLE CURB RAMP WITH TACTILE WARNING PAVERS.
- (B) BIKE TRAIL SIGNAGE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
- (C) BIKE CROSSING SIGNAGE, PLACEMENT, TYPE, AND INSTALLATION OF SIGN IS TO BE IN ACCORDANCE WITH MUTCD AND IOWA DOT STANDARDS.
- (D) BIKE CROSSING, AREA TO INCLUDE SIGNAGE, RIGHT/LEFT/STRAIGHT CROSSING ARROWS, AND PAVEMENT STRIPING TO BE COORDINATED BY THE CITY OF AMES AND IOWA STATE UNIVERSITY. ALL BIKE CROSSING COMPONENTS TO BE IN ACCORDANCE WITH MUTCD AND IOWA DOT STANDARDS.
- (E) 96 LINEAR FEET OF 24" CSA RCP WITH FLARED END SECTIONS TO BE INSTALL UNDER PROPOSED ARBORETUM BIKE TRAIL WITH A MINIMUM OF 1'-0" COVER. ON THE DOWNSTREAM SIDE OF THE 90°, 8" DOTH (1) 45° 24" RCP W 1'0 (E). INSTALLED, 45° RAP W 10 START AT CP12HD AND EXTEND 10'-0" TO THE NORTH, AND THE WIDTH OF RIP RAP W 8'0 TO DOWEN WIDTH OF ENTIRE DRAINAGE DITCH OR AT A MINIMUM EXTEND 4' PAST EACH SIDE OF REP OPENING. SEE SPECIAL NOTE #10 FOR GRADING DESCRIPTION.
- (F) TYPE 1 BIKE PATH, SEE DETAIL 3/L1.10
- (G) TYPE 2 BIKE PATH, SEE DETAIL 3/L1.10
- (H) BIKE PATH TRAIL CROSSING AT CROSS COUNTRY TRAIL. IOWA STATE UNIVERSITY IS TO DETERMINE THE TYPE OF SIGNAGE AND PAVING MARKING.
- (I) EXISTING GRADE COUNTRY RUNNING TRAIL, LOCATION OF TRAIL IS BASED UPON INFORMATION PROVIDED BY IOWA STATE UNIVERSITY AND IMPLEMENT USED INFORMATION PROVIDED BY THE CITY OF AMES.
- (J) EXISTING BIKE TRAIL, LOCATION OF TRAIL BASED UPON THE AERIAL PHOTOGRAPH PROVIDED BY THE CITY OF AMES. CONTRACTOR TO FIELD VERIFY EXACT LOCATION.
- (K) EXISTING COTTON WOOD TREES TO REMAIN. LOCATION OF TREES IS BASED UPON THE AERIAL PHOTOGRAPH PROVIDED BY CITY OF AMES. CONTRACTOR TO FIELD VERIFY EXACT LOCATION. SEE SPECIAL NOTES BY
- (L) EXISTING VIOLATION TO BE REMOVED, SEE SPECIAL NOTE #9
- (M) REMOVE EXISTING PCC WALK FROM NORTH-EAST CORNER OF HUNT STREET TO PROPOSED ARBORETUM BIKE TRAIL. CONTRACTOR TO LEGALLY DISPOSE OF MATERIAL OFF SITE.
- (N) PROPOSED 8' REINFORCED PCC RETAINING WALL WITH GUARDRAIL. RETAINING WALL FACE ON ARBORETUM SIDE IS APPROXIMATELY 5' TALL ON ENDS AND 7' TALL AT THE CENTER. ESTIMATE OR DIMENSION OF WALL IS BASED ON TOPOGRAPHIC INFORMATION FROM THE CITY OF AMES. RE-GRADE AREA AS NECESSARY FOR THE CONSTRUCTION. CONTRACTOR TO SUBMIT SHOP DRAWINGS OF SURVIVAL TO LANDSCAPE ARCHITECT FOR APPROVAL.
- (O) EXISTING MANHOLE TO REMAIN, CONTRACTOR IS TO ADJUST AS NECESSARY FOR CONSTRUCTION OF PROPOSED BIKE PATH.

SYMBOLS AND ABBREVIATIONS

PROPERTY LINE; WATER MAIN; SANITARY SEWER; STORM SEWER; OVERHEAD ELECTRIC; UNDERGROUND ELECTRIC; CENTERLINE; FIBER OPTIC LINE; GAS LINE; EASEMENT LINE; SILT FENCE; PROPOSED INDEX CONTOUR; PROPOSED CONTOUR; EXISTING INDEX CONTOUR; EXISTING CONTOUR; HORIZONTAL CURVE; CLEARANCE; DIAMETER; EXPANSION JOINT; FLARED END SECTION; FINISHED FLOOR ELEVATION; FLOW LINE; HIGH POINT

LOW POINT; MANUFACTURER; NOT IN CONTRACT; P.V.C. PIPE; RADIUS; REINFORCED CONCRETE PIPE; RIM ELEVATION; FIRE HYDRANT; WATER VALVE; TEE CONNECTION; LIGHT POLE, SINGLE FIXTURE; LIGHT POLE, DOUBLE FIXTURE; SPOT ELEVATION; HORIZONTAL CONTROL POINTS; KEY NOTE; SURFACE DRAINAGE; STORM MANHOLE; SANITARY MANHOLE; CLEANOUT; STORM SEWER CURB INTAKE; STORM SEWER AREA INTAKE; HANDICAP PARKING STALL

DEMOLITION NOTES:

1. CONTRACTOR TO COORDINATE REMOVAL AND/OR STORAGE AND REPLACEMENT OF BARRICADES WITH THE CITY OF AMES, IOWA.
2. PRIOR TO ANY EXCAVATION AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER AND/OR THE LANDSCAPE ARCHITECT, AND CONFER WITH OWNERS PERSONNEL AND UTILITY COMPANIES REPRESENTATIVES TO DETERMINE POSSIBLE UTILITY LOCATIONS AND DEPTHS. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE RESULTING FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
3. CONTRACTORS TO FIELD ADJUST ALL EXISTING SITE UTILITIES TO NEW FINISH GRADES IF NECESSARY. EXISTING UTILITIES INCLUDE, BUT ARE NOT LIMITED TO FIRE HYDRANTS, MANHOLE RIMS, ELTS, WATER VALVES AND LIGHT BASES.
4. THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR TO THE SATISFACTION OF THE OWNER OF THE UTILITIES.
5. FIELD VERIFY EXISTING GRADES AND LOCATIONS OF EXISTING UTILITIES, CONDUIT, LINES, POLES, TREES, PAVING, BUILDING AND OTHER SITE STRUCTURES PRIOR TO DEMOLITION OR CONSTRUCTION AND IMMEDIATELY INFORM THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
6. PRIOR TO REMOVING ANY PLANT MATERIAL NOT INDICATED TO BE PROTECTED OR REMOVED CONTACT THE LANDSCAPE ARCHITECT. SEE SPECIAL NOTE #8
7. PROTECT ALL ITEMS WITHIN CONTRACT LIMITS NOT INDICATED TO BE REMOVED. NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
8. REPORT TO OWNER'S REPRESENTATIVE ANY DAMAGE TO EXISTING UTILITIES PRIOR TO REPAIR.
9. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED OR THESE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.

GRADING NOTES

1. ALL SPOT ELEVATIONS ARE AT THE TOP OF FINISHED SURFACES. SPOT ELEVATIONS SHOWN IN PAVING ARE AT THE BOTTOM OF CURB. ADD 6" TO COMPUTE TOP OF CURB ELEVATIONS.
2. PRIOR TO ANY SITE EXCAVATION, THE CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER AND/OR THE LANDSCAPE ARCHITECT, AND CONFER WITH OWNERS REPRESENTATIVES TO DETERMINE POSSIBLE UTILITY LOCATIONS AND DEPTHS. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE RESULTING FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
3. INSTALL SILT FENCE AT PERIMENTER STORM SEWER INLETS AND BOX ALL SLOPES FOR EROSION CONTROL. SILT FENCE SHALL BE MAINTAINED UNTIL ESTABLISHMENT OF PERMANENT GROUND COVER OR EROSION CONTROL MEASURE.
4. ALL DEBRIS SPILLED ON THE R.O.W. SHALL BE PICKED UP BY THE CONTRACTOR AT THE END OF EACH WORK DAY.
5. CONTRACTOR TO FIELD ADJUST ALL EXISTING SITE UTILITIES TO NEW FINISHED GRADES. EXISTING UTILITIES INCLUDE, BUT ARE NOT LIMITED TO FIRE HYDRANTS, MANHOLE RIMS, INLETS, WATER VALVES, AND LIGHT BASES.
6. BACK FILL TO TOP OF CURB AND PAVING
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR POSITIVE SURFACE DRAINAGE IN ALL AREAS, UNLESS OTHERWISE NOTED. ALL NEWLY GRADED GROUND SURFACES SHALL BE FINISHED TO UNIFORM GRADES AND SLOPES IN SUCH A MANNER TO BE FREE OF DEPRESSIONS THAT CAUSE AREAS OF STANDING WATER. THE CONTRACTOR SHALL REPORT ANY CONFLICTS WITH THIS REQUIREMENT TO THE LANDSCAPE ARCHITECT FOR RESOLUTION PRIOR TO FINAL GRADING OPERATIONS.
8. WHERE PROPOSED GRADES MEET EXISTING, BLEND GRADES TO PROVIDE A SMOOTH TRANSITION BETWEEN THE NEW WORK AND EXISTING WORK. POINTING AT JOINTS WILL NOT BE ACCEPTED.
9. CONTRACTOR RESPONSIBLE FOR ALL PRIVATE LOCATES NOT COVERED BY THE IOWA ONE CALL SYSTEM.

LAYOUT NOTES:

1. ALL CURBS RAMPS TO BE BUILT AS PER FEDERAL ACCESSIBILITY STANDARDS.
2. PAVING DRAINAGE ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
3. TOPOGRAPHIC SURVEY INFORMATION PROVIDED BY THE CITY OF AMES IOWA.
4. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED ON THESE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.
5. VERIFY COORDINATES PRIOR TO CONSTRUCTION.
6. CONTRACTOR TO SUPPLY AND INSTALL ALL NECESSARY SLEEVES UNDER PAVING AND WALKS.

PLANTING NOTES

1. CONTRACTOR TO SEED ALL DISTURBED AREAS WITH-IN CONTRACT LIMITS WITH TYPE 5 SEED MIX, NOT COVERED BY PAVING, UNLESS OTHERWISE NOTED. SEED WATER AND MULCH SHOULD MEET THE MANUFACTURES STANDARD SPECIFICATIONS. CONTRACTOR TO BROADCAST SEED FOR MANUFACTURERS SPECIFICATIONS.
2. TYPE 5 SEED MIX: BUFFS TURF 1 SEED MIX WITH ANNUAL CROP, AS PRODUCED BY UNITED SEED, INC. RECOMMENDATIONS AT 4LBS PER 1,000 SQFT. SEED WATER AND MULCH SHOULD MEET THE MANUFACTURES STANDARD SPECIFICATIONS. CONTRACTOR TO BROADCAST SEED FOR MANUFACTURERS SPECIFICATIONS.
3. THE CONTRACTOR SHALL REPORT SUBSURFACE SOIL OR DRAINAGE PROBLEMS TO THE LANDSCAPE ARCHITECT.
4. SUBSTITUTIONS SHALL ONLY BE ALLOWED WHEN THE CONTRACTOR HAS DEMONSTRATED THAT THE SPECIFIED MATERIAL ARE NOT AVAILABLE. THE CONTRACTOR MUST PROVIDE NAME AND AVAILABILITY OF SUBSTITUTION TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO ORDERING OR PLANTING. SUBSTITUTIONS SHALL BE NEAREST EQUIVALENT SIZE OF VARIETY OF PLANT HAVING SAME ESSENTIAL CHARACTERISTICS.

BIKE TRAIL CENTER LINE CONTROL POINT DATA

C1 N 5147587.63 E 4975366.82	C2* N 5147544.28 E 4975367.28	C3* N 5147544.79 E 4975373.88	C4 N 5147373.65 E 4975214.53	C5 N 5147286.81 E 4975202.89	C6 N 5147227.82 E 4975204.39
C7 N 5147228.81 E 4975161.37	C8 N 5147227.49 E 4975156.58	C9 N 5147231.49 E 4975156.58	C10 N 5147228.13 E 4975156.57	C11 N 5147227.49 E 4975156.79	C12 N 5147226.27 E 4975157.71
C13 N 5147226.81 E 4975151.37	C14 N 5147227.49 E 4975147.07	C15 N 5147228.13 E 4975147.08	C16 N 5147227.49 E 4975146.84	C17 N 5147226.79 E 4975121.67	C18 N 5147226.81 E 4975118.73
C19 N 5147227.74 E 4975116.73	C20 N 5147227.74 E 4975116.73	C21 N 5147213.67 E 4975092.19			

* CONTROL POINT DATA ARE DERIVED FROM THE INFORMATION DESCRIBED IN SPECIAL NOTE #6.

* C20 - REFER TO LAYOUT PLAN FOR NOTE ASSOCIATED WITH SPECIFIC CONTROL POINT

NEUMANN MONSON ARCHITECTS
A PROFESSIONAL CORPORATION
221 S. COLLEGE ST. IOWA CITY, IA 52240
319-338-7878 319-338-7972 FAX
555 FIFTH AVE. DES MOINES, IA 50309
515-681-1538 515-136-7900 FAX

Consultants:
Parking Consultants Architects - Engineers Planners
RICH AND ASSOCIATES
CONFLUENCE
LANDSCAPE ARCHITECT
Snyder & Associates, Inc.
SHUCK-BRITSON, INC
STECKER-HARMSEN

Project Title:
AMES INTERMODAL FACILITY

Owner:

Project No.: 05.109
Drawn by: AG
Checked by: MC

Issue	
Date	Description
05.04.11	CONSTRUCTION SET

Sheet Title:
ARBORETUM TRAIL LAYOUT ALTERNATE #2

Sheet Number:
L1.10

5

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address):* Ames Intermodal Facility [illegible] Chamberlain/Hayward Ave. Ames, Iowa	**CHANGE ORDER NUMBER:** 044	OWNER: ☐
	DATE: June 15, 2012	ARCHITECT: ☐
		CONTRACTOR: ☐
TO CONTRACTOR *(Name and address):* The Weitz Company, LLC 5901 Thornton Avenue Des Moines, IA 50321	**ARCHITECT'S PROJECT NUMBER:** 09.160	FIELD: ☐
	CONTRACT DATE: February 22, 2011	OTHER: ☐
	CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

[illegible] ADD $304,906.00

This is approved to proceed based on the understanding that the City of Ames and [illegible] understand that the proposal indicates a time [illegible] weeks to complete the work from approval and this is compliance with any applicable time restraints related to funding.

Total Change Order No. 44 ADD $304,906.00

The original Contract Sum was	$	7,115,000.00
The net change by previously authorized Change Orders	$	259,123.29
The Contract Sum prior to this Change Order was	$	7,374,123.29
The Contract Sum will be increased by this Change Order in the amount of	$	304,906.00
The new Contract Sum including this Change Order will be	$	7,679,029.29

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2012.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Neumann Monson PC	The Weitz Company, LLC	City of Ames/Ames Transit Agency (CyRide)
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
221 E. College St., Suite 303, Iowa City, IA 52240	5901 Thornton Avenue, Des Moines, IA 50321	1700 University Blvd., Ames, IA 50010
ADDRESS	**ADDRESS**	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
Brad Wakheim		
(Typed name)	*(Typed name)*	*(Typed name)*
June 15, 2012		
DATE	**DATE**	**DATE**

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: June 25, 2012

SUBJECT: Ames Intermodal Facility – Ames Police Department Lease

BACKGROUND: The City of Ames Police Department has requested housing their Safe Neighborhood's Team in the Ames Intermodal Facility's management office as son after July 1, 2012 as possible. The facility will be managed by Iowa State University's Parking Division under an operating agreement with the City of Ames who will also be located in the management office; however, they have indicated that minimal, sporadic use of this space for their oversight of the facility will be required. The Federal Transit Administration has indicated that a lease is required for the Police Department's use of this space and must be approved by the FTA.

INFORMATION: CyRide staff has been working with the Ames Police Department and the City Attorney to craft a lease document that will address the Federal Transit Administration's desire for documentation of the Safe Neighborhood's Team's use of the space, while at the same time be reasonable for an agency of the city and city department to enter into. A draft document is anticipated to be completed just prior to the Transit Board meeting and will be presented to its board members at the meeting. Upon review and approval by the Transit Board, it will be submitted to the Federal Transit Administration for their review and approval prior to its consideration by the Ames City Council.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: June 25, 2012

SUBJECT: Alternatives Analysis Grant

BACKGROUND: In May 2008, the Federal Transit Administration approved a CyRide Alternatives Analysis Grant for evaluation of the #23 Orange Route to determine how this busy transit corridor could operate efficiently in the future. This project was delayed as a result of the TIGER program release later that year and CyRide's resulting Ames Intermodal Facility project. With completion of this project, the Federal Transit Administration has requested CyRide proceed with the alternatives study or return the funds so that they can be reallocated to another transit system.

INFORMATION: To assist the Transit Board in determining whether to proceed with an alternatives analysis on the Orange route corridor, CyRide has prepared the following information:

- Grant Application Study/Funding Overview
- Description of BRT Systems
- Possible Study Options

Each is described below.

Grant Application Study/Funding Overview

The purpose of Alternative Analysis grants are to evaluate all reasonable modal and multimodal alternatives and general alignment options for identified transportation needs in a particular, broadly defined travel corridor. The federal transportation planning process requirements for an Alternatives Analysis include:

- Includes an assessment of a wide range of public transportation or multimodal alternatives, which will address transportation problems within a corridor or subarea.
- Provides ample information to enable the Secretary to make the findings of project justification and local financial commitment.
- Supports the selection of a locally preferred alternative.

- Enables the local Metropolitan Planning Organization to adopt the locally preferred alternative as part of the long-range transportation plan.

Specifically, CyRide's project, as described in the application, was to evaluate the #23 Orange Route corridor to determine which of the following three alternatives would allow the corridor to meet the community's current and future needs.

- No build (no changes)
- Articulated Buses
- Bus Rapid Transit (BRT)

A Bus Rapid Transit route or the use of articulated buses was recommended as an option for the Orange Route in the 2007 Transit Feasibility Study that examined several routes/corridors in Ames. As a result of this recommended the analysis to be conducted and described in the grant application was as follows elements:

- **Data collection** - boardings and alightings by bus stop, on-board passenger surveys, transit travel time, boardings and alighting times
- **Evaluate current bus travel times**
- **Computer model customer travel patterns**
- **Refine the BRT concept** – route modifications needed, bus stop improvements, vehicle type, etc.

In the grant application, the justification for and need identified to analyze this route was due to its heavy ridership experienced over its short distance. To justify BRT in nationally-funded projects, a corridor must carry a minimum of 3,000 rides per day. The Orange route currently carries approximately 10,000 rides per day and continues to grow each year as evidenced by the annual rides provided on this route.

Category	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012 Est.	Avg. Annual Change
Orange Rt. Ridership	1,381,492	1,448,041	1,461,941	1,580,225	1,624,194	1,657,854	
% Incr.		4.8%	.9%	8.1%	2.7%	2.1%	3.7%

Funding for this study was as follows:

Federal Section 5339 Funds	$160,000
Local Funding	$40,000
Total Budget	**$200,000**

The local dollars committed to this project have been included in CyRide's capital budget since the 2007-2008 budget year.

Description of BRT Systems

The National BRT Institutes' definition of a BRT system is:

> BRT is an innovative, high capacity, lower cost public transit solution that can significantly improve urban mobility. This permanent, integrated system uses buses or specialized vehicles on roadways or dedicated lanes to quickly and efficiently transport passengers to their destinations, while offering the flexibility to meet transit demand. BRT systems can easily be customized to community needs and incorporate state-of-the-art, low-cost technologies that result in more passengers and less congestion.

There are six elements that make a route a BRT route. These are:

1. **Running Way** –The route has some type of segregation of the bus from other traffic. It can be as simple as markings on the pavement or as elaborate as a dedicated bus lane.
2. **Stations** - These are bus stops that have enhanced amenities from boarding platforms, real-time vehicle signage for bus arrival times, and seating or weather protection.
3. **Vehicles** – BRT systems typically rebrand their BRT routes with buses that are aesthetically pleasing, differentiating them from other buses used on regular routes and may include larger, articulated vehicles.
4. **Fare Collection** – A non-tradition fare system – free fares, pay at the exit, etc. that allows for quicker boarding of customers.
5. **Intelligent Transportation Systems** – Use of technology to allow for quicker bus travel time or easier customer information. Typical applications include: bus signal priority at intersections, real-time passenger information, emergency calling systems, etc.
6. **Service and Operating Plans** – Service and operational plans are developed that allow for less time on the bus for customers such as spacing bus stop farther apart, increased frequency of buses, etc.

Images of less expensive BRT systems such as the MAX system in Kansas City are provided as well as more expensive applications in larger communities. Some university communities are currently examining the feasibility of BRT systems, such as Gainesville, Florida, where the University of Florida is located.

Possible Study Options

If CyRide decided to move forward and hire a consultant to work with the Ames-ISU community in determining how to best provide service along the Orange route corridor in the future, there are two options of how this could be done. First, the original scope of work contained in the grant could be accomplished, which includes computer modeling to analyze the route/ridership patterns and then determine what elements of a BRT system would benefit the route/community. This approach would be useful if the community desired to seek federal 'Very Small Start" program funds where the Federal Transit Administration commits 50% of the funding needed to complete the system developed in the preferred option of the alternative analysis.

An alternate approach could be to answer the questions the community has expressed over the past several years regarding this route, with recommendations on what the route should/could evolve into. Specifically:

- What percentage of the Orange Route ridership comes from in-town rides that could have taken another CyRide route? – Could be obtained through a passenger survey.
- What amenities/technology should be planned to provide CyRide customers with a better quality ride on this route – real-time bus signage, covered bus stops, etc.
- With ridership increasing an average of 3.7% each year, how do we continue to provide a quality level of service when buses are currently at standing room capacity and two minutes apart during peak times?
- How do we reduce bus congestion on campus when enrollment and demand for CyRide continues to increase? As the Orange route significantly contributes to this congestion, do buses need to be separated, rerouted?
- Should incentives or disincentives be provided on this route in light of parking policies at ISU?
- How do we address the parking infrastructure challenges at the ISU Center/Park & Ride?
- How do the two articulated buses work on the Orange route and would additional buses provide more benefit?
- Does Ames-ISU see a benefit for an enhanced BRT route?

A scope of work could be developed jointly with ISU and CyRide to address questions that both organizations would like to have addressed by this study.

Staff is seeking board direction on the need for a study of the Orange Route corridor.

ALTERNATIVES:

1. Direct staff to work with ISU planners to develop a Scope of Work and Request for Qualifications to study the Orange Route Corridor using federal grant dollars.
2. Direct staff to develop a Request For Qualifications for a consultant to complete a study as outlined in CyRide's Alternatives Analysis grant application.
3. Do not study the Orange Route and return the grant funding awarded to CyRide for the Alternatives Analysis study.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to work with ISU staff in developing a scope of work and resulting study to address questions or concerns raised regarding service on CyRide's Orange route. With continued ridership increases, the current service level on this route will be difficult to maintain and solutions to meeting customer demand in a manner that Iowa State University desires on its campus will benefit the entire community.

Pictures of BRT Routes

Lower Cost BRT Services:

Kansas City, Missouri – MAX BRT Route

Medium Cost BRT Services:

Oakland, California - AC Transit

Higher Cost BRT Services:

Eugene, Oregon – Lane Transit

PROPOSAL

AND

REQUEST FOR FUNDING

FOR THE

AMES ALTERNATIVES ANALYSIS STUDY

Submitted in Response to March 23, 2007 Federal Register Vol. 56, No. 72
for funding from the Federal Transit Agency under Section 5339.

SUBMITTED BY:

AMES TRANSIT AGENCY (CYRIDE)
1700 WEST 6TH STREET
AMES, IA 50014

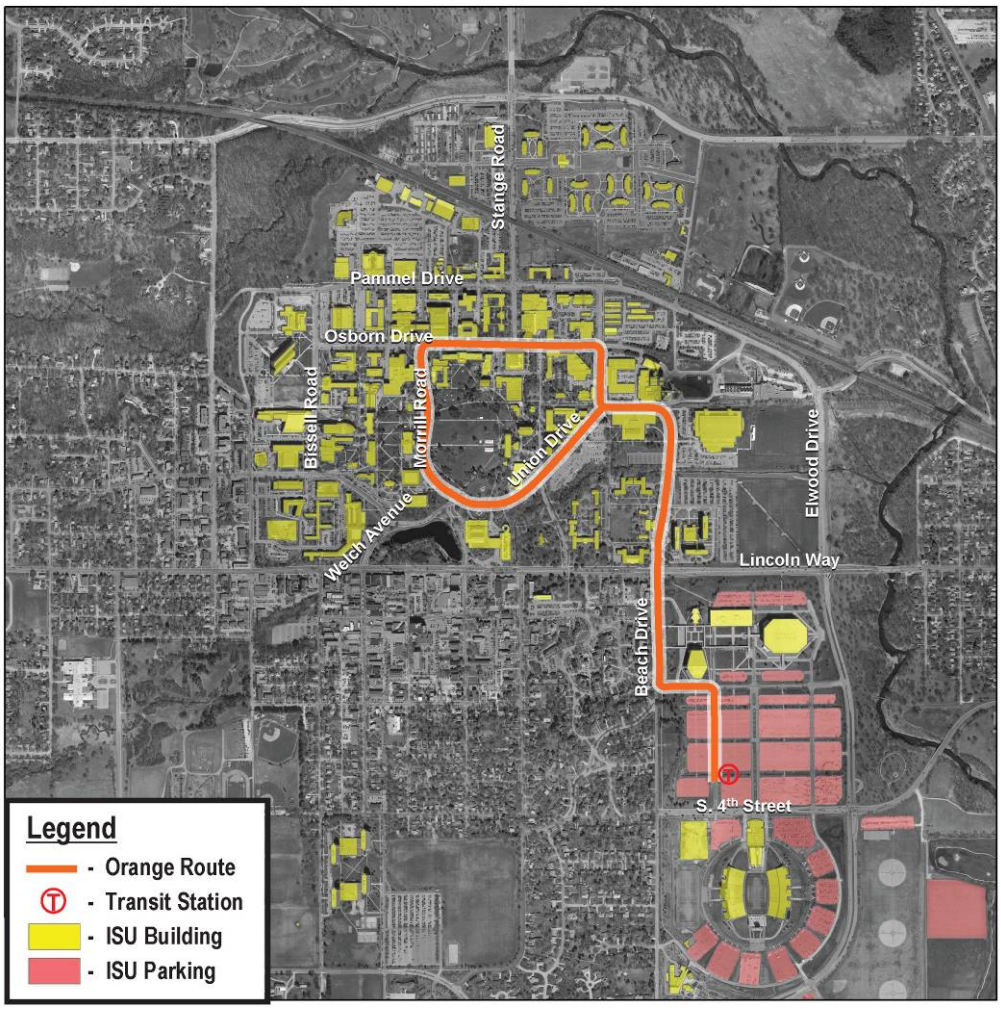
May 22, 2007

PROJECT OVERVIEW

The Ames Transit Agency (CyRide) currently provides fixed route and dial-a-ride transit service for the City of Ames (Year 2000 population 50,700) and Iowa State University (Enrollment 26,000). CyRide operates ten fixed routes and carries over 4 million passengers per year.

A *Transit Feasibility Study* completed in May 2007 evaluated potential transit improvements in seven corridors/study areas. The study considered the corridors carrying the highest ridership today and areas identified for economic growth through the planning horizon with the Iowa State Center (ISC) and the Iowa State University (ISU) campus as the top priority. (See Figure 1.)

FIGURE 1: CURRENT ORANGE ROUTE CORRIDOR



The feasibility study found that more transit intensive options such as trolley, light rail and commuter rail were not justified in this corridor. However, three options were recommended for further study based on the need for additional transit capacity, improved transit travel times and improved safety through reducing pedestrian and vehicular conflicts.

The three options identified were:

- No build
- Articulated Buses (replacing standard 40-foot vehicles)
- Bus Rapid Transit (BRT)

The most costly option would be the BRT option as was conceptually developed in the following manner. This Iowa State Center (ISC) to Iowa State University (ISU) BRT route would operate at approximately five minute headways during peak times and ten to fifteen-minute headways throughout the remaining hours of the service day. The overall corridor length would be approximately two miles with costs for route and station improvements estimated less than $4 million.

Vehicles and maintenance facility improvements would be in addition to the route and station cost. Currently, CyRide does not have any articulated buses within its fleet. Adding articulated buses is likely to require either expansion of the existing bus maintenance and layover facility or construction of a new facility.

The proposed **Ames Alternatives Analysis (AAA) Study** would further refine the concepts identified in the *Transit Feasibility Study* which would include the following elements:

1. Data Collection – boardings and alightings by bus stop, on-board passenger surveys, transit travel time, boarding alighting times.
2. Evaluate Current Bus Travel Times – relative to no building, articulated and bus rapid transit
3. Update the Model Application – Based on data collection results.
4. Refine the Bus Rapid Transit (BRT) Concept – route modifications and challenges, stations, vehicle type, funding alternatives, etc.

Upon initial review of its feasibility, a bus rapid transit project along this corridor would likely qualify for funding under the Federal Transit Administration (FTA) Section 5309 very Small Starts funding program. Therefore, the purpose of this application is to request 5339 funding to complete a more detailed alternatives analysis that will help to further analyze the proposed options, define the specific project elements, operations and benefits in greater detail to satisfy both FTA requirements and the concerns of the community.

DEMONSTRATED NEED FOR THE PROJECT

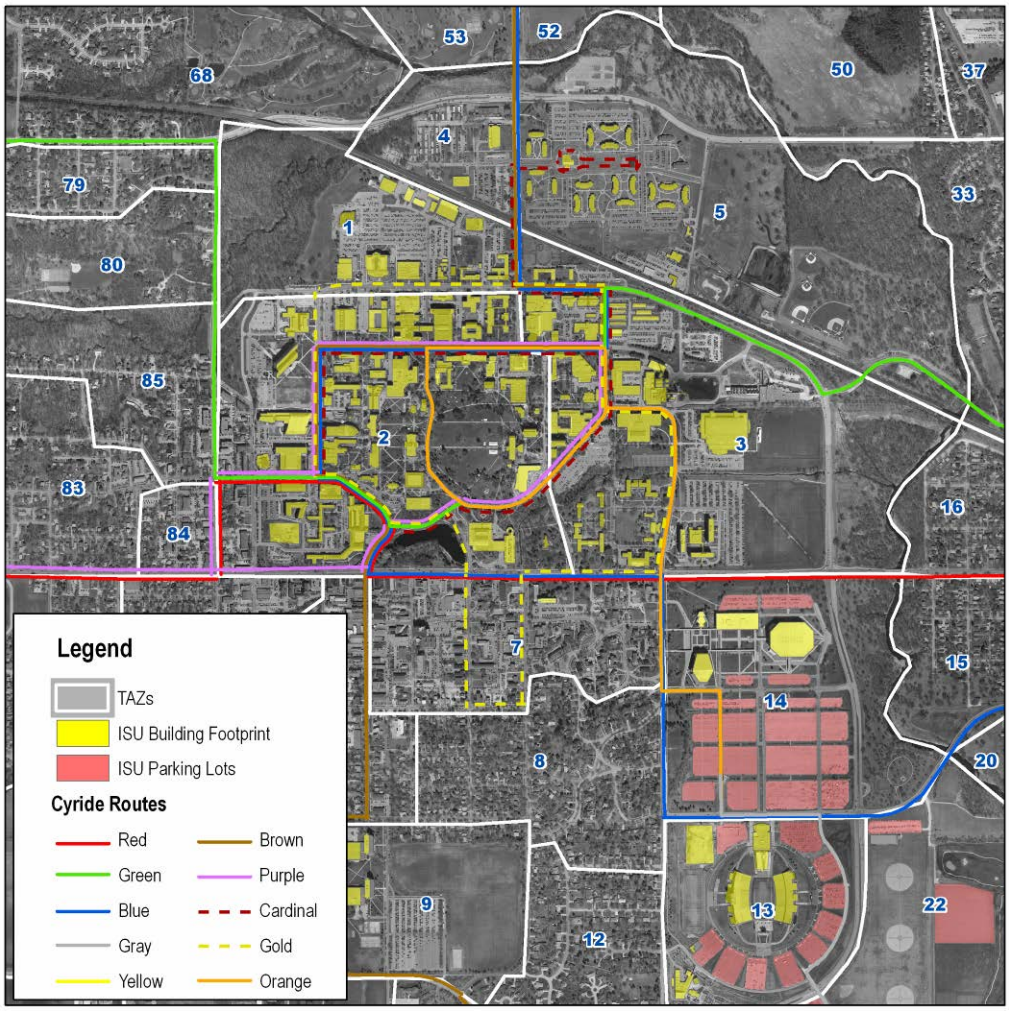
The CyRide Orange Route currently links parking at the Iowa State Center with the Main ISU campus, and operates from 6:30 AM to 10:20 PM. While this service is scheduled for 10-minute headways during peak periods, CyRide adds service to support demand, effectively providing buses every two to three minutes during peak periods on peak days. Based on the results of the cursory operations review completed as part of the *Transit Feasibility Study*, it was concluded that adding more standard 40-foot buses to meet future increased demand is not likely feasible. This conclusion was based on the potential for negative environmental and traffic operations impacts along the route that traverses the busiest corridor in the community (Lincoln Way) and through the pedestrian-oriented campus.

CyRide generally provides about 170 trips per day from the Iowa State Center to the ISU campus with approximately 27 trips during the peak hour of service (weekdays 8:30 AM to 9:30 AM). The CyRide Orange Route currently carries approximately 8,100 passengers per day on a typical school day with as many as 10,000 during heavy demand times and over 1.3 million passengers per year.

The demand for service between the Iowa State Center and the ISU campus meets or exceeds the capacity of the existing bus service. During peak times, buses are filled to capacity often with over 70 people on a 40-foot bus. During the peak hours in the morning, buses arrive, passengers board and the buses depart as quickly as possible. The two to three minute headways currently provided by CyRide are the minimum attainable based on the speed of passenger boarding. There is essentially no delay in the boarding process as this route is free to all passengers.

The volume of buses between the Iowa State Center and the campus results in two primary concerns. First, buses experience delays at the intersection of Beach Avenue and Lincoln Way. Lincoln Way is the primary east-west arterial through the community, including traversing the ISU campus area. Lincoln Way, through the segment adjacent to the Orange Route, carries approximately 19,000 vehicles per day in a four-lane divided cross section. Second, the almost continuous flow of buses into the campus is a safety concern at conflict points with the high volume of pedestrian traffic. Along Osborn Road on the ISU campus, the Brown, Blue, Cardinal, Green, and Purple Routes provide passenger service in addition to the Orange Route. (See Figure 2 on page 4.) In the peak hour over 57 bus trips are made in the corridor. Osborn road is also a primary pedestrian corridor for moving between classrooms just north of the core activity areas of the campus.

FIGURE 2: CURRENT CYRIDE BUS ROUTES IN ISU CAMPUS AREA



Therefore, the transportation problem lies within a transit route operated at full capacity with added safety conflicts from mixed-flow traffic, automobiles as well as pedestrians, en-route and throughout ISU campus. Although CyRide just completed a *Transit Feasibility Study* (which the Orange Route corridor was one segment of many studied), more in-depth information would be beneficial to help support a potential Small Starts project – bus rapid transit (BRT) – that seemed highly feasible within this original study to solve the existing transportation problem. The proposed **Ames Alternatives Analysis** study could help CyRide attain current data information to help in further analyzing the capacity/congestion issues and finding solutions to relieve these issues while increasing safety of mixed-flow transportation especially pedestrians within campus. Data information needs are indicated within TASK 1 (page 7) that would be completed as part of the **Ames Alternatives Analysis** study.

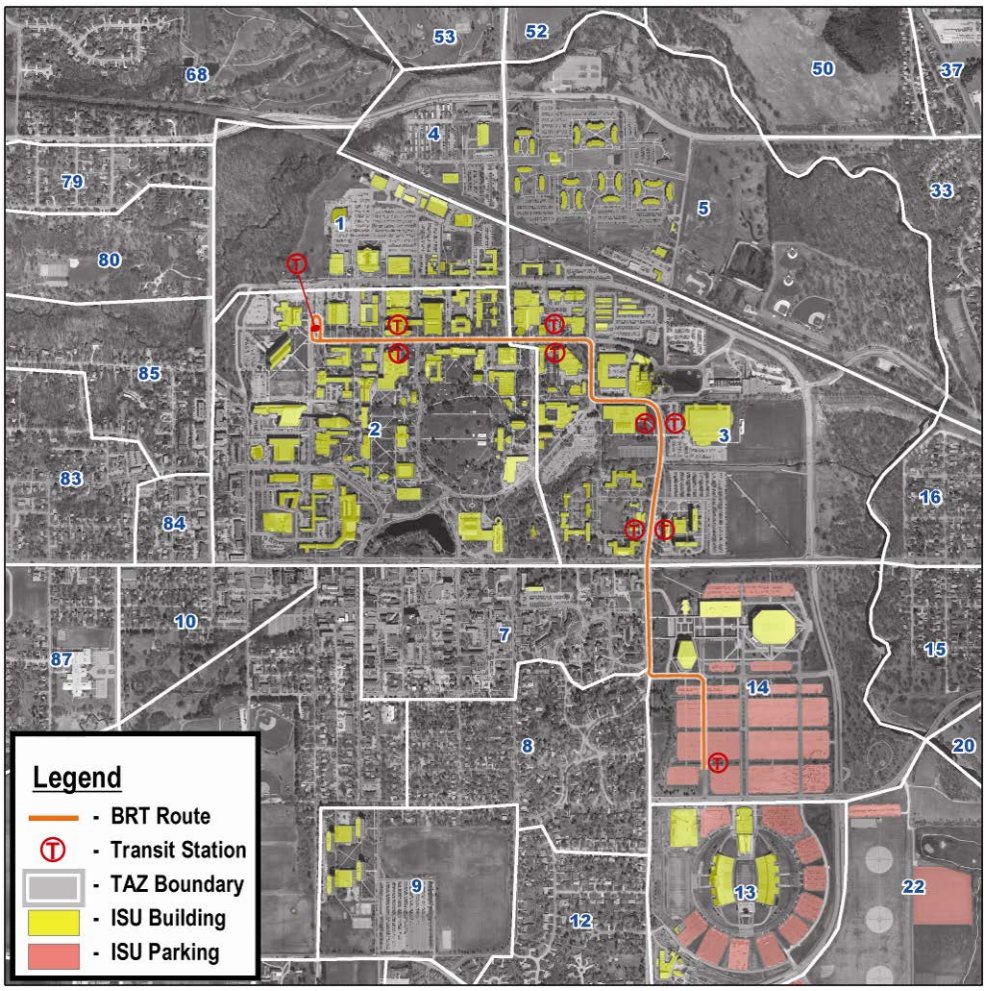
In addition, the following technical work would be completed to seek out a full range of costs and benefits of developing a Small Starts project:

- Increase Capacity & Enhance Route: The Larger vehicles with a greater passenger capacity may result in the need for fewer bus trips on the route and/or additional capacity within the corridor. It is estimated that peak period headways would be able to be increased from 2-3 minutes to 5 minutes, while at a minimum providing the same current level of passenger service.
- Study Safety Issues: Fewer bus trips may result in a reduced pedestrian and vehicular conflict exposure; thus, providing a safety improvement.
- Evaluate congestion reductions: The average age of the CyRide fleet exceeds 12 years. Replacement of a number of the older, less efficient buses with newer vehicles, and reducing the number of transit vehicles in the campus environment will reduce the level of pollutant emissions.
- Improve Operating Efficiencies: Fewer bus trips will result in a reduction in operating cost and improved operating efficiency.
- Reduce boarding delays: Multiple boarding doors and low floor vehicles may speed the boarding process and reduce boarding delays.
- Enhanced Bus Stops: Improved stations/stops will improve the passenger experience and provide improved passenger information.
- Exclusive Right of Way: Exclusive rights-of-way along with signal priority treatments will increase the average speed of service resulting in additional operating efficiency.
- Vehicle Branding: Unique branding of vehicles and stations will improve passenger understanding of system operations which is important in a campus environment where the population changes every semester.

POTENTIAL FOR IMPACTS TO DECISION MAKING

The CyRide Board authorized and completed the *Transit Feasibility Study* in selected corridors of the community. Again, one of the conclusions of the feasibility study was that the corridor between the Iowa State Center and the Iowa State University campus has the "potential to support bus rapid transit (BRT) in a combination of mixed flow and a dedicated guideway/transitway." (See Figure 3 on page 6.) The corridor presently carries on average over 8,100 passengers per day and the standard bus service has essentially reached its effective capacity.

FIGURE 3: BRT ROUTE CONCEPT AND STATION LOCATIONS



The conclusions from the initial *Transit Feasibility Study* were developed with a number of assumptions on inputs that were used in preparing transit ridership through 2030 and the impacts of various transit improvement alternatives. The primary assumptions are listed on the following page:

- Passenger and vehicle activity at the Iowa State Center. For the feasibility study CyRide staff estimated the boarding/alighting activities and the number of vehicles parking at the ISC using information gathered from experienced drivers and staff with historical knowledge of the level of activity.
- Boarding and alightings by general stop location along the corridor. Detailed boarding and alighting information is not generally collected in specific corridors. Estimates of the percentage of total daily ridership were developed by CyRide staff with a long tenure of working in the corridor.
- True origins and destinations of passengers. The detail of the feasibility study did not require a detailed delineation of actual origin (home-place, work-place, etc) or the destination (home-place, shopping center, etc.).

While the estimates of these inputs were reasonable for determining whether the concept is feasible, the feasibility test is only the initial step in the project development process for determining whether investment of local and federal funding into the concept and/or the corridor is a cost-effective use of funds. By collecting field information on the following items, the appropriateness of the Ames area regional travel demand model as a tool for providing more detailed ridership estimates will be greatly enhanced:

- Detailed boarding and alighting numbers by specific location throughout the Orange Route corridor.
- Through an on-board survey, detailed information trip purpose, origin-destination, frequency of use, availability of alternate modes, etc.
- Travel times for passenger vehicles and transit vehicles providing competing service in mixed-flow corridors.
- Stopped delay and dwell time delay for transit vehicles in the mixed-flow corridors associated with the Orange Route.
- On-time performance of transit vehicles in the Orange Route.

Each of these data inputs collected as part of the proposed grant scope of work would be incorporated into the Ames area regional travel demand model assumptions and would result in an enhanced capacity to provide estimates of future ridership associated with transit alternatives. The desired product of improving the regional travel model is to provide for a more robust analysis process that will enhance the local decision-making as to the potential user (and non-user) benefits associated with the transit improvement concept.
As a means of providing a basis for estimating the **Ames Alternatives Analysis** cost, the following scope of work below was developed.

Task 1: Data Collection – The following data collection efforts will be carried out:

1.1 Current Boardings and Alightings by Stop: The boarding and alighting counts will be conducted using precoded survey forms adapted and updated from any prior ridecheck.

1.2 On-board Passenger Survey: An on-board passenger survey will be conducted to obtain key travel and profile information, through use of a simple one-page survey. To be cost-effective, the survey could be distributed by the driver as passengers enter the bus and collected (in a box) as riders leave the bus. Based on the ridership of the route, approximately 400-500 completed surveys would be required to attain a satisfactory confidence interval.

1.3 Transit Travel Time/On-time Performance: Concurrent with the boarding/alighting data collection, travel time and on-time performance for trips along the Orange Route. For each run surveyed, the deviation from the established time points will be quantified and the overall run time and standard deviation will be provided.

1.4 Boarding/Alighting Times: As there are selected stops along the Orange Route with high concentrations of on-off activity, there was discussion throughout the Feasibility Study regarding the performance improvements that could be attained through including a bus with three doors, as opposed to the current two door bus. Providing vehicles with an additional set of doors would increase the service rate for passengers.

1.5 Mixed-flow Intersection Delay: Presently, there are two signalized intersections along the Orange Route. CyRide reports that presently in the peak periods buses traveling along Beach Road experience stopped delay on a recurring basis. The level of delay was not collected as part of the Feasibility Study, but the anecdotal reporting of the presence of delay was incorporated into the evaluation. Through collecting intersection delay information, a more robust assessment of the level of intersection delay can be documented.

Task 2: Evaluate Current Bus Travel Time Relative to Alternative Analysis Options – Through this task the following will completed:

2.1 Using the bus travel time data collected as part of Task 1, quantify current bus travel times throughout the route.

2.2 Identify and define the BRT concept key operating parameters as they pertain to intersection operations, including:

- 2.2.1 Transit vehicle signal priority.
- 2.2.2 Transit vehicle signal pre-emption.
- 2.2.3 HOV-only lane.
- 2.2.4 HOV-only with signal priority.
- 2.2.5 Grade separation to eliminate/greatly reduce the conflicts.

2.3 Evaluate the potential for transit travel time savings for the current and future 2030 conditions for the standard bus concept and the range of BRT operating concepts, including:

- 2.3.1 Intersection specific delay.
- 2.3.2 Route-wide travel time, including addressing increase service rate of a larger vehicle and an additional set of doors.

An intersection level simulation model will be derived and applied within the proposed route corridor. The model will allow quantification of the intersection and corridor-wide differences in travel time (with the initial hypothesis that the BRT concept would result in travel time savings) between the current condition, the future conditions with a standard bus and/or with a BRT concept in place.

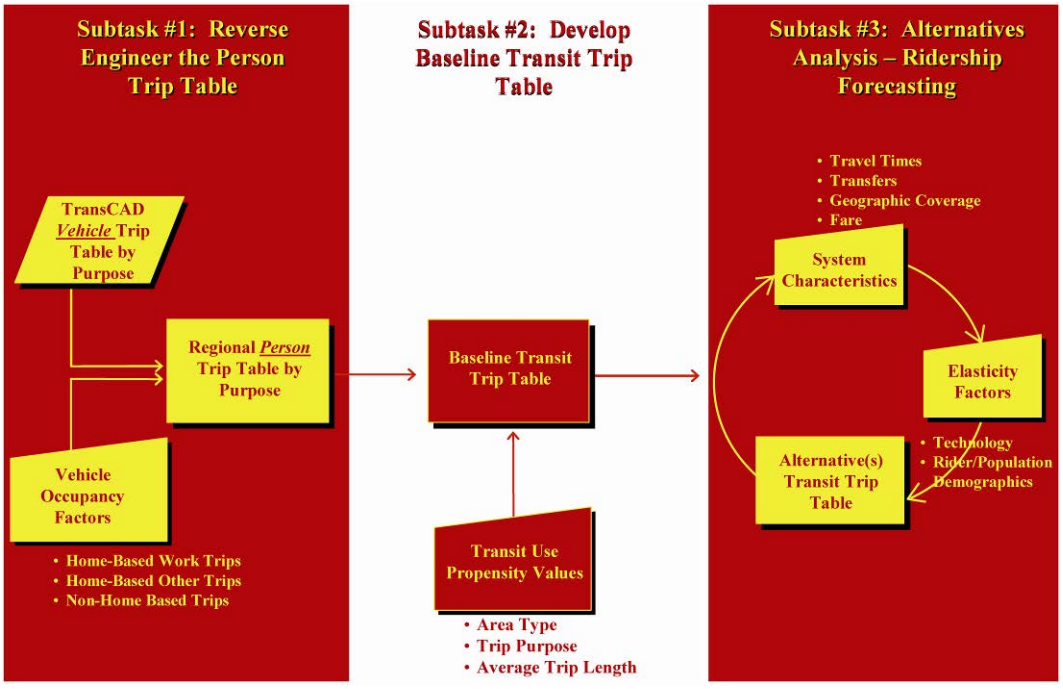
Task 3: Update Model Application - The feasibility study employed a simplified modeling approach in which the vehicle trip table that is a product of the current model set was re-engineered to provide a person trip table. The overall approach is outlined in the following figure.

Using the CyRide staff derived stops-specific boarding and alighting data, an estimated ¼ mile acceptable user walk distance from the routes, and the regional model person trip table, a transit trip table for the Orange Route was developed for the model base year. Similar propensity factors were then applied to the future year model to quantify ridership potential based on the assumed changes in person trips reflective of the 2030 development scenario.

The transit ridership forecasting application (see figure 4) developed for the Feasibility Study will be updated using the corridor-specific data gathered through Task 1. The result of the update would be transit forecasts for the each alternative (no build, articulated buses, BRT) that are based on corridor unique boarding/alighting, origin-destination, trip purpose information, rather than estimates of each of these provided by CyRide staff and through nationally reported values.

The travel forecasting output for the regional travel model will be factored from the daily segment volumes to intersection peak period turning volumes and used as inputs into the simulation model used in the assessment of travel time savings (Task 2).

FIGURE 4: RIDERSHIP FORECASTING PROCESS



Task 4: Refinement of the BRT Concept/Corridor Options– Through the feasibility study a general concept for operating BRT in the Orange Route corridor was developed, evaluated by staff and the CyRide Board and selected as the "preferred build" alternative. The concept was general in that a corridor was identified, a frequency of service was established, locations for stations were discussed and a general concept of using an articulated bus was selected. It was a conclusion that a more detailed alternatives analysis of the BRT concept in Orange Route corridor is warranted as well as other corridor options to achieve FTA concurrence of this locally preferred alternative. Through the alternatives analysis the following concept areas will be investigated and defined to a greater level of detail:

4.1 Terminus for the ISU campus end of the route. The primary questions to investigate are:

- 4.1.1 Should the BRT route loop through campus (following the complete Orange Route)?
- 4.1.2 Should the BRT route run two-way along Osborn Road, with other routes being modified to pick up the remainder of the Orange Route loop through campus?

4.2 Funding alternatives for construction and operations.

4.3 Travel time benefits.

4.4 Project costs for infrastructure construction, right-of-way, utilities, maintenance, and capital equipment.

4.5 Station locations and amenities.

4.6 Refined ridership forecasts.

4.7 Definition of the vehicle.

CAPACITY OF THE APPLICANT

CyRide has been in existence since 1976 serving the community of Ames, Iowa and Iowa State University (ISU). There is a strong commitment to quality transit services in this community as evidenced by the level of service enjoyed by residents today. For a community just over 50,000, residents are provided with service seven days a week, 18 – 20 hours per day and 362 days per year.

Under an Alternatives Analysis grant, CyRide would administer the grant, coordinate the technical aspects of the study with an outside consultant, provide information and gain input from CyRide's Board of Trustees and the public through an extensive public involvement process. This study would also be conducted in cooperation with the City of Ames, ISU students and administration, the Iowa Department of Transportation and the Center for Transportation Research and Education (CTRE) at ISU.

CyRide has administered multi-million dollar construction and operating contracts provided through grant funding at the state and federal level. Annually, CyRide receives over $1.3 million dollars in formula funding and has spent these funds according to federal regulations as evidenced by successful Triennial Reviews. Similarly, CyRide has received construction grants for facility construction. Most recently, CyRide has begun a twelve-month project for $3.2 million dollars to expand its current operating and maintenance facility. Therefore, it has the administrative capacity to ensure that grant funds are spent according to federal regulations and that a timely and complete project will be delivered to the community and federal officials.

To provide the technical expertise required to complete an alternatives analysis, CyRide will solicit assistance from a qualified consultant to complete the identified Tasks 1 through 4 as well as any other tasks within a future developed scope of work. In the previous *Transit Feasibility Study*, CyRide retained URS Corporation, Inc. to provide technical assistance in completing the work under this project. CyRide would use a similar process for the **Ames Alternatives Analysis**.

Therefore, between CyRide and a consultant's expertise, the **Ames Alternatives Analysis** study could provide solid results that could be used as a guide for future alternatives analysis studies throughout the country for a very Small Starts Funding.

MILESTONES

CyRide just completed a *Transit Feasibility Study* for several corridors within Ames where a transportation committee was formed to provide insight into this project. As such, continued involvement from this study committee is anticipated for the **Ames Alternatives Analysis** study to ensure continuity and a technically sound product. If approved for funding, CyRide estimates that the study could begin as early as February 2008. The following milestones for the alternatives analysis study would be maintained if funding were granted:

Activity	**Completion Date**
1. Alternatives Analysis Federal Earmark Approval Received	8/1/2007
2. Revise Ames FFY08 Unified Planning Work Program	9/15/2007
3. Prepare Scope of Work for Alternatives Analysis (AA) including extensive public participation involvement	10/1/2007
4. Submit formal Alternatives Analysis Grant to FTA	10/1/2007
5. FTA Approves AA Grant in TEAM and/or grants.gov	1/1/2008
6. Prepare RFQ for AA Consultant	1/1/2008
7. Hire Consultant for AA Study	2/1/2008
8. Begin AA Study	2/1/2008
9. Complete AA Study (12-month duration)	2/1/2009

ESTIMATED COST

The estimated cost to conduct the study as described above is $200,000. This application is a request for FTA funding for 80% of the project cost or $160,000. Local funding would be provided by the City of Ames, Iowa State University (ISU) and the ISU Government of the Student Body (GSB). The CyRide board has committed the local dollars as illustrated within the attachment titled "AAA Authorizing Resolution.pdf." approved on May 21, 2007.

APPLICANT INFORMATION

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Ames, IA 50014

Director of Transit: **Ms Sheri Kyras**
(515) 239-5563
skyras@cyride.com

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: June 25, 2012

SUBJECT: Quarterly Operation's Report

INFORMATION: The following information highlights significant variations or important performance benchmarks from the third quarter of the 2011/12 fiscal year (January – March 2012).

System-Wide Trends –

- Ridership for the quarter was +3.7% higher, with a year-to-date increase of 5.1%.
- Revenue miles and hours are slightly higher (+1.0% and +1.2%) as a result of CyRide Operation's staff closely monitoring the demand for each bus trip and limiting the use of additional vehicles where possible to hold down expenses.
- Passengers/ Revenue Miles and Hours are higher due to this increased ridership and the limiting of additional buses to handle the passenger loads.
- Farebox revenue is +30.8% for the third quarter with the revenue/expense ratio +27.4% as well.
- Operating expenses are +2.8% higher for the third quarter of 2011/12 and year-to-date mainly due to higher fuel costs.
- Operating expenses/passenger, revenue and revenue mile are also slightly higher due mainly to fuel prices.

Maintenance Trends –

- The number of bus interiors that have been cleaned this year and quarter are significantly higher than last – up 82.0% for the quarter and 79.4% year-to-date. This is due a Maintenance Department emphasis in this area and cleaning every bus prior to the beginning of school starting as well as during the Thanksgiving Winter and Spring breaks.
- Mechanical problems decreased -32.7% for the quarter, with an even higher increase in the number of miles achieved in-between road calls (+60.0%).
- Total diesel miles driven has increased slightly +2.4% with total gallons of diesel used increasing 2.8% due to ridership increases experienced in this quarter The

increased miles per gallon achieved by the hybrid buses and a newer, more efficient bus fleet are starting to positively impact this budget line item.
- Average diesel miles per gallon is remained the same this quarter, but is 6.6% higher year-to-date.
- Total Maintenance Expenses have increased 2.5% for the quarter and +9.7% year-to-date.

Fixed-Route/Operations Trends –

- Total accidents and preventable accidents both decreased for the quarter at -40.9% and -25.0%, respectively and are trending downward year-to-date as well.
- The total number of comments from CyRide riders has increased for the quarter and year-to-date; however, when more interactions between drivers and the public occur, there are more opportunities for these comments to be generated. A more meaningful statistic is the number of passengers carried for each comment received. This statistic is lower for the quarter (-3.4%) and year-to-date (-9.8%).
- The number of hours employees are driving a bus is unchanged for the quarter, but is 5.5% higher year-to-date to address the higher number of customers carried.
- The number of drivers being late for work or not showing for work are both lower for the quarter and year-to-date.

Dial-A-Ride Trends –

- Dial-A-Ride ridership last year ended significantly lower than in recent years; therefore, the ridership increase in the third quarter (+19.5%) and year-to-date (+15.7%) represents a return to previous ridership levels.
- Farebox revenue is slightly higher than last year as the Contractor's staff has placed an emphasis on collecting the appropriate fares.
- The operations expense for this service is significantly higher +10/2% for the quarter and 25.9% year-to-date to correspond to the higher ridership demand and an increase approved by the Transit Board of Trustees to increase the fuel surcharge in the existing contract.

Moonlight Express Trends –

- Moonlight Express ridership is significantly higher for the quarter (+19.0) and significantly higher year-to-date at 25.2%. This large percentage increase is due in part by ridership generated on the weekend of the Iowa-Iowa State game; however, ridership is higher on other weekends as well.
- Expenses and hours are higher as CyRide placed additional buses into service on the Iowa-Iowa State weekend to carry the additional ridership.

CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2012 to March 31, 2012 (3rd Quarter)

	FY 2012 3rd Qtr	FY 2011 2nd Qtr	% CHANGE	FY 2012 To Date	FY 2011 To Date	% CHANGE
MAINTENANCE						
Interior Clean	91	50	82.0%	287	160	79.4%
Shop Road Calls	12	19	-36.8%	30	50	-40.0%
Miles per Shop Road Call	32,771	20,485	60.0%	36,389	21,982	65.5%
NTD Minor Mech.	61	78	-21.8%	119	234	-49.1%
NTD Major Mech.	11	29	-62.1%	33	73	-54.8%
Total NTD Mechanical Prob.	72	107	-32.7%	152	307	-50.5%
Miles per Major Mech.	35,750	13,421	166.4%	33,081	15,056	119.7%
Gasoline Vehicles						
Gas Miles Driven	42,127	46,390	-9.2%	132,895	145,942	-8.9%
Total Gallons Gas	5,967	6,031	-1.1%	17,397	18,776	-7.3%
Total Gas Cost	$18,050	$18,213	-0.9%	$55,269	$46,397	19.1%
Avg. Gas Cost/Gallon	$3.02	$3.02	0.2%	$3.18	$2.47	28.6%
Gas Cost per Mile	$0.43	$0.39	9.1%	$0.42	$0.32	30.8%
Average Gas MPG	7.1	7.7	-8.2%	7.6	7.8	-1.7%
Diesel Vehicles						
Diesel Miles Driven	351,121	342,822	2.4%	958,779	953,180	0.6%
Total Gallons Diesel	82,588	80,348	2.8%	229,339	243,083	-5.7%
Total Diesel Cost	$212,035	$232,842	-8.9%	$723,292	$631,950	14.5%
Avg. Diesel Cost/Gallon	$2.57	$2.90	-11.4%	$3.15	$2.60	21.3%
Diesel Cost per Mile	$0.60	$0.68	-11.1%	$0.75	$0.66	13.8%
Average Diesel MPG	4.3	4.3	-0.4%	4.2	3.9	6.6%
All Vehicles						
Total Miles Driven	393,248	389,212	1.0%	1,091,674	1,099,122	-0.7%
Total Gallons Fuel	88,555	86,379	2.5%	246,736	261,859	-5.8%
Total Fuel Cost	$230,085	$251,055	-8.4%	$778,561	$678,347	14.8%
Avg. Cost/Gallon	$2.60	$2.91	-10.6%	$3.16	$2.59	21.8%
Total Cost per Mile	$0.59	$0.65	-9.3%	$0.71	$0.62	15.6%
Avg. MPG all Vehicles	4.4	4.5	-1.4%	4.4	4.2	5.4%
Small Bus/Sup. Mileage	47,013	53,532	-12.2%	152,431	170,852	-10.8%
Large Bus Mileage	346,235	335,680	3.1%	939,243	928,270	1.2%
% Rev. Mi./Total Miles	81.9%	81.9%	0.0%	83.7%	82.6%	1.4%
Percentage Small Bus	12.0%	13.8%	-13.1%	14.0%	15.5%	-10.2%
Maintenance Expense	$503,407	$490,925	2.5%	$1,396,156	$1,273,264	9.7%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2012 to March 31, 2012 (3rd Quarter)

	FY 2012 3rd Qtr	FY 2011 2nd Qtr	% CHANGE	FY 2012 To Date	FY 2011 To Date	% CHANGE
OPERATIONS						
Total Passengers	1,841,850	1,776,928	3.7%	4,675,811	4,450,137	5.1%
Average Drivers per Month	121.0	118.0	2.5%	123.1	117.0	5.2%
Driving Hours	44,337	44,266	0.2%	124,166	117,703	5.5%
Drivers Late	6	32	-81.3%	35	74	-52.7%
Drivers No Show	1	5	-80.0%	11	19	-42.1%
Late/No Show per Driver	0.06	0.31	-81.6%	0.37	0.79	-53.0%
Total Comments	44	41	7.3%	134	115	16.5%
Driver Fault	10	10	0.0%	20	19	5.3%
Undetermined	6	9	-33.3%	31	25	24.0%
Passenger Fault	1	0	#DIV/0!	4	1	300.0%
No Fault	10	13	-23.1%	34	33	3.0%
System Complaints	4	7	-42.9%	17	24	-29.2%
Service Requests	2	1	100.0%	8	5	60.0%
Compliments	11	1	1000.0%	20	8	150.0%
Passengers/Comment	41,860	43,340	-3.4%	34,894	38,697	-9.8%
Pass./Complaint (D & U)	115,116	93,523	23.1%	91,683	101,139	-9.4%
Driving Hours/Comment	1,008	1,080	-6.7%	927	1,024	-9.5%
Driving Hrs/Comment (D&U)	2,771	2,330	18.9%	2,435	2,675	-9.0%
Accident Reports	13	22	-40.9%	55	64	-14.1%
Preventable Accidents	6	8	-25.0%	37	38	-2.6%
Percent Preventable	46.2%	36.4%	26.9%	67.3%	59.4%	13.3%
Miles/Prev. Accident	65,541	48,652	34.7%	29,505	28,924	2.0%
Hours/Prev. Accident	7,390	5,533	33.5%	3,356	3,097	8.3%
Unreported Accidents	0	0	#DIV/0!	1	1	0.0%
Damage to Buses/Equip.						
Caused by CyRide	$3,024	$2,113	43.1%	$19,203	$28,532	-32.7%
Caused by Others	$519	$3,985	-87.0%	$1,537	$8,484	-81.9%
Caused by Unreported	$0	$0	#DIV/0!	$172	$537	-68.0%
Claims by Others (#)	1	0	#DIV/0!	4	1	300.0%
Claims by Others ($)	?	$0	#DIV/0!	$0	$718	-100.0%
Personal Injury Claims	$0	$0	#DIV/0!	$0	$0	#DIV/0!
Operations Expense	$1,084,400	$1,054,712	2.8%	$3,252,738	$3,150,046	3.3%
SYSTEM TOTAL						
Passengers	1,841,850	1,776,928	3.7%	4,675,811	4,450,137	5.1%
Revenue Miles	322,096	318,759	1.0%	913,978	907,462	0.7%
Revenue Hours	31,193	30,838	1.2%	87,465	87,261	0.2%
Revenue Miles per Hour	10.3	10.3	-0.1%	10.4	10.4	0.5%
Pass./Rev. Mile	5.7	5.6	2.6%	5.1	4.9	4.3%
Pass./Rev. Hour	59.0	57.6	2.5%	53.5	51.0	4.8%
Operations Expense	$1,084,400	$1,054,712	2.8%	$3,252,738	$3,150,046	3.3%
Maintenance Expense	$503,407	$490,925	2.5%	$1,396,156	$1,273,264	9.7%
Total Expenses	$1,587,807	$1,545,637	2.7%	$4,648,895	$4,423,309	5.1%
Farebox Revenue	$79,382	$60,674	30.8%	$247,860	$233,530	6.1%
Rev./Exp. Ratio	5.0%	3.9%	27.4%	5.3%	5.3%	1.0%
Oper. Exp./Passenger	$0.86	$0.87	-0.9%	$0.99	$0.99	0.0%
Oper. Exp./Rev. Mile	$4.93	$4.85	1.7%	$5.09	$4.87	4.4%
Oper. Exp./Rev. Hour	$50.90	$50.12	1.6%	$53.15	$50.69	4.9%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2012 to March 31, 2012 (3rd Quarter)

	FY 2012 3rd Qtr	FY 2011 2nd Qtr	% CHANGE	FY 2012 To Date	FY 2011 To Date	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,815,684	1,755,010	3.5%	4,598,970	4,388,313	4.8%
Shuttle Passengers	1,954	1,574	24.1%	5,050	3,953	27.8%
Total Passengers	1,817,638	1,756,584	3.5%	4,604,020	4,392,266	4.8%
Transfers	14,652	15,485	-5.4%	47,787	44,446	7.5%
Revenue Miles	305,015	302,377	0.9%	866,714	863,680	0.4%
Revenue Hours	29,933	29,620	1.1%	83,972	83,924	0.1%
Revenue Miles per Hour	10.2	10.2	-0.2%	10.3	10.3	0.3%
Pass./Rev. Mile	6.0	5.8	2.6%	5.3	5.1	4.5%
Pass./Rev. Hour	60.7	59.3	2.4%	54.8	52.3	4.8%
Operations Expense	$1,027,142	$1,001,417	2.6%	$3,090,190	$3,014,070	2.5%
Maintenance Expense	$489,469	$480,128	1.9%	$1,357,260	$1,245,190	9.0%
Total Expenses	$1,516,612	$1,481,544	2.4%	$4,447,450	$4,259,260	4.4%
Farebox Revenue	$77,053	$58,360	32.0%	$241,114	$226,840	6.3%
Rev./Exp. Ratio	5.1%	3.9%	29.0%	5.4%	5.3%	1.8%
Exp./Passenger	$0.83	$0.84	-1.1%	$0.97	$0.97	-0.4%
Exp./Rev. Mile	$4.97	$4.90	1.5%	$5.13	$4.93	4.1%
Exp./Rev. Hour	$50.67	$50.02	1.3%	$52.96	$50.75	4.4%
DIAL-A-RIDE						
Passengers	2,971	2,487	19.5%	8,023	6,934	15.7%
Revenue Miles	9,290	8,512	9.1%	25,522	23,320	9.4%
Revenue Hours	711	672	5.8%	1,984	1,915	3.6%
Revenue Miles per Hour	13.1	12.7	3.2%	12.9	12.2	5.6%
Pass./Rev. Mile	0.3	0.3	9.5%	0.3	0.3	5.7%
Pass./Rev. Hour	4.2	3.7	13.0%	4.0	3.6	11.7%
Operations Expense	$41,320	$37,511	10.2%	$119,357	$94,815	25.9%
Maintenance Expense	$0	$0	#DIV/0!	$0	$0	#DIV/0!
Total Expenses	$41,320	$37,511	10.2%	$119,357	$94,815	25.9%
Farebox Revenue	$2,330	$2,314	0.7%	$6,746	$6,691	0.8%
Rev./Exp. Ratio	5.6%	6.2%	-8.6%	5.7%	7.1%	-19.9%
Exp./Passenger	$13.91	$15.08	-7.8%	$14.88	$13.67	8.8%
Exp./Rev. Mile	$4.45	$4.41	0.9%	$4.68	$4.07	15.0%
Exp./Rev. Hour	$58.10	$55.78	4.2%	$60.16	$49.51	21.5%
MOONLIGHT EXPRESS						
Passengers	21,241	17,857	19.0%	63,768	50,937	25.2%
Revenue Miles	7,791	7,870	-1.0%	21,742	20,463	6.3%
Revenue Hours	549	546	0.5%	1,509	1,422	6.1%
Revenue Miles per Hour	14.2	14.4	-1.5%	14.4	14.4	0.1%
Pass./Rev. Mile	2.7	2.3	20.2%	2.9	2.5	17.8%
Pass./Rev. Hour	38.7	32.7	18.4%	42.3	35.8	18.0%
Operations Expense	$15,938	$15,785	1.0%	$43,192	$41,160	4.9%
Maintenance Expense	$13,938	$10,797	29.1%	$38,896	$28,074	38.6%
Total Expenses	$29,875	$26,582	12.4%	$82,088	$69,234	18.6%
Exp./Passenger	$1.41	$1.49	-5.5%	$1.29	$1.36	-5.3%
Exp./Rev. Mile	$3.83	$3.38	13.5%	$3.78	$3.38	11.6%
Exp./Rev. Hour	$54.45	$48.69	11.8%	$54.41	$48.70	11.7%

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	FY 2012 3rd Qtr	FY 2011 2nd Qtr	% CHANGE	FY 2012 To Date	FY 2011 To Date	% CHANGE
OPERATIONS REVENUE						
Farebox	$79,382	$60,674	30.8%	$247,860	$233,530	6.1%
Transit Contracts	$247,435	$272,588	-9.2%	$247,699	$272,588	-9.1%
I.S.U.	$599,880	$576,808	4.0%	$599,880	$576,808	4.0%
G.S.B	$1,562,067	$1,373,738	13.7%	$3,194,984	$3,008,118	6.2%
City of Ames	$61,739	$66,769	-7.5%	$757,611	$732,488	3.4%
IDOT - STA	$143,657	$114,599	25.4%	$449,749	$376,023	19.6%
Section 5307	$0	$0	#DIV/0!	$1,528,279	$1,490,918	2.5%
Other Grants	$63,284	$67,235	-5.9%	$103,860	$108,319	-4.1%
Other	$41,241	$43,732	-5.7%	$108,341	$130,157	-16.8%
Total Operating Revenue	$2,798,685	$2,576,144	8.6%	$7,238,262	$6,928,949	4.5%
TOTAL EXPENSES						
Administration	$251,549	$246,471	2.1%	$781,525	$744,770	4.9%
Safety & Training	$51,492	$49,932	3.1%	$157,856	$163,748	-3.6%
Promotion	$1,950	$7,521	-74.1%	$11,402	$17,224	-33.8%
Bldg. & Grounds	$78,198	$109,859	-28.8%	$249,402	$249,011	0.2%
Fixed Route	$1,516,612	$1,481,544	2.4%	$4,447,450	$4,259,260	4.4%
Dial-A-Ride	$41,320	$37,511	10.2%	$119,357	$94,815	25.9%
Moonlight Express	$29,875	$26,582	12.4%	$82,088	$69,234	18.6%
Operating Total	$1,970,996	$1,959,420	0.6%	$5,849,080	$5,598,062	4.5%
Farebox Revenue	$79,382	$60,674	30.8%	$247,860	$233,530	6.1%
Farebox Rev./Exp. Ratio	4.0%	3.1%	30.1%	4.2%	4.2%	1.6%
Admin. Expense/Pass.	$0.21	$0.23	-10.7%	$0.26	$0.26	-2.8%
Admin. Exp./Rev. Mile	$1.19	$1.30	-8.4%	$1.31	$1.29	1.4%
Admin. Exp./Rev. Hour	$12.28	$13.42	-8.4%	$13.72	$13.46	1.9%
Total Expense/Passenger	$1.07	$1.10	-3.0%	$1.25	$1.26	-0.6%
Total Expense/Rev. Mile	$6.12	$6.15	-0.5%	$6.40	$6.17	3.7%
Total Expense/Rev. Hour	$63.19	$63.54	-0.6%	$66.87	$64.15	4.2%

Transit Director's Report

June 2012

1. Odyssey of the Minds Ridership

The Odyssey of the Minds event from May 22nd through the 27th was another great service and resulted in record ridership for this triennial event. The chart below details ridership during the event compared to 2009, when the event was last in Ames.

Day of the Week	2009 Ridership	2012 Ridership	% Change
Tuesday	428	830	+93.9%
Wednesday	9,917	12,439	+25.4%
Thursday	16,478	19,740	+19.8%
Friday	18,345	23,343	+27.2%
Saturday	24,657	27,046	+9.7%
Sunday	70	1,224	1,748.6%
Total	**69,895**	**84,622**	**+21.1%**

More than 750 additional hours of service were provided on CyRide routes over the course of the event. With the additional hours of service and high ridership, CyRide's driving and management resources were stretch thin. If the event is held in Ames in the future, CyRide staff will evaluate the level of service to be provided and may need to identify other resources to assist in providing transportation services.

2. Dial-A-Ride Transition

Preparations have been made to transition Dial-A-Ride service from Heartland Senior Services to the Heart of Iowa Regional Transit Agency (HIRTA). The following activities have or will take place prior to July 1, 2012.

- CyRide sent letters and new Dial-A-Ride service brochures to each customer eligible for the service to inform them of the change and who/how to contact providers during and after the transition.
- CyRide will receive its leased bus from Heartland Senior Services on Friday, June 29, 2012.
- CyRide will provide Dial-A-Ride service for its customers on Saturday, June 30, 2012 and July 1, 2012 to allow for the transition of buses and staff to occur over the weekend from Heartland Senior Services to HIRTA. Heartland Senior Services will schedule the trips and provide CyRide with a driver manifest listing information regarding the trips. HIRTA will begin service on Monday, July 2, 2012.

3. Articulated Bus Delivery

CyRide was notified that its two NOVA articulated buses would be delivered to CyRide in mid-October 2012. CyRide will then prepare the buses for service and anticipates beginning their operation in the first few weeks of November 2012.

4. ISU Fee Committee Meeting

CyRide staff will meet with Iowa State University administrators and students at the Special Student Activity and Fee Committee meeting on June 27, 2012. As enrollment will be increasing, CyRide staff will be recommending no increase in student fees to provide CyRide service during the 2013-2014 school year, but will present information to the committee regarding the GSB Trust Fund and discuss options on how to utilize the fund to assist in providing services when enrollment increases.

5. Firearms on the Bus

At the May Transit Board meeting, board members directed staff to research how other city boards and commissions address the issue of firearms. Staff has contacted the Parks and Recreation and Library Departments; however, CyRide staff is still in the process of determining how this issue is addressed. It is anticipated that this research will be completed by the August board meeting.

August 2012

Sunday	Monday	Tuesday	Wed	Thurs	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 **ISU Classes Begin**	21	22	23 **Transit Board Mtg. 5:15pm**	24	25
26	27	28	29	30	31	