

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

REVISED AGENDA

August 20, 2012

1. CALL TO ORDER: 5:15 P.M.
2. Approval of June 25, 2012 and July 6, 2012 Minutes
3. Public Comments
4. Election – AAMPO Representative
5. FY12 Federal Operating Grant Application Approval
6. Boiler Replacement Proposal Approval
7. Intermodal Facility Update and Additional Elements
8. Approval of Intermodal Facility Change Order (Added to Agenda)
9. Orange Route Scope of Work Approval
10. Quarterly Operations Report
11. Transit Director's Report
12. Trustee Item
13. Set Time and Place of Next Meetings
14. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 25, 2012

The Ames Transit Agency Board of Trustees met on June 25, 2012 in the conference room at CyRide. President Anders called the meeting to order at 5:18 p.m. Trustees in attendance were: Anders, Leines, Schainker, and Wacha. Absent were Trustees Madden and Rediske.

APPROVAL OF MINUTES: Trustee Schainker made a motion to approve the May 10, 2012 minutes from the transit board meeting. Motion seconded by Trustee Wacha. (Ayes: Four. Nays: None) Motion carried.

PUBLIC COMMENTS: None.

ELECTIONS – TRANSIT BOARD VICE PRESIDENT AND AAMPO REPRESENTATIVE: The election of the President and Vice President of the Transit Board of Trustees are held in June as a requirement of the Ames Municipal Code, Chapter 26A.

Trustee Schainker made a motion that if Trustee Anders consents, he would nominate Trustee Anders to another term as Transit Board President. Motion seconded by Trustee Wacha. (Ayes: Four: Nays: None.) Motion carried.

Trustee Schainker made a motion to nominate Trustee Leines as Vice President. Motion seconded by Trustee Wacha. (Ayes: Four. Nays: None.) Motion carried.

Trustee Madden arrived at 5:23 p.m.

In addition, the representative for the AAMPO position is vacant. Director Kyras indicated that the scheduled meetings for this group typically take place around 6:30 pm , just prior to the Ames City Council meetings. Trustee Leines will contact Trustee Rediske and ask if he would be interested in this position and Director Kyras will follow-up with an email. Trustee Leines made a motion to table this agenda item until August when Trustee Rediske returns from his internship. Motion seconded by Trustee Schainker. (Ayes: Five. Nays: None.) Motion carried.

AMES INTERMODAL FACILITY CHANGE ORDER – BIKE PATH ADDITION: Director Kyras reported to the transit board that the Ames Intermodal Facility is nearing completion. Following a review of expenses, the bike path through the southern portion of the ISU Arboretum can be added at a cost of \$306,904 a there is approximately \$553,000 in funding remaining in the project budget. Federal Transit Administration's has indicated that 100% of the funding must be used on the project. The \$553,000 in available funding

would be secured from two sources: \$328,000 remains in the contingency fund and \$225,000 from the project's sales tax refund. Sales tax refund could take up to six months to receive.

It is the staff's recommendation to 1) use the left over funds to break out tenant utilities; 2) request by Ames Police Chief to put up a fence for safety; and 3) the addition of the bike path to the west. The three priorities are estimated to cost approximately \$344,106.

Discussion took place on design of the green screen at the bus terminal, additional landscaping, furniture for the management office for the parking division and Ames Police, and purchase of the art piece. Commission of the Arts is commissioning a piece of art for three years for the facility, with the option to purchase the piece.

Purchasing the first three priorities at a cost of \$344,106 with the \$328,000 in contingency fund leaves a deficit until the sales tax refund is received. This alternative reduces CyRide's closing balance by a few hundred dollars in interest revenue for 2012-2013.

Director Kyras asked the board members for their suggestions to expend the funds. If Director Kyras feels comfortable that we have everything for the facility, Trustee Schainker suggested that the purchase of additional bike lockers might be a higher priority than art. Trustee Madden and Schainker suggested spending funds for signage. The facility is not visible, is hard to see, and suggested signage off Sheldon and possibly from Lincoln Way. Trustee Schainker noted the City handles the signage from Lincoln Way.

Director Kyras recommended that the project team complete the three priorities at this time and consider other priorities later.

Trustee Schainker moved to approve the three project additions, proceeding with adding the utilities separation, fencing, and bike path elements to the Ames Intermodal Facility project for an estimated total of \$344,106. Trustee Madden seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

AMES INTERMODAL FACILITY – AMES POLICE DEPARTMENT LEASE: Director Kyras indicated that she had hoped to complete the Ames Police Department Lease before the Transit Board meeting, but did not feel comfortable with the details of the agreement at that time with all parties not agreeing to specific terms of the agreement. She indicated that the City of Ames Attorney, Doug Marek suggested ISU review the lease too. Ames Police's Safe Neighborhood Team wishes to use the facility as part of their public safety

and feels it is important the facility be occupied 24/7. A short conference call meeting will be scheduled within the next two weeks for the transit board to review the lease.

ALTERNATIVES ANALYSIS GRANT: CyRide received the Alternative Analysis Grant four years ago, May of 2008, to examine the Orange route to identify how it could most efficiently operate. CyRide can either return the funds or move forward with the grant application study. Funding available is \$200,000, \$160,000 in Federal Section 5339 Funds and \$40,000 local funding that was committed to this project in the 2007-2008 budget year. The progress on this grant has been delayed because of the TIGER Grant and resulting Intermodal project. The Federal Transit Administration has requested CyRide make use of the money and move forward with this study or return its funding.

The original study was to evaluate the Orange route corridor to determine three types of service: either no change, add articulated buses on the Orange route, or a full Bus Rapid Transit (BRT) corridor.

Director Kyras indicated that to justify a route as a BRT, the corridor must carry a minimum of 3,000 rides per day and the Orange route currently carries 10,000 a day. Director Kyras also explained that this route is growing at a 3.7% annual increase, which generates an additional 60,000 rides each year. She further explained that BRT vehicles have some type of branding to make them unique and then provided slides showing the different levels - low, medium, and high end BRT routes.

Director Kyras then asked for direction on whether to begin a study or return the funds. She indicated that, if the board desired, CyRide staff could work with ISU planners to develop a Scope of Work and Request for Qualifications with the federal funding to hire a consultant to complete the study.

CyRide staff shared that they believe this study will answer some questions within the community that staff and transit board members have asked such as, determining what amenities along the route would improve the riders experience, how to reduce congestion (including bus congestion) on campus, and how to keep pace with increasing ridership. She further clarified that CyRide carries 70 plus passengers on each bus during peak times, which does not allow for additional capacity to address the increases.

Transit board members discussed what the long-term plan was for the commuter parking lot. Trustee Madden responded that Iowa State has no plans to change the commuter lots and parking at the Iowa State Center will continue to grow due to the elimination of parking spots on campus and feels it is important to determine how to best operate transit service in light of this.

Trustee Schainker asked if this study was important. Because even though CyRide has the money, staff has many projects on their plate. Director Kyras acknowledged that staff had limited time for new projects, but also expressed a desire to find a resolution to some of the challenges on this route.

Board members shared that the planning study would benefit CyRide and community, but indicated that staff would need to decide if they can take the workload. Barbara Neal, CyRide Operations Supervisor, felt the study was important and would gain valuable information from an analysis of this route. She indicated that CyRide will continue struggling with this problem and five years down the road, wished it had completed the study. She also said that, through this study, there is a strong possibility that CyRide could identify changes that could be made to improve the system. Ms. Neal suggests showing forward progress and conducting the study.

Trustee Wacha made a motion to approve Alternative #1 directing 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. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

QUARTERLY OPERATION'S REPORT:

System-Wide Highlights discussed at the meeting were:

- Ridership is 3.7% higher than the previous year and third quarter farebox is up 30.8%.
- Maintenance area: bus interior cleanings are up 82%.
- Mechanical problems decreased, which is a positive.
- The average diesel mile per gallon is more year-to-date. Hybrid buses are helping to increase this factor.
- Fixed route accidents have decreased.
- Customer comments are down 3.4% for the year
- Number of drivers showing up late to work and not showing up for work are lower for the quarter.
- Dial-A-Ride trends are up significantly.
- Dial-A-Ride will make the switch to the new provider, HIRTA. Farebox revenue should increase in the next quarter.
- Moonlight Express ridership is up 25% from the previous year.

Trustee Madden asked about the ridership level on the Aqua route with the hot weather. Tom Davenport, CyRide's Transit Coordinator indicated that it was about the same as last year. Trustee Anders recognized the positive trends in the maintenance and safety areas.

TRANSIT DIRECTOR'S REPORT:

- The IPTA State Roadeo competition was held Saturday, June 23, and CyRide drivers took first and second place in both the large and cutaway division.
- Odyssey of the Mind – 2009 was the last year this event was in Ames and ridership for the 2012 event was significantly higher. This event stretched staff and drivers so if it comes back to Ames in 2015, staff will need to discuss options to provide the transportation. Having enough drivers is the challenge because this event requires a school year service level and CyRide has summer staffing levels.
- Dial-A-Ride transition - July 1, HIRTA Agency will take over the operation of CyRide's DAR services for Heartland Senior Services. Mid June, a letter and new brochure was sent to inform the passengers of this change. The bus leased to Heartland Senior Services will be returned to CyRide this Friday. HIRTA asked CyRide staff to provide DAR service June 30th and July 1st to provide a transition. The trips will be scheduled by Heartland and CyRide drivers will do the driving.
- Articulated buses - CyRide received notification that the buses are to be scheduled for delivery the first part of October.
- Meeting scheduled for Wednesday, June 27 with ISU fee committee. This committee is the first opportunity to discuss CyRide's budget with the students. With the anticipated record enrollment predictions, CyRide will present justifications to increase service levels requiring additional funding from the CyRide GSB Trust Fund.

Trustee Madden asked if CyRide knew where the overloading is predicted and if staff was aware of the new apartment complexes along Welch Ave. This area is part of the Brown route, Department of Residence, and CyRide does pick passengers up along the route. He indicated that this was the beginning of many conversations to put the money into operating.

- Firearms on the bus – Director Kyras is still researching how city departments handle this issue, but has found out Parks and Recreation does not have a policy.

Next meeting is set for Thursday, August 23 at 5:15 pm. Trustee Leines indicated that he has class at 6:00 pm, so another date is preferred. Meeting was then set for Monday, August 20 at 5:15 pm. Director Kyras would like to accomplish scheduling the meetings for fall semester during the August meeting.

Meeting adjourned at 6:15 p.m.

Robert Anders, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

July 6, 2012

The Ames Transit Agency Board of Trustees met on July 6, 2012 at 1:00 p.m. via conference call. President Anders called the meeting to order at 1:02 p.m. Trustees in attendance were Anders, Rediske, Schainker and Madden. Absent: Trustees Wacha and Leines.

AMES INTERMODAL FACILITY-POLICE DEPARTMENT LEASE: Director Kyras provided a brief history of the lease and how it was originally drafted to mirror the leases for Jefferson Lines, Burlington Trailways and Executive Express, with the exception of rent as it was a no cost agreement. Since the Safe Neighborhoods Team is a part of the City of Ames Police Department and CyRide is an agency of the City of Ames, she indicated a formal lease was not required; however, the Federal Transit Administration (FTA) required a license agreement. Director Kyras indicated that the FTA would require charging for use of the space at market rates under a lease, but the license agreement does not have this same requirement. FTA has approved use of the license agreement as there was no-value of the space during the hours that it would be used by the Police Department, from approximately 4 pm until 2-3 am every day of the week. Director Kyras sent a copy of the renamed license agreement to all members of the Board of Trustees on July 5, 2012.

The FTA, as well as Chief Cychosz, has approved the license agreement that was redrafted from the lease by the City Attorney. Mark Miller, of Iowa State University's Parking Division has also approved the license agreement with one change made in section 1.2 (a) of the license agreement that sites premises/common areas and that the licensor shall make available for use up to 50% of certain real property; up to 548 square feet and that the office area will be shared with a management company and be coordinated with its representative, so there is equal sharing of the office space.

Trustee Madden made a motion to approve the License Agreement as amended. Trustee Rediske seconded the motion. Trustee Anders asked for further discussion and asked if the verbiage would be added to the current agreement. Director Kyras explained that the section that Mark Miller has proposed to change stating that the words "up to 50% of" and "will be coordinated with representative" will be added. Trustee Anders asked what the physical look of the office would be and if the office would host this section of the Police Department. Director Kyras confirmed that the Safe Neighborhoods Team would have desk space, but would not be open to the public. She added that there would be vehicles in and out of the facility and that officers may access the building during daytime hours to complete reports or access work space. Trustee Anders asked for a vote. Ayes: 4, Nays: 0 (Motion carried unanimously).

PURCHASE OF TWO MINIBUSES: Director Kyras reviewed the grant information, stating that the DOT Grant under the State of Good Repair program would fund the replacement of 2 minibuses, #378 and #379. The grant would fund 90% of the cost, with a 10% local match, totaling \$18,600. The purchase of these two buses was included in the 2012 Capital Improvement Plan and dollars have been allotted in CyRide's capital budget.

Director Kyras stated that Rich Leners, Assistant Director of Fleet and Facilities, has researched the best type of bus and has had several buses demonstrated to the maintenance and operations staff. It was found that the Glaval, Titan 2 bus has a heavy duty frame that will stand up to the wear and tear that occurs from daily use. Director Kyras shared that these buses can be purchased from Hogle Bus and Truck Company in Marshalltown, Iowa. In addition, it is possible for CyRide to complete the procurement process through the Minnesota Department of Transportation procurement because they bid several buses annually and would achieve the best price. Director Kyras added that if the recommendation for purchase is approved by the Transit Board and the City Council at their next meeting, the buses could be purchased and received by November 2012.

Trustee Anders asked if buses #378 and #379 would be replaced and sent to market. Rich Leners confirmed that they would be sold. Trustee Schainker motioned to approve the purchase from Hogle Bus and Truck Company as described in Alternative #1. Trustee Madden seconded the motion. Ayes: 4, Nays: 0. (Motion carried unanimously).

DIRECTOR'S EVALUATION: Trustee Anders deferred this topic to Trustee Schainker, who indicated that he would like to present the evaluation at the next Board Meeting, scheduled for August 20, 2012, even though the paycheck reflecting the increase in salary would be prior to the meeting. The Trustees mutually agreed to table the issue until the August meeting.

SET TIME AND PLACE OF THE NEXT MEETING: Trustee Anders asked if August 20th at 5:15 pm worked for everyone and no conflicts were stated.

INTERMODAL FACILITY UPDATE: Trustee Madden asked if there were any updates on the issue with the cracking stairs at the Intermodal Facility. Director Kyras responded that crews were removing pieces of the stairs to check the rebar/steel reinforcement in the stairs to assess the condition and make recommendations for a solution. She indicated that at this point, Weitz Construction has recommended that steel tubes or wire mesh be used to address the issue. Director Kyras asked the construction company if tearing down and rebuilding the stairs was an option, as useful life and aesthetics are a concern. Currently, she indicated that the construction company's possible solutions would include this, but probably not their recommendation.

Director Kyras shared that the FTA would like to review the options that are proposed for the stairs and will be visiting the facility to visually inspect the stairs in the coming weeks. She referred to the Transit Board for next steps and asked if they would like to approve the final solution. Trustee Schainker stated that since the long-term responsibility is with Iowa State University and the City, there is concern about future costs if the solution is to fix them quickly and at the lowest cost. Trustee Madden added that he wants the projected useful life of the stairs to be the same with the proposed solution as it would have been if the problem did not exist. Trustee Schainker added that he also wants to see an equal life span of the stairs in the proposed solution.

Director Kyras presented the question of whether or not the portions of the facility not using the staircases should be opened. She also shared that she could not currently recommend that any additional portions of the building be opened in the facility until there is further progress on the

assessment and a recommendation has been made. Trustee Madden pointed out that if the facility is not usable by the time school starts in August, there could be issues with parking and would like to see this figured out quickly.

Director Kyras asked the board if there is any direction for her in how she should proceed; inquiring if there should be another board meeting to address this issue. Trustee Anders stated that since there was a quorum at this meeting, the board could direct that the structure needs to be compliant with regulations and done before the academic year. Director Kyras expressed that both aspects of Trustee Anders' motion may not be possible. Trustee Madden added that Mark Miller should be involved in the conversations concerning the usability of the structure because parking permits have been sold and any delays in opening the parking facility will have an economic and public relations impact. In addition, Trustee Madden questioned whether or not the lower level would be usable, since he assumed that the upper levels would be a fire/safety issue because of the lack of usable stairs. Further, Trustee Madden supports Trustee Anders motion, as far as it can be done according to regulations.

Trustee Anders stated that he is comfortable with Trustee Madden, Trustee Schainker and Director Kyras coming to an agreement and working out the solution. Director Kyras shared that she will be on vacation next week, but Shari Atwood and Rich Leners will keep communication open while she is gone and that she will be available via phone.

ADJOURN: Meeting adjourned at 1:22pm.

Robert Anders, President

Julie Merges, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 20, 2012
SUBJECT: ELECTION – AAMPO REPRESENTATIVE

INFORMATION: Arjay VanderVelden 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 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 Policy Committee to represent the transit system's perspective on these issues. The AAMPO Policy 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: August 20, 2012
SUBJECT: FY 12 FEDERAL OPERATING GRANT APPLICATION APPROVAL

INFORMATION: Each year, CyRide submits a federal grant application (Section 5307) to receive formula funding that has been allocated to CyRide. For FY2012, the federal dollars CyRide may apply for in a grant application to the Federal Transit Administration are listed below. In the FY2013 budget, CyRide included \$1,530,000 in federal dollars. This year's allocation exceeds this budgeted amount by .8% or \$10,702.

	<u>FY2011</u>	<u>FY2012</u>	<u>% Change</u>
<i>Formula 5307 Funding</i>	\$880,247	\$883,128	.3% +
<i>Small Transit Intensive Cities (STIC) funding</i>	\$648,032	\$657,574	<u>1.5%+</u>
TOTAL Apportionment	\$1,528,279	\$1,540,702	.8%+

These formula funds are based solely on population and population density of an Urbanized Area (UZA). Small Transit Intensive Cities (STIC) funds are allocated to UZA's between 50,000 and 200,000 in population that operate a level of transit service equal to or above the industry average for cities with populations 200,000 – 999,999. Transit systems are rated within the following six categories receiving STIC funding per category they meet/surpass.

1. Passenger miles traveled per vehicle revenue mile,
2. Passenger miles traveled per vehicle revenue hour,
3. Vehicle revenue miles per capita,
4. Vehicle revenue hours per capita,
5. Passenger miles traveled per capita, and
6. Passengers per capita.

Over the past years, CyRide has achieved up to five of the total six STIC categories obtaining, in total, an additional \$500,000 - \$700,000 in federal formula funding. CyRide has never achieved category #2 listed above. Between FY2008 - FY2010, CyRide fell short of criteria #1 - the passenger miles traveled per vehicle revenue mile category due to the average attained by large urban areas (populations 200,000-999,999 for this category) being significantly better than CyRide's performance for this criteria. CyRide attained this 1st category back beginning in FY2011. Smaller transit systems exceeded large transit agencies fewer times in 2012 so this

increased the dollars available per category for small systems. The end result is an increase of \$9,544 (1.5%) in CyRide’s STIC allocation. These results are illustrated in the table below.

	FY2008	FY2009	FY2010	FY2011	FY2012
# of Small Transit Agencies Exceeding Large Agencies in Performance Criteria	312	296	272	321	317
STIC Funding per Criteria	\$125,348	\$140,553	\$152,636	\$129,606	\$131,515
# of STIC categories	4	4	4	5	5
TOTAL CyRide STIC Funding	\$501,390	\$562,212	\$610,546	\$648,030	\$657,574

CyRide will request 100% of its formula funding in operating funds to make the grant process administratively easier. The grant requires a 50% local match, of which CyRide more than meets within its operating budget. While administratively the funds are placed in CyRide’s operating budget, a portion of this funding is then transferred to the capital budget to support projects approved within the CIP. The specific federal request is as follows:

Section 5307 Operating Assistance

\$1,540,702

ALTERNATIVES:

1. Authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$1,540,702 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an application for federal operating assistance. Approval of this application will allow CyRide to continue operating its transit services within the Ames community and meet demand for more service within the community.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 20, 2012

SUBJECT: BOILER REPLACEMENT PROPOSAL APPROVAL

BACKGROUND: As part of CyRide’s multi-year Capital Plan and City of Ames Capital Improvement Plan, staff develops building improvements and repairs to ensure safe and efficient operation of its facility. One building improvement included in both of these plans for replacement in the 2012-1013 budget is CyRide’s two boilers; which are original to the building, are 29 years old and at the end of their useful life. Their replacement will improve the energy efficiency of CyRide’s facility. As part of the 2012-2017 CIP, replacement of CyRide’s boilers was included at a cost of \$75,000. A Request for Proposal was solicited in July 2011 for their replacement. No grant dollars are available; therefore, 100% local dollars, under CyRide’s Fixed Equipment and Machinery account, has been budgeted for this building improvement.

INFORMATION: CyRide received three proposals for a new Thermal Solutions EVS-1500 boiler system as follows:

Proposing Firm	Proposal Price
Capital City	\$143,689
Proctor	\$98,900
Mechanical Comfort	\$83,480

Based on the above proposals, CyRide staff recommends awarding the project to Mechanical Comfort, who was the lowest responsible proposer as well as received the highest rating based on six criteria: price, technical (energy efficiency, warranty, ongoing costs, connection with maintenance software system), firm and personnel, training plan, installation schedule and completion of all forms (see attached rating sheet). Additionally, Mechanical Comfort is the only proposer that could interface the boiler units with the management software system (Solidyne) at a cost of \$5,865. This is extremely beneficial as CyRide’s Assistant Director of Fleet and Facilities will be notified day or night when a problem occurs with the boiler system through this interface. The total cost of the improvement with the optional interface would be \$89,345.

With the proposals being over-budget by \$14,345 (\$89,345 - \$75,000), the building improvement “Actuated Shutoffs” for the fueling system, also budgeted in the 2012-2013 capital plans at \$36,000, could be delayed a year. For reference, the attached Capital Purchases Summary sheet details all capital purchases included in the 2012-2013 budget.

ALTERNATIVE:

1. Approve award of the boiler procurement, including proposal alternate #1 for the Solidyne interface, to Mechanical Comfort of Des Moines for a total of \$89,345.
2. Approve award of the boiler procurement without proposal alternate #1 to Mechanical Comfort of Des Moines for a total of \$83,480.
3. Do not award the proposal and direct staff on board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to award the work to Mechanical Comfort, with the proposal alternate to interface the boilers with the maintenance management software program (Solidyne). Replacement of these boilers will increase critical building equipment reliability and potential building safety as well as significantly increasing the energy efficiency of CyRide’s facility. It is the top facility equipment improvement identified by CyRide staff for the 2012-2013 budget year.

Please rate using a scale of 1 to 3
with 1 = low rating and 3 = high rating

	Capital City	Mechanical Comfort		Proctor	
	Thermal Solutions EVS-1500	Option #1 Thermal Solutions EVS-1500	Option #2 RBI Boilers MB-1500	Thermal Solutions EVS-1500	
A. Price (50%)					
Alternate #1 add Solidyne interface					
	\$143,689	\$83,480	\$77,295	\$98,900	
		\$5,865	\$5,865		
Lowest proposed price will receive 3 points. The next lowest priced proposal will be scored by taking the lowest proposed price divided by the second lowest price. This will give a percentage that will be multiplied by 3.	R. Leners	1.61	2.78	3	2.34
The third lowest priced proposal will be scored in the same manner.	J. Rendall	1.61	2.78	3	2.34
B. Technical (20%)					
Energy efficiency of proposed boilers	R. Leners	3	3	2	3
Can system be connected to Solidyne	J. Rendall	2	2	1.8	2
Ease of use and operation					
Product warranty					
Ongoing costs					
C. Firm and Key Personnel Experience and Qualifications (15%)					
An assessment of the Bidder's ability to deliver the indicated service in accordance with the specifications set out in this RFP.	R. Leners	1	3	3	2
The Bidder's stability, experiences, and record of past performance in delivering such services.	J. Rendall	2.2	2.5	2.5	2.2
How well has the Bidder demonstrated experience in completing similar projects on time and within budget?					
How successful is the general history of the Bidder regarding timely and successful completion of projects?					
How reasonable are the Bidder's cost estimates?					
Availability of sufficient high quality Bidder personnel with the required skills and experience for the specific approach proposed.					
Do the individuals assigned to the project have experience on similar projects?					
D. Training Plan (5%)					
	R. Leners	1	2	2	1
	J. Rendall	2	2	2	1
E. Installation Schedule (5%)					
	R. Leners	2	3	3	2
	J. Rendall	1	3	3	1
F. Completion of all required responses in the correct format (5%)					
All forms completed and included in response.	R. Leners	2	3	3	2
	J. Rendall	3	3	3	2.5
Total		22.42	32.06	31.3	23.38

Recommend Mechanical Comfort Option 1 with Alternate 1 to connect boilers to building HVAC management system. Total Cost \$89,345. Because project is over budget, \$14,345 will need to come from the \$36,000 budgeted for installing lift and fueling actuated shut-offs.

Capital Purchases Summary Sheet
FY2012 Actual

8/3/2012

FY2012														
Orde	Description	Notes	Item Cost	Fed	Qty	Adopt	Amend	Actual	Fed Share	Local	Source	Grant #	Expense Acct.	Revenue Acct.
1	Building			80%	1	C/O	\$3,101,000	\$254,380	\$201,304	\$53,076	5309	IA-04-0111-01	552-1175-439.75-11	552-1101-336.38-01
2	Building			80%	1	C/O	\$1,000,000	\$0		\$0	PTIG	STA-IG-015-FY11	552-1155-439.75-11	552-1101-336.38-05
3	Building			80%	1		\$750,000	\$0		\$0	PTIG	STA-IG-015-FY12	552-1164-439	552-1101-336.38-06
4	Bus stops	C/O FY08	\$50,000	80%	1	C/O	\$46,701	\$5,500	\$4,400	\$1,100	5310	IA16-X001-015-08	552-1174-439.40-61	552-1101-336.74-02
5	Bus stops	C/O FY09	\$50,000	80%	1	C/O	\$50,000			\$0	5310	IA16-X001-015-09	552-1174-439.40-61	552-1101-336.74-02
6	Bus stops	C/O FY10	\$50,000	80%	1	C/O	\$50,000	\$0		\$0	5310	IA16-X001-015-10	552-1150-439.40-61	552-1101-336.74-03
7	Bus stops		\$50,000	80%	1	C/O	\$50,000	\$0		\$0	5310	IA16-X001-015-11	552-1154-439.40-61	552-1101-336.74-04
8	Bus stops		\$50,000	80%	1	\$50,000	\$50,000	\$0		\$0	5310	IA16-X001-015-12	552-1157-439.40-61	552-1101-336.74-05
9	Needs Analysis	C/O FY09		80%	1	C/O	\$200,000			\$0	5309	IA39-0001-00	552-1180-439.40-10	552-1101-336.12-00
10	40' Buses	990	\$384,000	83%	1	\$384,000	\$384,000	\$377,657	\$313,398	\$64,259	5309	IA-04-0113-15-11	552-1156-439.75-35	552-1100-336.72-04
11	40' Buses		\$392,000	90%	5	\$1,960,000	\$1,960,000	\$1,884,650	\$1,662,905	\$221,745	SGR	IA-04-0121	552-1158-439.75-35	552-1100-336.73-00
12	Schedule Software		\$200,000	80%	1	\$200,000	\$200,000	\$144,698	\$101,075	\$43,622	SGR	IA-04-0121	552-1158-439.75-38	552-1100-336.73-00
13	Articulated Buses		\$698,300	90%	2	\$1,396,600		\$4,523	\$3,753	\$770	CF	IA-04-0120	552-1160-439.75-35	552-1100-336.61-00
14	TIGGER Shop Parts							\$18,871	\$18,430	\$441	TIGGER	IA-77-0001-00	552-1187-439.60-31	552-1100-331.69-01
14	Computers - Field Supr.	2 PCs new	\$1,500	0%	2	C/O	\$3,000	\$0		\$0	Local		552-1159-439.70-38	N/A
15	Computers	6 PCs replace	\$1,531	0%	6	\$14,000	\$9,200	\$10,756		\$10,756	Local		552-1159-439.70-38	N/A
16	Water Filtration System	Filt. Cooling Twr	\$24,000	0%	1	C/O	\$24,000	\$0		\$0	Local		552-1159-439.75-30	N/A
17	Fuel Pump Improvements	FM Global req.	\$29,000	0%	1	C/O	\$29,000	\$0		\$0	Local		552-1159-439.75-30	N/A
18	Actuated Shutoffs	FM Global req.	\$36,000	0%	1	C/O	\$36,000	\$0		\$0	Local		552-1159-439.75-30	N/A
19	Used Buses							\$9,859		\$9,859				
19	Bus Video Systems	Fresno	\$9,000	0%	5	C/O	\$45,000	\$0		\$0	Local		552-1159-439.75-30	N/A
20	Bus Video Systems	Des Moines	\$9,000	0%	5	\$45,000	\$45,000	\$0		\$0	Local		552-1159-439.75-30	N/A
21	Boiler Replacement		\$75,000	0%	1	\$75,000	\$75,000	\$0		\$0	Local		552-1159-439.75-30	N/A
22	Support Automobile	Expansion	\$30,000	0%	1	\$30,000	\$0	\$0		\$0	Local		552-1159-439.75-35	N/A
23	Support Vehicle	Repl 969 (297)	\$30,000	0%	1	C/O	\$28,738	\$28,738		\$28,738	Local		552-1159-439.75-35	N/A
24	Copier	Replacement	\$6,900	0%	1		\$6,900	\$0		\$0	Local		552-1159-439.75-40	N/A
25	ITS System	GSB Funded	\$40,000	100%	1	\$40,000	\$260,000	\$221		\$221	Local		552-1159-439.75-38	552-6755-398.55-10
26	Collective Data Upgrade							\$4,825		\$4,825			552-1159-439.75-38	
26	Other							\$3		\$3			552-1159-439.60-36	
							\$4,194,600	\$8,403,539	\$2,744,680	\$2,305,265	\$439,415			

FY2013													
Orde	Description		Item Cost	Fed	Qty	Request		Fed Share	Local	Source	Grant #	Expense Acct.	Revenue Acct.
1	40' Buses		\$392,000	90%	5	\$1,960,000		\$1,764,000	\$196,000	SGR	IA-04-0121	552-1158-439.75-35	552-1100-336.73-00
2	Articulated Buses		\$698,300	90%	2	\$1,396,600		\$1,256,940	\$139,660	CF	IA-04-0120	552-1160-439.75-35	552-1100-336.61-00
3	Minibuses	978, 979	\$93,000	90%	2	\$186,000		\$167,400	\$18,600	5309	IA-04-PTMS	552-1162-439	552-1100-336.72-05
4	Bus stops		\$50,000	80%	1	\$50,000		\$40,000	\$10,000	5310	IA16-X001-015-13	552-1163-439	552-1101-336.74-06
5	Support Automobile	Expansion	\$30,000	0%	1	\$30,000		\$0	\$30,000	Local		552-1159-439.75-35	N/A
6	Floor Scrubber/Sweeper		\$38,000	0%	1	\$38,000		\$0	\$38,000	Local		552-1159-439.75-35	N/A
7	AC Refrigerant Rec. Sys.		\$7,500	0%	1	\$7,500		\$0	\$7,500	Local		552-1159-439.75-40	N/A
8	Sign Post Install/Remove		\$4,500	0%	1	\$4,500		\$0	\$4,500	Local		552-1159-439.70-40	N/A
9	Computers		\$1,600	0%	6	\$9,600		\$0	\$9,600	Local		552-1159-439.70-38	N/A
							\$3,682,200		\$3,228,340	\$453,860			

	2011 Actual	2012 Adopt	2012 Amend	2012 Actual	2013 Request
Opening Balance	\$1,177,643	\$348,756	\$1,479,503	\$1,479,503	\$52,657
State/Federal	\$3,100,590	\$3,539,660	\$6,440,881	\$2,305,265	\$3,228,340
ISU Parking	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Interest	\$10,109	\$17,000	\$10,000	\$11,219	\$10,000
Shuttle	\$0	\$40,000	\$40,000	\$0	\$0
Insurance	\$780,910				
GSB		\$40,000	\$260,000	\$0	
Transfer from Oper.	\$632,000	\$239,812	\$208,812	\$208,812	\$378,801
Total Revenues	\$4,540,609	\$3,893,472	\$6,976,693	\$2,542,296	\$3,634,141
Total Available	\$5,691,143	\$4,242,228	\$8,456,196	\$4,021,799	\$3,686,798
Expenses	\$4,238,749	\$4,194,600	\$8,403,539	\$2,744,680	\$3,682,200
Finance Adjustment	(\$27,109)				
Closing Balance	\$1,479,503	\$47,628	\$52,657	\$1,277,119	\$4,598

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 20, 2012
SUBJECT: INTERMODAL FACILITY UPDATE AND ADDITIONAL ELEMENTS

BACKGROUND: The Ames Intermodal Facility is partially open with the terminal and bus garage areas of the facility operational. A recently discovered issue with both stairs has delayed opening of the parking ramp and surface portion of the building. The project team is currently in the process of correcting the issue. The repair of the stairs will be paid for 100% by the construction company.

The completion of the project was under budget and, with the Federal Transit Administration's desire to utilize 100% of the funds on the project prior to September 2013, the project team has identified additional items that will benefit the project and livability of the community.

INFORMATION:

Intermodal Update

Since discovery of the Ames Intermodal Facility stair cracking issue, the project team has been working to develop a suitable solution that would make the stairs structurally sound for the life of the facility, esthetically appealing and accomplish both of these criteria as quickly as possible so that the facility could be utilized at the beginning of ISU's fall semester. This was accomplished on June 30, 2012 with approval by Iowa State University and the Ames City Council to adopt the project committee's recommendation to repair the stairs. This recommendation was to apply a carbon fiber mesh to the underside of the stairs, covered with a fire-resistant polymer and then an EFIS material to hide the repairs. The following schedule will be utilized to complete these repairs.

Activity	Date
Prepare underside of upper stairs	August 1 – 2
Apply carbon fiber mesh to upper stairs & cure	August 3 - 4
Remove top level shoring	August 4
Apply fire resistant coating to upper stairs	August 6 - 7
Prepare underside of lower stairs	August 6
Apply carbon fiber mesh to lower stairs & cure	August 7 - 9

Remove lower level shoring	August 9 *
Apply fire resistant coating to lower stairs	August 10
Open west stair/ramp/surface lot for use by public	August 13
EFIS/framing for esthetics – East stairs	August 8 - 15
Open east stair/close west stair	August 15
EFIS/framing for esthetics – West stairs	August 15 - 22
All stair repairs completed and open	August 23

* Both sets of stairs are structurally sound.

As of August 14, 175 uncovered and 30 covered parking permits (205 total) were sold for the facility. All surface spaces have been sold, with a majority of the more expensive ramp spaces still available. The Letter of Substantial Completion for the Intermodal Facility is anticipated to be issued on or around August 13, 2012 with the opening of the stairs and ability to utilize the ramp parking. This begins the warranty period for the facility.

The bike path through the Arboretum has been surveyed and construction began on August 1, 2012. It is anticipated to be completed within seven weeks or around the end of September.

Additional Elements

Over the last few weeks, the project architect has been able to “catch up” on change orders and as a result, the project team has been able to determine the remaining dollars in the project (assuming \$225,000 in sales tax refunds). The following table delineates the change orders that have not yet been included on pay applications, pending change orders and all professional fees agreed to in contracts.

Budget	Amount
As of 7/21/2012 Pay Application	\$7,347,630.15
Less Sales Tax of \$225,000	\$7,122,630.15
Change Orders Approved but Not Paid (#38, 39, 40, 43, 44, 45, 46, 47, 48, 49, 50, 51)	\$340,835.00
Pending Change Orders	\$82,203.60
Total Construction Cost	\$7,545,668.75
Architects Fee	\$967,940.00
ISU Fee	\$345,210.00
Furniture/Ribbon-Cutting Event	\$22,219.20
Independent Testing - TEAM	\$80,000.00
TOTAL EXPENSES	\$8,961,037.95
TOTAL REVENUE	\$9,200,500.00
Dollars Remaining	\$239,462.05

With over a quarter of a million dollars available to enhance the project and the need to have all expenditures/retainage made in the next year, CyRide staff requests consideration of the following three priority items at this time.

Additional Element	Estimated Expense
Sheldon Ave. Entrance Monument Sign	\$10,000.00
Management Office Furniture/Design Costs	\$16,000.00
Artwork	\$25,000.00
TOTAL	\$51,000.00

These three expenditures would leave ample contingency funding for construction of the bike path through the arboretum until it is completed as well as other items that could be added at a later time. Each of three priority items listed above is explained in further detail.

Sheldon Ave. Entrance Monument Sign -

This element was suggested by transit board members at the June board meeting as a desired addition to the project. Additionally, Jefferson lines has requested some type of signage at this entrance as their buses enter the facility from Sheldon and their drivers are missing the entrance. The sign designed for this entrance by the architect is a smaller version of the monument sign on the east side of the facility as shown to the right. This design will provide a cohesive look to the signage on both sides of the facility.



Management Office Furniture -

Currently, the management office within the Intermodal Facility includes only a counter along the south side of the office. With two functions within this office space (ISU’s Parking Division and Ames Police Department’s Safe Neighborhood’s Team) desks, chairs, conference tables, bulletin boards, etc. would allow both of these groups to function collectively and efficiently within the space. CyRide would directly purchase this equipment from an office supplier through a competitive bidding process.

Artwork -

The City of Ames Commission on the Arts has commissioned artwork to place on the art pad constructed as part of the Intermodal Facility. This group developed a “Call for Entries” over the summer to select a piece for this site and recently met to choose a piece, under contract with the City of Ames, for a three-year period at a commissioning fee of \$3,000 per year. An option that could be considered as part of the TIGER grant is to purchase the piece this group has initially chosen for the



site (FTA allows and encourages art within their projects). The piece selected by the eight-member selection committee is called “Two Moons” and is illustrated above. Its purchase price is \$25,000 from artists located in Florida.

ALTERNATIVES:

1. Approve Intermodal Facility priorities for: the addition of a monument sign on Sheldon Avenue, office furniture for the management office and artwork.
2. Identify additional priorities for the remaining grant dollars.
3. Do not approve additional elements of the project and returning funding to the federal government.

RECOMMENDATION:

In light of the Federal Transit Administration’s desire to spend all TIGER funding as it was intended to stimulate the economy and with the three priorities either functionally or esthetically improving the project, the Transit Director recommends approval of Alternative #1.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 20, 2012

SUBJECT: Approval of Intermodal Facility Change Order

BACKGROUND: The Intermodal Facility construction project began in March 2011. At this March Transit Board meeting, board members directed staff to gain its approval of Intermodal Facility change orders each time they cumulatively reach \$50,000 as well as gain City Council approval per City of Ames procurement policies.

INFORMATION: Change orders approved to date are attached. In summary, the "Approval Cumm." column indicates the amount approved to-date on change orders. The next change order #55 would increase this total above the next \$50,000 threshold requiring Transit Board and City Council approval. Change Order #55 is a \$1,900 increase for the inclusion of Fire Extinguisher Cabinets in the parking ramp per city code.

If approved by the Transit Board and City Council, this change order would be included in the Contractor's September pay application, which will be Pay Application #19.

ALTERNATIVES:

1. Approve change order #55 to Weitz Company for an additional \$1,900 for fire extinguisher cabinets in the parking ramp.
2. Do not approve change order #55.

RECOMMENDATIONS:

The Transit Director recommends approval of Alternative #1 to proceed with change order #55. Expedient approval of this modification will allow the project to move more quickly toward final close out in light of the federal September 2013 deadline for all federal dollars to be spent.



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Change Order

PROJECT <i>(Name and address):</i> Ames Intermodal Facility Chamberlain/Hayward Ave. Ames, Iowa	CHANGE ORDER NUMBER: 055 for CR#57 DATE: August 9, 2012	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> The Weitz Company, LLC 5901 Thornton Avenue Des Moines, IA 50321	ARCHITECT'S PROJECT NUMBER: 09.166 CONTRACT DATE: February 22, 2011 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. CR #57-FEC in Ramp (ASI 171)	ADD	\$1,899.92
Total Change Order No. 55	ADD	\$1,899.92

The original Contract Sum was	\$	7,115,000.00
The net change by previously authorized Change Orders	\$	577,829.69
The Contract Sum prior to this Change Order was	\$	7,692,829.69
The Contract Sum will be increased by this Change Order in the amount of	\$	1,899.92
The new Contract Sum including this Change Order will be	\$	7,694,729.61

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 <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
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 <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
Brian Warthen	MICHAEL TOUSLEY	
<i>(Typed name)</i>	<i>(Typed name)</i>	<i>(Typed name)</i>
August 9, 2012	8/15/12	
DATE	DATE	DATE

Ames Intermodal Facility Change Order Log

Change Order #	Description	Amt.	Budget Cumm.	Approval Cumm.	Approval	Approved by
1	Add Storm Sewer Manhole at 3L/C-101	\$3,089	\$3,089	\$3,089	4	CyRide
2	No Changes	\$0	\$3,089	\$3,089	0	CyRide
3	Water Main Connection, 8" Valve	\$2,581	\$5,670	\$5,670	3	CyRide
4	Sanitary Structure SA01 Location	\$0	\$5,670	\$5,670	4	CyRide
5	Additional Rubble Removal	\$1,502	\$7,172	\$7,172	4	CyRide
7	Storage Rm 0161 Door and Frame Size Modification	\$224	\$7,396	\$7,396	5	CyRide
6	Floor Drain: FD-2 Outlet Sizes	\$595	\$7,991	\$7,991	6	CyRide
10	Retaining Wall - Sheet Piling	\$41,385	\$49,376	\$49,376	6	Board/Council
8	Revised Struct. Drawings for Accept. Of Alt. #3 - Geo-Piers	\$22,803	\$72,179	\$72,179	6	CyRide
9	Retaining Wall Sheet Piling	\$0	\$72,179	\$72,179	5	CyRide
11	Temporary Road near Retaining Wall	\$7,467	\$79,646	\$79,646	6	Asst City Manager
12	Retaining Wall Over-Excavation	\$52,103	\$131,749	\$131,749	10	Board/Council
13	Disconnect/Meter Makeup at Transformer	\$677	\$132,426	\$132,426	10	Asst City Manager
14	Lighting Protection Credit	-\$14,374	\$118,052	\$146,800	10	Asst City Manager
16	Exit Light in Parking Structure	-\$2,011	\$116,041	\$148,811	10	Asst City Manager
15	Credit for Tree Removal	-\$9,200	\$106,841	\$158,011	13	Board/Council
17	Joint at SOG to Elevated Deck	\$4,709	\$111,550	\$162,720	13	CyRide
18	East Stair Lighting Fixture	\$975	\$112,525	\$163,695	13	CyRide
19	Conduit for Art Pad	\$2,621	\$115,146	\$166,316	13	CyRide
20	Fire Extinguisher in Machine Room	\$87	\$115,233	\$166,403	13	CyRide
21	SAP -04 Realignment	\$11,471	\$126,705	\$177,875	13	Asst City Manager
22	Additional Transaction Window	\$7,953	\$134,658	\$185,828	13	Asst City Manager

Ames Intermodal Facility Change Order Log

Change Order #	Description	Amt.	Budget Cumm.	Approval Cumm.	Approval	Approved by
23	Storm Sewer Structures	\$893	\$135,550	\$186,720	14	Asst City Manager
24	Polypipe Conduit along south Property Line	\$11,306	\$146,856	\$198,026	14	Asst City Manager
25	Floor Drain Trap Primers	\$2,500	\$149,356	\$200,526	14	Board/Council
26	8 Inch Storm	\$2,302	\$151,658	\$202,828	13	CyRide
27	Traffic Signage and Stall Numbering	\$12,066	\$163,724	\$214,894	14	CyRide
28	Temp. Heat at Masonry at Bus Garage	\$743	\$164,467	\$215,637	15	CyRide
29	Fluid Applied Water Proofing	\$1,000	\$165,467	\$216,637	15	CyRide
30	Overhead Door Supplier Change	-\$1,684	\$163,783	\$218,321	15	CyRide
31	2" Cold Water Line	\$992	\$164,775	\$219,313	15	CyRide
32	Fluid Applied Waterproofing at NE Stair Tower	\$1,000	\$165,775	\$220,313	Duplicate	CyRide
33	Hardware Cylinders	\$390	\$166,165	\$220,703	15	CyRide
34	Eccentric Flat Top Lid	\$1,658	\$167,823	\$222,361	15	CyRide
35	Electric Room Relocation	\$1,585	\$169,408	\$223,946	15	CyRide
36	Cast Stone Benches	\$0	\$169,408	\$223,946	15	CyRide
37	Sanitary Sewer - Unsuitable Soils	\$53,000	\$222,408	\$276,946	15	Board/Council
38	Unsatisfactory Soil in the Parking Lot	\$14,532	\$236,940	\$14,532	18	CyRide
39	Curtainwall Modifications	-\$85	\$236,855	\$14,617	18	CyRide
40	Toilet Accessories Allowance Adjustment	-\$1,529	\$235,326	\$16,146	18	CyRide
41	Chain Link Fence	\$11,727	\$247,053	\$27,873	16	Asst City Manager
42	Repainting of Hallow Metal Doors	\$1,109	\$248,162	\$28,982	16	Asst City Manager
44	Arboretum Trail	\$304,906	\$553,068	\$333,888	18	Board/Council
43	Bank Stabilization - Additional Rip Rap	\$10,960	\$564,028	\$10,960	18	CyRide
45	SE Retaining Wall @ Sidewalk	-\$1,870	\$562,158	\$12,830	18	CyRide
46	Rip Rap @ Retaining Wall	-\$1,265	\$560,893	\$14,095	18	CyRide

Ames Intermodal Facility Change Order Log

Change Order #	Description	Amt.	Budget Cumm.	Approval Cumm.	Approval	Approved by
47	Drain Tile Along Driveway	\$6,603	\$567,496	\$20,698	18	CyRide
48	Credit for PVC on South Property	-\$8,926	\$558,570	\$29,624	18	Asst. City Manager
49	Elevator Sump Pump Control Switch	\$282	\$558,852	\$29,906	18	Asst. City Manager
50	Lighting at Art Pad	\$2,695	\$561,547	\$32,601	18	Asst. City Manager
-	Unsatisfactory Soil in the Parking Lot - Duplicate VOID	-	-	-		Asst. City Manager
51	Storm Piping at Bus Garage	\$11,928	\$573,475	\$44,530	19	Asst. City Manager
52	Additional Underground Utility	\$1,285	\$574,760	\$45,815	19	Asst. City Manager
53	Delete Wall Tile	-\$120	\$574,640	\$45,935	19	Asst. City Manager
54	Sod at Bus Garage	\$3,189	\$577,829	\$49,124	19	Asst. City Manager
55	FEC in Ramp	\$1,900	\$579,729	\$51,024	19	Board/Council

Construction Contingency/Sales Tax

Approved Change Requests By Owner (AIA Form) \$561,547

Approved and Pending \$579,729

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 20, 2012
SUBJECT: ORANGE ROUTE SCOPE OF WORK APPROVAL

BACKGROUND: At the June 2012 Transit Board meeting, board members approved proceeding with the federally-funded Alternatives Analysis study on the Orange Route corridor serving the Iowa State University commuter lot, major residence halls on the east side of campus as well as buildings on campus. This route is the busiest transit route in the State of Iowa carrying 9,000 to 11,000 rides each day while school is in session. Funding for this study, estimated at \$200,000, will be funded 80% by a federal grant and 20% with local dollars contained in CyRide’s capital budget.

INFORMATION: Since the June meeting, CyRide staff has met with Iowa State University’s Facilities Planning and Management staff to discuss specific information that would be desired from this study. The initial questions shared with transit board members in June were reconfirmed as appropriate to gain the information both organizations would need to manage the busiest route in the State of Iowa over the next 10-15 years. As a result of this discussion, a preliminary scope of work for a consultant study was developed and is attached for the transit board’s review.

In summary, each proposer will be asked to develop a scope of work (tasks) around the questions included in the document. It was believed that professional transit planners could better determine the methodology that would provide the best product to address these questions as opposed to CyRide and ISU staff developing these tasks. The attached document also includes two public input meetings to gain information from CyRide riders about challenges, issues they are experiencing on the Orange route as well as solutions they would like to see considered along the route.

The timeline for selecting a consultant and conducting this study is anticipated as follows:

- Solicitation Issued..... September 1, 2012
- Proposals Due..... October 1, 2012
- Selection Committee Review..... October 1-12, 2012
- Interviews.....October 15-19, 2012

- Transit Board Consideration..... October 22-26, 2012
- Intent to Award Letter Issued..... November 1, 2012
- City Council Contract Approval..... November 13, 2012
- Award Letter Issued..... November 14, 2012
- **Study Initiated..... November 15, 2012**
- **Study Completion..... May 15, 2012**

ALTERNATIVES:

1. Approve the Scope of Work for the Orange Route Alternatives Analysis Study for inclusion in a Request for Proposal for consultant services.
2. Modify the Scope of Work for the Orange Route Alternatives Analysis Study with directions from the Transit Board.
3. Do not approve a Scope of Work for the Orange Route Alternatives Analysis Study.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to approve the Orange Route Alternatives Analysis Scope of Work developed by CyRide and ISU staff. The open-ended nature of the scope will allow for the best methodology to be used as determined by experts in the transit planning field, while still answering the questions that ISU and CyRide have determined will help guide the direction of improvements along this important transit corridor in Ames.

SECTION III – SCOPE OF WORK

Purpose/Summary

The purpose of the Ames Alternatives Analysis Study is to evaluate the potential need for modified transit services on the #23 Orange Route corridor to serve existing and potential riders in the next 10-15 years. To accomplish this purpose, the contractor will evaluate transit travel demands in the alternative corridor. The contractor will use this information to identify the appropriate transit mode to accommodate the forecast demand. Should new or modified transit concepts be the preferred solution within the corridor, the contractor will then review the physical characteristics of the corridor to identify a conceptual route alignment and potential station/bus stop locations. Based on this conceptual alignment definition, the contractor will develop an order of magnitude capital costs and estimated operating costs. The final product will be an Alternatives Analysis Study that:

- Identifies demographic/geographic characteristics of existing corridor riders (students vs. faculty/staff, residents versus commuters)
- Documents potential ridership demand and where this demand will originate from
- Identifies modifications/enhancements to the transit corridor to allow additional capacity in future years
- Identifies the most appropriate transit mode for current and future ridership demands
- Documents the conceptual alignment and operating characteristics
- Documents the estimated capital and operating costs for each option
- Evaluates the corridor potential to receive federal funding through the FTA Small/Very Small Starts Program or other federal/state capital program.

Corridor Description

The Consultant will conduct the Ames Alternatives Analysis Study, document methodology, findings and report to the study management team on a plan to improve the #23 Orange Route corridor (see map and data of route in Appendix I). The corridor is generally described as follows:

The #23 Orange route is a 3.2 mile circulator route serving the Iowa State University campus Monday through Friday traveling from the commuter parking lot at the Iowa State Center (ISC) past several large residence halls, through the heart of Iowa State University's campus, and then returning to the ISC lot at the Ann Campbell Transit Center. Service frequencies range between 2 and 20 minutes depending upon demand throughout the day with one to five buses for each scheduled trip. During FY12, this route operated at 98.9 Passengers Per Revenue Hour with many individual trips exceeding 70 riders. School-year service is currently provided with sixteen, 40' buses; however, in November 2012 two articulated buses will be added to replace two 40' buses on the route.

The Orange Route is the busiest route in the State of Iowa carrying between 9,000 and 11,000 rides per day when Iowa State University is in fall/spring session. Ridership on this route has been increasing an average of 3.2% per year for the last six years as illustrated by the chart below.

Category	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	Avg. Annual Change
Orange Rt. Ridership	1,381,492	1,448,041	1,461,941	1,580,225	1,624,194	1,649,122	
% Incr.		4.8%	.9%	8.1%	2.7%	1.5%	3.2%

Study Overview

As opposed to developing a specific Scope of Work and identifying consultant tasks, the study team has developed a list of questions around which each proposer will be asked to develop and submit tasks that will become the Scope of Work for the project. The questions to be answered in the alternatives analysis study of the Orange route corridor are:

- **What percentage of the #23 Orange Route ridership comes from in-town rides that could have taken another CyRide route? Are there CyRide and Ames community benefits (congestion, environmental, reduced transit expenses, etc.) to dispersing ridership throughout the community on multiple routes as opposed to having customers travel to a central location at the ISC?**

Background: Iowa State’s Parking Division pays for a significant portion of the Orange route service. There have been discussions over the years about whether it would be more efficient and environmentally-conscious to encourage customers to use service in their neighborhood (Red, Blue, Green route, etc.) as opposed to driving cars to a central location and then providing bus service from this location into campus. Being able to quantify the number of rides generated from in-town versus those that commute, as well as, determining the impact on other routes through an origin study or other methodology would help provide data to determine the best direction for the future.

- **What amenities/technology should be planned at each bus stop along the route to provide CyRide customers with a better quality ride – real-time bus signage, covered bus stops, etc.**

Background: The Orange route currently provides minimal amenities along this route. In the Spring of 2013, NextBus automatic vehicle locating equipment will be implemented with four permanent signs, two of which are on the Orange route (at Kildee and Bessey bus stops). Additionally, CyRide has developed a new prototype solar bus shelter, to be installed in October 2012, that will update current shelters in the Ames area. Portions of the route (Osborn Dr., Morrill Rd.) are closed to traffic. In the fall 2012, CyRide will experiment with technology that will automatically open the gate arms. If successful, it could be place on all buses in CyRide’s fleet, which would reduce delays on

this route. In light of these projects and other technology or amenities available, identification of improvements at each stop/station that would enhance the customer ride and CyRide's image should be included in the study.

- **With ridership increasing an average of 3.2% each year, how does CyRide continue to provide a quality level of service when buses are currently at standing room capacity and two minutes apart during peak times?**

Background: Trip level data is included in Appendix I, but indicates the high level of usage of this route. Currently CyRide does not collect stop-level data, only down to the trip-level, so is unable to determine where opportunities for more efficient operation or service models could benefit the system. An operational analysis of the current route as well as new recommended models could be completed including: service characteristics, cost, advantages and disadvantages of each.

- **How can CyRide 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 or stops eliminated (CyRide does not collect stop-level data.)**

Background: CyRide ridership has grown 38% in the past seven years; ISU enrollment has increased 16% in this same time period. Fall 2012 enrollment at ISU is predicted to exceed 31,000 students, which represents a 3.7% increase over Fall 2011 enrollment. Predictions are that ISU enrollment will reach 35,000 in the next several years.

CyRide has increased its peak hour bus requirement from 49 to 63 buses in that same seven year time period to keep pace with ridership demands. This demand has increased bus congestion on campus with more than 57 buses per hour travelling along Osborn Drive during peak times. The Orange route is a major contributor to this congestion. The question is whether there are opportunities to eliminate stops, use parallel streets (Pammel Drive) or modify the route in other ways to reduce this congestion and allow ridership/additional buses to travel the corridor, while still maintaining existing levels of pedestrian, bike and car traffic along Osborn Drive.

- **How do the two articulated buses work on the Orange route and would additional articulated buses provide more benefit or should the buses be eliminated from the route? Is the Orange route bus frequency matching the route's demand or would a different structure improve its efficiency/capacity?**

Background: With CyRide's introduction of two articulated buses on the orange route in October/November 2012, an analysis of how the route is operating with and without these larger vehicles and recommendations about ways to increase its efficiency, determining if two articulated buses are helping or hurting this efficiency. Also looking at whether articulated buses should be operated in this corridor and, if the recommendation is that it should, determining the number/percentage of articulated buses necessary that will allow the most efficient movement of people along the corridor. Also,

included in the study would be an examination of the use of Automatic Passenger Counters (APC's) or other technology/route structures to improve its efficiency.

- **Are there benefits (financial or other) to the Ames-ISU community for an enhanced BRT route as opposed to incremental route improvements as budgets allow?**

Background: Ames, Iowa is a small community of 58,000 as of the 2010 census struggling to financially keep up with the substantial growth in its service. With over 100 rides per capita, rivaling much larger communities like Boston and Washington DC, the community does not have the financial resources to substantially upgrade services along the Orange route corridor. Furthermore, the new political climate where all capital dollars are being disbursed by formula as opposed to discretionary grants will afford CyRide only \$138,000 annually for all capital needs. A study of how smaller urban areas, particularly in university communities, have financially raised the dollars to implement very small start projects as well as the advantages and disadvantages a BRT or other significant improvements might add to the community from both the city and university's perspective.

- **Should incentives or disincentives be provided to ride the Orange route in light of current or future parking policies at ISU? How does CyRide/ISU address the parking infrastructure challenges at the ISU Center/Park & Ride?**

Background: Currently, CyRide and the university do not have an accurate count for the number of cars that typically park at the Ann Campbell Park & Ride at the Iowa State Center parking lot (blue/green rectangular boxes on the "Iowa State University Campus Buildings and Parking" located in Appendix I) and take the Orange route into campus. The number is large and has sparked questions over the years about whether a parking fee should be charged to park at this lot and/or pay additional fees to ride the bus from this location or encourage riders living in Ames to ride the CyRide route nearest their origin.

The debate about whether to encourage continued or more usage of the lot has risen in light of the city and ISU's environmental emphasis as well as for congestion in and around the ISC lots and streets leading to these lots. ISU reviewed this question in the winter of 2011 and decided to not charge to use the lot; however, this question will most likely resurface as the infrastructure challenges of ISU's Parking Division to repair and maintain the lots becomes more financially challenging. This ISU Division pays to maintain the lots from their parking revenues and for the buses to operate on the Orange route (approximately \$250,000/year). Generation of data that will identify the advantages and disadvantages to the city and university, and the financial impact for both as well as on CyRide's operations would provide valuable data around which future discussions could occur. A decision either to encourage more use of the lots/Orange route or discourage their use will have dramatic impacts on the need for buses and improvements along this corridor.

Within the tasks identified in the consultant's scope of work, the consultant will need to identify the route structure that will allow the Orange route to continue to grow within the next 10-15 years to include the following route options:

- No change – existing route structure with current service level and amenities.
- Circulator route with improvements - identify enhancements to the route to allow ridership to continue to grow.
- Bus Rapid Transit (BRT) route - identify enhancements to make the route a BRT.
- Other route structure, service level and amenities options.

Consultant Requirements

The Contractor selected for this study will have a high level of experience performing similar work. At a minimum, the Contractor must propose a scope of work describing individual tasks, associated deliverables, estimated staff hours, and the cost basis for each task that addresses the questions and the preferred route structure, similar to the format listed below.

Task 7: Final Report (Example only for format purposes)

The contractor will incorporate the results of Tasks 1 through 6 into a comprehensive study report. The contractor will prepare an Executive Summary of the report and a summary PowerPoint presentation documenting the study process, conclusions and recommendations. The contractor will meet with the Advisory Committee and will be available for up to three additional presentations of study results with groups to be designated by the Study Team (i.e. City Council, Chamber of Commerce, ISU).

Deliverable: Draft Final Study Report and Final Study Report following receipt of Study Team comments. Develop a summary PowerPoint presentation. Attendance at four Study Team meetings and presentations at up to three other groups.

The Contractor should follow the format described herein, to the greatest extent possible. However, the Contractor should also feel free to demonstrate their unique abilities, creativity, and/or experience to perform the various tasks their team identifies to develop a high-intensity transit corridor.

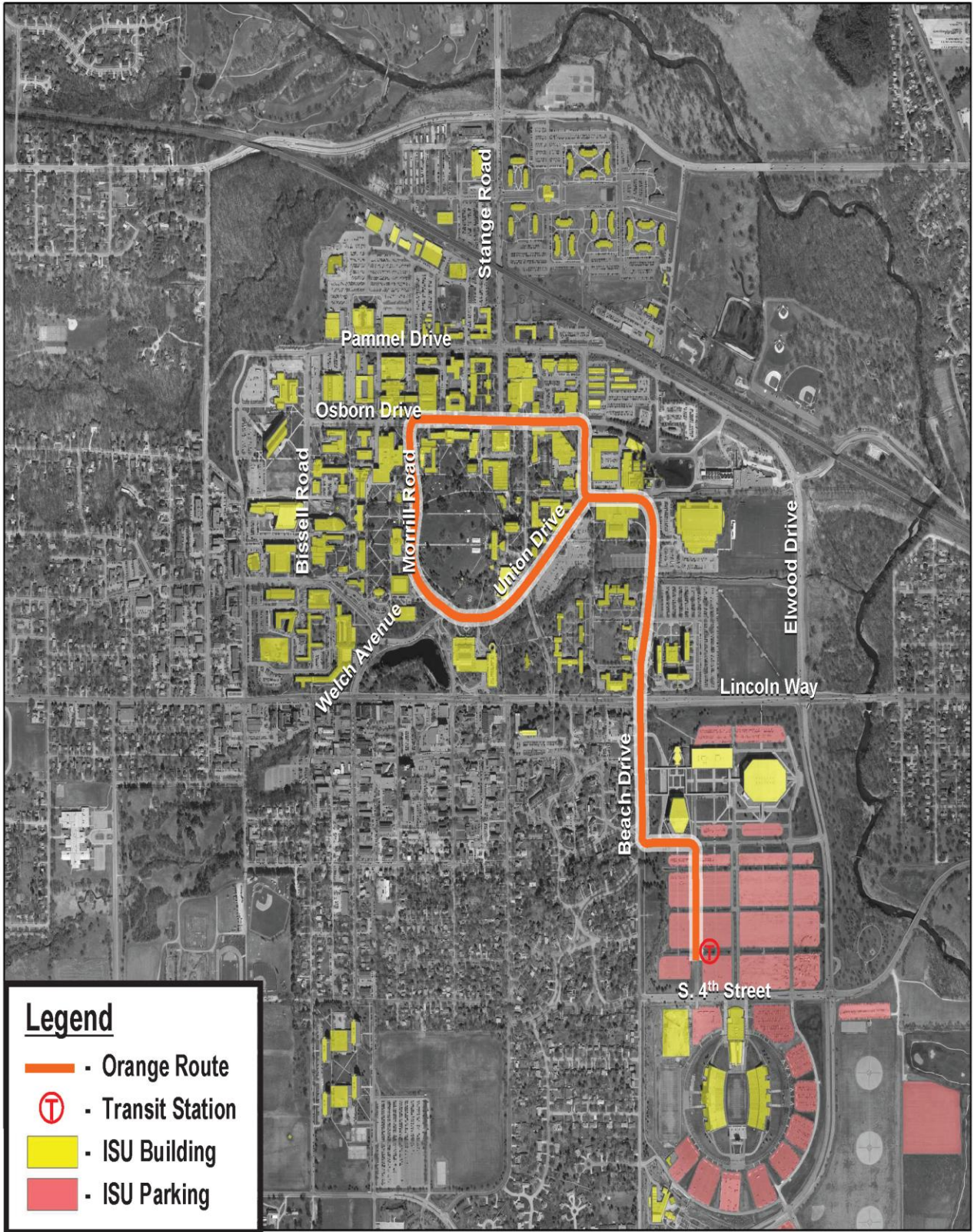
Community Participation

It is anticipated that the study will be conducted under the direction of a Study Team composed of representatives of CyRide and Iowa State University. Each consultant's scope should include four meetings, over the estimated six month project timeline, with the project's Study Team to review the interim and final products. The contractor will prepare presentations for each of the Study Team meetings and will solicit comments to be incorporated into the study. The contractor will prepare meeting agendas and keep notes of all meetings. The development of tasks should also include at least two community meetings: one at the commencement of the study to gather information and another at the end of the study to present the study results.

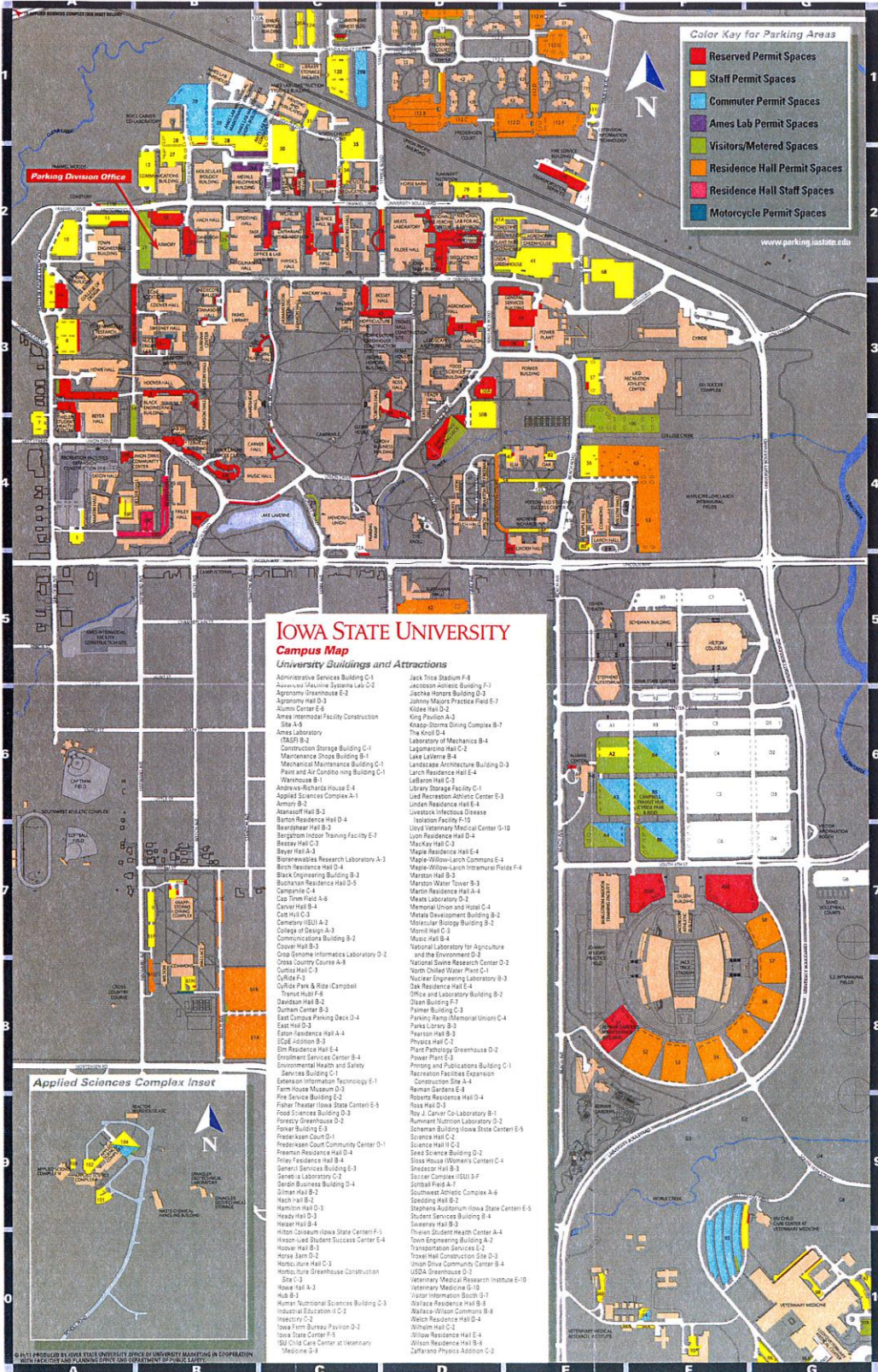
AMES TRANSIT AGENCY
Ames Transit Feasibility Study

APPENDIX I – ROUTE INFORMATION

CyRide #23 Orange Route Circulator Route



Iowa State University Campus Buildings and Parking



**Monthly/Annual Orange Route Ridership
(FY2006 – FY2012)**

Month	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012
July	18,900	14,331	14,763	18,597	20,238	19,893	18,699
August	74,420	78,016	91,180	48,551	67,009	79,468	97,401
September	165,412	159,698	161,371	169,418	186,504	198,474	206,863
October	170,224	188,227	201,495	198,043	217,002	199,241	207,354
November	140,342	148,325	150,112	136,048	152,783	165,283	171,399
December	86,676	79,818	73,712	121,978	108,440	114,651	105,798
January	143,172	166,803	138,127	149,763	157,015	170,361	179,874
February	169,294	190,565	207,299	196,416	217,652	208,129	226,415
March	144,024	138,032	147,761	162,055	177,184	183,118	162,943
April	139,592	165,548	190,925	189,090	190,523	194,457	189,050
May	36,550	30,630	47,660	45,811	37,206	40,674	41,613
June	21,539	21,499	23,636	26,171	48,669	50,445	41,713
TOTAL	1,310,145	1,381,492	1,448,041	1,461,941	1,580,225	1,624,194	1,649,122

Fall 2011 Orange Route Average Daily Ridership By Trip

35-50

>50

Time	Trips	Avg	Max	Time	Trips	Avg	Max	Time	Trips	Avg	Max
6:30 AM	52	4.9	17	10:35 AM	52	53.3	126	2:13 PM	52	39.3	68
6:45 AM	52	13.7	19	10:41 AM	52	61.3	97	2:27 PM	52	47.0	114
6:57 AM	52	16.8	77	10:38 AM	52	74.5	143	2:33 PM	52	46.0	79
7:15 AM	52	20.5	31	10:40 AM	52	70.1	141	2:33 PM	52	79.8	113
7:17 AM	52	46.3	93	10:45 AM	52	85.8	129	2:45 PM	52	68.5	133
7:30 AM	52	52.4	71	10:37 AM	52	71.8	120	2:48 PM	20	38.4	75
1:53 PM	1	61.0	61	10:48 AM	52	69.9	113	2:51 PM	21	31.3	51
7:35 AM	51	48.7	73	10:48 AM	52	68.2	156	2:51 PM	52	70.5	125
7:41 AM	50	47.2	70	10:51 AM	15	36.9	69	2:57 PM	32	58.6	80
7:38 AM	51	56.4	105	10:51 AM	52	64.9	141	2:59 PM	30	46.9	95
7:40 AM	52	41.5	68	10:54 AM	52	38.0	69	2:56 PM	52	80.0	143
7:46 AM	52	48.1	81	10:57 AM	52	27.3	58	3:01 PM	52	54.1	102
7:37 AM	52	58.8	86	11:01 AM	52	32.8	73	2:53 PM	52	46.6	89
7:52 AM	52	57.4	74	10:57 AM	52	33.3	116	3:06 PM	31	58.0	87
7:48 AM	52	58.5	76	11:10 AM	51	31.4	53	3:10 PM	52	60.3	98
7:51 AM	52	50.7	78	11:15 AM	52	31.7	81	3:14 PM	22	60.1	101
7:54 AM	52	36.1	54	11:20 AM	52	37.3	90	3:22 PM	20	34.6	101
7:57 AM	52	20.9	59	11:17 AM	52	44.8	91	3:17 PM	21	40.6	89
8:01 AM	52	21.1	36	11:30 AM	52	43.3	90	3:13 PM	52	65.2	115
7:57 AM	52	22.4	34	11:34 AM	52	48.6	84	3:23 PM	21	56.8	93
8:10 AM	52	21.4	58	11:42 AM	7	50.7	81	3:32 PM	20	29.7	84
8:15 AM	52	27.8	62	11:39 AM	52	63.8	115	3:28 PM	21	30.6	62
8:20 AM	52	30.9	62	11:45 AM	31	87.9	114	3:27 PM	52	48.0	87
8:17 AM	52	44.8	95	11:42 AM	52	75.7	103	3:33 PM	52	49.8	101
8:29 AM	51	49.1	82	11:48 AM	31	81.2	116	3:33 PM	52	62.2	106
8:32 AM	52	49.9	85	11:37 AM	52	77.4	128	3:45 PM	52	58.7	115
8:35 AM	52	45.3	86	11:48 AM	52	71.1	179	3:50 PM	52	78.3	132
8:41 AM	31	58.4	75	11:51 AM	52	73.6	127	3:53 PM	21	44.9	79
8:38 AM	52	63.8	115	11:53 AM	29	57.2	105	4:01 PM	31	65.2	84
8:40 AM	52	67.5	146	11:54 AM	52	56.3	101	3:56 PM	52	46.8	115
8:46 AM	31	85.1	123	11:57 AM	52	52.7	111	4:04 PM	50	27.1	72
8:37 AM	52	78.9	141	12:01 PM	52	48.5	129	3:53 PM	52	43.1	74
8:49 AM	31	64.2	123	11:57 AM	51	55.3	107	4:12 PM	52	50.3	95
8:48 AM	52	65.8	119	12:15 PM	21	62.7	106	4:13 PM	52	55.4	83
8:52 AM	31	63.7	81	12:09 PM	52	46.7	107	4:25 PM	52	46.2	71
8:51 AM	52	58.8	86	12:12 PM	52	40.9	111	4:30 PM	21	52.6	89
8:55 AM	31	42.8	76	12:11 PM	20	48.1	79	4:35 PM	52	41.3	87

8:54 AM	52	47.8	97	12:17 PM	52	55.4	121	4:33 PM	52	63.0	107
8:57 AM	51	37.5	73	12:22 PM	21	65.4	87	4:45 PM	52	49.4	99
9:04 AM	23	43.5	80	12:25 PM	21	62.2	86	4:55 PM	21	45.3	83
9:01 AM	52	48.6	99	12:17 PM	52	45.3	109	4:50 PM	52	57.6	98
8:57 AM	52	51.5	111	12:28 PM	21	38.8	66	4:55 PM	52	69.8	106
9:12 AM	21	62.7	89	12:30 PM	15	28.4	53	4:53 PM	52	35.8	75
9:08 AM	52	49.6	103	12:30 PM	52	50.2	98	5:05 PM	46	43.1	91
9:18 AM	21	72.0	106	12:36 PM	21	37.7	56	5:10 PM	52	38.1	72
9:12 AM	21	72.6	88	12:35 PM	31	73.1	115	5:15 PM	21	37.2	67
9:15 AM	21	80.7	107	12:40 PM	52	61.5	137	5:13 PM	52	51.8	89
9:15 AM	52	50.3	94	12:37 PM	52	72.1	114	5:30 PM	52	53.3	93
9:21 AM	21	69.4	83	12:51 PM	31	71.1	103	5:34 PM	52	53.3	101
9:18 AM	21	73.2	95	12:48 PM	52	60.8	142	5:50 PM	52	54.6	109
9:23 AM	15	55.5	84	12:51 PM	52	61.4	115	5:54 PM	52	59.7	106
9:20 AM	52	52.9	92	12:56 PM	31	76.4	122	6:14 PM	52	51.3	96
9:17 AM	52	49.7	96	12:54 PM	52	57.0	100	6:34 PM	52	46.8	106
9:27 AM	21	31.9	62	12:57 PM	52	66.9	119	7:00 PM	42	44.5	73
9:28 AM	31	31.7	59	12:53 PM	52	47.9	91	7:20 PM	42	41.6	86
9:30 AM	51	60.3	88	1:05 PM	52	46.4	79	7:40 PM	42	39.8	85
9:34 AM	51	59.7	137	1:10 PM	52	32.8	54	8:00 PM	42	27.9	52
9:37 AM	52	47.6	109	1:15 PM	52	30.4	55	8:20 PM	42	19.5	38
9:42 AM	36	65.3	130	1:13 PM	52	41.8	75	8:40 PM	42	16.6	37
9:40 AM	52	70.0	136	1:25 PM	52	32.5	53	9:00 PM	42	24.6	43
9:46 AM	31	84.4	140	1:30 PM	52	42.3	79	9:20 PM	42	12.2	44
9:37 AM	52	72.1	128	1:35 PM	52	61.9	122	9:40 PM	42	9.3	26
9:48 AM	31	79.0	121	1:42 PM	21	47.9	111	10:00 PM	42	9.2	26
9:48 AM	52	63.1	95	1:33 PM	52	65.0	123				
9:51 AM	39	62.9	102	1:47 PM	20	73.6	111	8:29 AM	52	78.3	149
9:51 AM	52	46.9	104	1:45 PM	52	101.8	144	9:29 AM	52	72.4	124
9:54 AM	52	36.3	71	1:48 PM	51	55.3	137	10:29 AM	52	77.1	105
9:57 AM	52	23.1	44	1:53 PM	31	51.2	78	10:51 AM	52	36.3	70
10:01 AM	52	29.5	46	1:52 PM	21	77.5	123	11:51 AM	52	49.9	78
9:57 AM	52	29.9	79	1:51 PM	52	85.3	129	1:02 PM	52	30.0	71
10:10 AM	52	27.2	60	1:57 PM	50	56.2	118	2:02 PM	52	47.4	108
10:15 AM	52	34.8	68	1:54 PM	52	79.8	141	2:05 PM	52	38.4	89
10:20 AM	52	34.3	81	1:57 PM	21	101.5	137	2:51 PM	52	50.0	75
10:17 AM	52	57.3	103	2:01 PM	30	77.7	122	3:51 PM	52	40.7	75
10:29 AM	52	49.5	103	1:53 PM	52	65.2	112	4:51 PM	52	40.9	72
10:32 AM	52	57.7	112	2:10 PM	52	41.5	67	4:51 PM	54	31.1	73
				2:15 PM	52	31.6	56				

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 20, 2012
SUBJECT: QUARTERLY OPERATIONS REPORT

INFORMATION: The following information highlights significant variations or important performance benchmarks from the fourth quarter of the 2011/12 fiscal year (April – June 2012) as well as the year-end statistics.

System-Wide Trends –

- Ridership for the quarter was +7.6% higher, with a year-end increase of 5.5%. The Odyssey of the Minds event had a significant impact on ridership in the fourth quarter, carrying over 84,000 more rides due to this event.
- Revenue miles and hours are slightly lower (-0.1% year-end) even with a significant ridership increase. This is 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 Mile and Hour was higher due to this increased ridership and the limiting of additional buses to handle passenger loads.
- Farebox revenue is +24.0% for the fourth quarter and 10.8% higher year-end with the revenue/expense ratio +22.9% and 6.6%, respectively.
- Operating expenses are +5.4% for the quarter and 3.8% year-end as a result of the Odyssey of Minds event and higher fuel costs.
- Operating expenses/passenger is lower and expenses/revenue hour and revenue mile are slightly higher due mainly to fuel prices and the Odyssey event.

Maintenance Trends –

- The number of bus interiors that have been cleaned this year is significantly higher than last – up 58.5%. 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 increased for the quarter, but are significantly lower year-end - 42.9%, with an even more significant improvement in the number of miles achieved in-between road calls (+50.2%).

- Total diesel miles driven increased slightly +0.5% year-end with total gallons of diesel used increasing 0.3%.
- Average diesel miles per gallon remained the same year-end at 4.2 miles per gallon. The increased miles per gallon achieved by the hybrid buses and a newer, more efficient bus fleet were offset with the additional miles and continued operation of older, less efficient buses.
- Total Maintenance Expenses were lower for the quarter (-8.8%), but higher at +4.4% year-end. Fuel prices were the largest reason for this increase.

Fixed-Route/Operations Trends –

- Total accidents were higher for the fourth quarter (+26.7%), but lower year-end at -6.3%. Preventable accidents were higher for the quarter, but ended the year only 4.3% higher with two more accidents.
- The total number of comments from CyRide riders 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 also is higher for the quarter (+3.8%), but lower year-to-date (-7.5%). With more compliments this year, the number of passengers carried **per complaint** increased, which is a positive trend.
- The number of hours employees are driving a bus is higher for the year and quarter due to the Odyssey of the Minds event (+5.1 year-end).
- The number of drivers being late for work or not showing for work is both significantly 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 of +30.6% and year-end of +19.3% represents a return to previous ridership levels.
- Farebox revenue is significantly lower year-end at -20.3% and -51.4% for the fourth quarter.
- The operations expense for this service is significantly higher +13.6% year-end with lower expenses the fourth quarter.

Moonlight Express Trends –

- Moonlight Express ridership is higher for the quarter (+6.3%) and significantly higher year-end at 20.7%. This large percentage increase is due in part by ridership generated on the weekend of the Iowa-Iowa State game and VEISHEA; however, ridership was higher on other weekends as well.
- Expenses, miles and hours are higher as CyRide placed additional buses into service on the event weekends to carry the additional ridership.

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2012 to June 30, 2012 (4th Quarter)

	FY 2012 4th Qtr	FY 2011 4th Qtr	% CHANGE	FY 2012 Total	FY 2011 Total	% CHANGE
MAINTENANCE						
Interior Clean	68	64	6.3%	355	224	58.5%
Shop Road Calls	11	12	-8.3%	41	62	-33.9%
Miles per Shop Road Call	29,135	26,894	8.3%	34,443	22,933	50.2%
NTD Minor Mech.	40	32	25.0%	159	266	-40.2%
NTD Major Mech.	8	11	-27.3%	41	84	-51.2%
Total NTD Mechanical Prob.	48	43	11.6%	200	350	-42.9%
Miles per Major Mech.	40,061	29,339	36.5%	34,443	16,927	103.5%
Gasoline Vehicles						
Gas Miles Driven	43,268	46,165	-6.3%	176,163	192,107	-8.3%
Total Gallons Gas	6,071	5,708	6.4%	23,775	24,484	-2.9%
Total Gas Cost	\$19,451	\$21,137	-8.0%	\$74,720	\$67,534	10.6%
Avg. Gas Cost/Gallon	\$3.20	\$3.70	-13.5%	\$3.14	\$2.76	13.9%
Gas Cost per Mile	\$0.45	\$0.46	-1.8%	\$0.42	\$0.35	20.7%
Average Gas MPG	7.1	8.1	-11.9%	7.4	7.8	-5.6%
Diesel Vehicles						
Diesel Miles Driven	277,220	276,565	0.2%	1,235,999	1,229,745	0.5%
Total Gallons Diesel	63,083	48,342	30.5%	292,422	291,425	0.3%
Total Diesel Cost	\$203,821	\$166,245	22.6%	\$924,132	\$798,195	15.8%
Avg. Diesel Cost/Gallon	\$3.23	\$3.44	-6.0%	\$3.16	\$2.74	15.4%
Diesel Cost per Mile	\$0.74	\$0.60	22.3%	\$0.75	\$0.65	15.2%
Average Diesel MPG	4.4	5.7	-23.2%	4.2	4.2	0.2%
All Vehicles						
Total Miles Driven	320,488	322,730	-0.7%	1,412,162	1,421,852	-0.7%
Total Gallons Fuel	69,154	54,050	27.9%	316,197	315,909	0.1%
Total Fuel Cost	\$223,272	\$187,382	19.2%	\$998,852	\$865,729	15.4%
Avg. Cost/Gallon	\$3.23	\$3.47	-6.9%	\$3.16	\$2.74	15.3%
Total Cost per Mile	\$0.70	\$0.58	20.0%	\$0.71	\$0.61	16.2%
Avg. MPG all Vehicles	4.6	6.0	-22.4%	4.5	4.5	-0.8%
Small Bus/Sup. Mileage	49,116	53,425	-8.1%	201,547	224,277	-10.1%
Large Bus Mileage	271,372	269,305	0.8%	1,210,615	1,197,575	1.1%
% Rev. Mi./Total Miles	84.3%	86.0%	-2.0%	83.9%	83.3%	0.6%
Percentage Small Bus	15.3%	16.6%	-7.4%	14.3%	15.8%	-9.5%
Maintenance Expense	\$468,030	\$513,121	-8.8%	\$1,864,186	\$1,786,385	4.4%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2012 to June 30, 2012 (4th Quarter)

	FY 2012 4th Qtr	FY 2011 4th Qtr	% CHANGE	FY 2012 Total	FY 2011 Total	% CHANGE
OPERATIONS						
Total Passengers	1,073,227	997,152	7.6%	5,749,038	5,447,289	5.5%
Average Drivers per Month	127.0	120.0	5.8%	124.1	117.8	5.4%
Driving Hours	35,964	34,672	3.7%	160,130	152,376	5.1%
Drivers Late	16	13	23.1%	51	87	-41.4%
Drivers No Show	3	6	-50.0%	14	25	-44.0%
Late/No Show per Driver	0.15	0.16	-5.5%	0.52	0.95	-44.9%
Total Comments	28	27	3.7%	162	142	14.1%
Driver Fault	7	6	16.7%	27	25	8.0%
Undetermined	0	5	-100.0%	31	30	3.3%
Passenger Fault	0	0	#DIV/0!	4	1	300.0%
No Fault	10	8	25.0%	44	41	7.3%
System Complaints	6	4	50.0%	23	28	-17.9%
Service Requests	2	0	#DIV/0!	10	5	100.0%
Compliments	3	4	-25.0%	23	12	91.7%
Passengers/Comment	<u>38,330</u>	<u>36,932</u>	<u>3.8%</u>	<u>35,488</u>	<u>38,361</u>	<u>-7.5%</u>
Pass./Complaint (D & U)	153,318	90,650	69.1%	99,121	99,042	0.1%
Driving Hours/Comment	1,284	1,284	0.0%	988	1,073	-7.9%
Driving Hrs/Comment (D&U)	5,138	3,152	63.0%	2,761	2,770	-0.3%
Accident Reports	19	15	26.7%	74	79	-6.3%
Preventable Accidents	12	9	33.3%	49	47	4.3%
Percent Preventable	63.2%	60.0%	5.3%	66.2%	59.5%	11.3%
Miles/Prev. Accident	26,707	35,859	-25.5%	28,820	30,252	-4.7%
Hours/Prev. Accident	2,997	3,852	-22.2%	3,268	3,242	0.8%
Unreported Accidents	1	0	#DIV/0!	2	1	100.0%
Damage to Buses/Equip.						
Caused by CyRide	\$745	\$3,266	-77.2%	\$19,948	\$31,798	-37.3%
Caused by Others	\$1,217	\$5,390	-77.4%	\$2,754	\$13,874	-80.1%
Caused by Unreported	\$40	\$0	#DIV/0!	\$212	\$537	-60.5%
Claims by Others (#)	2	0	#DIV/0!	6	1	500.0%
Claims by Others (\$)	\$103	\$0	#DIV/0!	\$12,434	\$718	1632.5%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,155,009	\$1,095,717	5.4%	\$4,407,747	\$4,245,762	3.8%
SYSTEM TOTAL						
Passengers	1,073,227	997,152	7.6%	5,749,038	5,447,289	5.5%
Revenue Miles	270,205	277,627	-2.7%	1,184,183	1,185,089	-0.1%
Revenue Hours	25,560	25,921	-1.4%	113,025	113,182	-0.1%
Revenue Miles per Hour	10.6	10.7	-1.3%	10.5	10.5	0.1%
Pass./Rev. Mile	4.0	3.6	10.6%	4.9	4.6	5.6%
Pass./Rev. Hour	42.0	38.5	9.1%	50.9	48.1	5.7%
Operations Expense	\$1,155,009	\$1,095,717	5.4%	\$4,407,747	\$4,245,762	3.8%
Maintenance Expense	<u>\$468,030</u>	<u>\$513,121</u>	<u>-8.8%</u>	<u>\$1,864,186</u>	<u>\$1,786,385</u>	<u>4.4%</u>
Total Expenses	<u>\$1,623,039</u>	<u>\$1,608,838</u>	<u>0.9%</u>	<u>\$6,271,934</u>	<u>\$6,032,148</u>	<u>4.0%</u>
Farebox Revenue	\$101,932	\$82,186	24.0%	\$349,792	\$315,716	10.8%
Rev./Exp. Ratio	6.3%	5.1%	22.9%	5.6%	5.2%	6.6%
Oper. Exp./Passenger	\$1.51	\$1.61	-6.3%	\$1.09	\$1.11	-1.5%
Oper. Exp./Rev. Mile	\$6.01	\$5.79	3.7%	\$5.30	\$5.09	4.1%
Oper. Exp./Rev. Hour	\$63.50	\$62.07	2.3%	\$55.49	\$53.30	4.1%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2012 to June 30, 2012 (4th Quarter)

	FY 2012 4th Qtr	FY 2011 4th Qtr	% CHANGE	FY 2012 Total	FY 2011 Total	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	968,795	978,970	-1.0%	5,567,765	5,367,283	3.7%
Shuttle Passengers	<u>84,622</u>	<u>48</u>	<u>176195.8%</u>	<u>89,672</u>	<u>4,001</u>	<u>2141.2%</u>
Total Passengers	<u>1,053,417</u>	<u>979,018</u>	<u>7.6%</u>	<u>5,657,437</u>	<u>5,371,284</u>	<u>5.3%</u>
Transfers	14,950	15,407	-3.0%	62,737	59,853	4.8%
Revenue Miles	257,358	265,789	-3.2%	1,124,072	1,129,468	-0.5%
Revenue Hours	24,581	25,047	-1.9%	108,553	108,971	-0.4%
Revenue Miles per Hour	10.5	10.6	-1.3%	10.4	10.4	-0.1%
Pass./Rev. Mile	4.1	3.7	11.1%	5.0	4.8	5.8%
Pass./Rev. Hour	42.9	39.1	9.6%	52.1	49.3	5.7%
Operations Expense	\$1,104,360	\$1,040,159	6.2%	\$4,194,549	\$4,054,229	3.5%
Maintenance Expense	<u>\$460,408</u>	<u>\$507,584</u>	<u>-9.3%</u>	<u>\$1,817,667</u>	<u>\$1,752,774</u>	<u>3.7%</u>
Total Expenses	<u>\$1,564,767</u>	<u>\$1,547,743</u>	<u>1.1%</u>	<u>\$6,012,217</u>	<u>\$5,807,003</u>	<u>3.5%</u>
Farebox Revenue	\$99,733	\$77,660	28.4%	\$340,847	\$304,500	11.9%
Rev./Exp. Ratio	6.4%	5.0%	27.0%	5.7%	5.2%	8.1%
Exp./Passenger	\$1.49	\$1.58	-6.0%	\$1.06	\$1.08	-1.7%
Exp./Rev. Mile	\$6.08	\$5.82	4.4%	\$5.35	\$5.14	4.0%
Exp./Rev. Hour	\$63.66	\$61.79	3.0%	\$55.39	\$53.29	3.9%
DIAL-A-RIDE						
Passengers	2,830	2,167	30.6%	10,853	9,101	19.3%
Revenue Miles	8,586	7,802	10.0%	34,108	31,122	9.6%
Revenue Hours	681	588	15.8%	2,665	2,503	6.5%
Revenue Miles per Hour	12.6	13.3	-5.0%	12.8	12.4	2.9%
Pass./Rev. Mile	0.3	0.3	18.7%	0.3	0.3	8.8%
Pass./Rev. Hour	4.2	3.7	12.8%	4.1	3.6	12.0%
Operations Expense	\$42,737	\$47,902	-10.8%	\$162,094	\$142,717	13.6%
Maintenance Expense	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>
Total Expenses	<u>\$42,737</u>	<u>\$47,902</u>	<u>-10.8%</u>	<u>\$162,094</u>	<u>\$142,717</u>	<u>13.6%</u>
Farebox Revenue	\$2,200	\$4,526	-51.4%	\$8,945	\$11,217	-20.3%
Rev./Exp. Ratio	5.1%	9.4%	-45.5%	5.5%	7.9%	-29.8%
Exp./Passenger	\$15.10	\$22.11	-31.7%	\$14.94	\$15.68	-4.8%
Exp./Rev. Mile	\$4.98	\$6.14	-18.9%	\$4.75	\$4.59	3.6%
Exp./Rev. Hour	\$62.76	\$81.47	-23.0%	\$60.82	\$57.01	6.7%
MOONLIGHT EXPRESS						
Passengers	16,980	15,967	6.3%	80,748	66,904	20.7%
Revenue Miles	4,261	4,036	5.6%	26,003	24,499	6.1%
Revenue Hours	298	286	4.4%	1,807	1,707	5.8%
Revenue Miles per Hour	14.3	14.1	1.1%	14.4	14.3	0.3%
Pass./Rev. Mile	4.0	4.0	0.7%	3.1	2.7	13.7%
Pass./Rev. Hour	56.9	55.9	1.8%	44.7	39.2	14.0%
Operations Expense	\$7,912	\$7,656	3.3%	\$51,104	\$48,816	4.7%
Maintenance Expense	<u>\$7,622</u>	<u>\$5,538</u>	<u>37.6%</u>	<u>\$46,519</u>	<u>\$33,611</u>	<u>38.4%</u>
Total Expenses	<u>\$15,535</u>	<u>\$13,194</u>	<u>17.7%</u>	<u>\$97,623</u>	<u>\$82,427</u>	<u>18.4%</u>
Exp./Passenger	\$0.91	\$0.83	10.7%	\$1.21	\$1.23	-1.9%
Exp./Rev. Mile	\$3.65	\$3.27	11.5%	\$3.75	\$3.36	11.6%
Exp./Rev. Hour	\$52.06	\$46.18	12.7%	\$54.02	\$48.27	11.9%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2012 to June 30, 2012 (4th Quarter)

	FY 2012 4th Qtr	FY 2011 4th Qtr	% CHANGE	FY 2012 Total	FY 2011 Total	% CHANGE
OPERATIONS REVENUE						
Farebox	\$101,932	\$82,186	24.0%	\$349,792	\$315,716	10.8%
Transit Contracts	\$108,984	\$5,905	1745.7%	\$356,683	\$278,493	28.1%
I.S.U.	\$0	\$0	#DIV/0!	\$599,880	\$576,808	4.0%
G.S.B	\$9,279	\$0	#DIV/0!	\$3,204,263	\$3,008,118	6.5%
City of Ames	\$598,272	\$573,821	4.3%	\$1,355,883	\$1,306,309	3.8%
IDOT - STA	\$163,676	\$121,627	34.6%	\$613,424	\$497,650	23.3%
Section 5307	\$0	\$0	#DIV/0!	\$1,528,279	\$1,490,918	2.5%
Other Grants	\$100,572	\$89,356	12.6%	\$204,432	\$197,675	3.4%
Other	\$69,991	\$97,673	-28.3%	\$178,332	\$227,830	-21.7%
Total Operating Revenue	<u>\$1,152,706</u>	<u>\$970,568</u>	<u>18.8%</u>	<u>\$8,390,968</u>	<u>\$7,899,517</u>	<u>6.2%</u>
TOTAL EXPENSES						
Administration	\$277,806	\$253,634	9.5%	\$1,059,330	\$998,404	6.1%
Safety & Training	\$53,759	\$49,020	9.7%	\$211,615	\$212,768	-0.5%
Promotion	\$3,042	\$3,236	-6.0%	\$14,443	\$20,461	-29.4%
Bldg. & Grounds	\$60,866	\$51,032	19.3%	\$310,269	\$300,043	3.4%
Fixed Route	\$1,564,767	\$1,547,743	1.1%	\$6,012,217	\$5,807,003	3.5%
Dial-A-Ride	\$42,737	\$47,902	-10.8%	\$162,094	\$142,717	13.6%
Moonlight Express	<u>\$15,535</u>	<u>\$13,194</u>	<u>17.7%</u>	<u>\$97,623</u>	<u>\$82,427</u>	<u>18.4%</u>
Operating Total	<u>\$2,018,512</u>	<u>\$1,965,762</u>	<u>2.7%</u>	<u>\$7,867,592</u>	<u>\$7,563,824</u>	<u>4.0%</u>
Farebox Revenue	\$101,932	\$82,186	24.0%	\$349,792	\$315,716	10.8%
Farebox Rev./Exp. Ratio	5.0%	4.2%	20.8%	4.4%	4.2%	6.5%
Admin. Expense/Pass.	\$0.37	\$0.36	2.9%	\$0.28	\$0.28	-1.3%
Admin. Exp./Rev. Mile	\$1.46	\$1.29	13.8%	\$1.35	\$1.29	4.3%
Admin. Exp./Rev. Hour	\$15.47	\$13.77	12.4%	\$14.12	\$13.53	4.3%
Total Expense/Passenger	\$1.88	\$1.97	-4.6%	\$1.37	\$1.39	-1.4%
Total Expense/Rev. Mile	\$7.47	\$7.08	5.5%	\$6.64	\$6.38	4.1%
Total Expense/Rev. Hour	\$78.97	\$75.84	4.1%	\$69.61	\$66.83	4.2%

Transit Director's Report

August 2012

1. ISU Special Student Fee and Tuition Committee Discussions

CyRide staff met with the Special Student Fee and Tuition Committee on June 27, 2012 to discuss the student's share of CyRide funding for the 2013-2014 budget. With approximately \$1,253,743 in the CyRide GSB Trust Fund, after paying first year expenses on the NextBus vehicle tracking project and with strong enrollment predicted over the next several years, the current fee of \$62.61 per full-time semester will provide adequate funding to match Iowa State University and the City of Ames share of local dollars needed for CyRide's operations and capital budget.

However, CyRide's 2012-2013 operating budget was built on the premise that student enrollment would be stable and not growing as is currently predicted. With the additional pressure on this year's service, the Special Student Fee and Tuition Committee decided to allow CyRide to shift \$238,500 from the Trust Fund to CyRide's operating budget to provide 25 additional hours of service each day. CyRide will track where this service will be added and report to the Transit Board and GSB, if requested, how these additional funds were used.

2. 2012 Aqua Route Ridership

Ridership on the Aqua Route to the Furman Aquatic Center has increased this year along with the temperatures. The following chart compares the 2010, 2011, and 2012 ridership for May, June and July of each year.

Month	2010	2011	2012	2011 vs. 2012 % Change
May	147	83	175	+110.0%
June	1,373	1,039	1,543	+48.5%
July	1,274	1,037	1,353	+30.5%
Total	2,794	2,159	3,071	+42.2%

In reviewing the east (from City Hall) and west portions (Beyer Gym) of the route, they remain virtually equal with the east portion providing 49% of the rides and the west portion 51%. CyRide has received several complaints about the schedule on this route as Aqua Route buses are not able to meet to transfer with other buses at both locations. Staff will prepare information this fall for consideration along with the budget for the 2013-2014 year.

3. CyRide To Host Iowa IPTA Annual Meeting

CyRide has agreed to host the Iowa Public Transit Association's (IPTA's) 2013 Annual meeting in Ames. This event will begin on Wednesday, June 19, 2013, with three days of

meetings and end on Saturdays June 22, 2013, with the State Bus Roadeo. The meetings will take place at the Gateway Hotel and the Roadeo at the Iowa State Center. CyRide staff will be in charge of organizing the 4-day event for approximately 150 people.

4. NextBus Technology Update

After a slow start to the NextBus vehicle tracking project, NextBus and CyRide staff are moving forward in implementing this project. The tentative schedule below describes how/when this project will be implemented.

- Aug. 6 – 17 – Installation of equipment on CyRide buses
- September – Complete route configuration software
- October - December – Internal testing of system with ATT network
- December – Switching from ATT to Verizon network as required in proposals
- January – Testing of system using Verizon network
- February – “Go Live” with system to the public

In addition to the slow start, CyRide’s requirement that the technology operate on Verizon as opposed to ATT has created an additional delay. The modems the Verizon system will operate on have been upgraded and require testing by Verizon before they can be used in CyRide’s system. Verizon is scheduled to complete this test in December and then NextBus, at their cost, will switch the systems. However, internally operating with the ATT system will provide CyRide staff with the opportunity to begin using and understanding how to maximize use of the system as well as ensuring that it is working properly before the switch in December.

5. Building Expansion/Flood Protection Update

URS Corporation has developed the building expansion, flood protection, and bus storage ceiling height projects to the 95% level. Additionally, they have completed a cost estimate and will be meeting with CyRide staff during the month of August to review the plans and estimate, as original estimates are approximately \$600,000 over budget. It is anticipated that this information can be included on the September Transit Board meeting for consideration of the plans and specifications. Staff will also prepare a schedule for that meeting indicating the anticipated bidding and construction schedule.

6. URS Contract Increase

URS Corporation has requested an increase in their design/construction fee to cover additional work required as a result of further definition of the facility expansion project. Through the design development stage of the project, it was determined that, in light of the articulated buses arriving in October 2012, CyRide had an opportunity to design an articulated bus maintenance bay in the building expansion. As a result, additional mechanical, electrical, and structural designs were needed to accommodate this additional function. URS prepared a justification and detailed cost estimate in a letter (attached)

explaining the additional work. This change increased their fee \$16,720 or by 3.62%, which is within the Directors authority to approve.

7. New Transportation Law

Congress passed a new transportation authorizing bill through September 2014 called, “MAP-21”. This new law significantly changes federal funding available to CyRide over the next two budgets. Staff is in the process of gaining a better understanding of this impact and will provide the board with an update at the September meeting, just prior to the development of CyRide’s 2013-2014 budget.

8. Property Insurance Coverage

On June 26, 2012, the City Council approved property insurance coverage with a new carrier, effective July 1, 2012. CyRide staff is working with the City’s Risk Manager to gain an understanding of coverage/premium changes and will provide the Transit Board with an update at the September meeting.

9. Unaudited Year-End Expenses, Revenues, and Closing Balance

Pre-audit financial information for the 2011-2012 budget year has been completed and included on the attached budget summary. The following highlights the preliminary final operating budget expenses, revenues, and closing balance.

Category	11-12 Adopted	11-12 Amended	11-12 Actual	Difference - Amended to Actual
Operating Expenses	\$7,872,442	\$8,031,773	\$7,877,398	-\$154,375 -2.0%
Operating Revenue	\$8,460,022	\$8,655,756	\$8,511,815	-\$143,941 -1.7%
Operating Closing Balance	\$727,533 (9.2%)	\$658,411 (8.2%)	\$854,031 (10.8%)	+195,620 +2.6%



July 18, 2012

Ms. Sheri Kyras
Director of Transit
CyRide
1700 University Blvd
Ames, IA 50010

Re: Additional Services W.O. No. 1:
Add Light Maintenance Area to Bus Storage

Dear Ms. Kyras,

This is to request and increase to our contact amount for the additional services required to add a light maintenance area to the bus storage addition. This includes providing a vehicle lift, hose reel, and other features to design a portion of the bus storage into a light maintenance service area.

In the original RFP, Priority 2 – Facility Expansion, it stated that the project was the design of Phase 1A, an 8,200 sq.ft. bus storage addition. A bus storage addition requires only minimal lighting for convenience, overhead doors, and full enclosure to store and protect the vehicles. As we worked through the design and clarified the requirements, we were required to add a vehicle lift, exhaust system, hose reel, convenience outlets, and additional lights for bus mechanics to service vehicles. This effort added additional HVAC, plumbing, structural and design and CAD production labor in all phases of the design, product specifications, as well as additional code analysis to determine the correct classification of the space.

We respectfully request an increase to our fees for this additional service.

SCOPE OF WORK

The scope of work is to add a lift, exhaust system, hose reel, rated partitions and door, and additional convenience outlets, and lighting to meet code for a light maintenance area of the bus storage addition.

FEE

The lump sum fee for this scope of work is Sixteen Thousand Seven Hundred Twenty (\$16,720) dollars and is broken down on the following page for your convenience.

Ms. Sheri Kyras
 CyRide
 W.O. No. 1 - Add Light Maintenance Area to Bus Storage
 July 18, 2012

FEE BREAKDOWN

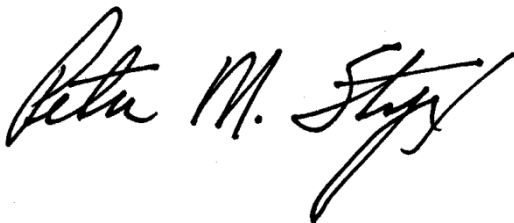
Scope change: Add Light Maintenance Area to Bus Storage								
No	Item	Mech Engr	Plumb Engr	Mech Designer	Elec Engr	Struct Eng	Cadd	Total
1	In-ground lifts		16		8	8	24	56
2	Exhaust system	4		12	4	4	20	44
3	Addnl convenience outlets							0
4	Compressed air lines and Lubrication lines		8				8	16
5	Code review	4	4					8
6	Specification & QA/QC	8	8				4	20
	Total Hours	16	36	12	12	12	56	144
	Hourly Rate	\$ 135	\$ 115	\$ 105	\$ 120	\$ 120	\$ 85	
	Subtotal	\$2,160	\$4,140	\$ 1,260	\$ 1,440	\$ 1,440	\$ 4,760	\$ 15,200
	Project Management							\$ 1,520
	Total							\$ 16,720

If this change of service is acceptable, we will provide a work order for your execution.

Please contact us if you have any questions.

Sincerely,

URS Corporation



Peter M. Styx, AIA, LEED AP BD+C
 Project Manager

C: Bill Troe

BUDGET ANALYSIS - Operations FY2012 Actual

8/3/2012		07-08	08-09	09-10	10-11	11-12	11-12	11-12	11-12	11-12	12-13
		Actual	Actual	Actual	Actual	Adopt	Amend	Actual	Diff.	% Diff.	Request
FIXED ROUTE											
550-1221	Operations	\$3,264,384	\$3,491,357	\$3,841,975	\$4,097,972	\$4,293,855	\$4,210,087	\$4,245,653	\$35,566	0.80%	\$4,317,216
550-1222	Maintenance	\$1,636,310	\$1,440,039	\$1,580,087	\$1,762,603	\$1,814,546	\$1,978,080	\$1,864,186	(\$113,894)	-5.80%	\$2,099,567
FIXED ROUTE TOTAL		\$4,900,695	\$4,931,396	\$5,422,062	\$5,860,574	\$6,108,401	\$6,188,167	\$6,109,839	(\$78,328)	-1.30%	\$6,416,783
DIAL-A-RIDE											
550-1341	Operations	\$146,729	\$136,571	\$136,855	\$142,717	\$149,202	\$155,334	\$171,900	\$16,566	10.70%	\$163,621
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	\$0
DIAL-A-RIDE TOTAL		\$146,729	\$136,571	\$136,855	\$142,717	\$149,202	\$155,334	\$171,900	\$16,566	10.70%	\$163,621
ADMINISTRATION/SUPPORT											
550-1101	Administration	\$852,417	\$910,470	\$1,037,847	\$1,014,818	\$1,077,991	\$1,063,195	\$1,059,330	(\$3,865)	-0.40%	\$1,097,469
550-1102	Safety/Training	\$211,406	\$211,673	\$197,822	\$212,768	\$223,720	\$218,475	\$211,616	(\$6,859)	-3.10%	\$224,865
550-1103	Promotion	\$0	\$4,037	\$13,540	\$20,461	\$5,000	\$28,800	\$14,443	(\$14,357)	-49.80%	\$7,400
550-1105	Bldg/Grounds	\$278,010	\$322,900	\$331,339	\$291,784	\$308,128	\$377,802	\$310,269	(\$67,533)	-17.90%	\$375,324
ADMIN/SUPPORT TOTAL		\$1,341,833	\$1,449,080	\$1,580,548	\$1,539,830	\$1,614,839	\$1,688,272	\$1,595,659	(\$92,613)	-5.50%	\$1,705,058
FINANCE ADJUSTMENTS		\$491	\$76,726	\$15,890	\$27,835						
TOTAL OPERATING EXPENSES		\$6,389,747	\$6,593,773	\$7,155,355	\$7,570,957	\$7,872,442	\$8,031,773	\$7,877,398	(\$154,375)	-1.90%	\$8,285,462
TRANSFER TO GSB TRUST		\$140,751	\$449,171	\$392,414	\$424,305	\$220,000	\$320,000	\$134,814			\$75,000
TRANSFER TO CAPITAL FUND		\$912,231	\$500,000	\$713,000	\$632,000	\$239,812	\$208,812	\$208,812			\$378,801
TOTAL USED		\$7,442,729	\$7,542,945	\$8,260,769	\$8,627,261	\$8,332,254	\$8,560,585	\$8,221,023	(\$339,562)	-4.00%	\$8,739,263
OPENING BALANCE		\$1,014,849	\$891,416	\$1,105,687	\$847,294	\$599,766	\$563,240	\$563,240	\$0	0.00%	\$658,411
OPERATING REVENUE		\$7,319,296	\$7,757,216	\$8,002,376	\$8,343,207	\$8,460,022	\$8,655,756	\$8,511,815	(\$143,941)	-1.70%	\$8,908,810
TOTAL AVAILABLE		\$8,334,145	\$8,648,632	\$9,108,063	\$9,190,501	\$9,059,787	\$9,218,996	\$9,075,055	(\$143,941)	-1.60%	\$9,567,221
CLOSING BALANCE		\$891,416	\$1,105,687	\$847,294	\$563,240	\$727,533	\$658,411	\$854,031	\$195,621	29.70%	\$827,958
Closing/Operating		14.00%	16.80%	11.80%	7.40%	9.20%	8.20%	10.80%			10.00%
REVENUE/EXPENSE RATIO		114.50%	117.60%	111.80%	110.20%	107.50%	107.80%	108.10%			107.50%
OPERATING FUND BALANCE		\$891,416	\$1,105,687	\$847,294	\$563,240	\$727,533	\$658,411	\$854,031	\$195,621	29.70%	\$827,958
CAPITAL FUND BALANCE		\$1,096,769	\$834,109	\$1,213,853	\$1,479,503	\$47,628	\$47,628	\$1,277,119	\$1,229,491	2581.40%	\$4,598
TRUST FUND BALANCE		(\$182,848)	\$267,129	\$667,188	\$1,099,162			\$1,325,474			\$1,072,790
INTERMODAL BALANCE								\$0	\$0	#DIV/0!	\$0
TRANSIT FUND BALANCE		\$1,805,337	\$2,206,925	\$2,728,335	\$3,141,905	\$775,161	\$706,039	\$3,456,624	\$2,750,585	389.60%	\$1,905,345

SEPTEMBER 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						