

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

September 20, 2012

1. CALL TO ORDER: 5:30 P.M.
2. Approval of August 20, 2012 Minutes
3. Public Comments
4. Insurance Coverage
5. Iowa DOT Grant Opportunity
6. MAP-21 Federal Transportation Law Impact
7. Transit Director's Report
8. Trustee Item – Director's Review
9. Set Time and Place of Next Meeting
 - October 18 @ 5:30pm
 - November 15 @ 5:30pm
 - December 13 @ 5:30pm
10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 20, 2012

The Ames Transit Agency Board of Trustees met on August 20, 2012 in the conference room at CyRide. President Anders called the meeting to order at 5:15 p.m. Trustees in attendance were: Anders, Rediske, Leines, Schainker, and Wacha. Absent: Trustee Madden.

PUBLIC IN ATTENDANCE: James Heggen, Ames Tribune.

APPROVAL OF MINUTES: Trustee Wacha made a motion to approve two sets of minutes of the June 25 and July 6, 2012 transit board meeting. Trustee Leines made a motion to approve the minutes. Motion seconded by Trustee Rediske. (Ayes: Four. Nays: None). Motion carried.

PUBLIC COMMENTS: None.

Trustee Madden arrived at 5:17 p.m.

ELECTION –AAMPO REPRESENTATIVE: Director Kyras noted that a decision regarding the nomination of an AAMPO representative was tabled at the June 25, 2012 and that Transit Board representatives will need to elect a representative at this meeting.

Trustee Leines made a motion to nominate Trustee Rediske. Motion seconded by Trustee Wacha. (Ayes: Five: Nays: None). Motion carried.

FY12 FEDERAL OPERATING GRANT APPLICATION APPROVAL: Director Kyras explained that Congress has completed passage of a new Transportation bill and, as a result, CyRide has been provided an estimate of its federal funding level of \$1,530,000, which is an increase of \$10,702 over the budgeted amount for 2012-2013.

Shari Atwood, Transit Planner, explained CyRide submits a federal grant application every year. CyRide's formula dollars are based on six categories receiving STIC funding. For each performance criteria CyRide exceeds larger transit systems, CyRide receives a small stipend. One hundred percent of the funding request is for operating money, with a portion of that funding transferred to the capital budgets to pay for projects approved in the Capital Improvement Plan requiring a 50% local match. There was a smaller number of small transit agencies receiving STIC funding this year; therefore, transit systems received \$131,515 per criteria, overall CyRide achieved five criteria contributing to its \$1,540,702 federal share. The STIC funding will change dramatically next year due to the new transportation bill, MAP-21. Nationally, STIC funding will increase from 1% to 1.5% of the total formula dollars available.

Trustee Schainker made a motion to authorize the Transit Director to execute and file a Section 5307 grant application for \$1,540,702 to the Federal Transit Administration. Seconded by Trustee Leines. (Ayes: Five: Nays: None.) Motion so moved.

BOILER REPLACEMENT PROPOSAL APPROVAL: Director Kyras explained that, as part of the City's capital plan and CIP 2012-13 budget for building improvement, CyRide was scheduled to replace two boilers that are original to the building, are 29 years old, and have met their useful life. Their replacement will improve CyRide's energy efficiency. As part of the 2012-2017 CIP, their replacement cost is estimated at \$75,000 and will fund with 100% local money.

Rich Leners, CyRide's Director of Fleet and Facilities, distributed a Request For Proposal for a boiler that would best fit the facility with, which included an option to integrate with CyRide's maintenance software programming system. CyRide received three proposals with Mechanical Comfort being the lowest proposer and receiving the highest rating portion per the evaluation criteria. Total cost for the two boilers with optional interface was \$89,345. This cost is over the CIP budgeted amount and CyRide staff's recommendation to balancing the budget is to delaying another project, actuated shutoffs for fueling, one more year.

Director Kyras explained the decision to delay the actuated shutoffs indicating that if funds were available at the end of the year, CyRide staff would work through the process to complete the project.

Trustee Schainker made a motion to move forward to approve the award of the boiler procurement, including proposal alternate #1 for Solidyne interface, to Mechanical Comfort of Des Moines for a total of \$89,345. Motion seconded by Trustee Wacha. (Ayes: Five. Nays: None.) Motion carried.

INTERMODAL FACILITY UPDATE AND ADDITIONAL ELEMENTS: Director Kyras updated the transit board on the Intermodal Facility budget in its efforts to spend down the remaining funds on this project. The facility is fully open as of August 13, 2012 with the staircase completely finished both structurally and cosmetically. With the completion of the project under budget and the Federal Transit Administration's request to use 100% of the funding, the project team has added elements into the project.

Director Kyras checked with Mark Miller, ISU Parking Manager responsible for operation of the Intermodal Facility's daily operations, on the number of permits sold and as of today all surface and uncovered spaces are sold, 173 uncovered spaces at \$115 and 36 covered spaces are sold at \$345. There are approximately 150 more covered spaces available, not including the metered spaces, and there has been no interest to-date in the vanpool spaces. Director Kyras shared that she thought the vanpool spaces might be purchased but need to be advertised.

Director Kyras stated that a Letter of Substantial Completion, dated August 13, has been received. This means, that the warranty period began as of this date.

The Arboretum bike path construction, as part of this project, began August 1 and is to be completed at the end of September. Because the Ames School District will be selling their land along State Street, there was concern raised about where the alignment of this path should go west of the Intermodal Facility. Director Kyras indicated that she had talked with Damion Pregitzer, City of Ames Traffic Engineer, to see if plans for the School District land had been developed so that the alignment of the two pieces of the path could connect. He indicated that the City would require the developer to line up with the Facility's bike path.

President Anders asked if there would be any formal crossing at the west side of the Facility because cars will enter from the east. Trustee Madden suggested a new study for this area to see if there is enough traffic to warrant a crossing. He also shared that ISU is developing a new access to the old Cross Country track area.

Director Kyras explained at this time, the facility has a total construction cost of \$7,545,668.75 and with pay applications and change orders that are pending, this raises the total to \$8,961,000. Total revenue for the project is \$9,200,500, leaving a little over a quarter million dollars to spend at FTA's request.

The three additional project elements the team feels comfortable moving forward on at this time are:

- First - Sheldon Avenue entrance monument sign at a price of \$10,000.
- Second - Furniture in the management office. Currently there is only a counter in this location and the Director suggests purchasing furniture for this area.
- Third is the artwork. The Ames Commission on the Arts has commissioned art for the art pad. Their intention is to contract for an art piece at this location for \$3,000 per year. FTA strongly encourages art in transit projects. The price of art piece, chosen by the selection committee, is called "Two Moons" and is \$25,000.

Trustee Madden does not have any problems with the three projects, but before the money is spent, Jerry Stewart, ISU Public Safety, brought another concern to his attention that needs to be addressed. ISU would like a fiber connection from the facility to campus, electronic locks on the restrooms (so transients are not living at the facility), and a different camera system installed. The fiber connection would need to tunnel under Lincoln Way to connect to the Black Engineering building on ISU's campus.

Trustee Madden's recommendation is to delay the artwork because the artwork is luxury not essential to the project. Director Kyras indicated that, in light of the Board's discussion, she would revise staff's recommendation to move forward with the first two elements and delay the artwork until a decision is made on the technology. In addition,

Trustee Schainker suggested adding the word “parking” to the monument sign because visitors need to know this facility is a parking ramp.

Director Kyras indicated the project team had worked through, what it thought was a resolution, on the technology for the facility. She indicated that the technology currently placed in the facility was a result of timing and what could physically be placed in the facility as it was designed. Further discussion took place and mentioned parties will resolve technology and electronics before additional funds are committed to other aspects of the project.

Trustee Wacha made motion to proceed with the Sheldon Avenue sign and the management office furniture. Motion seconded by Trustee Schainker. (Ayes: Five. Nays: None.) Motion carried.

Trustee Schainker made a motion to study the camera system and locks on the bathroom doors for Iowa State University and ISU Police Department as directed by Trustee Madden. Motion seconded by Trustee Wacha. (Ayes: Five. Nays: None.) Motion carried.

APPROVAL OF INTERMODAL FACILITY CHANGE ORDER: Director Kyras indicated that she had received another change order #55 for Fire Extinguisher Cabinets in the ramp that would require Transit Board and Council approval. Fire extinguisher cabinets were required in the parking ramp per city code.

Trustee Schainker made a motion to approve change order #55 to Weitz Company for an additional \$1,900 for fire extinguisher cabinets in the parking ramp. Motion seconded by Trustee Leines. (Ayes: Five. Nays: None.) Motion carried.

ORANGE ROUTE SCOPE OF WORK APPROVAL: At the June meeting, the transit board agreed to move forward on the Alternative Analysis study for the Orange route to provide a higher level of service to the route. Funding for this study is estimated to cost \$200,000 using 80% federal and 20% local match dollars.

List of initial questions that could be answered by this study were shared with transit board members in June for review and questions addressed at that time. From that discussion and board consensus to proceed with the study, a scope of work was put together that incorporated that information. Each proposer will be asked to develop a scope of work and tasks addressing these questions. This is a different format than typical proposals, which will include two public meetings. It is anticipated that the proposal requests can be distributed by September 15.

Director Kyras wanted the transit board to review the scope of work, which had incorporated these questions previously discussed with the board, to determine if the study would provide the answers that the board desired from the study. Look at the

questions and develop task one more time. Minor changes were suggested and will be made to the document before its distribution. Trustee Schainker suggested every resident on Beach Avenue, between Lincoln Way and Mortensen Rd, apartment complexes and private property owners who could be impacted, should be receive a personal invitation. City of Ames' Traffic Engineer should be involved too. He indicated that the city can provide a list of names and addresses.

Trustee Anders inquired if the study would include a review of whether there would be a cost to park at the ISC commuter parking lot. Trustee Madden shared that the university had looked this question last year and for the immediate future did not see the potential.

The articulated buses that will be used on the Orange route are to arrive mid-October. As with all new buses, there is a learning curve, but NOVA provided a demonstration bus to CyRide for training purposes. CyRide staff members traveled to the Champaign Urbana transit system a couple of weeks ago to observe their system and operation of their articulated buses. This system uses articulated buses for their commuter lot.

Director Kyras shared with board members the challenge of funding a bus rapid transit will pose to the community, but indicated that the answers about how to most efficiently provide service along the route with anticipated funding would benefit the community. The cost is \$12 million cost and the community would need to come up with \$6 million.

Trustee Madden motioned to move forward with changes/corrections to the Scope of Work. Trustee Rediske seconded. (Ayes: Five. Nays: None.) Motion carried.

President Anders acknowledged the CyRide staff for the excellent article in the ISU booklet and providing information on CyRide for Iowa State as the "key to Ames".

QUARTERLY OPERATIONS REPORT:

Highlights of the last quarter (year-end) for 2011-2012.

- Ridership up 5.5%. Odyssey of the Minds (OM) was a significant impact; otherwise, it would have been about a 5% increase without OM.
- Farebox revenue is up 24%, moving in the right direction.
- Maintenance - bus interiors cleaned up 58.5%.
- Mechanical problems significantly lower at year-end, -42.9% mainly due to the newer fleet.
- Average diesel miles per gallon remained the same; hoped for a decreased, but had more miles.
- Maintenance expenses 4.4% higher.

- Fixed route accidents lower, year-end -6.3%.
- Complaints are misleading because compliments included with complaints so carrying more passengers with fewer complaints.
- Dial-A-Ride ridership up 19%, but farebox revenue down.
- Operating cost is significantly higher.
- Experiencing some challenges with HIRTA providing service in Ames and have another meeting scheduled to work through the problems.
- Moonlight Express ridership is up 20.7% with year-end ridership, 80,748.

TRANSIT DIRECTOR'S REPORT:

- CyRide staff met with the ISU Special Student Fee and Tuition Committee to look at the student fee needed for the 2013-2014 budget year. The current fee of \$62.61 per full-time semester is adequate with no increase. Director Kyras indicated that CyRide staff had also discussed increased enrollment and the pressure that this would cause during the next school year. As a result, the committee approved an additional 25 hours of services and moving \$238,500 from the GSB Trust Fund to CyRide's operating budget to provide the additional service needed to carry more riders. She indicated that CyRide would not transfer all of the funds if not needed. Next couple of weeks will determine if CyRide needs the additional service and Director Kyras will report to transit board.
- Aqua route ridership through July was 42% higher than last year. Weather affected the ridership on the Aqua route. Staff reviewed the east portion (City Hall) and the west portion (Beyer) to see if there is any difference with ridership, but proved to be about equal. CyRide received several complaints on the schedule because the service is timed in both directions and City Hall meets the connection, but passengers from west side miss their connection. CyRide staff will look at this route in the fall during budget discussion.
- CyRide will host the IPTA annual meeting for June 2013 and the State Bus Roadeo. This will be a four-day event with approximately 150 participants.
- NextBus update: Last week installation of equipment was completed on buses. Staff is still working with Nextbus on the route software portion of the program, but hopes to have it working by the end of September. An unexpected challenge with the project with the Verizon network it will work on. Additional testing is required, which will delay the project. NextBus will install AT&T equipment for the fall and then replace, at their cost, the equipment with Verizon in December. Only wrinkle is the network is to be on Verizon coverage, but NextBus works only with ATT. Since ATT's coverage is not very efficient in this area, NextBus installed ATT and at NextBus cost, when testing is complete, will switch out with Verizon.
- Building expansion and flood protection update: Drawings are 95% complete; however, the original estimate was \$600,000 over budget. Project team will need to cut items from this project. Staff hopes to have this information for the September Transit Board meeting.

- URS has requested an increase in their fees for additional work. URS was to design a bus storage facility only and as discussions began, CyRide had no place to repair the articulated buses so this feature was added to the project. URS has requested another \$16,720, which is an increase of 3.2%.
- New Transportation Law passed and the new name is MAP-21. Director Kyras to provide information at the September meeting as she obtains a better understanding of the new law.
- Property Insurance: Director Kyras and Tom Davenport met with the City's Risk Manager to have a better understanding of what the coverage and premiums would be for the 2012-2013 budget. Different coverage – different premium – different philosophy. Coverage was reduced from \$28 million on the building to \$6 million on the fleet and building.
- The “unaudited” operating expense is down 2% because of lower snow removal and driver overtime down significantly. Also there was a fuel adjustment at year-end.
- Operating revenue: there was an adjustment with GSB fee revenue, it was \$185,000 lower due to overpayment in previous years. Closing balance at 8.2% because of reduced expenses 10.8%.
- Nine buses parked outside of the facility until the building expansion is complete, which will house eleven buses.

TRUSTEE ITEM: No information.

SET TIME AND PLACE OF NEXT MEETING: September 20, at 5:15pm

Meeting adjourned at 6:21pm.

Robert Anders, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: September 20, 2012

SUBJECT: Insurance Coverage

BACKGROUND: CyRide secures its facility and vehicle property insurance through the City of Ames, who periodically searches the market for the best price/coverage of all city assets. In June of this year, the City received quotes from numerous carriers to provide property insurance for the 2012-2013 budget year, beginning July 1, 2012. On June 26, 2012, the Ames City Council approved insurance through a different carrier than in previous years, which impacts CyRide's property and vehicle insurance rates and coverage for the current year. Property insurance coverage had been secured from FM Global through June 30, 2012, and as of July 1, 2012, coverage is through the Chubb Group.

INFORMATION: With significant insurance decisions being made just prior to the start of the new fiscal year, CyRide staff has met with the City of Ames Risk Manager to review the new coverage put in place as of July 1, 2012. The City's Risk Manager, David Eaton, will be present at the Transit Board meeting to assist in explaining the differences and answer questions that board members have regarding CyRide's current coverage.

General Impact

Property insurance for the 2012-2013 budget year was purchased by the City using a different philosophy of protecting assets for a **potential loss as opposed to a total loss**. Therefore, calculations of loss were made and insurance coverage sought for a lower loss level in general. The attached chart details coverage, deductibles, and cost under the 2011-2012 budget, with insurance provided by FM Global; as compared to, the 2012-2013 budget, with insurance provided by Chubb Group. The first significant difference is that, in total, CyRide's property insurance is \$14,168 less. This year, CyRide's building and fleet are being covered for \$6 million, which is approximately \$28 million less than last year under this new philosophy. Last year \$34 million coverage was purchased representing CyRide's total loss potential for all vehicles (\$28 million) plus CyRide's facility (valued at \$6 million last year) in the event of a flood.

Specific savings attributed to the lower insurance cost can be attributed to reduced flood insurance charges as a result of lower coverage (\$39,600 vs. \$57,000), lower rates in the 2012-2013 program and modifications to reallocations spread across city services.

Flood Coverage Modifications

Under FM Global coverage last year, it was believed that vehicle coverage was based on its full replacement value based on statements made by insurance company representatives. This was strongly recommended in light of CyRide's older fleet, with vehicles as old as 23 years. Insurance claims that pay based on "actual cash value" as opposed to "replacement value" would not generate sufficient funds to replace these older vehicles. For example, an older vehicles "actual cash value" might only be \$5,000, but to replace the vehicle, with available buses on the market today, would cost \$100,000. However, when the actual policy endorsement was received last year, it included "actual cash value" language. Staff has since analyzed the magnitude of this insurance coverage "gap" and found that the underinsured portion of the fleet's replacement could be as much as \$3 million dollars in local funding (See attached chart entitled, "CyRide Fleet Replacement Cost Under Current Insurance Coverage"). While new coverage under the Chubb Group provides replacement coverage for a portion of CyRide's fleet up to 5 years of age representing an improvement over last year's actually-purchased insurance coverage, it **does not** provide this same level of coverage for vehicles that are six to 23 years old, representing 64% of CyRide's fleet.

Non-Flood Coverage

The only change in non-flood coverage was an increase in the buildings value to reflect the City of Ames' recent appraisal of CyRide's facility at \$11,581,000. This additional coverage increased the annual insurance cost by \$3,227 for this portion of the total property insurance cost.

Discussion

With the 2012-2013 modifications and savings, staff is seeking Transit Board concurrence with the level of property insurance or direction on areas to seek additional coverage if it is the Transit Board's desire for more protection against loss.

Staff believes that current flood insurance coverage for the combined building and fleet of \$6 million versus \$34 million last year is adequate limits for the actual loss that might occur, especially in light of the flood wall/gate project for the facility. The 2010 flood loss for both property and vehicles was \$819,000.

However, the "actual cash value" for vehicles older than 5 years provides more risk than the intended past coverage to replace the entire fleet. A possible solution could be to investigate whether Chubb Group would be willing to write replacement coverage for all

CyRide vehicles 12 years and under as opposed to 5 years and under. The reason for considering 12 years is that this reflects the Federal Transit Administration's definition of the useful life of a bus. Consequently, most transit systems operate buses at least for this period of time, making the availability of buses less than 12 years old more difficult and costly to secure. This modification could minimize the potential risk in the identified "gap" area from approximately \$3 million down to \$850,000.

ALTERNATIVES:

1. Direct the Transit Director and City of Ames Risk Manager to investigate additional vehicle property insurance coverage for vehicles between 6 and 12 years of age.
2. Concur that current 2012-2013 property insurance levels are adequate to meet potential losses.
3. Direct the Transit Director and City of Ames Risk Manager to investigate other insurance options as identified by the Transit Board.

RECOMMENDATION:

With almost a \$15,000 budget saving in the 2012-2013 budget for property insurance and due to the potential risk of a \$3 million dollar uninsured claim in an event where all vehicles were lost or a majority of the vehicle lost are over 5 years, the Transit Director recommends Alternative #1 to investigate if replacement vehicle coverage is available and affordable for all buses 12 years and under. The results of this investigation could be reported back to the Transit Board for a final decision on whether additional coverage should be purchased.

CyRide Fleet Replacement Cost Under Current Insurance Coverage

Vehicle	Current Age	Actual Value (Depreciated/ Market Rate)	Est. Cost to Replace	Local Cost
105	1	\$373,073	\$410,000	\$0
106	1	\$373,073	\$410,000	\$0
107	1	\$373,073	\$410,000	\$0
108	1	\$373,073	\$410,000	\$0
109	1	\$373,073	\$410,000	\$0
110	1	\$373,073	\$410,000	\$0
126	2	\$305,929	\$410,000	\$0
127	2	\$305,929	\$410,000	\$0
128	2	\$305,929	\$410,000	\$0
333	2	\$28,869	\$50,000	\$0
334	2	\$28,869	\$50,000	\$0
335	2	\$28,869	\$50,000	\$0
336	2	\$28,869	\$50,000	\$0
337	2	\$28,869	\$50,000	\$0
338	2	\$28,869	\$50,000	\$0
418	2	\$412,766	\$560,000	\$0
419	2	\$412,766	\$560,000	\$0
420	2	\$412,766	\$560,000	\$0
421	2	\$412,766	\$560,000	\$0
422	2	\$412,766	\$560,000	\$0
423	2	\$412,766	\$560,000	\$0
424	2	\$412,766	\$560,000	\$0
425	2	\$412,766	\$560,000	\$0
429	2	\$434,975	\$560,000	\$0
430	2	\$434,975	\$560,000	\$0
431	2	\$434,975	\$560,000	\$0
432	2	\$434,975	\$560,000	\$0
186	4	\$218,659	\$200,000	\$0
187	4	\$218,659	\$200,000	\$0
188	4	\$218,659	\$200,000	\$0
189	4	\$218,659	\$200,000	\$0
501	6	\$144,968	\$200,000	-\$55,032
502	6	\$144,968	\$200,000	-\$55,032
503	6	\$144,968	\$200,000	-\$55,032
504	6	\$144,968	\$200,000	-\$55,032
949	7	\$112,311	\$200,000	-\$87,689
950	7	\$112,311	\$200,000	-\$87,689
951	7	\$112,311	\$200,000	-\$87,689

CyRide Fleet Replacement Cost Under Current Insurance Coverage

Vehicle	Current Age	Actual Value (Depreciated/ Market Rate)	Est. Cost to Replace	Local Cost
952	7	\$112,311	\$200,000	-\$87,689
378	9	\$2,000	\$25,000	-\$23,000
379	9	\$2,000	\$25,000	-\$23,000
970	10	\$43,876	\$200,000	-\$156,124
971	10	\$43,876	\$200,000	-\$156,124
972	10	\$43,876	\$200,000	-\$156,124
973	10	\$43,876	\$200,000	-\$156,124
974	10	\$43,876	\$200,000	-\$156,124
975	10	\$43,876	\$200,000	-\$156,124
976	10	\$43,876	\$200,000	-\$156,124
977	10	\$43,876	\$200,000	-\$156,124
953	12	\$4,000	\$50,000	-\$46,000
954	12	\$4,000	\$50,000	-\$46,000
955	12	\$4,000	\$50,000	-\$46,000
956	12	\$4,000	\$50,000	-\$46,000
957	12	\$4,000	\$50,000	-\$46,000
958	12	\$4,000	\$50,000	-\$46,000
962	13	\$4,000	\$50,000	-\$46,000
964	13	\$4,000	\$50,000	-\$46,000
966	13	\$4,000	\$50,000	-\$46,000
967	13	\$4,000	\$50,000	-\$46,000
739	15	\$4,000	\$50,000	-\$46,000
740	15	\$4,000	\$50,000	-\$46,000
741	15	\$4,000	\$50,000	-\$46,000
742	15	\$4,000	\$50,000	-\$46,000
743	15	\$4,000	\$50,000	-\$46,000
768	16	\$4,000	\$50,000	-\$46,000
769	16	\$4,000	\$50,000	-\$46,000
717	18	\$4,000	\$50,000	-\$46,000
711	19	\$2,500	\$50,000	-\$47,500
712	19	\$2,500	\$50,000	-\$47,500
713	19	\$2,500	\$50,000	-\$47,500
714	19	\$2,500	\$50,000	-\$47,500
715	19	\$2,500	\$50,000	-\$47,500
716	19	\$2,500	\$50,000	-\$47,500
985	22	\$2,000	\$50,000	-\$48,000
990	22	\$2,000	\$50,000	-\$48,000
963	23	\$2,000	\$50,000	-\$48,000

CyRide Fleet Replacement Cost Under Current Insurance Coverage

Vehicle	Current Age	Actual Value (Depreciated/ Market Rate)	Est. Cost to Replace	Local Cost
965	23	\$2,000	\$50,000	-\$48,000
TOTAL	9.2	\$9,232,937.50	\$14,520,000.00	-\$3,170,874.00

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: September 20, 2012

SUBJECT: Iowa DOT Grant Opportunity

BACKGROUND: The Iowa Department of Transportation (Iowa DOT) contacted CyRide in late August with an additional grant opportunity on very short notice. A federal earmark for Davenport, Iowa was about to lapse and the Federal Transit Administration (FTA) notified the Iowa DOT that they would be able to put statewide projects into a new grant application for these dollars (\$681,800 in federal 80% share) if they could submit a grant application in less than 24 hours. As a result, the Iowa DOT quickly contacted each transit system in Iowa to determine if they had unfunded capital projects that could be utilized by this lapsing earmark dollars.

INFORMATION: As a result of this Iowa DOT/FTA request, CyRide submitted two projects or consideration – new boilers and building expansion (as a result of the pre-bid estimate being over budget). At the August 20, 2012 board meeting, the Transit Board approved 100% local funding for the purchase of two boilers. As a result of this grant opportunity, CyRide would be able to fund 80% of this project with federal dollars (\$75,000) resulting in a savings to the local dollars contained in the three-year capital budget (see attached).

The second project is the building expansion/flood protection/ceiling height project that was determined to be over-budget in August 2012 by approximately \$450,000. The Iowa DOT allocated \$358,800 in additional **federal** dollars, requiring a local match of \$89,700, for total additional dollars of \$448,500. This opportunity would, therefore, eliminate the project from being over-budget.

Therefore, this new grant funding could allow CyRide to proceed with both projects as shown in the chart below.

Project	Federal/ State \$ Without Grant	Federal/ State \$ With Grant	Difference	Local \$ Without Grant	Local \$ With Grant	Difference
Two Boilers	\$0	\$75,000	+\$75,000	\$83,480	\$18,750	-\$64,730
Facility Construction	\$4,146,779	\$4,505,579	+\$358,800	\$1,036,695	\$1,126,395	+89,700
TOTAL	\$4,146,779	\$4,580,579	+433,800	\$1,120,175	\$1,145,145	+\$24,970

In summary, CyRide would receive an additional \$433,800 in federal capital contribution for an additional \$24,970 in local share, as well as, being able to accomplish more of its priority construction goals for the facility. In addition, staff discussed with the Transit Board at the August meeting, that it could delay purchase of the automated fuel shut off systems scheduled for purchase in the 2012-2013 budget year, which would save \$36,000 in local dollars in the current year’s budget to more than balance the local portion of the capital budget for the year.

ALTERNATIVES:

1. Approve two CyRide projects in the Iowa Department of Transportation’s August 2012 federal grant application, #IA-04-0129, for the replacement of two boilers and construction at CyRide’s facility.
2. Approve one CyRide project in the Iowa Department of Transportation’s August 2012 federal grant application, #IA-04-0129, for the replacement of two boilers.
3. Do not approve including CyRide projects in the Iowa Department of Transportation grant #IA-04-0129.

RECOMMENDATIONS:

The Transit Director recommends alternative #1 to approve both projects allowing CyRide to not only replace boilers, but to complete construction at the facility that will allow for CyRide to move forward with needed facility improvements as it continues to grow. The additional construction dollars will allow for completion of projects like replacement of concrete in CyRide’s parking lot. This lot is crumbling and will become a locally-funded project in the future, if not included in this project. Inclusion of these two CyRide projects within the Iowa DOT’s statewide grant will save local dollars being spent on these projects in the future.

**Capital Purchases Summary Sheet
FY2013 Amend, FY2014 Request**

9/17/2012

FY2013											
Description	Notes	Item Cost	Fed	Qty	Adopt	Amend	Actual	Fed Share	Local	Source	Grant #
Building			80%	1	C/O	\$1,000,000		\$800,000	\$200,000	5309	IA-04-0111-01
Building			80%	1	C/O	\$1,000,000		\$800,000	\$200,000	PTIG	STA-IG-015-FY11
Building			80%	1	C/O	\$750,000		\$600,000	\$150,000	PTIG	STA-IG-015-FY12
Building	IDOT Reallocated		80%	1		\$448,500		\$358,800	\$89,700	5309	IA-03-0129
Boilers	IDOT Reallocated		80%	1		\$89,345		\$71,476	\$17,869	5309	IA-03-0129
Needs Analysis	C/O FY09		80%	1	C/O	\$200,000		\$160,000	\$40,000	5309	IA39-0001-00
Schedule Software		\$200,000	80%	1	C/O	\$55,302		\$44,242	\$11,060	SGR	IA-04-0121
40' Buses		\$392,000	90%	5		\$1,960,000	\$1,960,000	\$1,764,000	\$196,000	SGR	IA-04-0121
Articulated Buses		\$698,300	90%	2		\$1,396,600	\$1,396,600	\$1,256,940	\$139,660	CF	IA-04-0120
Minibuses	978, 979	\$93,000	90%	2		\$186,000	\$186,000	\$167,400	\$18,600	5309	IA-04-PTMS
Bus stops	C/O FY08	\$50,000	80%	1	C/O	\$43,561		\$34,849	\$8,712	5310	IA16-X001-015-08
Bus stops	C/O FY10	\$50,000	80%	1	C/O	\$50,000		\$40,000	\$10,000	5310	IA16-X001-015-10
Bus stops	C/O FY11	\$50,000	80%	1	C/O	\$50,000		\$40,000	\$10,000	5310	IA16-X001-015-11
Bus stops	C/O FY12	\$50,000	80%	1	C/O	\$50,000		\$40,000	\$10,000	5310	IA16-X001-015-12
Bus stops		\$50,000	80%	1		\$50,000	\$50,000	\$40,000	\$10,000	5310	IA16-X001-015-13
Computers - Field Supr.	2 PCs new	\$1,500	0%	2	C/O	\$3,000		\$0	\$3,000	Local	
Water Filtration System	Filt. Cooling Twr	\$24,000	0%	1	To IA04-0111	\$0		\$0	\$0	Local	
Fuel Pump Improvements	FM Global req.	\$29,000	0%	1	C/O	\$29,000		\$0	\$29,000	Local	
Actuated Shutoffs	FM Global req.	\$36,000	0%	1	Delay to 2014	\$0		\$0	\$0	Local	
Bus Video Systems	Fresno	\$9,000	0%	5	C/O	\$45,000		\$0	\$45,000	Local	
Bus Video Systems	Des Moines	\$9,000	0%	5	C/O	\$45,000		\$0	\$45,000	Local	
Support Automobile	Expansion	\$30,000	0%	1	C/O	\$30,000		\$0	\$30,000	Local	
Floor Scrubber/Sweeper		\$38,000	0%	1		\$38,000	\$38,000	\$0	\$38,000	Local	
AC Refrigerant Rec. Sys.		\$7,500	0%	1		\$7,500	\$7,500	\$0	\$7,500	Local	
Sign Post Install/Remove		\$4,500	0%	1		\$4,500	\$4,500	\$0	\$4,500	Local	
Used Bus	Sioux City	\$9,000	0%	1			\$9,000	\$0	\$9,000	Local	
Copier	Replacement	\$6,900	0%	1	C/O	\$6,900		\$0	\$6,900	Local	
Computers		\$1,600	0%	6		\$9,600	\$9,600	\$0	\$9,600	Local	
ITS System	GSB Funded	\$40,000	100%	1	C/O	\$266,785		\$266,785	\$0	GSB	
						\$3,652,200	\$7,823,593	\$0	\$6,484,491	\$1,339,102	

FY2014										
Description	Notes	Item Cost	Fed	Qty	Request	Fed Share	Local	Source	Grant #	
Building		\$600,000	80%	1	\$2,525,976		\$2,020,781	\$505,195	5309	IA-04-0111-01
Buses		\$407,000	80%	3	\$1,221,000		\$976,800	\$244,200	SGR	
Actuated Shutoffs	FM Global req.	\$36,000	0%	1	\$36,000		\$0	\$36,000	Local	
Shop Equipment		\$50,000	0%	1	\$50,000		\$0	\$50,000	Local	
Computers		\$2,000	0%	6	\$12,000		\$0	\$12,000	Local	
NextBus Operating			0%		\$96,170		\$96,170	\$0	GSB	
					\$3,941,146		\$3,093,751	\$847,395		

	2011 Actual	2012 Actual	2013 Amend	2014 Request
Opening Balance	\$1,177,643	\$1,479,503	\$1,277,119	\$343,818
State/Federal	\$3,100,590	\$2,305,265	\$6,217,706	\$2,997,581
ISU Parking	\$17,000	\$17,000	\$17,000	\$17,000
Interest	\$10,109	\$11,219	\$10,000	\$10,000
Shuttle	\$0	\$0	\$0	
Insurance	\$780,910			
GSB		\$0	\$266,785	\$96,170
Transfer from Oper.	\$632,000	\$208,812	\$378,801	
Total Revenues	\$4,540,609	\$2,542,296	\$6,890,292	\$3,120,751
Total Available	\$5,691,143	\$4,021,799	\$8,167,411	\$3,464,569
Expenses	\$4,238,749	\$2,744,680	\$7,823,593	\$3,941,146
Finance Adjustment	(\$27,109)			
Closing Balance	\$1,479,503	\$1,277,119	\$343,818	(\$476,577)

FY2015										
Description	Notes	Item Cost	Fed	Qty	Adopt	Amend	Fed Share	Local	Source	Grant #
Buses		\$407,000	80%	3	\$1,221,000		\$976,800	\$244,200	SGR	
Shop Equipment		\$50,000	0%	1	\$50,000		\$0	\$50,000	Local	
Computers		\$2,000	0%	6	\$12,000		\$0	\$12,000	Local	

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 20, 2012
SUBJECT: MAP-21 Federal Transportation Law Impact

BACKGROUND: Federal funding for transportation programs is authorized on a multi-year basis in Congressional bills, then signed into law by the president. The previous transportation law, called SAFETEA-LU, was a five-year authorization bill that expired on September 30, 2009. Since that time, Congress has approved twelve Continuing Resolutions to extend this legislation. On July 6, 2012, the President signed into law a new transportation law called, “Moving Ahead for Progress in the 21st Century” (MAP-21), which is an 18-month law that expires on October 1, 2014. This new law provides CyRide with its “authorized” level of federal operating and capital funding for the 2012-2013 and 2013-2014 budgets. Congress will still need to “appropriate” annual funds for the 2012-2013 budget year before federal funding is finalized.

INFORMATION: The new transportation law is significantly different than previous legislation. The following briefly summarizes the major changes:

- All discretionary programs except TIGER have either been eliminated (TIGGER and Clean Fuels) or have been turned into formula programs (State of Good Repair, Job Access Reverse Commute, New Freedom)
- There are no earmarks (CyRide received over \$2.6 million dollars in the last transportation bill, which funded CyRide’s office expansion and will fund a portion of the upcoming construction project to expand the facility).
- The Small Transit Intensive Cities funding increased from 1% of federal transit funds to 1.5% of the funds.
- New planning program requirements have been added – Asset Management Plan, Safety Plan.

The impact on CyRide’s federal funding is described below for both operating and capital budgets.

**Federal Operating Funding Allocation Comparison
(2012, 2013, and 2014)**

Operating Budget					
Transit Program	2012 Funding	2013 Funding	Dollar Change 2013-vs 2012	Percent Change 2013 vs 2012	2014 Funding
Formula and Growing States	\$883,128	\$920,314	+\$37,186	+4.2%	\$933,108
STIC	\$657,574	\$1,040,524	+\$382,950	+58.2%	\$1,054,886
JARC	\$77,511	\$93,046	+\$15,535	+20.0%	\$94,331
Total Operating	\$1,618,213	\$2,053,884	+\$453,671	+26.9%	\$2,082,325

As a result of formulizing many federal programs, CyRide's operating dollars will increase substantially.

**Federal Capital Funding Allocation Comparison
(SAFETEA-LU vs. MAP-21)**

Capital Budget				
Transit Program	SAFETEA-LU 2005-2012	MAP-21 2013-2014	Dollar Change 2013-vs 2012	Percent Change 2013 vs 2012
Buses				
Avg. Annual Capital Funds Directly to CyRide (Excluding ARRA)	\$1,225,254 ¹	\$138,728 ²	-\$1,086,526	-89.0%
Avg. Annual Capital Funds from the Iowa DOT through Statewide Grants	\$426,224	\$0	-\$426,224	-100.0%
TOTAL Bus Capital	\$1,651,478	\$138,728	-\$1,512,750	-91.6%
Facility				
Avg. Annual Capital Funds Directly to CyRide (Excluding Intermodal Facility Funds and ARRA)	\$486,879 ¹	\$0 ²	-\$486,879	-100.0%
Avg. Annual Capital Funds from the Iowa DOT through Statewide Grants	\$22,857	\$0	-\$22,857	-100.0%
Total Facility Capital	\$509,736	\$0	-\$509,736	-100.0%
TOTAL CAPITAL	\$2,161,214	\$138,728	-\$2,022,486	-93.5%

¹ SAFETEA-LU legislation allowed CyRide to be eligible for the following discretionary programs: earmarks, Clean Fuels, State of Good Repair, TIGGER and Bus and Bus Facilities.

² MAP-21 legislation allows CyRide to be eligible for only Bus and Bus Facilities dollars based upon a **formula with no opportunity for discretionary dollars**.

Under SAFETEA-LU, CyRide was eligible for many more programs to replace buses and expand its facility. In addition to this eligibility, CyRide was very successful in securing funding from these programs and, as a result was able to positively impact its fleet and facility. Funding from Statewide grants also allowed CyRide to positively impact its capital needs. It is anticipated that, in the near future, CyRide will not be granted funding from this state source as CyRide's average fleet age is significantly lower than other systems in Iowa as a result of grants received over the past five years. The estimated annual loss of capital funds in grants directly to CyRide and through the Iowa DOT is approximately \$2 million dollar per year.

With award of six buses in the 2012 State of Good Repair grants (three for delivery in 2013-2014 and three in 2014-2015), CyRide will be able to delay this impact for two years. However, this funding source is now eliminated for bus systems and is only available to rail systems under MAP-21 from this point forward.

To summarize the impact of these operating and capital changes, ***CyRide will receive an increase in operating funds, with virtually no ability to federally fund its capital needs in the near future.*** This shift in federal funding will have a significant impact on CyRide's operating and capital budgets for the duration of this new law and if it continues into the future.

Also, one unknown impact is still outstanding in the federal budget process. If Congress does not identify a federal budget solution to reduce the deficit by January 2013, automatic, across-the-board, spending reductions will be implemented. The specific percentage decrease is not known at this time, but discussions regarding this impact on transit programs is between a 6 – 10% reduction. This will reduce the operating and capital dollars anticipated and detailed in this report.

As budget preparations begin in the next several months, CyRide staff is seeking Transit Board direction on balancing operating and capital needs in light of federal funding shifts in the operating and capital program areas. Therefore, Transit Board discussions and direction, prior to budget preparations, will allow staff to prepare budget scenarios to assist in making final decisions by January 2013. Staff has developed three possible budget philosophies for board direction:

1. **Increase Operating Funding** – Under this philosophy, all additional federal operating funds (\$453,671) would stay within the operating budget and not be transferred to the capital budget.

Possible Impact: CyRide would be able to look at service enhancements and possibly stable to more modest local funding share increases; however, it would not be able to meet its required 2013-2014 and beyond capital requirements.

2. **Balance Operating and Capital Funding** – Under this philosophy, the additional federal operating funds (\$453,671) would be divided as needed to meet capital grant requirements for 2013-2014, with the remainder of funds slightly increasing the federal share in CyRide’s operating budget.

Possible Impact: CyRide will be able to meet its capital grants/needs and possibly have a smaller increase in local share contributions in the 2013-2014 budget or consider additional services.

3. **Increase Capital Funding** – Under this philosophy, all additional federal operating funds (\$453,671) would be transferred to the capital budget, in addition to the \$381,000 identified last year in the three-year capital budget for the 2013-2014 budget year. The total transferred from the operating budget to the capital budget would be \$834,671. (Typically CyRide has transferred \$600,000 to \$700,000 per year to the capital budget, except for tight budget years when \$200,000 to \$300,000 per year has been transferred.)

Possible Impact: CyRide would be able to meet its capital grant/needs in 2013-2014 and be able to consider capital improvements in the 2014-2015 budget as well.

Transit Director's Report

September 2012

1. Obama Visit Recap

The President's visit on Tuesday, August 28th presented some interesting and challenging situations for CyRide. Ridership was lower than a typical day by approximately 5,000 rides with 26,724 rides compared to an average of 32,000 rides generated on a typical Tuesday in August, as many people did not attend/teach class as usual that day. The following briefly recaps the processes that went on "behind the scenes" at CyRide to prepare for his visit.

Staff was aware of the President's visit when it was announced on the news the Wednesday before his visit to Ames. Friday afternoon about 1:00 pm, CyRide was invited to a 3:30 pm ISU meeting with ISU and rally organizers (Whitehouse staff, Obama campaign staff and Secret Service). What was anticipated to be an information meeting for CyRide, turned into a "roll up your sleeves" and design route detours and make decisions about how CyRide service would operate on the following Tuesday - without using Osborn Drive where almost all routes travel. Almost four hours later, after numerous back and forth discussions about when closures would happen and gaining more specifics about the President's travel as the meeting continued, staff had a basic plan. The magnitude of the road closures and impact on service was more than CyRide had experienced in the 1995 visit of President Clinton to the Memorial Union; therefore, key staff we asked to meet on Saturday morning to collectively develop detailed plans for drivers, the public and assign tasks to accomplish the work that needed to be done on Monday. Here are just a few of the many additional activities that needed to be completed to prepare for service on Tuesday: bus stop signage (closure and directional information) needed to be created, laminated and posted at each stop; temporary bus stop signs placed; driver announcements written to announce event stops; website text need to be created and posted on the website, Twitter and Facebook; buses read to be sold needed to be moved from the City lot to CyRide and then CyRide to Central Campus as a blockade; detour locations finalized and map created; every bus CyRide has was used so maintenance employees had to prepare and repair all buses possible for service on Tuesday; additional portable radios needed to be rented; staffing assignments prepared for Tuesday; memo written for drivers, etc. Service operated smoothly on that Tuesday and resulted in another successful event for CyRide.

2. First Week of School Ridership

Staff has tallied ridership statistics for the first week of class; finding that ridership is slightly lower overall as a result of the nice weather. The information, as illustrated on the next page, compares ridership the first week of school this year to last year.

Day	2012	2011	% Difference
1 st Day	30,947	31,622	-2.1%
2 nd Day	30,771	32,380	-4.9%
3 rd Day	33,228	33,627	-1.2%
4 th Day	32,058	31,141	+3.1%
5 th Day	31,098	30,935	+0.6%
Total	158,102	159,598	-0.9%

While overall ridership is down slightly, the #1 Red (west Ames) and #6 Brown routes (Towers and North Ames) are significantly higher than the previous year with 1,400+ more passengers for the week. A majority of the overall ridership decrease has occurred within the circulator routes (#21 Cardinal, #22 Gold and #23 Orange), which are closer to campus and a walkable distance in the nice weather. CyRide dispatchers are in the process of reviewing inbound ridership counts and have started removing and moving extras buses around to reflect ridership patterns this school year.

3. Intermodal Operational Issues

Four operational issues at the Ames Intermodal Facility have occurred in the past month. First, Jefferson Lines buses have hit the concrete bollard protecting the column near their bus bay four times since beginning operations on July 1st from this facility. CyRide's operations staff has reviewed the situation and will be implementing the following:

- Placing a plastic yellow covering over the painted bollard
- Painting the curb a bright yellow
- Posting a 3 mph speed limit sign in the bus lane to slow buses down to set their turn up correctly
- Painting lines on the pavement to help the buses "set up" their turn so that their bus is in the correct position.

Second, CyRide and the City have received numerous complaints from the neighborhood residents that buses are travelling down Hayward at all times of the

day and night. The lease with all three carriers prohibited use of Hayward to travel to/from the facility. CyRide staff has made Jefferson aware of this lease violation, created maps of the streets they are to use and have had numerous conversations with Jefferson's managers. As of September 14, 2012, this issue appears to be resolved pre discussions with the neighborhood.

Third, a request for a map showing nearby restaurants, ATM's, convenience stores and banks has been requested for customers traveling on the three bus carriers. CyRide has met with the new Campustown Action Association Director and will be collaboratively creating a map that can be posted in the facility identifying these locations within walking distance of the Intermodal Facility.

Fourth, CyRide will be developing a promotional piece regarding free vanpool spaces within the facility in the hopes of increasing usage of these spaces as desired by the Federal Transit Administration. The vanpool spaces have been moved to the covered portion of the ramp so that the 20 surface spaces can be sold, as all other surface spaces are currently sold out.

4. Sioux City Bus

The City of Sioux City is offering to sell an Orion V bus that was purchased from CyRide's 2003 procurement and is consistent with Orion V buses currently operated by CyRide. The Sioux City bus is only nine years old and could be refurbished to operate in CyRide's fleet. CyRide's maintenance department has evaluated the bus and believes that for \$9,000 (purchase price, transportation, painting, and repairs) the Sioux City bus could be retrofitted to operate at least another six years in CyRide's fleet. CyRide has reviewed its three-year capital budget and has sufficient funding to accommodate this purchase.

5. New Title VI Federal Regulations

On August 28, 2012, the Federal Transit Administration released the new, final Title VI regulations that will become effective October 1, 2012. Staff will have several months after this date to comply with the new requirements. These requirements ensure that transit customers across the nation do not experience discrimination when riding public transportation. To assure this non-discrimination locally, CyRide will need to complete new planning requirements to be in compliance. These requirements can be divided into two categories as follows (a more detailed description of these items is attached):

- **Impact on Transit Board:**
 - Review and approved Title VI Plan every 3 years
 - Review and approve changes that are required through federal reviews or modifications to requirements

- The law desires minority representation on the Transit Board. If the board representation does not mirror the minority population in Ames, then staff will need to justify its efforts to try to achieve this representation.
- **Impact on Staff:**
 - Post notice of Title VI requirements:
 - At Receptionist Desk
 - Website (done)
 - Interiors of all buses (done)
 - Develop a Title VI complaint form and post it to the website
 - Document how CyRide reaches minorities and Limited English Proficient individuals (LEP)
 - Numerous new requirements for the LEP plan that will require more outreach, language assistance and notifications of this assistance.
 - Development of new service standards and policies (vehicle load, headway, on-time performance, service availability, transit amenities, vehicle assignment, etc.) to be included in the Title VI Plan and updated.

In addition, the Federal Transit Administrator could require that CyRide complete more stringent regulations that are placed on larger urban areas because of CyRide's high ridership or if a Title VI complaint is received. These additional regulations would include: a route schedule/map in different languages, maps/charts of demographics populations, surveys on demographic and ridership/travel patterns, fare and service equity analysis.

Title VI Changes

FTA C 4702.1B

Effective Date: 10/1/12

Title VI Program Submittal Timing: Requires Title VI Program Submittal 60 days prior to expiration (previous submittal was requested by FTA 30 days prior to expiration date but not required). CyRide's Title VI Program expires 9/24/2013, therefore submittal of our program needs to be submitted to FTA on or before 7/24/2013. However Service Standards and Policies must be submitted by April 1, 2013.

- 1) **Board Review and Approval of Title VI Program:** CyRide Board of Trustees must review and approve Title VI program every 3 years. A copy of the resolution and minutes should be submitted with the Title VI program as evidence. Approval must occur prior to submission to FTA in TEAMWEB. In addition, if a Title VI or other federal review leads to a deficiency within Title VI, then CyRide's Board of Trustees must review and approve any Title VI remedial actions prior to official response to FTA.
- 2) **Title VI Notice to the Public:**
 - a. Notice must be posted on reception desk and any CyRide public meeting room. Currently posted on website and on interiors of all CyRide buses.
- 3) **Title VI Complaint Form:** CyRide must develop (or alter current complaint form) and post a Title VI complaint form on CyRide's website. Complaint form must contain an area to check if complaint is due to race, color or national origin discrimination.
- 4) **Public Participation Engagement plan:** CyRide must document how to reach minority/LEP groups in the plan and must perform and list outreach efforts made since last Title VI Program submission to minority and LEP groups (meetings with specific LEP community, faith-based organizations, or educational institutions, etc)
- 5) **Limited English Proficiency Plan:** Needs to include the following information:
 - a. Describe how CyRide provides language assistance services by language (CyRide will need to document how)
 - b. Describe how CyRide provides notice to LEP persons about the availability of language assistance. (CyRide will need to advertise the Big Word.)
 - c. Describe how CyRide trains employees to provide timely and reasonable language assistance to LEP populations. (CyRide will need to implement training to employees to provide LEP passengers with language assistance.)
- 6) **Board/Committee Representation:** CyRide must show table of minority representation on all transit related, non-elected planning boards, advisory councils, committees or similar bodies and how that differs from the Ames' minority population percentage. A listing of what efforts were made to encourage participation of minorities on CyRide Board needs to be included in the Title VI Program since CyRide staff does not have control over who is appointed to CyRide's Board of Trustees.
- 7) **Service Standards:** CyRide must develop Service Standards (vehicle load, vehicle headway, on-time performance, and service availability). Due by April 1, 2013.
- 8) **Service Policies:** CyRide must develop Service Policies (Distribution of Transit Amenities, Vehicle Assignment). Due by April 1, 2013.
- 9) **Determinations of Title VI:** Title VI Program will either be "Concurred", "In Review", or be "Expired." CyRide may have draw-down privileges suspended & grants may not process in Expiration determination.

Possible Future Requirements

1. **Safe Harbor Rule:** If Ames obtains over 1,000 Limited English Proficient (LEP) in one distinct language (via American Community Survey census information), then CyRide would be required to change the following:
 - a. **Add the following language to all Title VI Notices to the Public:**“If information is needed in another language, then contact 515-292-1100.”
 - b. **Provide access to vital documents in all LEP languages.** FTA has decided which documents are vital at a minimum:
 - i. Consent/complaint forms
 - ii. Intake and application forms
 - iii. Written notices of Title VI Rights (see above sentence to notice)
 - iv. Notices of denials, losses or decreases in benefits/services
 - v. Notices advising LEP individuals of free language assistance services
 - vi. Examples:
 1. ADA complementary Paratransit Eligibility Application
 2. Title VI complaint form
 3. Notice of person rights under Title VI
 4. Documents that provide access to essential Services (schedules)
2. **The Director of Civil Rights, in consultation with the FTA Administrator, can require any transit system to meet Chapter VI Requirements per their discretion.** Chapter VI Title VI elements is typically for UZA’s over 200,000 in population operating 50+ transit vehicles in fixed-route peak service. If this occurs, then CyRide would be required to:
 - a. Collect/report **demographic** and service profile maps/charts
 - b. Collect/report demographic ridership and travel patterns, collected by surveys
 - c. Results of monitoring program and report, including evidence that the Board considered, was aware of the results, and approved the analysis.
 - d. Description of the public engagement process for setting the “Major service change policy” disparate impact policy and disproportionate burden policy
 - e. Results of service and/or fare equity analysis conducted since the last Title VI program submission, including evidence that the board or other governing entity or official considered, was aware of, and approved the results of the analysis.

OCTOBER 2012

<u>MOND</u>	<u>TUESD</u>	<u>WEDN</u>	<u>THURS</u>	<u>FRIDA</u>	<u>SATUR</u>	<u>SUND</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u> Transit Board Mtg. - 5:30PM	<u>19</u>	<u>20</u>	<u>21</u>
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	<u>31</u>	1	2	3	4