

AMES TRANSIT AGENCY BOARD OF TRUSTEES

CYRIDE CONFERENCE ROOM

December 10, 2012

1. CALL TO ORDER: 5:15 P.M.
2. Approval of November 15, and December 3, 2012 Minutes
3. Public Comments
4. Transit Advertising Policy Review
5. 2013-2014 Budget Information
6. Five Year Capital Improvement Plan Information
7. Orange Route Study Consultant Selection Approval
8. Transit Director's Report
9. Set Time and Place of Next Meeting
 - January 17, 2013 – 5:30 pm
 - February 7, 2013 – 5:30 pm
10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 15, 2012

The Ames Transit Agency Board of Trustees met on November 15, 2012 in the CyRide Conference room. President Anders called the meeting to order at 5:30 p.m. with Trustees Anders, Madden, Schainker, and Wacha. Absent were Trustee Leines and Rediske.

APPROVAL OF MINUTES: Trustee Wacha made a motion to approve the October 15, 2012 and November 2, 2012, transit board minutes as presented. Trustee Madden seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

PUBLIC COMMENTS: None. Public in attendance, Ames Tribune reporter, James Heggen.

President Anders moved to agenda item Aqua Route Modification - Summer 2013, until City of Ames Legal Department Assistant Attorney, Kristine Stone, arrived.

AQUA ROUTE MODIFICATION – SUMMER 2013: Director Kyras noted that this discussion was a continuation from last month's transit board meeting as part of the budget process to determine if board members wanted to include additional services in a budget option.

Director Kyras explained the first additional service option (Aqua Route) was one that the transit board suggested at the October meeting that CyRide staff provide additional information on for consideration. She further explained that the Aqua route began in 2010 and the challenges that riders were experiencing – long waits on the west end of the route to transfer buses.

Trustee Rediske joined the transit board meeting via conference call at 5:38pm.

Director Kyras explained that the route travels from City Hall to the Aquatic Center and then to Beyer Hall/State Gym. She indicated that transfers are timed well at City Hall, but cannot connect well with other routes once it arrives at Beyer Hall/State Gym. She indicated that customers would receive a better level of service if the route was from City Hall to the Aquatic Center only, as it could be operated at a 30-minute interval instead of the current 60-minute interval. There would not be any additional cost and would provide twice the number of trips. She indicated that some customers currently wait up to 30 minutes at Beyer Hall/State Gym depending on the person's travel. City Hall provides a better connection to all routes.

She explained that ridership numbers for the Aqua route show the first year at 3,100 passengers with last summer's ridership being the highest at 3,600 passengers. CyRide staff believes that a better service can be provided with the 30-minute service between City Hall and the Aquatic Center and asked that the transit board consider approving this route change.

Trustee Wacha asked since there is no additional cost if there a slight reduction in the number of trips. Director Kyras said it is twice the number of trips, only on part of the current route.

Trustee Schainker asked how the proposed changed affected the level of service to the passengers on the west side of the city. Director Kyras indicated that staff had looked at service from Steinbeck and Dickenson to the Aquatic Center under the current and proposed schedules and found varying levels of service – some trips were the same in travel time; others took a longer, but customers from the west will still have twice the number of trips to get to the Aquatic Center as they currently have. Most of the time it will benefit passengers traveling from/to the west side of town, but not in all circumstances.

Trustee Anders asked if there was a transfer cost and CyRide staff assured him there were none.

Trustee Madden asked if the closest stop from other routes was at Frederiksen Court. Tom Davenport responded that it was, but that the better option was to take another route to City Hall and then transfer to the Aqua Route.

Trustee Leines arrived at 5:43pm.

Trustee Madden made a motion to approve modifying the #8 Aqua Route to operate a 30-minute schedule between City Hall and the Aquatic Center effective May 25, 2013 and motion seconded by Trustee Wacha. (Ayes: Five. Nays: None.) Motion carried.

MID-IOWA COMMUNITY ACTION MEMORANDUM OF UNDERSTANDING: Director Kyras summarized the MICA Memorandum of Understanding regarding transportation services. There have been a couple of iterations to the MOU with the newest version provided in the transit board packet. The MOU requests CyRide to provide three actions:

1. Operate general service transportation, which includes clients under the HIV/AIDS program,
2. Be available to answer questions from MICA case managers, and
3. Notify MICA if there is a fare increase.

Director Kyras indicated this is CyRide's normal procedure and offers these actions to any agency, but MICA needs this type of written agreement when they apply for grants.

Trustee Wacha motioned to approve the MICA Memorandum of Understanding and seconded by Trustee Madden. (Ayes: Five: Nays: None.) Motion carried.

2013-2014 BUDGET INFORMATION: Director Kyras acknowledged Tom Davenport developed CyRide's expenses and revenues for next year's budget and for the five-year pro forma requested by the transit board. This information was developed as a result of the

significant changes included in the new transportation bill, MAP-21, where CyRide would receive no capital funding and more operating dollars.

A revised five-year pro forma was distributed to the transit board as a result of information distributed at the Iowa Public Transit Association meeting the previous day. The revision included two changes affecting CyRide: FTA operating dollars are lower by approximately \$200,000 and 5339 formula funding of \$138,000 to \$154,000 per year through FY18 will no longer be available. In the Federal Register, a certain amount of money is allocated for the Ames Transit Agency; however, the Iowa DOT can make the decision whether they want to allocate it this way or distribute in some other way. Up until this new law was passed, the IDOT had always reallocated the dollars to Ames and other urban areas as it was reflected in the Federal Register. This year, allocated it under the PTMS process, where CyRide will not receive funding to purchase buses for several years. These two items dramatically changed the pro forma that was included in the transit board packet.

The pro forma's operating assumptions require ISU, City, and GSB funding of 5% for the first two years and increases after that to maintain existing service levels.

Director Kyras stated that the pro forma also assumes that there will be a capital transfer of \$800,000 each year to support basic capital needs for the building and the buses in FY16, 17, and 18. The ending balance is around 12% at the end of the 5-year period. She indicated that \$170,000 per year was included in building projects after the next building expansion project is completed in 2015, with an additional \$50,000 going towards bus shelters. It also includes two to three bus purchases each year from FY16 – 18, which would be funded from 100% local dollars. At the end of the 5 –Year period, CyRide would not be able to continue the shelter program as the dollars for this will have run out.

Director Kyras indicated that the revised pro forma represents a starting place for budget discussions so that specific options can be developed for the December transit board meeting and approved in January 2013.

The pro forma does not include service changes, which will be difficult to implement with high ridership. She further explained that October 2012 was the highest ridership month in CyRide's history, up 12% over last year's record ridership. Director Kyras explained that at peak times, there are up to five extras buses added to trips to meet the demand for one trip.

The Director provided the board with an update on the GSB Trust Fund level. Its balance, at the end of FY12-13, is estimated to be \$1,034,178 and, with no enrollment increases in the next year, the ending balance will be reduced to \$968,063. With stable to decreasing enrollment, the fund will be reduced to \$500,000 by the end of the 5-year period.

After an extensive discussion among the transit board members regarding potential financial challenges, Trustee Madden inquired if some of the private property managers

would fund bus service or if it could be a requirement. Historically, a couple of properties did pay for passes, but this did not continue after a year or two. Through the discussion, Director Kyras pointed out that the one piece of positive news was that CyRide's fleet age is much lower than it was five years ago, but to keep it at its current level, CyRide would need to replace 5 – 6 buses per year.

Trustee Schainker indicated that an increase in the property taxes would be challenging for the City to meet the 5% increase next year.

Trustee Madden indicated the university's increase will depend on the state's allocation and that the Governor will make his recommendations in January. He indicated that the university is budgeting lower increases in the area of 2.6%.

The transit board agreed on two options for the 2013-2014 budget: Option 1 with even local funding partner shares of 5%, and Option 2 of an increase of 2.6% from ISU and City of Ames, and the balance from GSB.

Trustee Anders acknowledged that the earmarks and grants that CyRide has received over the years has put it in a better position that it could have been in and that it should be thankful for this.

CyRide staff will develop the two options. Director Kyras indicated that to balance the five-year budget the first two years (2014 and 2015) are currently in grants and funded, and that staff will reduce the number of buses in the remaining if needed. CyRide currently has a 12% ending balance, but that could also be lowered to 10% to reduce the impact in the next couple of years.

TRANSIT ADVERTISING POLICY REVIEW: Director Kyras referenced the discussion from the October 2012 transit board meeting by explaining CyRide's existing advertising policy, which is contained in a contract that will expire in June of 2013. She explained that CyRide's current advertising contract is with Houck Advertising. She referred to the advertising controversy at Chapel Hill, NC and explained that CyRide's current policy would not preclude any type of advertising on the buses. The Director introduced Kristine Stone, Attorney in the City Attorney's office, who attended to explain the City's legal opinion on the proposed revision to the agency's advertising policy.

Kristine Stone told the transit board that buses are not considered public forums, but can be depending on current operations and designation. Without a policy revision, the agency does not have a lot of ability to restrict ads or respond to complaints. The advertising policies from six other transit agencies provided a good place to start. The DART and Chapel Hill transit agencies' advertising policy restrict alcohol and tobacco and she indicated that this is a good place to start.

The Assistant Attorney was concerned with CyRide's current policy in that it does not give the Director the ability to restrict advertising or respond to complaints and she believes that it is important to include this and have a process in place for appeal if denied. She indicate don the draft new policy some of its language could be clarified,

such as the section where it discusses advertisements that affect a transit system's image or operation. She indicated that this can be construed many different ways. She recommends more specific language, such as a broader categorical exclusion for political and religious ads.

Trustee Schainker said he was skeptical of banning advertising on the buses for tobacco and alcohol, and asked how the agency would make a decision on what could or could not be placed on the buses. He indicated that he felt it was a slippery slope. Director Kyras indicated that, in the new format, the Director would initially decide if the advertising was prohibited based on the policy. She indicated that she would want to review the actual advertisement to make the decision. She then indicated that the new policy stated that the Director's decision could then be appealed to the two permanent members of the Transit Board.

Trustee Anders asked if CyRide could place a disclaimer on ads stating that CyRide does not endorse the content of the ad. He indicated that he thought CyRide should have the choice as to what advertisement is placed on the bus.

Following a lengthy discussion, Director Kyras said, based on the discussion, that the City Attorney's office would modify the standard format for consideration at the December board meeting.

Trustee Madden clarified that CyRide must have some discretion if it believes it could be challenged. He indicated that he did not believe that there was anything legally wrong with CyRide's policy, but that it does not allow it to have ads taken down. He indicated that Section 4.02 of the proposed advertising policy refers to appeals to the Transit Trustees and he would like the Transit Board president to be included as well.

Trustee Madden made a motion to support the Director's recommendation to table the issue and bring it back to the December meeting with clarifications to policy Section 4.02 to include permanent trustees and president as well as further language clarification by the City Attorney's office. Trustee Wacha seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

NEXTBUS UPDATE & DEMONSTRATION: Director Kyras indicated that the Transit Board had previously inquired about how the NextBus vehicle tracking project was coming. As a result, staff developed a demonstration of the internal displays to share with board members. Director Kyras introduced Barbara Neal, CyRide Operation's Supervisor and Keith Wilbur, CyRide Dispatcher who had assisted Barb with the project. Barbara Neal and Keith Wilbur demonstrated the function of the program and what has been completed since approval of the project in March 2012: route configuration, schedule input, bus stop signage, computer equipment purchases, and system testing on AT & T version of the system.

The demonstration included the dispatcher screens, which indicate where buses are located and whether they are early or late, and the mobile dispatcher unit that can be used in buses as they are helping the system stay on schedule and assists customers.

Following the demonstration, transit board members were informed of the activities that still need to be completed such as the inclusion of NextBus on CyRide's website, bus stop sign implementation, and switching from AT & T to Verizon, when the Verizon modems become available to CyRide in December. Signage will need to be installed at 425 bus stops by CyRide staff once signs are printed and received. Tentatively, CyRide staff plans to go live in mid-February, if everything goes as anticipated.

Transit Board members asked if this information is available on any device such as a PDA and was impressed with the customer-side of the software yet to be completed for CyRide as demonstrated using the Chapel Hill transit system website. Trustee Madden asked if CyRide staff could demonstrate the NextBus software to the Government of the Student Body when ISU classes resume in January since the main drivers behind the NEXTbus project were students. Director Kyras will contact Jared Knight, GSB President to make arrangements where the students return in January. Barbara Neal clarified that a trip planner is not part of the NextBus project.

QUARTERLY OPERATIONS REPORT: Ridership for July and August was 7.7% higher with September 6.6% lower resulting in stable ridership; however, October ridership changed the dynamics and CyRide reached an all time record ridership of 766,418, a 12.7% increase. Ridership is 5.7% higher year-to-date.

Dial-A-Ride ridership is lower and expenses are 8.5% lower. Trustee Anders asked if there were service issues with the decline in ridership. Director Kyras response was that there were initial challenges, but that the situation is looking better. CyRide staff will meet with HIRTA staff and discuss how things are going for both organizations as well as begin discussions on next year's contract.

TRANSIT DIRECTORS REPORT: Director Kyras provided report highlights:

- The overall financial impact of the hybrids on CyRide's budget indicates a 13% improvement in miles per gallon, which equates to CyRide saving \$32,000 in the 2011-2012 budget year and approximately \$37,000 estimated in the current budget year.
- The Intermodal Facility management office will be ready for the Safe Neighborhood Teams to move into just prior to Thanksgiving.
- Remaining Intermodal Facility construction funds are estimated to be \$222,000, which includes the sales tax refund.
- Director Kyras provided pictures of the new bus shelter completed at Dickensen and Mortenson the previous week. Surveys were distributed to passengers to gather their thoughts and opinion of the shelter.
- Transit Board members had previously asked CyRide staff to schedule a property insurance meeting to determine if additional insurance could be purchased for CyRide's older vehicles. The original meeting was cancelled, but will be rescheduled later.
- At the October transit board meeting, board members asked CyRide and URS staff to contact the manufacturer of the floodgates that are to be installed at CyRide's facility to determine if they can be raised and tested manually. Director Kyras provided photos of the floodgates at the Houston Medical Center and a question and answer sheet

provided by the manufacturer which showed that they can be raised manually. She indicated that CyRide staff felt comfortable with the product and believes it is a good solution for floodgates.

SET TIME AND PLACE OF NEXT MEETING: December 10, at 5:15pm.

Meeting adjourned at 7:00pm

Robert Anders, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

December 3, 2012

The Ames Transit Agency Board of Trustees met on December 3, 2012 via conference call. Pro-Tem President, Vice President Leines, called the meeting to order at 8:10 a.m. with Trustees Leines, Madden, Schainker, Wacha, and Rediske present. Absent was Trustee Anders.

PUBLIC COMMENTS: None.

AMES INTERMODAL FACILITY CHANGE ORDER: Director Kyras explained that a deduct change order was received for the Intermodal Facility bike trail. The bike trail project was bid with a retaining wall at Sheldon St. because it was thought the grade was too steep at this site; however, when construction began, the Architects and Engineers reassessed this decision and found that the grade did not warrant the retaining wall. This deduction results in a financial savings of \$67,515.

Trustee Madden made a motion to approve change order #69 to Weitz Company for a deduction to the contract of \$67,515.00 for the elimination of the retaining wall on the bike trail. Trustee Rediske seconded motion. (Ayes: Five. Nays: None.) Motion carried.

Next meeting will take place Monday, December 10, 2012 at 5:15 p.m. in the CyRide Conference Room.

Meeting adjourned at 8:12 a.m.

Chad Leines, Vice President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: December 10, 2012
SUBJECT: TRANSIT ADVERTISING POLICY REVIEW

BACKGROUND: At the November 15, 2012 Transit Board of Trustees meeting, board members reviewed research that the City Attorney's office and CyRide staff had developed regarding possible changes to its transit advertising policy. The information presented indicated that the transit industry had created a standard format that a majority of larger transit system's currently followed. The meeting's discussions resulted in a request for the Assistant City Attorney to redraft the new policy for consideration by board members at the December 2012 Transit Board of Trustees meeting. The issues to be addressed included adding the Transit Board President to the appeal committee and bringing more clarity to the policy in areas that could lead to varying interpretations.

INFORMATION: There are five changes (in red) to the previous transit advertising policy draft presented at the November 2012 meeting as follows:

1. **Section 2.01 (c)** - This section has been omitted as advertisements affecting image or operation was determined by the city's attorney to be too subjective.
2. **Section 3.01 (a)** - Language referring to disrespectful advertising has been removed as it can also subjective in nature. The city attorney believes any ads that could have fallen into this category can be addressed in Section 3.01 (c) regarding offensive material.
3. **Section 3.01 (h)** - This language has been revised to include only illegal or unlawful use of firearms.
4. **Section 3.03** - Revised section on public service announcements has been added to provide more clarity in this area.
5. **Section 4.02** - As requested by the transit board, the revised policy adds the Transit Board President as a member of the appeal committee.

ALTERNATIVES:

1. Approve the revised transit advertising policy as presented.
2. Approve the revised transit advertising policy with board directed changes.
3. Do not approve a new transit advertising policy.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to approve the revised transit advertising policy based on the Assistant City Attorney's recommendations. This new policy will allow CyRide to more clearly set expectations for bus advertisements, avoid creating a public forum on its buses, and reduce the possibility that service could be affected by advertising placed on the buses.

POLICIES AND STANDARDS FOR ADVERTISING ON AMES TRANSIT AGENCY TRANSIT FACILITIES

The Ames Transit Agency (CyRide) is a metropolitan transit system created as an administrative agency of the City of Ames, Iowa under section 26A of the City of Ames Municipal Code. The Ames Transit Agency owns and operates buses, bus shelters, a garage, and other properties (collectively referred to as “Transit Facilities”) in conjunction with its transit system. It is in the public interest to make advertising space available to the successful Advertising Contractor (referred to as “Contractor”) to generate revenue and help fund the operation of the transit system or upon acceptance of the advertising as unpaid public advertising or public service announcements in accordance with this policy in order to support public agencies and community non-profit services.

I. PURPOSE

1.01 Nonpublic Forum; Commercial/Proprietary Functions. CyRide will rent space to its Contractor on its Transit Facilities for limited types of advertising (“Permitted Advertising”). By allowing limited types of advertising on or within its buses and or/bus shelters and providing limited space at no charge pursuant to this policy, CyRide does not intend to create a public forum for public discourse or expressive activity, or to provide a forum for all types of advertisements. The display of Permitted Advertising upon payment of rent to the advertising contractor in accordance with the Contractor’s adopted rental schedule on designated Transit Facilities is intended only to supplement fare revenue, tax proceeds, and other income that fund the transit system.

1.02 Certain Excluded Advertising. CyRide will not accept for display on its Transit Facilities the types of advertising defined in Section 2.01 of these policies and standards (“Excluded Advertising”). By not accepting Excluded Advertising, CyRide can:

- (a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its transit system;
- (b) maintain an image of neutrality on political matters and other noncommercial issues that are the subject of public debate and concern;
- (c) protect passengers, employees and CyRide facilities from harm or damage that can result from some individual’s reactions to political or controversial materials; and
- (d) help build and retain transit ridership.

1.03 Limits on Permitted Advertising. Placing reasonable limits on Permitted Advertising displayed on its Transit Facilities will enable CyRide to:

- (a) avoid subjecting its passengers and other members of the public to material that may discourage them from using transit services;
- (b) maintain an image of professionalism and decorum;
- (c) avoid displaying material that is not suitable for viewing by minors who ride on CyRide buses or those individuals whose neighborhoods are served by CyRide bus routes; and
- (d) maximize revenues by attracting and maintaining the patronage of passengers.

II. ADVERTISING POLICIES

2.01 Excluded Advertising. For the purposes of these policies and standards, the advertising described in this Section 2.01 is “Excluded Advertising.” CyRide will not accept the following Excluded Advertising for display, posting, or placement on or within its buses, or other Transit Facilities:

- (a) **Alcoholic Beverages.** Advertisements and images soliciting or promoting the sale or use of alcoholic beverages.
- (b) **Tobacco Products.** Advertisements and images soliciting or promoting the sale or use of tobacco products including, but not limited to, cigarettes, cigars, and smokeless tobacco.
- ~~(c) **Advertisements Affecting Image or Operation.** Advertisements and images that threaten or adversely affect: the public image of CyRide; CyRide’s ability to operate its Transit Facilities; or CyRide’s ability to attract and maintain the patronage of passengers.~~

2.02 Permitted Advertising. Subject to the viewpoint-neutral standards contained in Section 3.01 of these policies and standards, CyRide will accept “Permitted Advertising” for display or placement on designated CyRide Facilities. For the purposes of these policies, “Permitted Advertising” is advertising that:

- (a) Does not qualify as Excluded Advertising under Section 2.01.
 - (b) Generally relates to the economic interests of the advertiser and its audience.
- Advertising defined in Section 3.02 and 3.03 also is Permitted Advertising.

2.03 Prohibitions on Literature or Product Distribution and Leafleting.

CyRide’s purpose in operating a transit system is to meet the public’s need for efficient, effective and safe public transportation. CyRide Facilities are not intended to be public forums for public discourse or expressive activity. Literature or product distributions, leafleting and similar activities can disrupt or delay passengers who are boarding and exiting buses and other transit vehicles, distract passengers, distract bus operators, cause maintenance issues, and otherwise create safety issues for passengers, operators and surrounding traffic. Accordingly, political campaign activities, distribution of political or issues campaign literature, leafleting, and other informational or campaign activities are prohibited within CyRide buses or other transit vehicles and within CyRide bus shelters.

Notwithstanding the policies that allow the display of Permitted Advertising on designated CyRide Facilities, nothing in these policies or standards authorizes or permits advertisers to distribute literature, leaflets, coupons, products, samples or other items within CyRide buses. On a limited basis and in conjunction with a “partnering” opportunity approved by CyRide, CyRide may allow an advertiser to distribute items on or within CyRide Facilities. Any distribution of literature, leaflets, coupons, products, samples or other items must be pre-approved by CyRide and must comply strictly with terms and conditions established by CyRide.

III. ADVERTISING STANDARDS AND RESTRICTIONS

3.01 Advertising Standards and Restrictions. CyRide will make available on designated CyRide Facilities space for advertisements subject to the viewpoint-neutral restrictions in this Section 3.01 that limit certain forms of advertising. Advertisements cannot be displayed or maintained on CyRide Facilities if the advertisement or information contained in the advertisement falls within one or more of the following categories:

- (a) ***False, Misleading, or Deceptive or Disrespectful Advertising.*** Advertising or any material or information in the advertising that is false, misleading or deceptive, ~~or that is intended to be (or reasonably could be interpreted as being) disparaging, disreputable or disrespectful to persons, groups, businesses or organizations, including advertising that portrays individuals as inferior, evil or contemptible because of their race, color, creed, sex, pregnancy, age, religion, ancestry, national origin, marital status, disability, including those related to pregnancy or child birth, affectional preference, gender identity, or gender expression or sexual orientation, or any other characteristic protected under federal, state or local law.~~
- (b) ***Unauthorized Endorsement.*** Advertising that implies or declares that CyRide endorses a product, service, point-of-view, event or program. The prohibition against endorsement does not apply to advertising for a service, event or program for which CyRide is an official sponsor, co-sponsor or participant, provided CyRide’s Transit Director or other designated representative gives prior written approval regarding the endorsement.
- (c) ***Obscene or Offensive Material.*** Advertising that contains obscene or offensive materials. “Obscene materials” means displays information that, taken as a whole, appeals to the prurient interest in sex and depicts or describes, in a patently offensive manner, sexual conduct and which, taken as a whole, does not have serious literary, artistic, political, or scientific value. “Offensive materials” means displays or information that would be offensive to a reasonably prudent person of average sensitivity in the community, including advertising that contains derisive, distorted, immoral, profane or disreputable language or impressions.

- (d) **Unlawful Goods or Services.** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage the use or possession of unlawful or illegal goods or services.
- (e) **Unlawful Conduct.** Advertising or any material or information in the advertising that: depicts, promotes or reasonably appears to encourage unlawful or illegal behavior or conduct, including unlawful behavior of a violent or antisocial nature; is libelous or an infringement of copyright; is otherwise unlawful or illegal; or is likely to subject CyRide to liability.
- (f) **Adult Entertainment.** Advertising that promotes or displays images associated with adult book stores, adult video stores, nude dance clubs and other adult entertainment establishments, adult telephone services, adult internet sites and escort services.
- (g) **Graffiti.** Advertising that uses images or symbols that depict or represent graffiti.
- (h) **Illegal Firearms and Weapons.** Advertising that contains images or depictions of illegal firearms ~~or any firearms~~, or the unlawful use of firearms or other weapons.
- (i) **Internet Addresses and Telephone Numbers.** Advertising that directs viewers to internet addresses or telephone numbers that contain materials, images or information that would violate these advertising standards if the materials, images or information were contained in advertising displayed or posted on CyRide Facilities.
- (j) **Distractions and Interference.** Advertising that incorporates or displays any rotating, revolving, or flashing devices or other moving parts or any word, phrase, symbol or character, any of which are likely to interfere with, mislead or distract traffic or conflict with any traffic control device or motor vehicle regulation.

3.02 Political, Religious, or “Issues” Advertising. All political, religious, or “issue related” advertising shall bear conspicuously a paid advertising disclaimer that shall be consistent with the requirements as outlined in Attachment A.

3.03 Public Service Announcements. Interior and exterior advertising space will be available for public service ads subject to the demand for paid advertising space. The actual distribution of these spaces will be at CyRide’s contractor’s discretion. Public service ads will be placed for at least ninety days. Continuation of an ad for more than ninety days will be approved only if there are no public service or paid ads waiting to be placed. Public service ads may be removed at any time if the space has been sold to a paying advertiser.

A governmental entity, academic institution or tax-exempt non-profit organization that wants to place public service ads must provide the printed ads at its own expense. The ads must conform to regular CyRide standards for size, weight and other physical characteristics.

Copy Standards for Free Public Service Advertising:

The ad must be directed toward promotion of an organization's services to the community, a substantial segment of the community or ads informing the public about programs, services or events. Ads which are for internal promotion (e.g., honoring employees) or are designed primarily for the benefit of an organization (e.g., soliciting donations) are not eligible for free space.

Ads which promote partisan political activity (e.g., campaign ads or party fund-raisers) or which advocate positions on political issues are not eligible for free space.

All free ads must comply with the copy standards otherwise outlined in this policy for paid advertising.

3.04 Space Availability. CyRide's Contractor limits the amount of space on its Transit Facilities available for advertising and does not represent that it can accommodate all requests for advertising space. Advertising space will be made available only on CyRide Facilities designated by CyRide. No advertising, signs and other types of postings or messages may be displayed, posted or placed on any other CyRide Facilities.

3.05 Reservation of Rights. CyRide reserves the right to amend these policies and standards at any time. Subject to any contractual obligations, CyRide reserves the right to discontinue advertising on CyRide Facilities and discontinue accepting advertising for display or posting on CyRide Facilities. CyRide reserves the right to limit the availability of advertising space on its Transit Facilities and remove advertising that does not comply with these advertising policies and standards and, subject to any contractual obligations.

IV. APPEAL OF ADVERTISING DECISIONS

4.01 Initial Reviews. CyRide's Transit Director will make initial decisions about accepting or rejecting proposed advertising. The decisions will be based on these policies and standards. CyRide's Transit Director, or other designated CyRide staff, will work with Contractor to resolve issues about advertisements that do not comply with these policies and procedures. Resolution may include modification of the art, copy, or both as well as rejection of the advertisements.

4.02 Appeals to Transit Trustee. An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with the permanent Trustees of the Ames Transit Agency Board of Trustees and the Board's President within ten (10) business days

after the rejection or removal decision. The advertiser's request must state why the advertiser disagrees with the decision in light of CyRide's advertising policies and standards. The **three** Transit Trustees may consult with the City of Ames legal counsel. The Trustees will review the basis for the rejected or removed advertisement and will consider the advertiser's reasons for filing the request. The Trustees will make a decision on the request and will notify the advertiser of its decision in writing within fifteen (15) business days after receiving the advertiser's request.

ATTACHMENT A
POLITICAL, RELIGIOUS, OR ISSUES ADVERTISING DISCLAIMER REQUIREMENTS

I. DISCLAIMER REQUIREMENTS

- A. **Political Candidates** - On an advertisement that is authorized and paid for by a candidate or his/her campaign committee, the disclaimer must identify:
1. Who paid for the message.
 2. A statement that CyRide does not endorse the advertisement
- B. **Political Candidate Advertisement Paid by a Different Party** - On an advertisement that is authorized by a candidate or his/her campaign committee, but is paid for by another person, the disclaimer notice must:
1. Identify who paid for the communication.
 2. Indicate that the candidate authorized the message.
 3. A statement that CyRide does not endorse the advertisement
- C. **Political Advertisement Not For Political Candidate** – On an advertisement that is not authorized by a particular candidate or his/her campaign committee, the disclaimer notice must:
1. Identify who paid for the message.
 2. State that it was not authorized by any candidate or candidate's committee.
 3. List the permanent address, telephone number or World Wide Web address of the person who paid for the communication.
 4. A statement that CyRide does not endorse the advertisement
- D. **Religious Oriented, Political Issue or Other Noncommercial Issue Ads** -
The disclaimer notice must:
1. Identify who paid for the message.
 2. List the permanent address, telephone number or World Wide Web address of the person who paid for the communication.
 3. A statement that CyRide does not endorse the advertisement

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 15, 2012

SUBJECT: 2013-2014 Budget Information

BACKGROUND: CyRide staff annually develops preliminary budget proposals for consideration by the Transit Board of Trustees at their December meeting. These budgets reflect anticipated revenues and expenses for the next budget year beginning in July of the following year. Under the Intergovernmental Agreement between Iowa State University, the Government of the Student Body (GSB) and the City of Ames, the Transit Board of Trustees is required to approve a budget by January 21 of each year.

INFORMATION: This report will be divided into two sections as follows:

- FY2012/13 Budget Status
- FY2013/14 Budget Options

FY2012/13 Budget Status

The 2012/13 budget, year-to-date, has experienced lower expenses (-5.4%) and slightly higher revenues (+0.3%). The line items contributing to these changes are described below.

Expenses

Expenses are lower, due primarily to lower-than-budgeted fuel expenses. The 2012/13 budget priced fuel at \$3.50 per gallon. Fuel costs to date have averaged \$3.45 per gallon. If this trend continues, CyRide is anticipated to have a \$16,000 savings in this line item.

Parts expenditures are lower year-to-date as a result of CyRide's reduced average fleet age. It is anticipated that this line item will be at least \$15,000 lower than the adopted budget.

Fixed route wages and benefits are 3% higher due to the additional buses and drivers that have been needed to operate more service due to CyRide's ridership increase. This line item is estimated to be \$123,000 - \$160,000 over budget; however, GSB increased CyRide's budget up

to \$238,500 to address this increase. Therefore, there will be no impact on the budget as a result of these expenses. Two semester-end adjustments will be made to address this expenditure.

All other expenses are relatively close to the budgeted expenses in 2012/13.

Revenue

On the revenue side, there are two categories that are experiencing significantly higher revenue:

1. **State Funding** – 6.7% higher than budgeted year-to-date.
2. **Farebox/Pass Sales** - Farebox/Pass revenue continues its higher trend and is 12.3% over the amended budget and 16.2% over last year as compared in November 2011, prior to the fare increase in January 2012.

All other revenues are relatively close to the budgeted dollars.

Closing Balances

CyRide has three closing balances: operating, GSB Trust Fund and capital. The following summarizes current and projected balances for the 2012/13 budget year.

Operating Balance - At the current time, the operating closing balance is anticipated to increase from the adopted amount of \$827,958 to \$948,365, increasing to an 11.2% fund balance.

Capital Balance – Currently, the capital closing balance is anticipated to increase from the adopted balance of \$44,598 to \$266,785 as a result of a six month delay in the facility expansion project scheduled to begin in the spring of 2013. The increased fund balance will be utilized for the project in the 2013/14 budget year.

GSB Trust Fund Balance – The 2012/13 budget is projected to end the fiscal year with a \$980,495 balance. This includes the NextBus vehicle tracking commitment and the student's share of the fare increase for the 2012/13 budget.

2013/14 Operating Budget Request

Budget Assumptions –

In the 2013/14 budget development, the following major assumptions were incorporated into each of the budget options discussed below.

- **Health Insurance** - The price of health insurance will increase 8% next year, increasing expenses by \$39,685.

- **IPERS Employer Contribution** – All CyRide employees are covered under the IPERS State Retirement Plan. The employer contribution will be increasing from 8.67% to 8.93%, which will increase operating expenses by \$11,400 in the 2013/14 budget.
- **Payroll Expenses** - Overall payroll expenses will increase 6.5% from the 2012/13 adopted to 2013/14 requested budget due to higher driver staffing levels to address increased ridership demands. This expense will increase by \$207,500. This represents the additional services paid for by GBS in the 2012/13 budget to address ridership increases, but now included in CyRide’s 2013/14 operating budget as the baseline level of service.
- **Fuel** – Fuel is budgeted at \$3.75 per gallon, an increase from the 2012/13 adopted budget of \$.25 per gallon. This represents a 7.1% increase in this line item, raising expenses by \$80,000.
- **Federal/State Funding** – The FY2013/14 budget anticipates increased federal operating funding at \$2,092,533 representing an 18.8% increase and a 100% decrease in capital funding representing an annual loss of \$2.5 million in capital funding. State funding is anticipated to increase by \$22,000 from \$578,000 in the 2012/13 adopted budget to \$600,000 in the 2013/14 requested budget.
- **Funds Transferred to Capital** – The 2013/14 budget reflects a transfer of \$800,000 to the capital fund to purchase buses, shop equipment, etc. This is a return to past year’s levels in light of no federal capital support in at least the next several years.
- **State Revolving Loan Repayment** – In 2010, CyRide received a state loan in the amount of \$87,500 as local match to an Intermodal Facility design grant. The terms of the loan require repayment over 5 years at \$17,500 per year. The 2013/14 budget year represents the third year of this local repayment. The repayment is equally divided between the City of Ames and Iowa State University funding partners at an annual cost of \$8,750 each.

FY2012/13 Budget Options -

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

- **Option 1 - Baseline with Even Funding Shares** – Current service levels continued into the 2013/14 budget year with each funding partners share increasing by 5%.
- **Option 2 – Baseline with Uneven Funding Shares** – Current service levels continued into the 2013/14 budget year with the City of Ames and ISU’s share at 2.6% and GSB’s share at 6.5%.

The impact each of these options has on the expenses of the funding partners is detailed below.

Budget Impact

Option	Operating Expenses	City Funding (including loan)	ISU Funding (including loan)	GSB Funding
Current (adopted) Expenses/Funding Shares	\$8,285,462	\$1,472,409	\$650,622	\$3,499,053
1 – Baseline – Even Shares	\$8,771,391	\$1,545,592	\$682,715	\$3,674,006
Dollar Change	\$485,929	\$73,183	\$32,093	\$174,953
Percent Change	+5.9%	+5.0%	+5.0%	+5.0%
Closing Balance	9.4%			
2 – Baseline – Uneven Shares	\$8,771,391	\$1,510,464	\$667,311	\$3,726,491
Dollar Change	\$485,929	\$38,055	\$16,689	\$227,438
Percent Change	+5.9%	+2.6%	+2.6%	+6.5%
Closing Balance	9.4%			

Both alternatives do not increase service levels in the 2013/14 budget at a time when the community is growing. The attached service increase alternatives were developed at the board's direction for consideration. If any of these services are desired, they would increase the budgets attached and chart reflected above.

ALTERNATIVES:

1. Table action at the December meeting and take final action at the January 2013 Transit Board meeting.
2. Approve **Option #1** to provide existing service levels next year with even local funding partner shares.
3. Approve **Option #2** to provide existing service levels next year with uneven local funding partner shares.
4. Request staff to develop an alternative option as directed by the Board of Trustees and present this option at the January meeting.

RECOMMENDATION:

The Transit Director recommends alternative #1 to defer action until January 2012 in order to give board members time to review the options in more detail.

BUDGET ANALYSIS - Operations FY2014

Base Line - 5% from each Local Party

Option 1

12/06/12	10:09 AM	09-10	10-11	11-12	12-13	12-13	13-14	% Chg.	% Chg.	% Chg.	% Chg.
		Actual	Actual	Actual	Adopt	Amend	Request	Am/Ad	Am/Act	Req./Ad.	Req./Am.
FIXED ROUTE											
550-1221	Operations	\$3,841,975	\$4,097,972	\$4,245,653	\$4,317,216	\$4,480,882	\$4,640,020	3.8%	5.5%	7.5%	3.6%
550-1222	Maintenance	\$1,580,087	\$1,762,603	\$1,863,033	\$2,099,567	\$2,075,325	\$2,187,445	-1.2%	11.4%	4.2%	5.4%
FIXED ROUTE TOTAL		\$5,422,062	\$5,860,574	\$6,108,686	\$6,416,783	\$6,556,207	\$6,827,465	2.2%	7.3%	6.4%	4.1%
DIAL-A-RIDE											
550-1341	Operations	\$136,855	\$142,717	\$172,077	\$163,621	\$173,742	\$181,951	6.2%	1.0%	11.2%	4.7%
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0				
DIAL-A-RIDE TOTAL		\$136,855	\$142,717	\$172,077	\$163,621	\$173,742	\$181,951	6.2%	1.0%	11.2%	4.7%
ADMINISTRATION/SUPPORT											
550-1101	Administration	\$1,037,847	\$1,014,818	\$1,059,330	\$1,097,469	\$1,104,885	\$1,138,569	0.7%	4.3%	3.7%	3.0%
550-1102	Safety/Training	\$197,822	\$212,768	\$211,616	\$224,865	\$223,340	\$229,360	-0.7%	5.5%	2.0%	2.7%
550-1103	Promotion	\$13,540	\$20,461	\$14,443	\$7,400	\$5,000	\$5,000	-32.4%	-65.4%	-32.4%	0.0%
550-1105	Bldg/Grounds	\$331,339	\$291,784	\$311,369	\$375,324	\$377,998	\$389,046	0.7%	21.4%	3.7%	2.9%
ADMIN/SUPPORT TOTAL		\$1,580,548	\$1,539,830	\$1,596,759	\$1,705,058	\$1,711,223	\$1,761,975	0.4%	7.2%	3.3%	3.0%
FINANCE ADJUSTMENTS		\$15,890	\$27,835	\$86,312							
TOTAL OPERATING EXPENSES		\$7,155,355	\$7,570,957	\$7,963,833	\$8,285,462	\$8,441,172	\$8,771,391	1.9%	6.0%	5.9%	3.9%
TRANSFER TO GSB TRUST		\$392,414	\$424,305	\$134,814	\$75,000	\$150,000	\$60,000				
TRANSFER TO CAPITAL FUND		\$713,000	\$632,000	\$208,812	\$378,801	\$378,801	\$800,000				
TOTAL USED		\$8,260,769	\$8,627,261	\$8,307,459	\$8,739,263	\$8,969,973	\$9,631,391	2.6%	8.0%	10.2%	7.4%
OPENING BALANCE		\$1,105,687	\$847,294	\$563,240	\$658,411	\$786,976	\$948,365	19.5%	39.7%	44.0%	20.5%
OPERATING REVENUE		\$8,002,376	\$8,343,207	\$8,531,195	\$8,908,810	\$9,131,362	\$9,503,469	2.5%	7.0%	6.7%	4.1%
TOTAL AVAILABLE		\$9,108,063	\$9,190,501	\$9,094,435	\$9,567,221	\$9,918,338	\$10,451,834	3.7%	9.1%	9.2%	5.4%
CLOSING BALANCE		\$847,294	\$563,240	\$786,976	\$827,958	\$948,365	\$820,443	14.5%	20.5%	-0.9%	-13.5%
Closing/Operating		11.8%	7.4%	9.9%	10.0%	11.2%	9.4%				
REVENUE/EXPENSE RATIO		111.8%	110.2%	107.1%	107.5%	108.2%	108.3%				

OPERATING FUND BALANCE	\$847,294	\$563,240	\$786,976	\$827,958	\$948,365	\$820,443
CAPITAL FUND BALANCE	\$1,213,853	\$1,491,769	\$1,643,813	\$44,598	\$266,785	\$96,170
TRUST FUND BALANCE	\$667,188	\$1,099,162	\$1,325,474	\$1,223,054	\$1,063,054	\$1,038,750
INTERMODAL BALANCE			\$0	\$0	\$0	\$0
TRANSIT FUND BALANCE	\$2,728,335	\$3,154,171	\$3,756,262	\$2,095,610	\$2,278,204	\$1,955,363

FY2014

City	\$ 1,536,842
ISU	\$ 673,965
GSB	\$ 3,674,006

BUDGET ANALYSIS - Operations FY2014

Base Line - 2.6% City and ISU, 6.5% GSB

Option 2

12/06/12	10:09 AM	09-10	10-11	11-12	12-13	12-13	13-14	% Chg.	% Chg.	% Chg.	% Chg.
		Actual	Actual	Actual	Adopt	Amend	Request	Am/Ad	Am/Act	Req./Ad.	Req./Am.
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TRANSIT FUND BALANCE	\$2,728,335	\$3,154,171	\$3,756,262	\$2,095,610	\$2,278,204	\$1,955,363

FY2014

City	\$ 1,501,714
ISU	\$ 658,561
GSB	\$ 3,726,491

CYRIDE THREE PARTY REVENUE HISTORY

REVENUE HISTORY AS A PERCENTAGE OF YEARLY REVENUES

YEAR	CITY	ISU	GSB
1981-82	37.3%	13.8%	48.9%
1982-83	39.0%	15.9%	45.1%
1983-84	36.8%	15.1%	48.1%
1984-85	36.8%	15.1%	48.1%
1985-86	34.3%	14.0%	51.7%
1986-87	34.3%	14.0%	51.7%
1987-88	34.3%	14.0%	51.7%
1988-89	34.0%	13.9%	52.1%
1989-90	34.0%	13.9%	52.1%
1990-91	33.7%	14.3%	52.0%
1991-92	33.7%	14.3%	52.0%
1992-93	33.7%	14.3%	52.0%
1993-94	32.4%	13.8%	53.8%
1994-95	32.4%	13.8%	53.8%
1995-96	32.4%	13.8%	53.8%
1996-97	32.6%	13.9%	53.5%
1997-98	31.7%	14.9%	53.4%
1998-99	32.4%	14.7%	52.9%
1999-2000	32.4%	14.7%	52.9%
2000-01	32.4%	14.7%	52.9%
2001-02	30.5%	13.8%	55.6%
2002-03	24.6%	10.8%	64.5%
2003-04	24.1%	10.6%	65.3%
2004-05	24.3%	10.7%	65.0%
2005-06	26.2%	11.5%	62.3%
2006-07	26.2%	11.5%	62.3%
2007-08	26.9%	11.8%	61.3%
2008-09	26.9%	11.8%	61.3%
2009-10	26.9%	11.8%	61.3%
2010-11	26.8%	11.8%	61.4%
2011-12	26.4%	11.6%	62.0%
2012-13	26.1%	11.5%	62.4%
2013-14	26.1%	11.5%	62.4%
Average	28.6%	12.4%	59.0%

ANNUAL PERCENTAGE INCREASES

YEAR	CITY	ISU	GSB
1982-83	13.4%	25.0%	0.0%
1983-84	5.6%	6.4%	19.3%
1984-85	0.0%	0.0%	0.0%
1985-86	0.0%	0.0%	15.4%
1986-87	10.0%	10.0%	10.0%
1987-88	3.1%	3.1%	3.1%
1988-89	3.6%	3.6%	5.4%
1989-90	4.0%	4.0%	4.0%
1990-91	1.2%	5.2%	1.9%
1991-92	4.4%	4.4%	4.4%
1992-93	2.4%	2.4%	2.4%
1993-94	7.0%	7.0%	14.9%
1994-95	5.5%	5.5%	5.5%
1995-96	4.0%	4.0%	4.0%
1996-97	6.8%	6.8%	5.4%
1997-98	4.5%	15.4%	7.5%
1998-99	9.7%	5.7%	6.0%
1999-2000	6.0%	6.0%	6.0%
2000-01	7.5%	7.5%	7.5%
2001-02	7.5%	7.5%	20.1%
2002-03	7.5%	4.0%	54.7%
2003-04	10.6%	10.6%	14.2%
2004-05	3.1%	3.1%	1.8%
2005-06	10.0%	10.0%	-1.9%
2006-07	6.1%	6.1%	6.1%
2007-08	5.9%	5.9%	1.4%
2008-09	5.8%	5.8%	5.8%
2009-10	5.0%	5.0%	5.0%
2010-11	3.5%	3.5%	3.8%
2011-12	4.0%	4.0%	6.5%
2012-13	7.0%	7.0%	9.2%
2013-14	5.0%	5.0%	5.0%
Average	5.6%	6.3%	8.1%

**CyRide 5 Year Pro Forma
Revision 2**

Operations	FY13	Incr.	FY14	Incr.	FY15	Incr.	FY16	Incr.	FY17	Incr.	FY18
Beginning Balance	\$ 786,976		\$ 947,866		\$ 819,944		\$ 757,174		\$ 737,759		\$ 874,222
State Operating	\$ 590,000	1.7%	\$ 600,000	2.0%	\$ 612,000	2.0%	\$ 624,240	2.0%	\$ 636,725	2.0%	\$ 649,459
FTA Operating	\$ 1,761,052	18.8%	\$ 2,092,553	3.0%	\$ 2,155,330	3.0%	\$ 2,219,989	3.0%	\$ 2,286,589	3.0%	\$ 2,355,187
ISU	\$ 641,872	5.0%	\$ 673,965	5.0%	\$ 707,664	6.2%	\$ 751,539	6.2%	\$ 798,134	6.2%	\$ 847,619
City	\$ 1,463,659	5.0%	\$ 1,536,842	5.0%	\$ 1,613,684	6.2%	\$ 1,713,732	6.2%	\$ 1,819,984	6.2%	\$ 1,932,823
GSB	\$ 3,499,053	5.0%	\$ 3,674,006	5.0%	\$ 3,857,706	6.2%	\$ 4,096,884	6.2%	\$ 4,350,890	6.2%	\$ 4,620,646
GSB for Extra Service	\$ 160,000										
Transit Contracts	\$ 293,927	2.3%	\$ 300,650	3.0%	\$ 309,670	3.0%	\$ 318,960	3.0%	\$ 328,528	3.0%	\$ 338,384
Farebox	\$ 368,500	0.1%	\$ 368,900	0.5%	\$ 370,745	0.5%	\$ 372,598	0.5%	\$ 374,461	0.5%	\$ 376,334
Advertising	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000
DOT/MPO/Int./Misc	\$ 83,300	-8.1%	\$ 76,553	0.0%	\$ 76,553	0.0%	\$ 76,553	0.0%	\$ 76,553	0.0%	\$ 76,553
Operating Revenues	\$ 8,981,363	5.1%	\$ 9,443,469	4.0%	\$ 9,823,350	4.8%	\$ 10,294,495	4.8%	\$ 10,791,865	4.9%	\$ 11,317,004
Wages	\$ 4,414,823	3.3%	\$ 4,560,643	2.8%	\$ 4,688,341	2.8%	\$ 4,819,615	2.8%	\$ 4,954,564	2.8%	\$ 5,093,292
Normal Growth	\$ 160,000	2.8%	\$ 164,480	2.8%	\$ 169,085	2.8%	\$ 173,820	2.8%	\$ 178,687	2.8%	\$ 183,690
Benefits (no Health Ins.)	\$ 811,850	2.2%	\$ 829,425	2.8%	\$ 852,649	2.8%	\$ 876,523	2.8%	\$ 901,066	2.8%	\$ 926,296
Health Insurance	\$ 497,215	8.0%	\$ 536,900	8.0%	\$ 579,852	8.0%	\$ 626,240	8.0%	\$ 676,339	8.0%	\$ 730,447
Payroll	\$ 5,883,888	3.5%	\$ 6,091,448	3.3%	\$ 6,289,928	3.3%	\$ 6,496,198	3.3%	\$ 6,710,656	3.3%	\$ 6,933,724
Next Bus						\$ 100,000	0.0%	\$ 100,000	0.0%	\$ 100,000	
Internal Services	\$ 266,532	2.2%	\$ 272,316	2.4%	\$ 278,852	2.4%	\$ 285,544	2.4%	\$ 292,397	2.4%	\$ 299,415
Insurance	\$ 213,521	6.7%	\$ 227,896	5.0%	\$ 239,291	5.0%	\$ 251,255	5.0%	\$ 263,818	5.0%	\$ 277,009
Contractual	\$ 622,006	2.5%	\$ 637,706	4.4%	\$ 665,765	4.4%	\$ 695,059	4.4%	\$ 725,641	4.4%	\$ 757,570
Commodities (no fuel)	\$ 335,725	1.9%	\$ 342,025	3.0%	\$ 352,286	3.0%	\$ 362,854	3.0%	\$ 373,740	3.0%	\$ 384,952
Fuel	\$ 1,120,000	7.1%	\$ 1,200,000	5.0%	\$ 1,260,000	5.0%	\$ 1,323,000	5.0%	\$ 1,389,150	5.0%	\$ 1,458,608
Services/Commodities	\$ 2,557,784	4.8%	\$ 2,679,943	4.3%	\$ 2,796,193	7.9%	\$ 3,017,712	4.2%	\$ 3,144,746	4.2%	\$ 3,277,553
Operating Expenses	\$ 8,441,672	3.9%	\$ 8,771,391	3.6%	\$ 9,086,121	4.7%	\$ 9,513,910	3.6%	\$ 9,855,402	3.6%	\$ 10,211,277
Capital Transfer	\$ 378,801		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000
Ending Balance	\$ 947,866	11.2%	\$ 819,944	9.3%	\$ 757,174	8.3%	\$ 737,759	7.8%	\$ 874,222	8.9%	\$ 1,179,949
											11.6%
Capital											
Beginning Balance	\$ 1,277,119		\$ 343,818		\$ 318,423		\$ 615,593		\$ (101,766)		\$ (381,246)
State/Federal	\$ 6,217,706		\$ 2,997,581		\$ 976,800		\$ -		\$ -		\$ -
5339 Formula			\$ -	3.0%	\$ -	3.0%	\$ -	3.0%	\$ -	3.0%	\$ -
ISU Parking	\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000
Interest	\$ 10,000		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000
Capital Transfer	\$ 378,801		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000
GSB Transfer	\$ 266,785		\$ 96,170		\$ 96,170						
Capital Revenues	\$ 6,890,292		\$ 3,915,751		\$ 1,894,970		\$ 822,000		\$ 822,000		\$ 822,000
FY13 Budget	\$ 7,823,593										
Building			\$ 2,525,976		\$ 150,000		\$ 150,000		\$ 150,000		\$ 150,000
Buses (Grants)		3	\$ 1,221,000	3	\$ 1,257,630						
Buses (Local)						3	\$ 1,295,359	2	\$ 889,480	2	\$ 916,164
Shop Equipment			\$ 86,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000
Computers			\$ 12,000		\$ 12,000		\$ 12,000		\$ 12,000		\$ 12,000
Support Vehicle					\$ 32,000		\$ 32,000				\$ 32,000
NextBus Operating			\$ 96,170		\$ 96,170						
Capital Expenses	\$ 7,823,593		\$ 3,941,146		\$ 1,597,800		\$ 1,539,359		\$ 1,101,480		\$ 1,160,164
Ending Balance	\$ 343,818		\$ 318,423		\$ 615,593		\$ (101,766)		\$ (381,246)		\$ (719,410)

12/6/2012 10:16 AM

Estimates of Service Costs - FY2013

Marginal Costs (FY13)

\$1.73 Per Mile
\$32.07 Per Hour

Sunday Blue Route to 20 Minute Headway Friley to S Duff

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.
11:56 AM	6:25 PM	6.5	10	6.5	65.0	30	\$3,370	\$6,255	\$9,625	
										0.2%
									\$9,625	

6A Towers

ISU Residence currently pays \$46,400

M-F 5:40pm-9:15pm, Sat/Sun 11:00am-2:15pm, 6:00pm-8:15pm

\$46,400	0.8%
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Impact of 2013-2014 Enrollment

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.
		5.0	15	3.5	52.5	158	\$14,336	\$25,339	\$39,675	
										0.7%
									\$39,675	

Sunday Blue Route to 20 Minute Headway Entire Route

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.
11:31 AM	6:04 PM	6.6	5	14.7	73.5	30	\$3,811	\$6,351	\$10,162	
12:11 PM	6:44 PM	6.6	5	14.7	73.5	30	\$3,811	\$6,351	\$10,162	
										0.4%
									\$20,323	

DMACC

Monday-Thursday ISU Class Days

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.	
5:13 PM	6:30 PM	1.3	1	12.1	12.1	127	\$2,656	\$5,296	\$7,951		
8:40 PM	9:35 PM	0.9	1	12.1	12.1	127	\$2,656	\$3,666	\$6,322		
							254	\$ 5,312	\$ 8,962	\$14,273	0.3%

Summer Cardinal

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.
7:10 AM	5:27 PM	10.3	31	2.8	86.8	69	\$10,351	\$22,796	\$33,147	
										0.6%
									\$33,147	

Yellow Weeknights

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.
7:00 PM	10:05 PM	3.1	5	7.2	36.0	258	\$16,053	\$25,653	\$41,706	
										0.7%
									\$41,706	

S. 16th

Monday-Friday all Year

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.	
7:00 AM	9:00 PM	14.0	21	7.0	147.0	160	\$40,650	\$71,847	\$112,497		
							Days	Pass.	Fare		
							160	10	\$ 1.00	\$ 1,600	
									\$110,897	2.0%	

Brown to Research Park Evenings

Out	In	Hours	Trips	Mi./Trip	Miles	Days	Maint.	Payroll	Expense	Local \$ Incr.
6:40 PM	9:00 PM	2.3	4	15.7	62.8	160	\$17,366	\$11,804	\$29,170	
										0.5%
									\$29,170	

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 10, 2012

SUBJECT: FIVE-YEAR CAPITAL IMPROVEMENT PLAN INFORMATION

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

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

- Purchases approved in or anticipated in grants
- Recommendations to reduce risk as recommended by previous insurance carrier
- Replacement of equipment at the end of its useful life
- Purchases that are needed to ensure efficient and smooth operations

If approved, CyRide staff would begin to purchase the items contained in the first year of the plan beginning July 1, 2013. The remaining years would not be purchased until the year approaches and are subject to modifications as they are more fluid in nature, as a result of funding increases/decreases. The following information details the CIP's first year purchases as well as purchases for four additional years.

First Year Purchases –

The purchase summary on the following page is recommended for procurement in the 2013/14 budget year to ensure smooth operation of the transit system and is included in each of the budget options presented in the "2013-2014 Budget Information" agenda topic. A detailed explanation of each anticipated expenditure by category is detailed after the chart.

Purchase	Federal Share		Local Share	Total Cost
	5307/5309	5310	CyRide	
Vehicle Replace.				
3-40' New Buses	\$1,013,430	\$0	\$207,570	\$1,221,000
SUBTOTAL	\$1,013,430	\$0	\$207,570	\$1,221,000
Building Expan.				
Phase 1A Expansion – Yr. 2	\$2,020,781	\$0	\$505,195	\$2,525,976
Fuel Shut-Off Sys.	\$0	\$0	\$36,000	\$36,000
SUBTOTAL	\$2,020,781	\$0	\$541,195	\$2,561,976
Shop/Office Eqt.				
Computers (6)	\$0	\$0	\$12,000	\$12,000
Shop Equipment	\$0	\$0	\$50,000	\$50,000
SUBTOTAL	\$0	\$0	\$62,000	\$62,000
Bus Stop Improve.				
Bus Stop Improve.	\$0	\$36,800	\$9,200	\$46,000
SUBTOTAL	\$0	\$36,800	\$9,200	\$46,000
TOTAL	\$3,034,211	\$36,800	\$819,965	\$3,890,976

After purchase of these items in 2013/14, the local capital fund closing balance is estimated to be approximately \$318,000. An updated five-year pro forma is attached that indicates, based on current capital revenue projections, the capital items for purchase and the local dollars needed to purchase these items.

The following briefly discusses each of the purchases contained in next year's budget.

Purchase New 40' Buses – CyRide has six buses approved in a federal grant. These purchases were divided into the 2013/14 and 2014/15 budget years, with three buses in the 2013/14 budget year.

Computers - CyRide would replace six computers during 2013/14.

Shop Equipment – Numerous small shop equipment are scheduled for purchase in the 2013/14 Capital Plan as follows: Custom E-Motor Mount (\$1,000), Wheel-Barrel Hoist (\$1,200), 2-Stage Snow Blower (\$1,500), Portable Steam Cleaner (\$3,000), Sign Post Installer/Remover (\$4,300), Hot Water Parts Washer (\$8,500), AC Refrigerant Reclamation System (\$7,000), Walk Behind Scrubber (\$10,000), Trailer Pressure Washer (\$12,000).

Bus Stop Improvements – This funding would improve existing bus stop locations with concrete pads, benches, shelters and lighting to make service more convenient to its

riders. CyRide's new shelter design will be used to replace existing shelters, and some current shelters in better condition will be reused to expand CyRide's shelter program.

Building Expansion – The second year of the Phase 1A expansion project will be completed adding eleven additional bus parking spaces, flood wall/gates, raising of ductwork in the original bus storage area and other building repairs. Also, the fueling system will be modified to automatically shut off if a fire is detected in the building.

Remaining Four Years (2014/15 – 2017/18):

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

Bus Purchases – Representing approximately \$4.3 million dollars over the remaining 4-year period, this is CyRide's largest purchase. This investment reflects the purchase of 10 new, large buses maintaining a fleet of 75 large buses **to meet current ridership levels**.

Other Vehicle Purchases – The plan assumes replacement of two administrative and two maintenance vehicles in years 2014/15 through 2017/18 for a total cost of \$159,000.

Building Expansion – Assuming the next phase of the facility expansion is completed by 2013/14, this plan makes the assumption that CyRide would begin budgeting \$170,000 per year for a total of \$680,000 over four years as either local match or 100% funding if state or federal grants are not available. There are three remaining building expansion phases to fund as well as other major building repairs such as roof replacement.

Shop and Office Equipment – This plan assumes \$12,000 per year to upgrade computers and \$40,000 per year in shop equipment would be needed to ensure smooth operation in the administrative and maintenance areas.

Bus Stop Improvements – CyRide continues to emphasize its bus stop improvement program and has included a \$46,000 annual commitment in the plan through 2016/17 when federal dollars will be depleted.

ALTERNATIVES:

1. Defer action on the plan until the January 2012 Transit Board meeting.
2. Approve the Five Year Capital Improvement Plan as presented.
3. Approve the Five Year Capital Improvement Plan with board modifications.
4. Do not approve the Five Year Capital Improvement Plan.

RECOMMENDATION:

The Transit Director recommends alternative #1 to defer action until January in order to give board members time to review the plan.

CYRIDE CAPITAL IMPROVEMENTS PLAN SUMMARY 2014-2018

December 2012

TRANSPORTATION - TRANSIT

PROJECT/REVENUE DESCRIPTION	TOTAL	2013/14	2014/15	2015/16	2016/17	2017/18
EXPENDITURES:						
Vehicle Replacement	5,738,633	1,221,000	1,287,630	1,325,359	949,480	955,164
Building Expansion & Modernization	3,241,976	2,561,976	170,000	170,000	170,000	170,000
Shop & Office Small Capital	270,000	62,000	52,000	52,000	52,000	52,000
Bus Stop Improvements	184,000	46,000	46,000	46,000	46,000	0
Total Expenditures	9,434,609	3,890,976	1,555,630	1,593,359	1,217,480	1,177,164
REVENUES:						
City:						
Transit Fund	5,180,565	791,165	474,997	1,556,559	1,180,680	1,177,164
Other:						
FTA - 5309	4,106,844	3,063,011	1,043,833	0	0	0
Elderly/Disabled	147,200	36,800	36,800	36,800	36,800	0
Other Subtotal	4,254,044	3,099,811	1,080,633	36,800	36,800	0
Total Revenues	9,434,609	3,890,976	1,555,630	1,593,359	1,217,480	1,177,164

VEHICLE REPLACEMENT

PROJECT STATUS: Cost Change
Delay

Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide has scheduled 2 – 3 bus replacements each year in this five-year Capital Improvement Plan. The number of vehicles is reduced from previous Capital Improvement Plans as CyRide will receive no federal capital funds for bus replacements after the 2014/15 budget year. Purchases after this date will be funded with 100% local dollars. All administrative vehicles and maintenance trucks will also be funded with 100% local dollars. These purchases are programmed as follows:

- 2013/14 – Replace 3 large buses (\$1,221,000)
- 2014/15 – Replace 3 large buses (1,257,630); replace administrative vehicle 906 - Prius (\$30,000) - delayed
- 2015/16 – Replace 3 large buses (\$1,295,359); replace administrative vehicle 905 - Impala (\$30,000) - delayed
- 2016/17 – Replace 2 large buses (\$889,480); replace maintenance truck 999 (\$60,000) - delayed
- 2017/18 – Replace 2 large buses (\$916,164); replace maintenance truck 007 (\$39,000) - delayed

COMMENTS

As a result of a change in federal transportation funding, CyRide will receive no federal capital grants after the purchase of 3 buses in 2013/14 and 3 buses in 2014/2015. Over the last five years, CyRide has received an average of \$2.5 million dollars per year in federal capital assistance. The impact of this reduction in funding on the Capital Improvement Plan is that several vehicle purchases have been delayed and the number of vehicles to be purchased reduced. As a result, CyRide’s average fleet age will increase in the future as five to six vehicles per year are needed annually to maintain the current average fleet age of 9.5 years.

LOCATION

FISCAL YEAR PRIORITY		2	2	2	2	2
	TOTAL	2013/14	2014/15	2015/16	2016/17	2017/18
COST:						
Large Buses - 40' New	5,579,633	1,221,000	1,257,630	1,295,359	889,480	916,164
Minibuses	0	0	0	0	0	0
Cameras	0	0	0	0	0	0
Administrative Vehicles	159,000	0	30,000	30,000	60,000	39,000
TOTAL	5,738,633	1,221,000	1,287,630	1,325,359	949,480	955,164
FINANCING:						
Transit Fund	3,681,370	207,570	243,797	1,325,359	949,480	955,164
Federal Transit Administration	2,057,263	1,013,430	1,043,833	0	0	0
TOTAL	5,738,633	1,221,000	1,287,630	1,325,359	949,480	955,164

PROGRAM - ACTIVITY:

Transportation – Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439
552-1165-439

BUILDING EXPANSION & MODERNIZATION

PROJECT STATUS: Delayed New

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

In 2013/14, CyRide will complete work begun in 2012/13 to expand its facilities. This expansion consists of building additional bus storage (eleven more bus bays), flood protection (wall and gates), increased ceiling height to accommodate the height of the hybrid buses and structural repairs. Currently, nine buses are parked outside each night, flood protection is only available on the east end, a portion of, the north side of the facility, hybrid buses cannot travel in parts of the original building and portions of the facility are corroding as a result of the wet environment in the wash bay area. Each of these facility deficiencies will be addressed with this two-year construction process. In 2012/13, \$3,198,500 will be expended and \$2,525,976 in 2013/14. This project is funded 80% with federal/state grants and 20% local funding accumulated over several previous budgets.

Second, an actuated fuel shut off system will be installed in 2013/14 to disengage the vehicle fueling system if a fire is detected anywhere in the building (\$36,000).

In years 2014/15, 2015/16 and 2017/18, \$170,000 per year in facility needs would be addressed. These funds could be used as local match to future federal/state grants or paid with 100% local dollars if grants are not available at that time for facility needs such as roof replacement or the next phase of CyRide's Facility Master Plan expansion. The use of these funds will be determined in future capital budgets.

COMMENTS

Originally the facility construction project was to occur over the 2011/12 and 2012/13 budget years, but was delayed one year due to additional federal requirements as well as additional time that was needed to complete the design drawings and to coordinate these drawings with nearby ISU facilities.

The actuated fuel shut off system is a new project recommended through a facility safety audit conducted by the City of Ames' previous property insurance carrier.

LOCATION

FISCAL YEAR PRIORITY		1	1	1	1	1
	TOTAL	2013/14	2014/15	2015/16	2016/17	2017/18
COST:						
Architect/Engineering	140,000	100,000	10,000	10,000	10,000	10,000
Repairs/Modifications	3,101,976	2,461,976	160,000	160,000	160,000	160,000
TOTAL	3,241,976	2,561,976	170,000	170,000	170,000	170,000
FINANCING:						
Transit Fund	1,192,395	512,395	170,000	170,000	170,000	170,000
Federal Transit Administration	2,049,581	2,049,581	0	0	0	0
TOTAL	3,241,976	2,561,976	170,000	170,000	170,000	170,000

PROGRAM - ACTIVITY:
Transportation – Transit

DEPARTMENT:
CyRide

ACCOUNT NO.
552-1175-439

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

The 2013/14 expenditures in the shop and office areas will fund the replacement of six computers (\$12,000) and the following shop equipment:

- Custom E-Motor Mount - \$1,000
- Wheel-Barrel Hoist - \$1,200
- 2-Stage Snow Blower - \$1,500
- Portable Steam Cleaner - \$3,000
- Sign Post Installer/Remover - \$4,300
- Hot Water Parts Washer - \$8,500
- AC Refrigerant Reclamation System - \$7,000
- Walk Behind Scrubber - \$10,000
- Trailer Pressure Washer - \$12,000

The purchases scheduled for 2014/15 – 2017/18 are more generally described as: four-to-seven replacement computers to be funded each year, and approximately \$40,000 per year to fund other shop and office items identified to efficiently operate CyRide in the next five year period.

COMMENTS

Because 2014/15 – 2017/18 capital purchases in this category are smaller items where replacement need is less predictable, they have been generally described in this document. Specific needs will be identified annually to efficiently operate CyRide, and address OSHA, Department of Natural Resources, and other federal requirements as they are implemented.

LOCATION

FISCAL YEAR PRIORITY		3	3	3	3	3
	TOTAL	2013/14	2014/15	2015/16	2016/17	2017/18
COST:						
Computers	60,000	12,000	12,000	12,000	12,000	12,000
Other Shop Equipment	210,000	50,000	40,000	40,000	40,000	40,000
Other Office Equipment	0	0	0	0	0	0
TOTAL	270,000	62,000	52,000	52,000	52,000	52,000
FINANCING:						
Transit Fund	270,000	62,000	52,000	52,000	52,000	52,000
FTA - Small Transit Intensive Cities	0	0	0	0	0	0
Federal Transit Administration	0	0	0	0	0	0
TOTAL	270,000	62,000	52,000	52,000	52,000	52,000

PROGRAM - ACTIVITY:
Transportation – Transit

DEPARTMENT:
CyRide

ACCOUNT NO.
552-1159-439

BUS STOP IMPROVEMENTS

PROJECT STATUS: Scope Change

Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

One of the most frequently received customer suggestion CyRide receives is regarding the condition, or lack, of amenities at its more than 425 bus stop locations throughout the city. Therefore, over the next four year period (2013/14 through 2016/17), CyRide will install three new bus shelters (\$36,000 per year) and move two existing bus shelters to new locations each year (\$10,000 per year) thereby increasing the total number of bus shelters for CyRide’s customers. The specific locations will be identified each year based on CyRide’s ability to complete installation at sites that year and the bus stop priority list based on a previous shelter study. Funding for these shelter replacements and new locations will be funded with 80% federal dollars administered by the State of Iowa and 20% local funding from CyRide’s budget.

COMMENTS

CyRide’s new shelter design will be continued from its first prototype shelter located at Dickenson and Mortensen.

Previous Capital Improvement Plans anticipated spending \$50,000 per year on a new shelter program for the foreseeable future. With the reduction in federal funding, CyRide will not be able to continue this improvement program past 2016/17, will be installing three instead of five new shelters per year, will move current shelters in better condition to new locations to expand its shelter program and will need to reduce the annual amount to \$46,000 per year.

LOCATION

FISCAL YEAR PRIORITY		4	4	4	4	4
	TOTAL	2013/14	2014/15	2015/16	2016/17	2017/18
COST:						
Pads, Benches, Shelters	184,000	46,000	46,000	46,000	46,000	0
TOTAL	184,000	46,000	46,000	46,000	46,000	0
FINANCING:						
Transit Fund	36,800	9,200	9,200	9,200	9,200	0
Federal 5310 Grants	147,200	36,800	36,800	36,800	36,800	0
TOTAL	184,000	46,000	46,000	46,000	46,000	0
PROGRAM - ACTIVITY:		DEPARTMENT:	ACCOUNT NO.			
Transportation – Transit		CyRide	552-1150	552-1154		
			552-1157	552-1163		

**CyRide 5 Year Pro Forma
Revision 2**

Operations	FY13	Incr.	FY14	Incr.	FY15	Incr.	FY16	Incr.	FY17	Incr.	FY18
Beginning Balance	\$ 786,976		\$ 947,866		\$ 819,944		\$ 757,174		\$ 737,759		\$ 874,222
State Operating	\$ 590,000	1.7%	\$ 600,000	2.0%	\$ 612,000	2.0%	\$ 624,240	2.0%	\$ 636,725	2.0%	\$ 649,459
FTA Operating	\$ 1,761,052	18.8%	\$ 2,092,553	3.0%	\$ 2,155,330	3.0%	\$ 2,219,989	3.0%	\$ 2,286,589	3.0%	\$ 2,355,187
ISU	\$ 641,872	5.0%	\$ 673,965	5.0%	\$ 707,664	6.2%	\$ 751,539	6.2%	\$ 798,134	6.2%	\$ 847,619
City	\$ 1,463,659	5.0%	\$ 1,536,842	5.0%	\$ 1,613,684	6.2%	\$ 1,713,732	6.2%	\$ 1,819,984	6.2%	\$ 1,932,823
GSB	\$ 3,499,053	5.0%	\$ 3,674,006	5.0%	\$ 3,857,706	6.2%	\$ 4,096,884	6.2%	\$ 4,350,890	6.2%	\$ 4,620,646
GSB for Extra Service	\$ 160,000										
Transit Contracts	\$ 293,927	2.3%	\$ 300,650	3.0%	\$ 309,670	3.0%	\$ 318,960	3.0%	\$ 328,528	3.0%	\$ 338,384
Farebox	\$ 368,500	0.1%	\$ 368,900	0.5%	\$ 370,745	0.5%	\$ 372,598	0.5%	\$ 374,461	0.5%	\$ 376,334
Advertising	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000	0.0%	\$ 120,000
DOT/MPO/Int./Misc	\$ 83,300	-8.1%	\$ 76,553	0.0%	\$ 76,553	0.0%	\$ 76,553	0.0%	\$ 76,553	0.0%	\$ 76,553
Operating Revenues	\$ 8,981,363	5.1%	\$ 9,443,469	4.0%	\$ 9,823,350	4.8%	\$ 10,294,495	4.8%	\$ 10,791,865	4.9%	\$ 11,317,004
Wages	\$ 4,414,823	3.3%	\$ 4,560,643	2.8%	\$ 4,688,341	2.8%	\$ 4,819,615	2.8%	\$ 4,954,564	2.8%	\$ 5,093,292
Normal Growth	\$ 160,000	2.8%	\$ 164,480	2.8%	\$ 169,085	2.8%	\$ 173,820	2.8%	\$ 178,687	2.8%	\$ 183,690
Benefits (no Health Ins.)	\$ 811,850	2.2%	\$ 829,425	2.8%	\$ 852,649	2.8%	\$ 876,523	2.8%	\$ 901,066	2.8%	\$ 926,296
Health Insurance	\$ 497,215	8.0%	\$ 536,900	8.0%	\$ 579,852	8.0%	\$ 626,240	8.0%	\$ 676,339	8.0%	\$ 730,447
Payroll	\$ 5,883,888	3.5%	\$ 6,091,448	3.3%	\$ 6,289,928	3.3%	\$ 6,496,198	3.3%	\$ 6,710,656	3.3%	\$ 6,933,724
Next Bus						\$ 100,000	0.0%	\$ 100,000	0.0%	\$ 100,000	
Internal Services	\$ 266,532	2.2%	\$ 272,316	2.4%	\$ 278,852	2.4%	\$ 285,544	2.4%	\$ 292,397	2.4%	\$ 299,415
Insurance	\$ 213,521	6.7%	\$ 227,896	5.0%	\$ 239,291	5.0%	\$ 251,255	5.0%	\$ 263,818	5.0%	\$ 277,009
Contractual	\$ 622,006	2.5%	\$ 637,706	4.4%	\$ 665,765	4.4%	\$ 695,059	4.4%	\$ 725,641	4.4%	\$ 757,570
Commodities (no fuel)	\$ 335,725	1.9%	\$ 342,025	3.0%	\$ 352,286	3.0%	\$ 362,854	3.0%	\$ 373,740	3.0%	\$ 384,952
Fuel	\$ 1,120,000	7.1%	\$ 1,200,000	5.0%	\$ 1,260,000	5.0%	\$ 1,323,000	5.0%	\$ 1,389,150	5.0%	\$ 1,458,608
Services/Commodities	\$ 2,557,784	4.8%	\$ 2,679,943	4.3%	\$ 2,796,193	7.9%	\$ 3,017,712	4.2%	\$ 3,144,746	4.2%	\$ 3,277,553
Operating Expenses	\$ 8,441,672	3.9%	\$ 8,771,391	3.6%	\$ 9,086,121	4.7%	\$ 9,513,910	3.6%	\$ 9,855,402	3.6%	\$ 10,211,277
Capital Transfer	\$ 378,801		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000
Ending Balance	\$ 947,866	11.2%	\$ 819,944	9.3%	\$ 757,174	8.3%	\$ 737,759	7.8%	\$ 874,222	8.9%	\$ 1,179,949
											11.6%
Capital											
Beginning Balance	\$ 1,277,119		\$ 343,818		\$ 318,423		\$ 615,593		\$ (101,766)		\$ (381,246)
State/Federal	\$ 6,217,706		\$ 2,997,581		\$ 976,800		\$ -		\$ -		\$ -
5339 Formula			\$ -	3.0%	\$ -	3.0%	\$ -	3.0%	\$ -	3.0%	\$ -
ISU Parking	\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000
Interest	\$ 10,000		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000
Capital Transfer	\$ 378,801		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000
GSB Transfer	\$ 266,785		\$ 96,170		\$ 96,170						
Capital Revenues	\$ 6,890,292		\$ 3,915,751		\$ 1,894,970		\$ 822,000		\$ 822,000		\$ 822,000
FY13 Budget	\$ 7,823,593										
Building			\$ 2,525,976		\$ 150,000		\$ 150,000		\$ 150,000		\$ 150,000
Buses (Grants)		3	\$ 1,221,000	3	\$ 1,257,630						
Buses (Local)						3	\$ 1,295,359	2	\$ 889,480	2	\$ 916,164
Shop Equipment			\$ 86,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000
Computers			\$ 12,000		\$ 12,000		\$ 12,000		\$ 12,000		\$ 12,000
Support Vehicle					\$ 32,000		\$ 32,000				\$ 32,000
NextBus Operating			\$ 96,170		\$ 96,170						
Capital Expenses	\$ 7,823,593		\$ 3,941,146		\$ 1,597,800		\$ 1,539,359		\$ 1,101,480		\$ 1,160,164
Ending Balance	\$ 343,818		\$ 318,423		\$ 615,593		\$ (101,766)		\$ (381,246)		\$ (719,410)

12/6/2012 10:30 AM

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 15, 2012

SUBJECT: ORANGE ROUTE STUDY CONSULTANT SELECTION APPROVAL

BACKGROUND: In August 2012, the Transit Board approved a study to examine the Orange Route Corridor to determine how best to serve the needs of its riders today and into the future. The Scope of Work included specific questions to help guide the study as well as requirements of the federal grant program funding a majority of the study. This information was developed into a Request For Proposal (RFP) that was distributed on October 8, 2012. The questions included in the RFP were as follows:

- 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?
- 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.
- 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?
- 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.)
- 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?

- 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?
- 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?

The study is funded 80% with a federal grant and 20% with local dollars accumulated over the past several budgets for a total budget of \$200,000.

INFORMATION: Proposals from interested firms were due on November 9, 2012. CyRide received three proposals from the following firms:

1. URS Corporation
2. SRF Consulting Group
3. Olsson Associates

Five CyRide and City of Ames staff then reviewed each of the proposals based on the general evaluation language contained in the RFP and FTA’s Two-Step Process contained in Circular 4220.1F. Specifically the following criteria/weights were used, with each category ranked using a scale from 1 - 10.

Criteria	Percentage Weight
Key Personnel	20%
Team Composition	10%
Firm qualifications	15%
Project Approach	15%
Understanding of the Study	20%
Time Schedule	5%
Price	15%

The five evaluators first reviewed the proposals based on their technical merit. The evaluation team met on November 27, 2012 to review the tallied results and to further discuss each of the proposals. In reviewing the technical ranking and points, the team determined that, while all firms were qualified and could provide the services required based on their proposals, that each member of the evaluation had substantially rated the URS firm higher as follows on a 10-point scale and also unanimously ranked URS as their #1 choice:

- URS – Average 7.63
- SRF – 7.66
- Olsson – 7.85

The team then opened the price proposals from the three firms with the following results:

- URS - \$201,880
- SFR - \$198,443
- Olsson - \$197,980

The proposals are within less than 2% of each other. The results for the combined **technical and price analysis** are attached with the result that URS Corporation was identified as the best firm to provide the services described in the RFP even though it's price was the highest.

ALTERNATIVE:

1. Award the #23 Orange Route Analysis to URS Corporation for a not-to-exceed amount of \$201, 880.
2. Award the #23 Orange Route Analysis to SRF Consulting Group or Olsson Associates.
3. Do not award a contract for the #23 Orange Route analysis.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to award a contract to URS Corporation. Their technical response satisfactorily addressed all questions included in the RFP, developed tasks that address these questions, meets all federal requirements of an Alternatives Analysis, and formed a well qualified team that can assist the community in indentifying modifications to allow this route to operate as its maximum efficiency. With less than \$4,000 difference in price, the technical capabilities of URS Corporation identified their firm as the best choice for this study.

Orange Route Alternatives Analysis Evaluation Results - Technical & Price

		URS	SRF	Olsson
I. Key Personnel				
Qualifications of key staff, availability of time (score = rating x 20%)	D. Pregitzer	1.8	1.6	1.6
	S. Kyras	1.6	1.6	1.4
	T. Davenport	1.6	1.6	1.6
	B. Neal	1.6	1.6	1.6
	S. Atwood	2	2	2
II. Team Composition				
Qualifications of the team. (score = rating x 10%)	D. Pregitzer	0.8	0.8	0.7
	S. Kyras	0.9	0.8	0.8
	T. Davenport	0.8	0.7	0.7
	B. Neal	0.9	0.8	0.8
	S. Atwood	1	1	0.9
III. Firm Qualifications				
Experience with similar studies, staff to back up (score = rating x 15%)	D. Pregitzer	1.35	1.35	1.05
	S. Kyras	1.2	1.35	1.2
	T. Davenport	1.2	1.05	1.2
	B. Neal	1.2	1.2	1.2
	S. Atwood	1.35	1.35	1.35
IV. Project Approach				
Logical, comprehensive, technically sound (score = rating x 15%)	D. Pregitzer	1.5	1.2	1.2
	S. Kyras	1.35	0.9	1.35
	T. Davenport	1.35	1.2	1.2
	B. Neal	1.35	1.05	1.35
	S. Atwood	1.5	1.05	1.05
V. Understanding of the Study				
Understand the scope (score = rating x 20%)	D. Pregitzer	1.6	1.4	1.6
	S. Kyras	2	1.2	1.6
	T. Davenport	1.8	1.6	1.6
	B. Neal	2	1.4	1.6
	S. Atwood	2	1.6	1.6
VI. Time Schedule				
Within RFP schedule (score = rating x 5%)	D. Pregitzer	0.4	0.4	0.5
	S. Kyras	0.5	0.5	0.5
	T. Davenport	0.5	0.5	0.5
	B. Neal	0.5	0.5	0.5
	S. Atwood	0.5	0.5	0.5
TOTAL Technical		38.15	33.8	34.75
Average		7.63	6.76	6.95
VI. Price				
(score = rating x 15%)		0.6	0.9	0.9
5% over budget - 0 pts, 2.5% - 4.9% over budget - 2 pts,		\$201,880	\$198,885	\$197,980
0 - 2.5% over budget - 4 pts, .1 - 2.4% under budget -		100.940%	99.443%	98.99%
6 pts, 2.5 - 4.9% under budget - 8 pts,		4 pts	6 pts	6 pts
5% under budget - 0 pts				
Total Points		8.230	7.660	7.850

Transit Director's Report

December 2012

1. NextBus Possible Delay

On December 4, CyRide was notified by NextBus representatives that they will NOT be able to switch the vehicle tracking modems from AT & T to Verizon at the end of the month as originally scheduled. The Verizon tracking unit to be placed on the buses must now be "certified" in addition to the modems and Verizon will not be able to complete these tests until mid-March. Currently, under the AT & T system, there are "dead spots" on various routes, which do not relay information on the location of buses. This could cause frustration for CyRide's customers. As a result, CyRide staff is considering its options and if the issues with the AT & T system can be resolved to allow for it to "go live" in January under the AT & T technology architecture so that this project is not delayed until summer.

2. New Housing Developments

CyRide has had discussions with City and University staff regarding the following new multi-family housing units that are currently in the planning stages and that will impact service in the next 12 – 18 months.

- a) **Fredrickson Court** – The University is planning to expand Fredrickson Court's student housing adding seven new buildings, which is the equivalent of 600 additional beds. Several buildings will possibly be completed for the Fall 2013 school year with the remainder later in the school year or Fall 2014. (Cardinal Route impact)
- b) **Grove Apartments** – The owners of the Grove apartment complex located on S. 16th Street are currently planning another 600-bed expansion across the street from the current complex. The development could be completed as early as Fall 2013. (Gray Route impact)
- c) **Apartments on Maricopa** – Jenson Group is currently building a new apartment complex on Maricopa Street south of the Ames Middle School. This complex will add 600 beds in West Ames. It is anticipated that this will be completed by the Fall 2013. (Red Route impact)

Each of these new developments is being built to house students. If these are new rides (not shifted from other areas of town), this would add an additional 311,400 rides to CyRide, based on 173 rides generated per student enrolled at ISU.

3. Articulated Bus Delivery Update

On December 7, CyRide will have a conference call with NOVA Bus regarding the delivery date for the articulated buses. Staff will update board members at the meeting.

JANUARY 2013

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	31		