

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**  
**CYRIDE CONFERENCE ROOM**

February 14, 2013

1. CALL TO ORDER: 5:30 P.M.
2. Approval of January 17, 2013 Minutes
3. Public Comments
4. CyRide Facility Construction Contract
5. Title VI Service Standards and Policies
6. ISU Memorandum of Agreement – Intermodal Fiber Enhancement
7. Quarterly Report
8. Transit Director's Report
9. Set Time and Place of Next Meeting
  - March 11, 2013 – 5:15 pm
  - April 11, 2013 – 5:30 pm
  - May 9, 2013 – 5:30 pm
10. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

January 17, 2013

The Ames Transit Agency Board of Trustees met January 17, 2012 at 5:30 p.m. in the CyRide Conference room. Acting Chair Trustee Madden called the meeting to order at 5:32 p.m. Trustees in attendance were Schainker, Madden, Rediske, and Wacha. Trustees Leines and Anders were absent.

**APPROVAL OF MINUTES:** Trustee Wacha made a motion to approve the December 10, 2012 minutes and Trustee Rediske seconded the motion. (Ayes, four. Nays, none.) Motion carried.

**PUBLIC COMMENTS:** Public in attendance were Chad West and Greg Fuqua with the Public Arts Commission and Ames Tribune reporter, James Heggen.

**INTERMODAL REMAINING DOLLARS UPDATE:** Director Kyras provided the current account of dollars left in the Intermodal Facility Grant through Pay Application 19 and before retainage. Sales tax forms were received and CyRide has estimated that 95% of the request will be reimbursed, not the full 100% refund, which is estimated to arrive within two months. Information provided at the meeting is based upon a meeting earlier in the day with ISU personnel showing expenses left in the contract. The architect provided a revised estimate for the fiber project of \$69,000 leaving a balance to completion of \$106,000.

The four remaining expenses, discussed earlier with the transit board, were: equipment to improve the facility, reimbursement of CyRide personnel time spent on project, the art piece, and possibly a modification to the bike trail.

Director Kyras shared with board members that, within the last day, she had received a request from ISU Facilities Planning and Management to modify the bike path to have the entire trail be asphalt as opposed to the gravel/asphalt combination currently. Trustee Madden did not expect the cost would be more than \$2,000 plus labor.

**DISCUSSION WITH PUBLIC ART COMMISSION REPRESENTATIVES REGARDING INTERMODAL ARTWORK:** Director Kyras reviewed information on the history of procuring artwork for the Intermodal site. Last spring, the Public Art Commission solicited artwork to be located at the Intermodal Facility for a three-year period. Art pieces were submitted, reviewed, and the Public Arts Commission chose three finalist pieces. After several months, the Commission was notified that top finalist had sold its piece and it was no

longer available for purchase. The two remaining pieces were determined to not be suitable for the site. Director Kyras emphasized that the Federal Transit Administration (FTA) is supportive of art in transit programs.

Director Kyras introduced and turned the meeting over to Chad West and Greg Fuqua, members of the Public Art Commission, who will provide options on how to move forward with the art piece and to receive direction from the transit board on how to proceed from this point forward. Chad West said the Public Arts Commission is a city commission responsible for various art programs and confirmed that the art piece was sold by the artist and the other pieces were not compatible. He introduced three possible options of how to move forward.

First option is to follow the same process as before where artists were requested to submit artwork to display for three years and then it could be purchased if TIGER funds were available. Artwork would not be site specific, would be temporary, and be replaced every three years in hopes that an art piece might generate interest. The commission could look for artists they know and artwork already designed. He indicated that the Ames Intermodal Facility is a potential avenue of partnership with the Campustown group.

Trustee Leines arrived at 5:41 p.m.

Option two is to select an artist of the community's choice. Mr. Fuqua indicated that: there were questions on how to fund this option, that the timeline is very short, and that the cost is high.

Option three he indicated was a viable alternative. Ames annual outdoor sculpture exhibition has hopes of expanding into other parts of the City. Under this option, the sculpture program could be extended into Campustown, which would eliminate the need to develop an artist's solicitation. He indicated that option one and three depend on City Council approval.

Director Kyras shared that September 30, 2013 would be the deadline for the grant to be closed, which requires the art piece to be obtained by the end of June so that this process can be completed.

Trustee Madden questioned where the \$15,000 price that was included in the agenda information had come from and indicated that it looked like there was \$40,000 uncommitted at that time. Further, he shared that the unpaved sections of the trail, which were estimated to be two - 8 foot by 3 foot portions, he estimated at \$2,000 plus labor.

The practical solution, he indicated, is to buy a piece of art, but fabricating something in that time line is unrealistic. He indicated that Iowa State University's artwork program looks at the approximate scale and quality of a piece. He also indicated that ISU's criteria on the average amount to spend to purchase a piece of art for a new building is half of 1% and that would be about \$30,000 - \$40,000 for the Intermodal Facility.

Trustee Schainker shared his discomfort in committing to an amount at this time while not knowing if the entire balance of \$106,000 is available. As it stands now, he indicated that was an unclear number until all expenses are finalized.

Trustee Wacha asked if the request for an artist's commissioned piece could be identified by the transit board and then fast tracked. He indicated that the pad that had been poured would accommodate a larger piece and it only makes sense to purchase something within the scope of the theme.

Mr. West inquired about who would maintain and manage the art piece. Trustee Madden responded by says that it makes sense to purchase a durable piece of art at this location, emphasizing the durability to withstand the elements and environment for a certain number of years. Mr. Fuqua indicated that the Public Art Commission had a small budget that could be used to maintain artwork. Trustee Schainker indicated that he was not sure this could be used or there would be enough funding for this project. There was discussion between the board members about whether the Intermodal operating budget could afford to absorb this cost.

Trustee Schainker and Madden said this would be a joint project between the City and the University and suggested selecting metal, which is easier to maintain.

Trustee Schainker and Trustee Madden suggested adding \$8,000 - \$15,000 for the art piece and \$2,500 for the maintenance equipment for the facility until the actual list is confirmed. Transit board members prefer the expenses be finalized, especially the dollar amount for the ISU fiber project, before the transit board could commit to a price range for the art piece. There was discussion between the Transit Board and Public Art Commission members that time is limited and that the transit board needs to provide a price range to the Public Arts Commission to get the process started shortly.

Director Kyras shared that Iowa State is preparing a Memorandum of Agreement (MOU) regarding the fiber project at the Intermodal Facility for the Transit Board to consider at the next transit board meeting.

Acting Chair Madden turned the meeting over to Vice President Leines at 6:02 p.m.

Trustee Wacha made a motion to give the Public Arts Commission authority to purchase a piece of artwork, up to \$30,000, including installation, and bring it back to the Transit Board for review before a decision is final. Trustee Madden seconded the motion.

Trustee Schainker proposed amending the motion on the floor recommending that the Transit Board ask the Public Art Commission if they could come back to the transit board in April with a couple of options in order to provide time for Director Kyras to finalize expenses and identify the remaining funds in the Intermodal Facility grant. He questioned whether this extension would give the Public Arts Commission enough time for the Transit Board to authorize the purchase, up to \$30,000, to include installation and the understanding that the art piece must fit certain criteria and with no commitment to buy the piece.

Mr. West and Mr. Fuqua shared with the board members that they thought there was a \$3,000 honorarium to assist with purchasing the art piece.

President Leines asked for the vote on the amended motion on the floor. (Ayes: Five. Nays: None.) Motion carried.

**2013-2014 BUDGET APPROVAL:** Director Kyras explained that information contained in the board packet regarding the 2013-2014 budget is the same as the previous transit board meeting with one addition. From the last transit board meeting, the transit board requested Director Kyras meet with the ISU Special Student Fee and Tuition Committee to introduce the budget options and gain their input as well as a third option discussed at the December board meeting. The third option was for the GSB to continue to pay 100% of the additional service, and decrease the City and ISU shares to 2.1% and GSB's to 6.7%. The consensus of the ISU committee was that they could accept either Option 1 of even shares or Option 2 shares being uneven. They understood the increase in enrollment at ISU is having a substantial impact on CyRide. The GSB Trust fund for 2014-15 would be \$882,494 and would be reduced if option 2 were chosen. The closing operating balance page is anticipated to be \$948,365 at the end of the current year, which provides an 11.2% fund balance, which is increased from previous estimations.

Options 1 and 2 reduce that closing balance to 9.4% - reducing the 11.2% to 9.4% at the end of the next budget year so the local shares do not go up to 6 or 7%. With the third option, GSB would pay for additional service for this year and next year and after that this cost would be divided between the three parties.

Trustee Madden shared that he supports Option 2 with funding shares of 2.6% for the City and ISU. He also indicated that 2013-2014 enrollment is anticipated to be higher, which will increase the GSB Trust Fund higher than predicted. Trustee Schainker

indicated that with no increase in the service level each year, it forces CyRide to go back each year to the GSB. Director Kyras shared that smaller increases can be absorbed annually, but when there are larger increases or year-after-year increases, both of which CyRide has experienced in the past five year, additional service needs to be provided immediately to address demand.

Trustee Rediske responded that ISU students would not be opposed to having more service because the service would benefit students and the students would be willing to pay for it. Trustee Rediske shared that he has talked with several groups who do not have an understanding of how the GSB Trust Fund operates.

Trustee Madden made a motion to move implementing Option 2 for FY 2014. Motion was seconded by Trustee Rediske. (Ayes: Five. Nays: None.) Motion carried.

Director Kyras briefly talked about the discussion from last year regarding creating a mechanism that would allow CyRide to reduce the amount of funding going into the GSB Trust Fund when enrollment increases, so that it could be used to provide services for the additional students. She referenced previous proposals where the amount added to the Trust Fund would be capped, with the remainder placed in CyRide's operating budget. If there continues to be considerable growth, this would save CyRide staff, students and ISU administration time in addressing the issue. Trustee Schainker clarified that this would address additional buses on current routes and not new service, which would still need to be approved by the Transit Board. Trustee Schainker stated that he believed that staff should provide the Transit Board with information on how this could be accomplished at a future meeting, outside of the budget discussions.

Trustee Madden said this is the challenge and felt there should be some type of cost sharing. Director Kyras indicated that staff would put together some options of how this could work and provide this at a future meeting.

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN APPROVAL:** Director Kyras told the Transit Board, the capital improvement plan information is the same information presented at the December meeting with a correction to the local share, \$819,965.

Trustee Madden made a motion to approve the Five Year Capital Improvement plan as presented. Trustee Anders seconded the Motion. (Ayes: Five. Nays: None.) Motion carried.

**FUTURE OF FUEL CONTRACTING:** Director Kyras stated that when the fuel contracting process started, fuel prices were volatile and contracting was a way to stabilize that line item in the budget. The contract information shown gives the financial results of previous

contracts, which has resulted in an overall savings of \$18,670.45. The contracts also met the goal of stabilizing CyRide's budget. With mixed results per contract, CyRide staff requests Transit Board guidance in continuing a fuel contracting program.

Director Kyras explained the procurement process for this purchase, which is different than a typical procurement due to the need to immediately award a contract at bid time. She indicated that CyRide staff works with the City of Ames Purchasing Department on this procurement. She indicated that historically the best time to lock into contracts has been February/March. Under a new contract, CyRide would lock into up to four, two-month contracts not to exceed \$618,500. Director Kyras indicated that there was a typographical error and the correct not-to-exceed total was \$619,500.

Trustee Madden made a motion to approve up to four, two-month fuel contracts at a total price not-to-exceed, \$618,500, and accept a fixed rate + mark-up/deduct for the remainder of CyRide's fuel purchases. Trustee Wacha corrected the not-to-exceed amount of \$618,500 to \$619,500 and seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

#### **DIRECTOR'S REPORT:**

- Concerns regarding "dead spots" in cellular coverage for the NextBus system has not materialized. The launch date is February 1. There is one main issue with the NextBus system regarding how extra(s) buses are displayed on the system, which could be misleading to the public. NextBus hopes to have this issue resolved by the end of the week.
- All bus stop signs will not be in place at the beginning of the project, but CyRide will be able to accomplish this over the spring semester.
- CyRide staff is invited to the GSB January meeting to demonstrate NextBus.
- The federal government established new regulations effective October 2012 regarding their Disadvantaged Business Enterprise program. Agencies were given until April 1, 2013 to submit new documentation and Director Kyras was pleased to announce the program received approval in January 2013. This does require Transit Board approval, but will be provided to the Transit Board for information at the February board meeting.
- The elementary school that is to be built on Miller Avenue creates a problem with the Purple route. CyRide buses completes a U-turn in the wide intersection at Mortensen and Miller to return to campus. Director Kyras wanted to make the transit board aware of a future conflict with this operation when the new Miller Street Elementary School is completed. The City's Development Review Committee has been addressing this issue with the school district.

- The original construction schedule for the facility expansion and flood mitigation project required releasing the bid January 3, 2013 and having it due January 31, 2013. However, CyRide discovered that ISU's Frederiksen Court project also bid on January 31, 2013 and contractors had relayed concern with bidding both projects on the same day. As a result, CyRide has moved its bid opening to February 6, 2013, so that it will potentially receive more bids. The City Council is required to then take action on the bid by their February 12, 2013 meeting; however, the Transit Board will not meet until February 14, 2013. Therefore, City Council action will be contingent upon Transit Board approval two days later.

Director Kyras asked the transit board to review and confirm dates of future meetings as presented in the agenda.

Transit board meeting adjourned at 6:37 p.m.

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Chad Leines, Pro Tem President

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Joanne Van Dyke, Recording Secretary



**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** February 14, 2013  
**SUBJECT:** CYRIDE FACILITY CONSTRUCTION CONTRACT

**BACKGROUND:** CyRide released its construction bid on January 3, 2013 to implement several facility improvements to CyRide’s building. These improvements include:

- Flood wall/gates to protect the facility from flood water
- Bus storage expansion to house eleven additional vehicles
- Raised duct work on the oldest portion of CyRide’s bus storage building to allow taller hybrid buses to circulate throughout the facility
- Miscellaneous smaller repairs and reconstruction to the building and grounds such as replacement of CyRide’s deteriorating parking lot

CyRide has secured funding from several state and federal funding sources as follows to accumulate sufficient dollars to complete the construction.

<b>Funds Available</b>	<b>Dollars</b>
Federal Funds (#IA-04-0111) remaining as of 1/31/13	\$2,746,779
Federal Funds (administered through the IDOT)	\$358,800
State Funds (PTIG Expansion)	\$800,000
State Funds (PTIG Ceiling)	\$600,000
Local	\$1,127,645
<b>Total Available</b>	<b>\$5,633,224</b>

Local dollars have been accumulated over several budgets and is included in the capital Improvement Plan.

**INFORMATION:** Bids were due on Wednesday, February 6, 2013 with five general contractors bidding on the project as follows.

<b>Bidders</b>	<b>Bid Amount</b>	<b>Deduct Bid Alternate #1</b>
Henkel Construction Company	\$4,489,000	\$70,000
Koester Construction Co., Inc.	\$4,650,000	\$53,250
Larson & Larson Construction Management Services, LLC	\$4,717,000	\$75,000
HPC, L.L.C.	\$4,850,000	\$75,000
Seneca companies, Inc.	\$4,938,000	\$86,000

The last bid estimate prepared, based on the project’s plans and specifications, totaled \$4.9 million; therefore, the bids were very favorable coming in under budget and under projections.

The deduct bid alternate #1 was a “budget saving” alternate that specified a less energy efficient exterior building treatment on the bus storage expansion portion of the project. With the positive bid results, staff recommends not considering this alternate allowing for increased energy efficiency of the building, which will reduce operating costs on an annual basis.

One aspect of the bid required additional documentation and clarification prior to consideration of award. This issue was regarding a federal requirement for a portion of the construction contract to be provided by a Disadvantaged Business Enterprise (DBE) firm(s). The bid goal was for 3.53% of the construction contract to be provided by a DBE firm. The low bid, as well as the other four bids, included 0% DBE participation. As a result, the company with the low bid was required to provide evidence of their Good Faith Efforts to obtain DBE participation. After numerous conversations and documentation with Henkel Construction Company and the Federal Transit Administration, this company has provided adequate documentation to meet these Good Faith Efforts; therefore, CyRide is able to consider this firm as the qualified, responsive low bid.

The Ames City Council and Iowa Department of Transportation will need to review and approve this bid award in addition to the Transit Board of Trustees. The City Council is scheduled to review the bids at their February 12, 2013 meeting; therefore, any action taken by this governing body will be reported to the Transit Board at the February 14, 2013 meeting and the Council’s action will be contingent upon the Transit Board and Iowa DOT’s approval. Action at the Transit Board meeting will need to be contingent upon approval by these two governing bodies, if action by these entities has not occurred.

**ALTERNATIVE:**

1. Award a construction contract to Henkel Construction Company of Mason City, Iowa for a lump sum amount of \$4,489,000, contingent upon approval by the Ames City Council and Iowa Department of Transportation.
2. Reject awarding a contract to Henkel Construction Company.

**RECOMMENDATION:**

The Transit Director recommends awarding a contract to Henkel Construction Company as it is the lowest, responsive bidder for the CyRide building project. This bid is below project estimates and available funding for the project and will allow for buses currently stored outside to be in an enclosed building, additional protection of the facility during flood events and operational improvements to the facility.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** February 14, 2013  
**SUBJECT:** TITEL VI SERVICE STANDARDS AND POLICIES

**DISCUSSION:** New Title VI federal regulations require transit systems to develop service standards and policies that fairly provide services and amenities to the entire community, regardless of race, color, or national origin, including individuals who are limited in their English proficiency. For CyRide, this means that routes, frequencies of service, amenities, etc. must be better or equivalent in areas where there is a higher concentration of minority individuals as opposed to non-minority areas. To document this equity, CyRide is required to develop service policies and standards, which then must be approved by the Transit Board of Trustees.

The Transit Board must also approve an overall Title VI Plan, including the service standards and policies, by October 1, 2013.

**INFORMATION:** The attached document identifies the staff recommended service standards and policies. A standard represents a quantifiable number threshold that the transit system will attempt to achieve. A policy is a procedure or action that CyRide will take to provide equity in the provision of its service. The following system-wide standards and policies have been developed to meet the intent of the federal requirement.

**Standards**

- Vehicle Load
- Vehicle Headway
- On-Time Performance
- Service Availability

**Policies**

- Distribution of Transit Amenities
- Vehicle Assignment
- Transit Security

For each standard or policy, CyRide has identified its actions or thresholds in black and the industry standard or policy in red. CyRide's standards and policies have been established based on actual service statistics, which in almost every case exceed these industry standards. A presentation on each standard or policy will be provided at the Transit Board meeting.

The new Title VI regulations require transit system's the size of CyRide to establish these standards and policies; however, it does not require system's to monitor their service against these thresholds. System's providing service in areas of more than 200,000 in population are required to monitor and document their achievement of the standards and policies to ensure equitable service.

CyRide is seeking concurrence is establishing standards and policies for its service.

**ALTERNATIVE:**

1. Approve the Service Standards and Policies document for inclusion in CyRide's Title VI Plan.
2. Approve modifications to the Service Standards and Policies document.
3. Do not approve Service Standards and Policies for CyRide's system.

**RECOMMENDATION:**

The Transit Director recommends approval of the Service Standards and Policies document as it reflects current service achievements, which are higher than industry standards. This action satisfies the first step in meeting its Title VI program documentation, with the second step to be completed by October 1, 2013.

# CyRide

## SERVICE STANDARDS AND POLICIES

### SYSTEMWIDE SERVICE STANDARDS

To prevent discriminatory service design or operation, the FTA circular requires transit agencies to adopt system wide service standards and system wide service policies (policies are discussed later in this section). System wide service standards are required for the following criteria: vehicle load, vehicle headway, on-time performance and service availability. Each of these standards is detailed below.

### VEHICLE LOAD

To ensure CyRide customers can gain access to public transit services while balancing customer comfort, loading standards must be established and schedules devised that reflect customer volumes. This standard is measured as the ratio of customers on board to the seated bus capacity expressed as a percent. Values of 100 percent or less indicate all riders are provided a seated ride while values above 100 percent indicate standees. The following loading standard indicates the degree of crowding (i.e., standees) that is acceptable based on bus type and manufacturer’s recommendation for safe, maximum loading capacity. These standards reflect standees in the center portion of the bus only, not in the stairwells. For ridership consistently above these standards below, CyRide will place a second bus on the trip.

**Standard:** Acceptable load factors should never consistently exceed the following: (Industry Standard: 125-150% in urban areas, 175% in university systems)

Bus Type	Vehicle Load Standard		
	Seated Capacity	Total Customers	Percentage
Standard 40’ Bus	34-47	65	138-191%
Articulated 60’ Bus	62	112	172%
Minibus 186” Wheelbase	18	30	166%
Minibus 158” Wheelbase	12	20	166%

Due to the short distance and heavy demand CyRide experiences on a daily basis, it operates a portion of its 40’ standard bus fleet with perimeter seating (utilizing fewer seats per bus) to more efficiently operate service. Therefore, the vehicle load percentage on these buses is substantially higher; however, the total number of customers per 40’ bus remains the same.

To the maximum extent possible, heavier demand single trips using smaller capacity vehicles (34 passenger standard buses) will be replaced with larger buses on the trip (42-47 passenger buses) to reduce the vehicle load percentage.

## VEHICLE HEADWAY

Vehicle headway (the time interval between two vehicles traveling in the same direction on the same route) standards at CyRide relate to frequency of service. This standard is one of the commonly applied measures of transit adequacy, particularly from the customer's point of view. Consequently, it can be one service characteristic that is the course of customer dissatisfaction. In general, frequencies or "headways" (i.e., the time from one bus to the next at the same location) are established to provide enough vehicles operating past bus stops on a route to accommodate the customer volume and to stay within the recommended loading standards, which were discussed previously. If customer loads are light enough that more time is needed between vehicles to meet loading standards, then headways should be set on clock-face headways operating at 10, 20, 40 or 60-minute intervals.

**Standard:** For periods in which service is operated, the standard **minimum** headways by type/time of service are as follows. **(Industry Standard: Varies)**

Service Type/Time	Weekday		Saturday	Sunday
	Base	Night		
<b>Local</b>	20-minute	40-minute	Same as Weekday	40-minute
<b>Circulator</b>	20-minute	40-minute	---	---
<b>Peak Period Service</b>	60-minute	---	---	---
<b>Night Only</b>	---	40-minute	40-minute	---
<b>Flexible Service (Eve. Service Only)</b>	---	---	---	20-minute

The definition of the above service types/times is as follows:

**Local.** Route that operates primarily on arterial (major) streets, typically with a minimum of twelve stops and an average speed of 15 miles per hour or less. These routes typically serve major origins or destinations and provide the basic level of service throughout the City of Ames. (CyRide routes - Red, Green, Blue, Gray, Yellow, Brown, Aqua)

**Circulator.** Routes that are confined to a specific area of town connecting major activity centers and allow customers to transfer to other routes going further into the community. (CyRide routes – Cardinal, Gold and Orange)

**Peak Period Service.** Routes that operate limited trips, only during peak demand times, typically in the morning and afternoon periods of the day. (CyRide routes – Gray, Pink and Purple)

**Night Only.** Routes operated beyond traditional transit hours. In Ames, this service operates between 10:00 pm and 2:30 am on Friday and Saturday nights during the school year. (CyRide route – Moonlight Express)

**Flexible Service.** A route that deviates from a generally defined route to provide direct transportation to customers that live within the vicinity of the route. In Ames, this service operates between 6:00 and 10:00 pm on Sunday evenings. (CyRide route – Silver)

**Weekday Base.** Routes operated generally from 6 am to 6 pm, Monday-Friday.

**Weekday Night.** Local and circulator routes that are operated generally from 6 pm until 11 pm or 12:30 am during the weekday. Night only routes operate from 10 pm until 2:30 am Friday and Saturday nights during the school year.

**Saturday.** All routes that operate during Saturday base and night periods of the day, excluding night only service.

**Sunday.** All routes that operate during Sunday base and night periods of the day.

As with all standards, this headway matrix should be considered a guide, not an absolute measure.

## **ON-TIME PERFORMANCE**

Published timetables must provide the transit customer with a reasonable guarantee that the scheduled service will operate, and will, additionally, operate on time. The dependability of CyRide is important to people who typically plan trips around the availability of bus service. Moreover, customers associate a time penalty with unreliable bus service that reduces the attractiveness of public transportation. There are several ways to measure CyRide's dependability. The first is whether service operates at all. Measures of actual versus scheduled service (missed trips) are expressed as the percentage of scheduled trips that are actually made. CyRide should have sufficient spare buses and bus drivers to assure that the standard is met.

**Standard:** For CyRide, the missed trip standard is established at 99.9 percent. Therefore, less than 201 trips annually out of 201,493 can be missed and still meet the standard. (Industry Standard: 90-95%)

On-time performance is also examined in terms of schedule adherence, which means the difference between scheduled time and the time the bus actually passes a particular location. The schedule adherence standard consists of two parts: 1) the definition of on time, and 2) the proportion of buses that operate within the on-time range. For purposes of establishing CyRide on-time performance, "on-time" is established at zero minutes early to 3 minutes late. This allows the bus reasonable latitude for encountering general delays due to traffic, weather or other on-route delays, without unduly inconveniencing customers. For most persons, a wait of up to three additional minutes would not be regarded as excessive. Scheduled buses should



never be early, for this would cause customers to miss the bus entirely and subject many riders to an even longer wait for the next scheduled bus. However, CyRide operates a significant number of “extra buses” to address overcrowding issues. “Extra Buses” can operate ahead of or behind the scheduled buses to pick up customers arriving prior to the departure time of the scheduled buses or to provide the additional capacity needed to carry the number of people waiting for the scheduled bus. These buses are not considered when calculating the system wide on-time performance of the buses as they are purposely early or late to assist the scheduled bus.

**Standard:** The standard for CyRide’s schedule adherence is established at 85% of scheduled trips system wide. Therefore, 17 out of every 20 scheduled bus trips should be considered "on-time" according to the standard. (Industry Standard: 73-75%)

## **SERVICE AVAILABILITY**

A transit system inevitably receives many requests for service from citizens who are not within walking distance of a route, or who desire buses operating in their neighborhoods connecting with different destinations. Since transit resources are limited, it is unlikely that everyone will be accommodated to a satisfactory degree. Therefore, it is necessary to determine how to allocate the available resources to provide the best possible service. In developing measures for CyRide service, this standard has been divided into three separate components that reflect travel concentrations, trip purpose and the need for bus service. The three components are: Production End representing the trip end that produces travel, Attraction End that attracts travel and Bus Stop Spacing. A description of each of these is presented below.

**Production End.** Determination of which residential neighborhoods should be candidates for service is a function of reasonable walking distance. Numerous studies have indicated that the maximum distance an average person can reside from a bus route and still be considered to “have service” is approximately one-quarter mile, which is roughly equivalent to a five-minute walk.

**Standard:** The standard will be 85% of the population within ¼ mile walking distance between home and a CyRide bus stop or attraction. (Industry Standard: ¼ mile, 85-90%)

This route coverage guide is just that-- a guide. It is not an exact measurement. In some areas, the street pattern is not uniform or major generators are further apart than the guide indicates. CyRide’s service may not and should not conform to the guide in all areas due to other factors such as population density and operational hours compared to destination.

**Attraction End.** Major traffic generators in the Ames community create a transit opportunity.

**Standard:** CyRide will apply the following standards when considering service modifications.

- **Hospitals/Nursing Homes.** These usually do not attract a large number of trips.

These facilities do, however, often serve those who depend on transit. Therefore, institutions of 100 or more beds may be considered candidates for CyRide service. (Industry Standard: None Found)

- **Colleges/Schools.** Students in a university community often comprise a major segment of the transportation dependent population. For this reason, colleges and post-secondary schools have been included in the availability standard. Those institutions with an enrollment of at least 1,000 students warrant consideration for service. (Industry Standard: None Found)
- **Shopping Centers.** Shopping trips constitute a major reason for transit travel. Shopping centers with more than 100,000 square feet of leased retail space are large enough to warrant consideration for CyRide service. Mixed-use retail, housing and office complexes can also be included within this category. (Industry Standard: None Found)
- **Social Service/Government Centers.** Public Agencies, government centers and community facilities attract significant traffic volume. While the nature and size of these facilities varies greatly, it can be generally stated that those serving at least 100 clients daily warrant consideration for public transit service. (Industry Standard: None Found)

### Bus Stop Spacing

While route alignments are the primary determinants of transit availability, a second influence on the proximity of transit is the bus stop spacing along these routes. Obviously, stops at every intersection provide the shortest walking distance to the bus, but may not be warranted based on other considerations. Therefore, a bus stop spacing standard must consider service area density and land characteristics served. Using these criteria, CyRide has developed two categories, Campus and Non-Campus, and established standards for each.

**Standard:** The general bus stop spacing standard for CyRide is summarized below: (Industry Standard: Varies, most far-sided)

**Bus Stop Spacing Standard**

Location	Stop Spacing
Campus	Every other building
Non-Campus	Every 2 – 3 blocks

It should be noted that in some instances, the bus stop spacing standard should be discarded in favor of simply considering the location of customer concentration. This is especially true for stops that serve major activity centers.

The exact placement of a bus stop in the area of a signalized intersection is also a matter of concern. Generally far-sided bus stops will be the CyRide standard unless determined, on a

case-by-case basis, that other factors, such as business ingress/egress or congestion issues, dictate otherwise.

## **SYSTEMWIDE SERVICE POLICIES**

The FTA circular requires system wide service policies for distribution of transit amenities, vehicle assignment and for transit security. Policies differ from standards in that policies are not necessarily based on a quantitative threshold and are actions or procedures as opposed to standards that are rules or principles.

## **DISTRIBUTION OF TRANSIT AMENITIES**

The new Title VI circular requires that CyRide maintain service standards for the distribution of various transit amenities, including bus shelters, benches, route map/timetable, and trash receptacles owned by CyRide. There are several amenities that are placed at bus stop by private entities. These are not governed by these standards. The CyRide standard for each of these amenities is described below.

**Bus Shelters.** A major concern of transit riders, especially regarding inclement weather, is the amount of time spent on the street exposed to the elements. The abundance of cold and windy conditions is of particular concern in Iowa. The placement of shelters and the development of a priority location program is based upon the following:

- Number of boarding and/or transferring customers at a specific stop,
- Amount of shelter from the elements or lighting at or near the stop, and
- ADA considerations
- Safety concerns
- Customer comments received

**Policy:** Shelters should be provided at stops which serve 150 or more boarding daily and/or transferring customers or which serve concentrations of elderly or disabled residents. Shelters should be at least 6' by 10' and be enclosed on all sides except for entrances. Service information including route numbers and colors, maps and schedules that serve the stop should be displayed. **(Industry Standard: Varies)**

**Benches.** Benches represent a medium level of amenity to provide greater comfort for CyRide customers.

**Policy:** Benches should be installed inside all standard shelters. Benches may also be installed independently at bus stops that do not have shelters. For these benches, they should be placed facing the street, a minimum of 6 to 8 feet from the bus stop sign and anchored in place. **(Industry Standard: None Found)**

## NEXT BUS Digital Signage

CyRide provides real-time vehicle tracking technology to assist customers in conveniently using its service. One of the techniques used to convey this information is through digital signs at the bus stop.

**Policy:** CyRide will place LED digital signs at major transfer locations throughout its system.

**Route Map/Timetable.** CyRide’s printed route map/schedule provides information for the general public at the bus stop where they will be boarding the bus.

**Policy:** CyRide’s route map/timetables are provided in all shelters. They are also provided at major transfer points throughout the system. (Industry Standard: Shelters and Transfer Points)

**Trash Receptacles.** Trash receptacles are located only a bus stops with a larger number of boardings, usually in conjunction with a bus shelter.

**Policy:** CyRide provides trash barrels at shelters. (Industry Standard: None Found)

These standards are guidelines only in placement of amenities throughout CyRide’s system. Not all bus stop locations are able to physically accommodate the amenities.

## VEHICLE ASSIGNMENT

Vehicle assignment refers to the process by which vehicles are placed into service on routes throughout the system. The following policy has been established.

**Policy:** CyRide randomly assigns buses to a route; however, the following routes/times of day dictate smaller vehicles, using only a portion of the fleet due to lower ridership demand or route geometrics. (Industry Standard: Random with Exceptions for Route Geometrics and Lower Demand)

Route/Time of Day	Size of Bus	Reason
Yellow	Minibus	Lower Demand
Pink	Minibus	Lower Demand
Green/Evening & Sat.	Minibus	Lower Demand
Brown Sat.	Minibus	Lower Demand
Gold	35’ Bus	Route Geometrics
Orange	Articulated	Higher Demand

When smaller or larger buses are assigned, the specific bus from within this portion of the fleet will be randomly selected. Additionally, buses are regularly interlined, changing routes at North Grand Mall, allowing for further rotation in the system as well as transfer capability for CyRide customers.

## **TRANSIT SECURITY**

Transit system's are required to develop security policies that will protect employees and the public against any intentional act or threat of violence or personal harm, either from criminal activities or terrorist acts. In response to this requirement, CyRide provides the following security policy:

**Policy:** CyRide buses are equipped with two-way radios to communicate security concerns and security cameras as a method to after-the-fact review situations that may occur on the bus. All CyRide bus shelters will be equipped with conventional electric, solar lighting or have nearby lighting to ensure customers security while waiting or exiting a bus. Additionally, all CyRide buses display signage educating customers on what to look for and do if they find a suspicious package. Also, all new bus drivers are provided with transit security training consisting of: warning signs, what to look for and procedures to follow in security situations. Finally, CyRide works with the Ames Police Department to simulate emergency situations on a CyRide bus. **(Industry Standard: Larger systems have protocols for various emergency scenarios, smaller systems have language similar to the above.)**

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** February 14, 2013  
**SUBJECT:** ISU MEMORANDUM OF AGREEMENT – INTERMODAL FIBER  
ENHANCEMENT

**BACKGROUND:** With the Intermodal Facility nearing completion and funds remaining in a federal grant for its purpose, an additional enhancement to the facility has been identified – connecting the facility to a fiber optic network allowing for increased safety within the facility through centrally accessed information and for increased automation of its functions. All grant funds must be expended and the grant closed by September 30, 2013.

**INFORMATION:** Iowa State University’s Facility Planning and Management Department has developed a proposal for completing work to accomplish a fiber connection and improvement of various functions operating from this fiber network. The attached Memorandum of Agreement documents the work to be accomplished and the cost of these services, which totals \$74,300. In summary, the fiber connection will allow the following functions within the facility, mainly related to safety, to be modified:

- Restroom and shower doors will be able to be remotely and automatically opened and closed at pre-determined times.
- Five additional doors in the terminal and bus garage areas will be able to be remotely opened or closed.
- Fire, elevator and intrusion alarms will be connected allowing these systems to be directly linked to Iowa State University’s Campus Police office.
- Prepay machines will be connected to Iowa State’s system.

Additionally, a water meter will be installed to separate the Executive Express garage’s water usage from the remainder of the facility to provide accurate cost allocation to the carrier.

This work will be accomplished no later than June 30, 2013, which will allow time for all invoices to be paid in time for the grant to be closed by the end of September, 2013.

The following chart identifies remaining funds and financial commitments previously made by the Transit Board of Trustees, including the ISU Fiber Project, if approved, leaving an uncommitted balance of \$9,531.77 after the fiber project commitment.

<b>Activity</b>	<b>Balance To Pay</b>
<b>Beginning Balance as of Pay Application #19</b>	<b>\$442,788.00</b>
Sales Tax Refund (est.)	+\$155,000.00
Weitz Contract (Retainage and Remaining Expenses)	-\$397,840.53
Neumann Monson Fee (Architect)	-\$12,889.70
ISU Fee (Project/Construction Management)	-\$7,226.00
ISU Fiber Project	-\$74,300.00
Art Piece	-\$30,000.00
CyRide Project Management Reimbursement	-\$60,000.00
Intermodal Equipment (Snow and Leaf Blowers, etc.)	-\$6,000.00
<b>Balance Available</b>	<b>\$9,531.77</b>

The above chart reflects a revised sales tax refund estimate based upon a City of Ames Finance Department estimate. The refund paperwork has not been submitted to date as inconsistencies are currently being resolved between the Contractor and City's Finance Department.

**ALTERNATIVES:**

1. Approve the Iowa State University Memorandum of Agreement for completion of the Fiber Enhancement project for a not-to-exceed total of \$74,300.00, subject to approval by the City of Ames legal counsel.
2. Delay approval of the Iowa State University Memorandum of Agreement until a future board determined date.
3. Do not approve the Iowa State University Memorandum of Agreement.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to proceed with project enhancements that will increase safety within the facility and provide better cost accounting for its tenants. With sufficient remaining grant funding, there is no local funding impact.

**Interoffice Communication**

**DATE:** February 1, 2013

**TO:** Sheri Kyras  
CyRide  
Director of Transportation  
1700 University Blvd  
Ames, Iowa 50010

**FROM:** Jon Harvey  
Design and Construction Services  
Facilities Planning and Management

**RE:** Ames Intermodal  
Memorandum of Agreement  
Installation of Fiber Telecommunications and Access Control

Iowa State University (ISU) will provide the following services to CyRide (Owner) at the Ames Intermodal Facility:

- A. Scope and Estimated Cost: Installation of fiber telecommunications to the project and access control installation as described below.

<u>Item</u>	<u>Estimated Cost</u>
1. Installation of Iowa State fiber to the site:	\$22,800.00
2. Access control on restroom doors:	\$37,000.00
3. Purchase and install water meter for garage:	\$2,500.00
4. Fire Alarm to Iowa State Fiber:	\$1,000.00
5. Intrusion Alarm to Iowa State Fiber:	\$1,000.00
6. Access control on 5 additional doors:	\$8,000.00
7. Prepay machines on Iowa State Fiber:	\$1,000.00
8. Elevator Alarm on Iowa State Fiber:	\$1,000.00



- B. This work will be performed by ISU personnel or contractors under annual time and material contract with ISU for installations for trades associated with this scope of work.
- C. Iowa State University will submit an invoice to the City of Ames for the services listed once the work has been completed. Work by ISU personnel will be invoiced to CyRide at their assigned billing rates. CyRide will be invoiced for actual costs for work performed by outside contractors under the terms of their contract with ISU. ISU will bill for the services as listed with no mark-up.
- D. Iowa State University (ISU) will Project and Construction Management services for this work in accordance with the Design and Construction Management Memorandum of Agreement for the Ames Intermodal project dated January 5, 2011.
- E. This Agreement may be terminated by either party upon not less than seven days' prior written notice. ISU shall be paid as compensation in full for services performed to the date of that termination.

Accepted by: \_\_\_\_\_  
Mayor Ann Campbell  
City of Ames

\_\_\_\_\_  
Date

Accepted by: \_\_\_\_\_  
Warren R. Madden  
Vice President for Business and Finance  
Iowa State University

\_\_\_\_\_  
Date

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** February 14, 2013

**SUBJECT:** QUARTERLY REPORT

**INFORMATION:** The following information highlights significant variations or important performance benchmarks from the second quarter of the 2012-2013 fiscal year (October – December 2012) or year-to-date from July 1, 2012.

**System-Wide Trends –**

- Ridership for the quarter was +3.0% higher and +1.4% year-to-date with 2,874,523 trips provided so far this fiscal year.
- Passengers/Revenue Mile and Hour were higher at 1.8% and 1.4% for the fiscal year, respectively.
- Farebox revenue is +1.8% for the first two quarters with the revenue/expense ratio -1.6% lower year-to-date.
- Operating expenses were +4.3% higher year-to-date as a result of higher fuel costs than last year and the additional bus trips added to address the “peaking” demand.
- Operating expenses/passenger, mile and hour were higher due to higher fuel prices and additional buses used to provide the additional capacity needed to provide higher ridership levels.

**Maintenance Trends –**

- The number of bus interiors that have been cleaned this year is lower than last year at -8.2%; however; last year there was a significant increase in vehicles cleaned. Therefore, the number of vehicles cleaned is still higher than two years ago.
- Mechanical problems continue to be lower as was the trend last year. The second quarter of 2012-2013 experienced only 31 mechanical problems as opposed to 32 the previous year; creating a -3.1% decrease from the previous

year's second quarter. CyRide is able to continue this downward trend as a result of a newer bus fleet.

- Total Maintenance Expenses were higher for the quarter (+7.3%) for the quarter; however, is only slightly higher year-to-date at +1.4%. The higher quarter expenses are due to higher fuel expenses.

#### **Fixed-Route/Operations Trends –**

- Total accidents were lower for the first two quarters (-28.6%), with Preventable accidents also lower at -38.7%. The number of miles between preventable accidents is higher +65.1% year-to-date, a positive trend.
- The dollar amount of damage to CyRide buses caused by CyRide are \$11,032 year-to-date, which represents a -31.8% decline for the first two quarters this year compared to last year.
- The total number of comments from CyRide riders is lower for the quarter (10.6%) and year-to-date (6.7%) with the number of passengers carried **per complaint** higher by 8.7%, a positive trend.
- The number of drivers being late for work or not showing for work year-to-date is mixed, with a -20.7% reduction in drivers being late and a 20.0% increase in drivers not showing for work.

#### **Dial-A-Ride Trends –**

Reports have not been provided by HIRTA for the past several months; therefore, Dial-A-Ride data cannot be included in this report. HIRTA staff has hired additional staff and has made this a priority to get caught up on their reporting.

#### **Moonlight Express Trends –**

- Moonlight Express ridership continues to be lower year-to-date and is -8.3% for the quarter and -15.9% year-to-date.
- Expenses, miles and hours are lower to match the lower ridership demand currently being experienced.

# CYRIDE QUARTERLY OPERATIONS REPORT

October 1, 2012 to December 31, 2012 (2nd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
<b>MAINTENANCE</b>						
Interior Clean	99	111	-10.8%	180	196	-8.2%
Shop Road Calls	9	9	0.0%	18	18	0.0%
Miles per Shop Road Call	40,671	40,286	1.0%	39,266	38,801	1.2%
NTD Minor Mech.	23	21	9.5%	50	58	-13.8%
NTD Major Mech.	8	11	-27.3%	16	22	-27.3%
Total NTD Mechanical Prob.	31	32	-3.1%	66	80	-17.5%
Miles per Major Mech.	45,755	32,961	38.8%	44,174	31,747	39.1%
<b>Gasoline Vehicles</b>						
Gas Miles Driven	53,171	43,539	22.1%	96,023	90,768	5.8%
Total Gallons Gas	4,569	4,968	-8.0%	10,446	11,737	-11.0%
Total Gas Cost	\$14,161	\$15,080	-6.1%	\$32,980	\$37,219	-11.4%
Avg. Gas Cost/Gallon	\$3.10	\$3.04	2.1%	\$3.16	\$3.17	-0.4%
Gas Cost per Mile	\$0.27	\$0.35	-23.1%	\$0.34	\$0.41	-16.2%
Average Gas MPG	11.6	8.8	32.8%	9.2	7.7	18.9%
<b>Diesel Vehicles</b>						
Diesel Miles Driven	312,872	319,033	-1.9%	610,767	607,658	0.5%
Total Gallons Diesel	79,651	75,671	5.3%	153,611	146,751	4.7%
Total Diesel Cost	\$287,341	\$236,472	21.5%	\$518,781	\$459,663	12.9%
Avg. Diesel Cost/Gallon	\$3.61	\$3.13	15.4%	\$3.38	\$3.13	7.8%
Diesel Cost per Mile	\$0.92	\$0.74	23.9%	\$0.85	\$0.76	12.3%
Average Diesel MPG	3.9	4.2	-6.8%	4.0	4.1	-4.0%
<b>All Vehicles</b>						
Total Miles Driven	366,043	362,572	1.0%	706,790	698,426	1.2%
Total Gallons Fuel	84,220	80,639	4.4%	164,057	158,488	3.5%
Total Fuel Cost	\$301,502	\$251,551	19.9%	\$551,761	\$496,882	11.0%
Avg. Cost/Gallon	\$3.58	\$3.12	14.8%	\$3.36	\$3.14	7.3%
Total Cost per Mile	\$0.82	\$0.69	18.7%	\$0.78	\$0.71	9.7%
Avg. MPG all Vehicles	4.3	4.5	-3.3%	4.3	4.4	-2.2%
Small Bus/Sup. Mileage	60,125	50,780	18.4%	108,877	105,418	3.3%
Large Bus Mileage	305,918	311,792	-1.9%	597,913	593,008	0.8%
% Rev. Mi./Total Miles	82.8%	84.3%	-1.7%	83.5%	84.7%	-1.5%
Percentage Small Bus	16.4%	14.0%	17.3%	15.4%	15.1%	2.1%
Maintenance Expense	\$522,189	\$486,640	7.3%	\$905,109	\$892,749	1.4%

# CYRIDE QUARTERLY OPERATIONS REPORT

October 1, 2012 to December 31, 2012 (2nd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
<b>OPERATIONS</b>						
Total Passengers	1,658,529	1,609,941	3.0%	2,874,523	2,833,961	1.4%
Average Drivers per Month	124.3	123.3	0.8%	124.0	124.2	-0.1%
Driving Hours	38,940	41,293	-5.7%	77,353	79,829	-3.1%
Drivers Late	14	14	0.0%	23	29	-20.7%
Drivers No Show	6	6	0.0%	12	10	20.0%
Late/No Show per Driver	0.16	0.16	-0.8%	0.28	0.31	-10.1%
Total Comments	42	47	-10.6%	84	90	-6.7%
Driver Fault	11	5	120.0%	23	10	130.0%
Undetermined	5	13	-61.5%	14	25	-44.0%
Passenger Fault	0	0	#DIV/0!	0	3	-100.0%
No Fault	12	14	-14.3%	22	24	-8.3%
System Complaints	6	6	0.0%	11	13	-15.4%
Service Requests	4	3	33.3%	7	6	16.7%
Compliments	4	6	-33.3%	7	9	-22.2%
Passengers/Comment	<u>39,489</u>	<u>34,254</u>	<u>15.3%</u>	<u>34,221</u>	<u>31,488</u>	<u>8.7%</u>
Pass./Complaint (D & U)	103,658	89,441	15.9%	77,690	80,970	-4.1%
Driving Hours/Comment	927	879	5.5%	921	887	3.8%
Driving Hrs/Comment (D&U)	2,434	2,294	6.1%	2,091	2,281	-8.3%
Accident Reports	17	25	-32.0%	30	42	-28.6%
Preventable Accidents	9	19	-52.6%	19	31	-38.7%
Percent Preventable	52.9%	76.0%	-30.3%	63.3%	73.8%	-14.2%
Miles/Prev. Accident	40,671	19,083	113.1%	37,199	22,530	65.1%
Hours/Prev. Accident	4,327	2,173	99.1%	4,071	2,575	58.1%
Unreported Accidents	0	0	#DIV/0!	0	1	-100.0%
Damage to Buses/Equip.						
Caused by CyRide	\$6,637	\$8,246	-19.5%	\$11,032	\$16,179	-31.8%
Caused by Others	\$1,833	\$757	142.3%	\$2,160	\$1,018	112.2%
Caused by Unreported	\$0	\$0	#DIV/0!	\$0	\$172	-100.0%
Claims by Others (#)	?	1	-100.0%	0	3	-100.0%
Claims by Others (\$)	?	\$0	#DIV/0!	\$0	\$9,675	-100.0%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,319,341	\$1,283,795	2.8%	\$2,262,405	\$2,168,339	4.3%
<b>SYSTEM TOTAL</b>						
Passengers	1,658,529	1,609,941	3.0%	2,874,523	2,833,961	1.4%
Revenue Miles	303,201	305,668	-0.8%	589,852	591,882	-0.3%
Revenue Hours	29,330	29,429	-0.3%	56,294	56,272	0.0%
Revenue Miles per Hour	10.3	10.4	-0.5%	10.5	10.5	-0.4%
Pass./Rev. Mile	5.5	5.3	3.9%	4.9	4.8	1.8%
Pass./Rev. Hour	56.5	54.7	3.4%	51.1	50.4	1.4%
Operations Expense	\$1,319,341	\$1,283,795	2.8%	\$2,262,405	\$2,168,339	4.3%
Maintenance Expense	<u>\$522,189</u>	<u>\$486,640</u>	<u>7.3%</u>	<u>\$905,109</u>	<u>\$892,749</u>	<u>1.4%</u>
Total Expenses	<u>\$1,841,530</u>	<u>\$1,770,435</u>	<u>4.0%</u>	<u>\$3,167,514</u>	<u>\$3,061,088</u>	<u>3.5%</u>
Farebox Revenue	\$70,803	\$72,006	-1.7%	\$171,514	\$168,478	1.8%
Rev./Exp. Ratio	3.8%	4.1%	-5.5%	5.4%	5.5%	-1.6%
Oper. Exp./Passenger	\$1.11	\$1.10	1.0%	\$1.10	\$1.08	2.0%
Oper. Exp./Rev. Mile	\$6.07	\$5.79	4.9%	\$5.37	\$5.17	3.8%
Oper. Exp./Rev. Hour	\$62.79	\$60.16	4.4%	\$56.27	\$54.40	3.4%

# CYRIDE QUARTERLY OPERATIONS REPORT

October 1, 2012 to December 31, 2012 (2nd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
<b>FIXED ROUTE</b>						
Fixed Route Passengers	1,637,649	1,585,191	3.3%	2,832,967	2,783,286	1.8%
Shuttle Passengers	0	234	-100.0%	2,622	3,096	-15.3%
Total Passengers	<u>1,637,649</u>	<u>1,585,425</u>	<u>3.3%</u>	<u>2,835,589</u>	<u>2,786,382</u>	<u>1.8%</u>
Transfers	12,413	16,109	-22.9%	26,500	33,135	-20.0%
Revenue Miles	292,627	289,648	1.0%	565,291	561,699	0.6%
Revenue Hours	28,539	28,237	1.1%	54,456	54,039	0.8%
Revenue Miles per Hour	10.3	10.3	0.0%	10.4	10.4	-0.1%
Pass./Rev. Mile	5.6	5.5	2.2%	5.0	5.0	1.1%
Pass./Rev. Hour	57.4	56.1	2.2%	52.1	51.6	1.0%
Operations Expense	\$1,304,021	\$1,227,713	6.2%	\$2,201,437	\$2,063,047	6.7%
Maintenance Expense	<u>\$508,820</u>	<u>\$472,818</u>	<u>7.6%</u>	<u>\$881,415</u>	<u>\$867,791</u>	<u>1.6%</u>
Total Expenses	<u>\$1,812,841</u>	<u>\$1,700,531</u>	<u>6.6%</u>	<u>\$3,082,853</u>	<u>\$2,930,838</u>	<u>5.2%</u>
Farebox Revenue	\$70,803	\$69,727	1.5%	\$170,496	\$164,062	3.9%
Rev./Exp. Ratio	3.9%	4.1%	-4.7%	5.5%	5.6%	-1.2%
Exp./Passenger	\$1.11	\$1.07	3.2%	\$1.09	\$1.05	3.4%
Exp./Rev. Mile	\$6.20	\$5.87	5.5%	\$5.45	\$5.22	4.5%
Exp./Rev. Hour	\$63.52	\$60.22	5.5%	\$56.61	\$54.24	4.4%
<b>DIAL-A-RIDE</b>						
	FY13 Not Valid					
Passengers	876	2,693	-67.5%	3,151	5,052	-37.6%
Revenue Miles	3,101	8,294	-62.6%	11,317	16,232	-30.3%
Revenue Hours	256	651	-60.7%	908	1,273	-28.7%
Revenue Miles per Hour	12.1	12.7	-4.8%	12.5	12.8	-2.2%
Pass./Rev. Mile	0.3	0.3	-13.0%	0.3	0.3	-10.5%
Pass./Rev. Hour	3.4	4.1	-17.2%	3.5	4.0	-12.5%
Operations Expense	\$0	\$40,675	-100.0%	\$34,169	\$78,037	-56.2%
Maintenance Expense	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>
Total Expenses	<u>\$0</u>	<u>\$40,675</u>	<u>-100.0%</u>	<u>\$34,169</u>	<u>\$78,037</u>	<u>-56.2%</u>
Farebox Revenue	\$0	\$2,280	-100.0%	\$1,018	\$4,416	-76.9%
Rev./Exp. Ratio	#DIV/0!	5.6%	#DIV/0!	3.0%	5.7%	-47.4%
Exp./Passenger	\$0.00	\$15.10	-100.0%	\$10.84	\$15.45	-29.8%
Exp./Rev. Mile	\$0.00	\$4.90	-100.0%	\$3.02	\$4.81	-37.2%
Exp./Rev. Hour	\$0.00	\$62.49	-100.0%	\$37.65	\$61.31	-38.6%
<b>MOONLIGHT EXPRESS</b>						
Passengers	20,004	21,823	-8.3%	35,783	42,527	-15.9%
Revenue Miles	7,473	7,726	-3.3%	13,244	13,951	-5.1%
Revenue Hours	536	542	-1.1%	930	960	-3.1%
Revenue Miles per Hour	13.9	14.3	-2.2%	14.2	14.5	-2.0%
Pass./Rev. Mile	2.7	2.8	-5.2%	2.7	3.0	-11.4%
Pass./Rev. Hour	37.3	40.3	-7.3%	38.5	44.3	-13.1%
Operations Expense	\$15,319	\$15,407	-0.6%	\$26,799	\$27,254	-1.7%
Maintenance Expense	<u>\$13,370</u>	<u>\$13,822</u>	<u>-3.3%</u>	<u>\$23,693</u>	<u>\$24,959</u>	<u>-5.1%</u>
Total Expenses	<u>\$28,689</u>	<u>\$29,229</u>	<u>-1.8%</u>	<u>\$50,492</u>	<u>\$52,213</u>	<u>-3.3%</u>
Exp./Passenger	\$1.43	\$1.34	7.1%	\$1.41	\$1.23	14.9%
Exp./Rev. Mile	\$3.84	\$3.78	1.5%	\$3.81	\$3.74	1.9%
Exp./Rev. Hour	\$53.54	\$53.97	-0.8%	\$54.29	\$54.39	-0.2%

# CYRIDE QUARTERLY OPERATIONS REPORT

October 1, 2012 to December 31, 2012 (2nd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
<b>OPERATIONS REVENUE</b>						
Farebox	\$70,803	\$72,006	-1.7%	\$171,514	\$168,478	1.8%
Transit Contracts	\$0	\$0	#DIV/0!	\$0	\$264	-100.0%
I.S.U.	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
G.S.B	\$1,663,855	\$124,309	1238.5%	\$1,762,224	\$1,632,917	7.9%
City of Ames	\$681,318	\$687,137	-0.8%	\$754,479	\$695,872	8.4%
IDOT - STA	\$153,315	\$155,804	-1.6%	\$315,335	\$306,092	3.0%
Section 5307	\$1,540,702	\$1,528,279	0.8%	\$1,540,702	\$1,528,279	0.8%
Other Grants	\$3,680	\$40,576	-90.9%	\$3,680	\$40,576	-90.9%
Other	\$71,280	\$52,599	35.5%	\$77,008	\$67,100	14.8%
Total Operating Revenue	<u>\$4,184,953</u>	<u>\$2,660,710</u>	<u>57.3%</u>	<u>\$4,624,942</u>	<u>\$4,439,577</u>	<u>4.2%</u>
<b>TOTAL EXPENSES</b>						
Administration	\$293,240	\$281,997	4.0%	\$543,292	\$529,976	2.5%
Safety & Training	\$56,359	\$48,483	16.2%	\$112,156	\$106,364	5.4%
Promotion	\$0	\$3,115	-100.0%	\$0	\$9,452	-100.0%
Bldg. & Grounds	\$117,627	\$125,339	-6.2%	\$148,391	\$171,204	-13.3%
Fixed Route	\$1,812,841	\$1,700,531	6.6%	\$3,082,853	\$2,930,838	5.2%
Dial-A-Ride	\$0	\$40,675	-100.0%	\$34,169	\$78,037	-56.2%
Moonlight Express	\$28,689	\$29,229	-1.8%	\$50,492	\$52,213	-3.3%
Operating Total	<u>\$2,308,756</u>	<u>\$2,229,368</u>	<u>3.6%</u>	<u>\$3,971,353</u>	<u>\$3,878,084</u>	<u>2.4%</u>
Farebox Revenue	\$70,803	\$72,006	-1.7%	\$171,514	\$168,478	1.8%
Farebox Rev./Exp. Ratio	3.1%	3.2%	-5.1%	4.3%	4.3%	-0.6%
Admin. Expense/Pass.	\$0.28	\$0.29	-1.2%	\$0.28	\$0.29	-3.0%
Admin. Exp./Rev. Mile	\$1.54	\$1.50	2.6%	\$1.36	\$1.38	-1.3%
Admin. Exp./Rev. Hour	\$15.93	\$15.59	2.2%	\$14.28	\$14.52	-1.6%
Total Expense/Passenger	\$1.39	\$1.38	0.5%	\$1.38	\$1.37	1.0%
Total Expense/Rev. Mile	\$7.61	\$7.29	4.4%	\$6.73	\$6.55	2.8%
Total Expense/Rev. Hour	\$78.72	\$75.75	3.9%	\$70.55	\$68.92	2.4%

# Transit Director's Report

February 2013

## 1. NextBus Update

CyRide's NEXT BUS system became available to the public on January 31, 2013. One major activity within this project was the placement of bus stop signs that provide information on how to access bus stop information at CyRide's 425 bus stops in the system. Three teams of CyRide staff began putting up the new signage on Wednesday, January 30, 2013 during the snow storm and were able to install approximately 85% of the signs that day. The remainder of the signs was installed over the next several days; however, as some were being installed, the QR codes on a few did not work correctly and new codes had to be ordered. Additionally, several signs went missing over the first weekend so staff is in the process of completing these last few locations. It was anticipated that this process would take a good portion of the spring semester so the staff members working on this project did an outstanding job in adverse weather to provide exceptional customer service.

## 2. Disadvantaged Business Enterprise (DBE) Policy

New federal Disadvantage Business Enterprise (DBE) regulations implemented on October 1, 2012, require transit system's to develop a more detailed DBE program and to document its efforts in a planning document. Shari Atwood completed this document the first part of January and it was submitted to the Federal Transit Administration (FTA) for review. FTA approved this document at the end of January 2013. As part of CyRide's program, the Transit Board of Trustees is required to review CyRide's DBE Policy statement, which is attached. This document states that CyRide:

- Will abide by the federal DBE regulations
- Provide access and not discriminate against DBE firms allowing them to participate in federally-funded contracts
- Assist with the development of DBE firms that can compete in federal contracts
- Identify CyRide's DBE Liaison Officer
- Disseminate the DBE policy to the Transit Board of Trustees

The Transit Board's review of the attached policy will complete CyRide's development of a DBE plan.



### **3. State Legislative Activities**

The Transit Director participated in the Iowa Public Transit Association's (IPTA) Legislative Day at the State Capital on January 31, 2013. Discussions with Ames Legislators, leadership in the House of Representatives and Senate, and the Governor's staff were positively received. The issues discussed with these individuals include: the Governor's deletion of statewide funding for transit facilities in his budget proposal, the impact of property tax legislation on transit system's ability to fund existing levels of service and a proposed new \$5.5 million Multi-Modal Fund to allow trail, rail and transit projects to complete for additional statewide funding.

### **4. CyRide's Highest Ridership Day**

On January 23, 2013, CyRide achieved a new record for daily ridership carrying 36,754 customers on CyRide buses. The previous record high ridership was achieved last February where 36,074 customers boarded CyRide buses.

### **5. Research on Ways to Manage Impact on CyRide Due to Large Developments**

At the December Transit Board meeting, board members requested staff to research how other cities/transit systems in university settings manage the impact that development within the community has on its transit system. Concerns were raised at the meeting that large developments created additional cost for CyRide to provide service to their new tenants. The attached email from the City's Planning Division provided background information on what, or in this case what cannot be, implemented under state law. The State of Iowa has ruled that cities cannot impose an "excise tax" on a developer to pay for city services. Staff will contact other transit systems around the country in the next month to determine if there are any other ways that they are managing this impact on their operations.

### **6. Contract Expirations/Negotiations**

CyRide has several contracts that expire on June 30, 2013 as follows:

- HIRTA Dial-A-Ride Service
- Transit Advertising
- Executive Express Tenant Lease – Intermodal Facility
- Jefferson Lines Tenant Lease – Intermodal Facility
- Transportation Services – School bus service to augment CyRide service at peak times

Staff will be negotiating these contracts over the next several months and will be updating the Transit Board on the results of these negotiations.

**CITY OF AMES/AMES TRANSIT AGENCY  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

**Submitted: 1-10-2013**

**Objectives /Policy Statement (§26.1, §26.23)**

The City of Ames/Ames Transit Agency has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City of Ames/Ames Transit Agency has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City of Ames/Ames Transit Agency has signed an assurance that it will comply with 49 CFR Part 26.

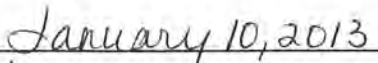
It is the policy of the City of Ames/Ames Transit Agency to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in U.S. DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of U.S. DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for U.S. DOT assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in U.S. DOT assisted contracts.
6. To assist the development of firms that can compete successfully in the market place outside the DBE program.

Shari Atwood has been delegated as the DBE Liaison Officer. In that capacity, Shari Atwood is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Ames/Ames Transit Agency in its financial assistance agreements with the Department of Transportation.

City of Ames/Ames Transit Agency has disseminated this policy statement to the Ames Transit Agency Board of Trustees and all the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. This distribution was accomplished by publishing the notice on our website (<http://www.cyride.com/index.aspx?page=1244>) and is also contained within Ames Transit Agency's DBE goal submissions.

  
\_\_\_\_\_  
Sheri Kyras, Transit Director

  
\_\_\_\_\_  
Date



**Impact fees**  
Charles Kuester to: Sheri Kyras  
Cc: Judy K Parks

01/16/2013 12:57 PM

Sheri,

I'm following up from our brief conversation last night. You asked whether, as a condition of approval of apartment complexes of a certain size, the City can impose a fee to pay for increased bus service to serve that development. I didn't ask you to clarify whether this proposed fee was for capital costs or for operations, or both.

In any case, based on what I know about transferring costs of development to the developer, the Supreme Court ruled in 2002 that cities can not impose impact fees for new development. The case was brought by the home builders of West Des Moines against the City. The West Des Moines required residential developers to pay a fee to the City which would be used to pay for new parks. The Court ruled that cities were not authorized by state law to impose this "excise tax." I don't think the City could, therefore, adopt an ordinance that requires developers to pay into a fund for bus service.

Here are two lines from the Supreme Court decision that are pretty definitive.

"Although some states have enabling legislation authorizing local government to charge impact fees, *e.g.*, *Home Builders Ass'n v. City of Scottsdale* , 930 P.2d 993, 994 (Ariz. 1997); *N. Ill. Home Builders Ass'n, Inc. v. County of DuPage* , 649 N.E.2d 384, 387 (Ill. 1995), Iowa does not."

and

"We find no legislative authority for cities to impose an excise tax on developers or builders."

One thing that is unclear, to me anyway, is whether the City, though a development agreement, can make such a demand. You might want to talk to your attorney about that.

Let me know if you have any questions.

-Charlie



**Charlie Kuester**  
*Planner*

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[www.CityofAmes.org](http://www.CityofAmes.org) | ~ Caring People ~ Quality Programs ~ Exceptional Service ~

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>March</b>					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	Transit Board Mtg. – 5:15pm					
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Spring	←—————→					Break
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						
				<b>2013</b>		