

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

June 27, 2013

1. CALL TO ORDER: 4:00 P.M.
2. Approval of May 9 and June 12, 2013 Minutes
3. Public Comments
4. Title VI Standards & Policies
5. CyRide Facility Construction Change Orders
6. FY2013 Federal Section 5307 Grant Application
7. Quarterly Operations Report
8. Transit Director's Report
9. Set Time and Place of Next Meetings:
 - August 28 - 4:00 pm
10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

May 9, 2013

The Ames Transit Agency Board of Trustees met May 9, 2013 at 5:40 p.m. in CyRide's Conference room. Trustees Anders, Madden, Schainker, and Wacha were present and Trustees Leines and Rediske were absent.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve April 11, 2013 minutes and seconded by Trustee Wacha. (Ayes: Four. Nays: None.) Motion carried.

PUBLIC COMMENTS: No public comments.

RECOGNITION OF OUTGOING BOARD MEMBERS: Under the City of Ames Municipal Code, Director Kyras denoted three of the six transit board member terms will expire and that this meeting will be the last official meeting for Trustees Anders, Wacha, and Leines. President Anders then recognized Trustee Wacha, thanking him for providing guidance on the Transit Board since 2009.

President Anders then acknowledged Trustee Leines, GSB appointee.

Trustee Madden then recognized Trustee Anders who had held a seat on the Ames Transit Board of Trustees since May of 2007, with the past four years as President. Trustee Anders is a regular CyRide rider and was instrumental in making key decisions over the past six years. He shared with the members present that Trustee Anders will be missed by the transit board and CyRide staff.

Director Kyras recognized the new appointments to the transit board - Matthew Goodman, representing the Ames City Council; Tom Drenthe, Mayor Ann Campbell's appointment; and Zachary Murrell, appointed by the GSB and will serve in the Senator position.

President Anders addressed the transit board and CyRide staff indicating that he hoped that the transit board would explore a \$5 Unlimited Access Pass for honored riders, 65+, similar to that issued to riders in Eugene, Oregon. He further shared the importance of student representation on the transit board, which he believes has allowed CyRide to become one of the best transit systems in the United States.

INTERMODAL FACILITY – ACCEPTANCE OF FINAL COMPLETION: Director Kyras indicated that the construction contract with Weitz for the Ames Intermodal Facility was completed and all paperwork was currently being processed. She further stated that the Intermodal Facility opened in July of 2012 last year and that all contracted work had been completed. The Project Architect's Letter of Final Inspection shows that all contract requirements have been met. Currently the outstanding contract balance is \$387,600, which represents the retainage amount. The City of Ames received several claims against the project; however,

all these claims have been resolved. The outstanding item currently is the lien waivers, which is currently being addressed and is anticipated to be completed within the next week.

Trustee Madden made a motion to proceed with approving final payment for \$387,600.48 to Weitz Corp. for the completion of the Ames Intermodal Facility, contingent upon receiving all lien waivers, receipt of the final play application, and City Council approval. Motion seconded by Trustee Wacha. (Ayes: Four. Nays: None.) Motion carried.

HIRTA DIAL-A-RIDE CONTRACT EXTENSION: Director Kyras communicated that CyRide and the City of Ames had entered into a three-year contract with the Heart of Iowa Regional Transit Association (HIRTA) to provide Dial-A-Ride service on behalf of CyRide and under the requirements of the Americans with Disabilities Act. The contract will annually be reviewed by the transit board under the three-year contract to determine both parties desire to continue the contract. HIRTA has provided CyRide with a letter indicating their desire to provide service for the 2013-2014 year as well as a rate structure that reflects a 4% increase in their fees. The new rates are less costly than if CyRide took were to provide the service.

Director Kyras received several customer comments from Dial-A-Ride passengers the first six months HIRTA operated service. She explained the types of complaints from customers:

- HIRTA dispatchers are located in Des Moines and less familiar with building locations in Ames, which created challenges in the beginning.
- With HIRTA operating multiple transportation programs, there was confusion on the requirements of each.
- Trips were missed.
- Trips were late.
- Customers were not always able to speak with Dispatchers regarding their trip at non-traditional work hours.

CyRide staff worked with their staff and dispatchers to help them better understand the Dial-A-Ride service as well as addressing staffing and telephone issues. Complaints were addressed and service has resumed to a more normal level of customer feedback.

Director Kyras recommended continuing the contract with HIRTA. She further explained that funding for this program is received from the State of Iowa as a pass-through from the federal government. For the 2013-2014 year, CyRide anticipates receiving \$222,000 for service to the disabled community. CyRide estimates that the HIRTA contracted cost will be between \$175,000 to \$180,000.

Trustee Madden asked about the per trip cost basis as opposed to an hourly rate. Director Kyras explained that Dial-A-Ride customers are physically on the same bus as other HIRTA customers so the per trip basis was the best way to share the total cost. She also indicated that this basis for costing is standard in the transit industry.

Trustee Wacha made a motion to approve the contract extension with Heart of Iowa Regional Transit Association for the 2013-2014 budget year at approximately a 4% increase. Trustee Madden seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

TRANSIT ADVERTISING THREE-YEAR CONTRACT: Director Kyras informed the transit board that CyRide is at the end of the five-year contract for advertising rights on the buses, with the contract expiring June 30, 2013. CyRide's current contract generates 52% of the gross revenues from sales for CyRide, with a minimum amount of \$101,000 per year.

A Request for Proposal for transit advertising services was distributed on April 1, 2013 with only one proposal received from Houck Advertising. Their proposal offered 50% of the gross revenues, and guaranteed \$104,000 the first year, \$105,000 the second and \$106,000 the third year. Director Kyras shared with the transit board her concern with the proposal received – lower percentage share at a time when CyRide had more buses and potential for revenue. She indicated that transit advertising sales for the current year would be approximately \$5,000 less under their new proposal. She shared the reasoning provided by Houck Advertising - two annual contracts were reduced and one cancelled. As a result of this concern over replacing lost sales, their proposal was lower. The Houck business representative said they would reconsider their proposal. The next day the Director received their final proposal at 52% of gross revenues; however, they requested a five year contract as opposed to a three-year term. Director Kyras worked with the City Attorney and countered with a three year contract with two annual renewals, upon mutual consent. They agreed to this term.

Trustee Rediske arrived at 6:05 p.m.

Trustee Madden made a motion to approve a three-year contract with Houck Transit Advertising with two annual renewals for transit advertising services beginning July 1, 2013 at a rate of 52% of gross revenues and a minimum guarantee of \$104,000 for the first year of the contract. Trustee Wacha seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

SUPPLY OF FUEL AND FUELING EQUIPMENT DURING SUMMER CONSTRUCTION: Director Kyras advised the transit board that during the summer the fueling/wash bay would be unavailable due to the construction. On-site fueling service was included in the construction contract, however, CyRide determined that better pricing could be obtained through CyRide. Rich Leners, with the assistance of the City of Ames Purchasing Department, bid fuel and portable fuel tanks for the three-month period. As a result, CyRide received two bids - Keck Energy and New Century - with Keck Energy as the low cost bidder. Henkel Construction will provide CyRide with a credit to the contract.

Fuel is budgeted for next year at \$3.70 per gallon. The fuel bids are lower than this budgeted amount.

Trustee Schainker made a motion to approve a contract to Keck Energy of Des Moines, IA for the purchase of fuel and fueling equipment rental during the estimated 12-week construction period when CyRide's permanent fuel facilities will be unavailable. The total contract is not to exceed \$273,940. Trustee Rediske seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

GSB TRUST FUND – AUTOMATIC INCREASE FOR ENROLLMENT PROPOSAL: Director Kyras recapped prior discussions on this topic - conversations began in January with the budget, and continued in March. The purpose of the discussions were to find a solution to the financial agreements between the three parties that would allow CyRide to retain student fee dollars in the operating budget to pay for additional services to meet the additional demand created by enrollment increases as opposed to all increased fees being placed in the GSB Trust Fund. The transit board requested that staff identify potential changes that would accomplish these goals.

When CyRide develops its budget in mid-fall, enrollment numbers for the following fall are not known. Typically in the mid to late spring session, a good indication of enrollment begins to unfold. In the past couple of years, CyRide has had to request additional dollars from GSB during the summer to meet its anticipated ridership increase. The purpose of the Trust Fund is to "smooth out" fee increases needed each year when enrollment fluctuates.

First option requires CyRide staff to estimate the additional cost to meet demand for the year and then amend CyRide's budget in November of each year. Additional funding would automatically be taken from the Trust Fund.

Second option is to cap the GSB Trust Fund Balance at a predetermined balance.

Third option is to cap the annual increase of dollars going into the GSB Trust each year. Tom Davenport came up with an alternate way of calculating this cap by linking it to the Full-Time Equivalent (FTE) ratio, which is the total fees divided by the fee per semester. This gives the number of FTE's per semester and that has averaged 1.88 for the past seven years.

Option four is a small automatic increase in the operating budget, combined with estimating the additional cost in service. A small increase in funds would be allowed in the operating budget, but also having CyRide staff calculate the estimated cost. If the estimated cost is higher, this amount would be placed in the operating budget.

Trustee Wacha asked if the Director was looking for directions before the June 10, 2013 Student Fee Committee meeting. Director Kyras indicated that this was a great opportunity to gain input from the students and administration about how to address the additional cost of service due to enrollment. She further indicated if there were one or more options that the transit board desired to share with the Fee Committee this would be a great

opportunity to begin these discussions. Trustee Madden indicated that GSB is willing to look at some options as they acknowledge that as enrollment goes up, CyRide's costs also go up. He indicated that he could support a model that actually fits the enrollment growth, to maintain a reasonable service operating level. Trustee Wacha indicated that he believes options one and four seemed more feasible.

Trustee Madden mentioned the Board of Regents is trying to hold down costs and was concerned about increasing costs for services. Director Kyras indicated that CyRide would need direction prior to the start of school in August.

President Anders feels four options on the table are too much. He suggested making it into two concepts, fees based on numbers, and one based on capping the fund. He indicated that CyRide will need to provide more service for the enrollment figures of 32,400.

Trustee Rediske shared that he believes that the GSB Executive branch has a reasonable understanding of the challenge. Trustee Rediske suggested that it be brought to the Senate to explain the situation and how the trust fund works. Trustee Rediske shared that he is aware of the need to agree on something that is less cumbersome.

Director Kyras shared that there will be a capital challenge as well if enrollment continues to grow. She indicated that CyRide currently has four to six buses in its contingency fleet and anticipates a need to put four more buses into service to meet this year's demand. Therefore, in the fall of 2014, it will not have enough buses to operate more service. She indicated that the transit board will need to be looking at a used bus purchase this fall in order to have the buses ready for the fall 2014 school year. She asked for direction if she should address this bus issue with the Fee Committee in June. Trustee Schainker indicated that capital had always been a three-party issue and should be addressed by the Transit Board. There was discussion on where additional service might be needed this fall – Fredricksen Court with the additional units and on the Red Route.

Trustee Madden indicated that a discussion with the Fee Committee could address the immediate need for more service in August, requesting additional funds for the higher level of service. He indicated that CyRide would need to put a plan together to present to the transit board on how to address the bus issue.

Director Kyras indicated that staff believed that 10 additional hours of service per weekday would address the ridership increase for 1,200 to 1,400 additional students this fall.

Matthew Goodman mentioned Iowa State's prediction at the end of May is probably a good measure that predicts what will happen to enrollment in the fall and, being new to the transit board, felt option four is a good choice.

Trustee Madden said there are many unknowns and shared that it is hard to speculate about enrollment growth as it is being driven by surrounding states and international students. Iowa State is a good alternative for Illinois and Minnesota students.

Director Kyras also shared her concern about the facilities' ability to house additional vehicles. She stated that the expansion currently under construction will house eleven buses and will be full when it is completed with CyRide still parking buses outside. Warren Madden raised a concern about whether the transit board should consider whether CyRide should continue to grow in the future? Director Kyras shared her thoughts on the difficulty with trying to cap transit growth with a finite number of buses in service as the only way is to leave customers at the bus stop.

Trustee Wacha shared that he thought that the current option three and now option four addresses some of the issues raised.

Trustee Anders felt the incoming board should make the decision on which direction to proceed. Trustee Wacha felt the information provided with options three and four provided enough guidance and thoughts that the transit board could move forward on these for solutions.

TRANSIT DIRECTOR'S REPORT:

- Moonlight Express for VEISHEA continues to grow, provided over 6,500 rides, 15% higher than last year's ridership.
- Bike racks were installed on the buses in 2008 and CyRide has seen a 70% increase per year.
- Intermodal Facility TIGER grant expires September 30, 2013 and claims were outstanding. Director Kyras had conversations with FTA to allow CyRide to complete a waiver request to extend that date. Director Kyras filed the waiver requesting additional time in case it cannot be closed out, but hopes to have it closed by September 30, 2013. Additional equipment purchases and artwork are still in process. The transit board asked how the bicycle locker usage was. Director Kyras said only two out of the 12 have been rented, but Director Kyras believes there has not been adequate advertising of their availability.
- Intermodal property insurance was secured through the City of Ames and will be through Iowa State University beginning July 1, 2013. Iowa State's requested changed to the insurance text require additional time to process and a special board meeting will be required for approval of these leases. The Jefferson contract will be for three-years and Executive Express for one-year.
- Direct recipient letter: CyRide will become the direct recipient as opposed to a designated recipient of grant funds and will need to apply for grants through the Iowa DOT or gain approval for funds to be provided directly to CyRide. This requires a letter be sent to the President of the Transit Board of Trustees with this designation change. The City Attorney is currently reviewing this.

CyRide received notice of outstanding honors for one of CyRide's drivers, Paul Klimesh, over the weekend. Paul won first place at the APTA International Rodeo competition held in Indianapolis, IN.

Next regular meeting of the Ames Transit Board of Trustees will be held June 27, 2013 at 11:00 a.m. Transit board meeting adjourned at 6:52 p.m.

President, Robert Anders

Recording Secretary, Joanne Van Dyke

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 12, 2013

The Ames Transit Agency Board of Trustees met June 12, 2013 at 8:30 a.m. via conference call. Meeting was called to order by Trustee Rediske. Present: Trustees Drenthe, Murrell, Schainker, and Goodman. Absent: Trustee Madden.

PUBLIC COMMENTS: No public comments.

ELECTION OF OFFICERS: Director Kyras communicated to board members that Trustee Rediske had indicated an interest to serve as President and Trustee Drenthe had indicated an interest to serve as Vice President.

Trustee Rediske asked for nominations from the floor for the office of President. Trustee Goodman made a motion to nominate Trustee Rediske as President. Motion seconded by Trustee Schainker. (Ayes: Five. Nays: None.) Motion carried.

President Rediske asked for nominations for the office of Vice President. Trustee Goodman made a motion to nominate Trustee Drenthe as Vice President. Motion seconded by Trustee Rediske. (Ayes: Five. Nays: None.) Motion carried.

Trustee Madden joined the conference call at 8:39 a.m.

AMES INTERMODAL FACILITY – JEFFERSON LEASE: Director Kyras informed the transit board, that the two leases for the Intermodal Facility were ready for transit board review. She indicated that the current Jefferson lease was a one-year agreement and that the agreement proposed for next year was a three-year lease. Other issues modified from the contract were:

- Parking spaces – They currently have one space and requested a second parking space, but will purchase the second space
- Contract term
- A new section on termination for convenience
- Determination of utilities for the office spaced used by Jefferson and Burlington Trailways, was calculated to be \$200 a month, paid in addition to their rent, with reconciliation at the end of the year.
- Insurance and indemnity clauses – Insurance is currently provided by the City of Ames; however, when ISU and City of Ames rates were compared, it was found that ISU costs were significantly less. As a result, insurance will be provided

through ISU for the next year. They require that Iowa State and Board of Regents be listed as additional insured.

Additional changes were denoted in red throughout document, which included language on personal property insurance, workers compensation, automobile insurance, and insurance coverage from a firm with a rating of AM Best Rating of A-VII.

Trustee Schainker questioned the reconciliation process. If they are billed \$200 a month and actual expense were \$3,000, he inquired about when the reimbursement for the additional expense would take place. Director Kyras indicated the additional cost is included in the first month's rent after the reconciliation.

Trustee Schainker questioned if the Owner (CyRide) is paying property tax on the property or if this passed onto the tenant. Director Kyras indicated that if there was a tax, it would be an operating expense for the facility. She would look into this issue and provide more information for the transit board. Trustee Schainker questioned the additional parking space and inquired about what the fee was currently for a reserved parking space. Director Kyras indicated that she believed that the current rate for covered parking was approximately \$40 a month.

Trustee Goodman questioned the difference in square foot price between Jefferson and Executive Express indicating that Executive Express had more square footage with the garage and the common lobby area, but was paying less per square foot. Director Kyras indicated that Jefferson had agreed to pay the full cost; however, Executive Express had concerns with their allocation. She provided background information regarding the previous year's calculation of rent that established current contract rates.

Trustee Schainker noted the 2013-2014 lease rate was unchanged from the first year based on a review of the Producer's Price Index (PPI). Director Kyras indicated that the use of the PPI was based on a similar contract in Sioux City for Jefferson's use of their intermodal facility. She indicated that the change from July 1, 2012 when the facility opened to January 2013 when contract negotiations began showed no change in the PPI for the category that fit their use of the space.

Trustee Goodman Matthew believes everyone has some responsibility for items such as maintenance and repairs and considers the lease somewhat favorable to Jefferson. He also indicated that he agreed with the termination for convenience section of the agreement.

Trustee Schainker asked what the Project Manager, Mark Miller of ISU, had used to calculate a breakeven cost for the facility for the next year. Director Kyras indicated that the current rates of \$1,400 for Executive Express and \$900 for Jefferson were used to

calculate the budget, but she indicated that she believed there was a smaller deficit than the current year's estimate that still remained.

Trustee Madden considers having both offices in this location as a benefit to the community and that the rent should entice them to be in a one-stop location. He indicated that this location is an improvement from the previous locations they have been located in as it is a central location. He indicated that he viewed this as a community service and that he believed it was serving the lower income population in Ames and that he believed it was more than a business transaction.

Director Kyras said that the Federal Transit Administration would have some concerns if the Intermodal Facility were turned into something other than a transit facility. The FTA has indicated in past conversations that Jefferson and Burlington Trailways presence at the facility is a priority; however, they have not indicated that regional services such as Executive Express were in this same category.

Trustee Goodman made a motion to approve Alternative #1 approving the Ames Intermodal Facility Commercial Tenant Lease with Jefferson Partners, contingent upon approval of the contract by Jefferson Partners. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

AMES INTERMODAL FACILITY – EXECUTIVE EXPRESS LEASE: Director Kyras explained that the Executive Express lease was similar to the Jefferson lease, but staff was recommending continuing with a one-year lease only. She indicated that negotiation of this lease had proven to be more challenging. She shared with board members the history of negotiations over utility rates, with actual cost estimated at \$450 per month and a minimum cost willing to be paid by Executive Express of \$300 per month. Other changes are:

- Contract Term
- Determination of utility costs
- Parking spaces for employee vehicles within the facility – two free, third to be paid at covered rates
- Insurance and indemnity clauses
- New section on termination for convenience

Trustee Schainker questioned who paid for the third parking space. Director Kyras indicated that Executive Express would pay for the third space at the covered rate. He further asked about the PPI rate and extensions and questioned whether these were needed for a one-year lease. Director Kyras indicated that the lease could be modified to take these two issues out of the contract.

Trustee Madden inquired if there was any data on the number of customers using the ramp while flying. Director Kyras replied that Mark Miller had indicated that he does not have a method to track this data. Trustee Madden expressed that he felt keeping Executive Express at the Intermodal Facility is good for the community and that they should try to make this work.

Trustee Goodman asked if Executive Express was the only provider of this type of service (Ames to Des Moines Airport) other than taxicabs and realizes taxicabs are more expensive. He indicated that Executive Express enhances the community, is a good partner with the Ames Convention and Visitors Bureau to draw conferences to Ames, and sees the benefit to having it here. He commented that he was unsure where additional revenue could be generated and indicated that the community did not know how Executive Express' business was doing. He indicated that Jefferson was paying a market rate; Executive Express was not. Trustee Madden shared his thought that the lease was about to expire and that there were no alternative tenants identified so he believed that some income is better than none.

Trustee Goodman shared that Executive Express has more square feet, plus the heated garage, which was built for them, and an area where they could wash their vehicles. He urged staff to look into other options in the coming year and to gather additional information before considering a new lease the following year. Information that would be helpful included: actual utility cost, comparable information from other towns, and profit and less information. Trustee Goodman commented that if the community was to subsidize these costs, then additional information from Executive Express would be beneficial.

Trustee Goodman indicated that an earlier review of the leases would be beneficial. Director Kyras indicated renewal discussions began in January 2013; however, delays by the carriers and insurance changes required more time than anticipated. She also shared with the board some of the discussion with Executive Express. She indicated that the owner has stated that rent in Ames is much more than in other cities they operate from. She also indicated that they have a different business model in that they typically rent in an industrial area and have pick up/drop off locations at hotel parking lots and other lower cost locations.

Trustee Goodman said that they are a partner and he believes that requesting additional information was reasonable to justify the lease rates. Trustee Madden indicated that Executive Express may not be willing to share specific details regarding their business.

Director Kyras indicated that she would relay to Mark Miller the request for actual utility costs and will talk with Federal Transit Administration to see what other type of businesses could lease the space if Executive Express chose not to renew their lease.

Trustee Goodman made a motion to adopt Alternative #1 to approve the Ames Intermodal Facility Commercial Tenant Lease with Executive Express, contingent upon approval of the contract by Executive Express and removing language regarding the PPI. Trustee Schainker seconded the motion and requested to add a reference to deleting language regarding extension of the contract past a year. (Ayes: Six. Nays: None.) Motion carried.

Trustee Goodman asked Director Kyras not to research comparable communities.

Next Transit meeting is scheduled for Thursday, June 27 at 4:00 p.m. The following meeting was set for Wednesday, August 28 at 4:00 p.m.

Meeting adjourned at 9:14 a.m.

President, Dan Rediske

Recording Secretary, Joanne Van Dyke

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: June 27, 2013

SUBJECT: Title VI Standards & Policies

BACKGROUND: New Title VI federal regulations released in October 1, 2012 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. This plan includes documentation of:

- Service Standards and Policies
- Title VI Notice to the Public (list locations publicized)
- Title VI Compliant Form & Procedures – place on website
- List Transit-Related Title VI Investigations, Complaints and Lawsuits
- Public Participation Plan, including outreach methods to minority and LEP populations
- Language Assistance Plan of how CyRide Provides Assistance to Limited English Proficient Persons
- Table on Non-Elected Committees/Councils; Description of Process To Encourage Minority Participation
- Title VI Equity Analysis of Facility Construction
- Board Minutes/Resolution Illustrating Board Review/Approval of Title VI Program

INFORMATION: The following system-wide standards and policies must be developed to meet this federal requirement.

Standards

- Vehicle Load

- Vehicle Headway
- On-Time Performance
- Service Availability

Policies

- Distribution of Transit Amenities
- Vehicle Assignment

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.

In March 2013, the Transit Board of Trustees reviewed staff’s initial development of service standards and policies. At that meeting, the current board members expressed a desire to conservatively establish service levels and policies that CyRide would be able to achieve. Staff’s original levels in March were based upon actual CyRide service statistics, which in almost every case exceed industry standards.

The attached chart summarizes the original and revised standards and policies. For each standard or policy, the original action or threshold from March is identified in black with the industry standard or policy as well as any revisions from the March recommended level in red. One change from the March meeting is a clarification by staff of the standards and policies that must be established. As a result, CyRide has deleted two criteria previously developed and reviewed by the Transit Board – Bus Stop Spacing and Transit Security. The entire standards and policies document is also attached for reference.

CyRide’s Transit Planner is currently working to develop the required Title VI Plan that will contain these service standards and policies. It is anticipated that the full document will be provided to the Transit Board of Trustees at the August or September board meeting for review.

ALTERNATIVES:

1. Approve the CyRide service standards and policies as presented by staff at the June 27, 2013 meeting for inclusion in the larger Title VI document.
2. Approve the CyRide service standards and policies as presented by staff at the March 11, 2013 meeting for inclusion in the larger Title VI document.
3. Table approval of the service standards and policies and approve both within the Title VI document later this fall.
4. Request CyRide staff to revise the standards or policies, with direction from the Transit Board of Trustees.

RECOMMENDATION:

The Transit Director recommends approval of alternatives #1 or #2 to establish service standards and policies at this time so that staff efforts can focus on completing documentation of other Title VI requirements within the plan over the next several months.

CyRide

SERVICE STANDARDS AND POLICIES SUMMARY

VEHICLE LOAD

Standard: (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% 180%
Minibus 186" Wheelbase	18	30 32	166% 175%
Minibus 158" Wheelbase	12	20 21	166% 175%

VEHICLE HEADWAY

Standard: (Industry Standard: Varies)

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

ON-TIME PERFORMANCE

Missed Trips Standard: (Industry Standard: 90-95%)

For CyRide, the missed trip standard is established at ~~95~~ 99.9 percent. Therefore, less than ~~10,071~~ 201 trips annually out of 201,493 can be missed and still meet the standard.

Schedule Adherence Standard: (Industry Standard: 73-75%)

The standard for CyRide's schedule adherence is established at ~~75~~ 85% of scheduled trips system wide. Therefore, ~~15~~ 17 out of every 20 scheduled bus trips should be considered "on-time" according to the standard.

SERVICE AVAILABILITY

Production End Standard: (Industry Standard: ¼ mile, 85-90%)

The standard will be 85% of the population within ¼ mile walking distance between home and a CyRide bus stop or attraction.

Attraction End 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 ~~200~~ 100 clients daily warrant consideration for public transit service. (Industry Standard: None Found)

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

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

DISTRIBUTION OF TRANSIT AMENITIES POLICIES

Bus Shelter Policy: (Industry Standard: Varies)

Shelters may be provided at stops which serve 150 or more boardings 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.

Bus Bench Policy: (Industry Standard: None Found)

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.

NextBus Policy: (Industry Standard: None Found)

Major transfer locations throughout its system may be equipped with LED digital signs.

Route Map/Schedule Policy: (Industry Standard: Shelters and Transfer Points) CyRide's route map/timetables are provided in all shelters.

Trash Receptacle Policy: (Industry Standard: None Found)

CyRide may provide trash barrels at shelters.

VEHICLE ASSIGNMENT

Policy: (Industry Standard: Random with Exceptions for Route Geometrics and Lower Demand)

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.

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

~~TRANSIT SECURITY~~

~~Policy:~~ (Industry Standard: Larger systems have protocols for various emergency scenarios, smaller systems have language similar to the above.)

~~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.~~

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% 180%
Minibus 186” Wheelbase	18	30 32	166% 175%
Minibus 158” Wheelbase	12	20 21	166% 175%

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		
Local	40 20 -minute	60 40 -minute	Same as Weekday	60 40 -minute
Circulator	40 20 -minute	60 40 -minute	---	---
Peak Period Service	60-minute	---	---	---
Night Only	---	60 40 -minute	60 40 -minute	---
Flexible Service (Eve. Service Only)	---	---	---	60 40 -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 ~~95~~ **99.9** percent. Therefore, less than ~~10,071~~ **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 ~~75~~ **85%** of scheduled trips system wide. Therefore, ~~15~~ **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 200 ~~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 may be provided at stops which serve 150 or more boardings 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: Major transfer locations throughout its system may be equipped with LED digital signs. (Industry Standard: None Found)

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. (Industry Standard: Shelters and Transfer Points)

Trash Receptacles. Trash receptacles may be located at a bus stops with a larger number of boardings, may be in conjunction with a bus shelter.

Policy: CyRide may provide 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: June 27, 2013
SUBJECT: CyRide Facility Construction Change Orders

BACKGROUND: CyRide’s facility construction project began in March 2013 to include bus storage expansion, flood wall/gate, and storage building duct work to raise the ceiling height. Henkel Construction Company was awarded a contract for this work at a total price of \$4,489,000, approximately \$600,000 less than the last bid estimate, and available funds. An eight percent construction contingency, totaling \$361,120, was included in the total project budget, which is attached.

The project is currently scheduled for substantial completion May 30, 2014; however, the contractor has an interim deadline to have the driveway, parking lot, ceiling raised and a portion of the expansion completed so that fueling and bus washing can resume no later than August 7, 2013, prior to the beginning of the fall ISU semester.

INFORMATION: Since the project began, numerous unexpected site conditions have occurred that will be reducing the available contingency dollars. The following recaps these conditions.

Driveway – The new facility pavement design constructs a new driveway on the north side of the property extending from the east to the west (map attached). This roadway will carry mainly buses that circulate from the interior building to the fuel/wash bay for servicing each night as well as for general bus circulation within the property. However, as a cost saving measure, rock under this roadway was not included in the construction specification believing that the warm, dry weather would continue as was predicted. Due to the wet weather pattern this year, this driveway has not been able to be poured. This portion of the project is more than four weeks behind schedule and critical to being completed by August 7th so that CyRide buses can circulate through the property when full service is needed prior to ISU’s fall session beginning. As a result, 6” of rock are needed on the entire driveway area to allow for the paving to be completed. TO complicate matters, poor soil was found in approximately 8,000 square feet that will require 12” of rock to be laid in these areas.

Waterline – CyRide’s current waterline runs from the building and near the ISU Power Plant, under the parking lot to the north side of the property. In beginning to relocate

these lines around the building expansion, it was discovered that portions of the line are not 6 feet below the ground and must be replaced and lowered so that they will not freeze. Additionally waterlines, which were not indicated on ISU or CyRide plans, were found in the geopier field and will need to be relocated.

Unsuitable Soils – A small portion of unsuitable soils (organic material) was discovered in the floodwall area. This soil will be removed and replaced.

Development Review Committee Changes – The City of Ames Development Review Committee (DRC) examined CyRide’s construction plans and two changes are needed to comply with city code – additional landscaping and enclosure of CyRide’s dumpster.

Articulated Bus Lift – The original design for the bus bay to accommodate the articulated buses would have required 40’ buses, if repaired in this area, to back into this maintenance bay, creating a challenging and less safe situation. Additional pit length and equipment are needed to resolve this operational issue.

Waterproofing Lift Pits – The original drawings did not include waterproofing of the pits for the articulated buses.

Fuel Dispensing System – The original design moves CyRide’s existing fuel dispensing station approximately 50’ to the north. CyRide’s current system is a dual system; however, the drawings indicate a single fuel dispensing system. There is a cost of additional piping to accommodate the dual system in the new fueling area.

Utilities at the Flood Gate – In working with the flood gate manufacturer, additional connections must be made to tie into the storm sewer.

Foundation System – CyRide changed from a drilled pier to a geopier foundation system, which is less expensive and can be constructed more quickly.

Conduit/Electrical Repair at Sewer Trenches – In the excavation process, electric lines were discovered that must be moved. They were inadvertently hit during excavation.

South Wall Clearances – In reviewing the flood wall location on the south side of the property, it was discovered that buses would not be able to maneuver through the security gates without moving the flood wall approximately 3 feet further south. This requires more concrete and incorporates a slightly more complicated curve to the wall construction.

LEED Scorecard – In refining the LEED green building points, there have been changes to the points that will be submitted. This requires additional documentation by the contractor.

Many of these changes are in the process of being estimated; however, below are “rough order of magnitude” estimates received to date for all but the driveway change.

Change	Estimate	Status
Driveway (rock)	+\$93,360.60	Waiting Approval
Waterline	+\$75,000	Pending
Unsuitable Soils	+\$14,500	Pending
Development Review Committee Changes	+\$25,000	Pending
Articulated Bus Lift	+\$19,250	Pending
Waterproofing Lift Pits	+\$3,500	Pending
Fuel Dispensing System	+\$10,000	Pending
Utilities at the Flood Gate	+\$13,500	Pending
Foundation System	-\$6,300	Pending
Conduit/Electrical Repair at Sewer Trenches	+\$2,400	Pending
South Wall Clearances	CBP*	Pending
LEED Scorecard	CBP*	Pending
Total Potential Cost	\$252,850	

* Currently Being Priced

Potential costs to date total approximately 70% of the contingency budget with two large unexpected costs (driveway and waterline) accounting for almost 50% of these expenses.

The Transit Board is being asked to consider approval of the driveway change order (attached) in order to allow the August 7th interim date to be met.

ALTERNATIVE:

1. Approve change order #1 to place rock on the new drive areas where buses will operate.
2. Do not approve change order #1 for rock on the driveways.

RECOMMENDATION:

The Transit Director recommends approval of alternative #1 to approve change order #1 for rock on the driveway. Due to the wet spring/early summer experienced, the soil is not able to pass soil tests allowing the driveway to be paved. The contractor has drained the roadway at least six times in the past three weeks and recompact the soil each time only to have the soils test fail. This expenditure is the only solution to allow the paving to be started so that CyRide has use of the property when more than 70 buses and 160 employees begin operating service before the fall semester.

AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address): CyRide Bus Facility Expansion Ames, IA	CHANGE ORDER NUMBER: 001 DATE: June 17, 2013	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Henkel Construction Company 208 East State Street Mason City, IA 50401	ARCHITECT'S PROJECT NUMBER: 14577878 CONTRACT DATE: March 11, 2013 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Provide 6" rock base consisting of Class A Road Stone to meet Class 11 Specification at the entire north drive and the drive areas to doors 8 and 13. An additional 6" (for total depth of 12") for 8,000 square feet at location of poor soils previously identified by Terracon. This change excludes any of the parking areas north of the office building portion. ADD \$93,360.00

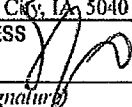
The original Contract Sum was	\$ 4,489,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 4,489,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 93,360.60
The new Contract Sum including this Change Order will be	\$ 4,582,360.60

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

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

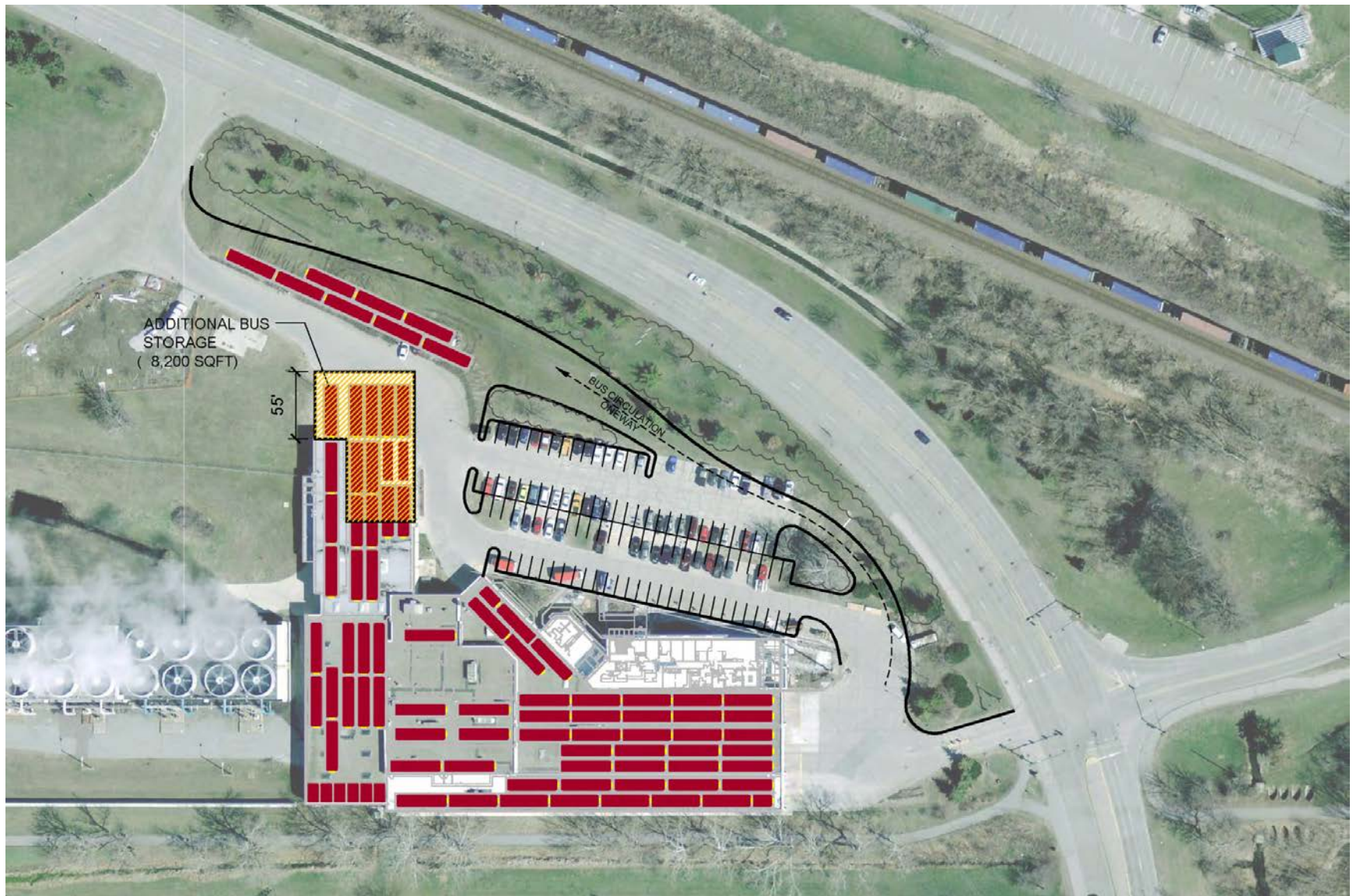
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>URS Corporation</u> ARCHITECT (Firm name) 100 South Fifth Street, Suite 1500 Minneapolis, MN 55402 <u>ADDRESS</u> Digitally signed by Peter Styx DN: cn=Peter Styx, o=URS Corporation, ou Email=Peter.Styx@urscorp.com, c=US Date: 2013.06.17 15:30:13 -0500 Peter Styx BY (Signature) Peter Styx, AIA, LEED AP BD+C (Typed name) _____ DATE	<u>Ames Transit Agency</u> CONTRACTOR (Firm name) 1700 University Boulevard Ames, IA 50010 <u>ADDRESS</u> _____ BY (Signature) _____ (Typed name) _____ DATE	<u>Henkel Construction Company</u> OWNER (Firm name) 208 East State Street Mason City, IA 50401 <u>ADDRESS</u>  BY (Signature) Stephen M. Watson, VP (Typed name) 6-17-13 _____ DATE
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CyRide Facility Construction Budget

Funds Available	Dollars
Federal Funds (#IA-04-0111) Available as of 1/31/13	\$2,746,779
Federal Funds (Iowa DOT Grant)	\$358,800
State Funds (PTIG Expansion)	\$800,000
State Funds (PTIG Ceiling)	\$600,000
Local (20% of remaining)	\$1,127,645
Total Available	\$5,633,224

Category	Dollars	Balance
Total Funds Available a of 1-31-13		\$5,633,224
Henkel Contract	\$4,489,000	
Contingency	\$361,120	
Architectural Fees Remaining as of 1/31/13 with Amend. #1 and #2	\$77,756	
Surveys/Soil Borings	\$10,527	
Bid Drawings	\$5,800	
Terracon Testing	\$35,000	
Remaining Balance		\$654,021



ADDITIONAL BUS
STORAGE
(8,200 SQFT)

55'

BUS CIRCULATION
DRIVEWAY

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: June 27, 2013
SUBJECT: FY2013 Federal Section 5307 Grant Application

INFORMATION: Each year, CyRide submits a federal grant application (Section 5307) to receive formula funding that has been allocated to CyRide. This year, CyRide may apply to the Federal Transit Administration for the dollars listed below, based on a federal formula calculation. In the upcoming budget beginning July 1, 2013, CyRide included \$1,938,460 in federal dollars. Unfortunately, total formula dollars were reduced from what was previously budgeted as a result of new oversight programs and special program to address challenges in states other than Iowa. In total, CyRide will receive \$36,689 less than budgeted.

	<u>FY2012</u>	<u>FY2013</u>	<u>% Change</u>
<i>Formula 5307 Funding</i>	\$883,128	\$999,441	+13.2%
<i>JARC</i>	\$78,000	0	-100.0%
<i>Small Transit Intensive Cities (STIC) funding</i>	\$657,574	\$902,303	+37.2%
TOTAL Apportionment	\$1,618,702	\$1,901,771	+17.5%

Formula 5307 funding is based solely on population and population density of an Urbanized Area (UZA). Small Transit Intensive Cities (STIC) funds are allocated to UZA's between 50,000 and 200,000 in population that operate a level of transit service equal to or above the industry average for cities with populations 200,000 – 999,999. Transit systems are rated within the following six categories receiving STIC funding per category they meet/surpass.

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

This year CyRide achieved five of the six STIC categories obtaining an additional \$902,303 in federal formula funding. Under the new transportation bill MAP-21, the STIC allocation to small urban agencies was increased from 1% of the total dollars available for this program to 1.5% for small agencies exceeding the average performance of large transit systems. The result is an

increase of \$244,729 (37.2%) in CyRide’s STIC allocation this year. These results, along with the past four year’s allocation, are illustrated in the table below.

	FY2009	FY2010	FY2011	FY2012	FY2013
# of Small Transit Agencies Exceeding Large Agencies in Performance Criteria	296	272	321	317	352
STIC Funding per Criteria	\$140,553	\$152,636	\$129,606	\$131,515	\$180,461
# of STIC categories (6 available)	4	4	5	5	5
TOTAL CyRide STIC Funding	\$562,212	\$610,546	\$648,030	\$657,574	\$902,303

To reference the six STIC categories, CyRide has never achieved category #2 - Passenger miles traveled per vehicle revenue hour. In addition, CyRide fell short of criteria #1 - the passenger miles traveled per vehicle revenue mile category between FY2008 - FY2010 as large urban transit systems (serving populations 200,000-999,999) were significantly better than CyRide’s performance for this criteria. CyRide attained this 1st category back beginning in FY2011.

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

Section 5307 Operating Assistance **\$1,901,771**

ALTERNATIVES:

1. Authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$1,901,771 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMENDATION:

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

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: June 27, 2013

SUBJECT: Quarterly Operations Report

BACKGROUND: Quarterly Operations Report

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

System-Wide Trends –

- Ridership for the quarter was -0.8% lower and +0.6% year-to-date with 4,701,813 trips provided so far this fiscal year. Classes started one week later this school year, which equated to a -11.9% decrease, contributing to the lower quarterly and year-to-date ridership. April and May 2013 will have substantial ridership increases, leaving ridership between 3-4% higher for the year.
- Passengers/Revenue Mile and Hour were lower for the quarter and year-to-date due to differences in the school year schedule.
- Farebox revenue is +1.2% for the first three quarters with the revenue/expense ratio - 2.8% lower year-to-date.
- Operating expenses were +5.7% higher year-to-date and 5.3% for the quarter as a result of additional bus trips added to address the “peaking” demand.
- Operating expenses/passenger, mile and hour were higher due to the additional buses used to provide 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 - 17.4%; 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 third quarter of 2012-2013 experienced only 57 mechanical problems as opposed to 72 the previous year; creating a -20.8% decrease from the previous year’s third quarter. CyRide is able to continue this downward trend as a result of a newer bus fleet.

- Total Maintenance Expenses were lower for the quarter (-0.8%); however, is only slightly higher year-to-date at +.06%.

Fixed-Route/Operations Trends –

- Total accidents were lower for the first three quarters (-14.5%), with preventable accidents also lower at -10.8%. The number of miles between preventable accidents is higher +7.6% year-to-date, a positive trend.
- The dollar amount of damage to CyRide buses caused by CyRide is \$14,189 year-to-date, which represents a -26.1% decline for the first three quarters this year compared to last year.
- The total number of comments from CyRide riders is lower for the quarter (-13.6%) and year-to-date (-9.0%) with the number of passengers carried **per complaint** higher by +10.4%, a positive trend.
- The number of drivers being late for work or not showing for work year-to-date is higher for the quarter and year-to-date, with late/no show's per driver up +199.4% for the quarter and +22.0% year-to-date. CyRide has a process to address these trends.

Dial-A-Ride Trends –

- Dial-A-Ride ridership is -12.3% for the quarter and -9.7% year-to-date.
- The number of passengers/revenue mile and hour are lower at -14.6% and -24.0% year-to-date.
- Operational expenses are lower due to the lower number of rides and miles.
- Farebox revenue is -50.6% year-to-date.
- Expenses per passenger are lower at -4.1% for the quarter and -4.3% year-to-date.

Moonlight Express Trends –

- Moonlight Express ridership continues to be lower with -23.4% for the quarter and -18.4% year-to-date. A large portion of the decrease is due to one less weekend in January with classes starting later for the spring semester.
- Expenses, miles and hours are lower to match the lower ridership demand currently being experienced.

CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2013 to March 31, 2013 (3rd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
MAINTENANCE						
Interior Clean	57	91	-37.4%	237	287	-17.4%
Shop Road Calls	17	12	41.7%	35	30	16.7%
Miles per Shop Road Call	20,065	32,771	-38.8%	29,940	36,389	-17.7%
NTD Minor Mech.	41	61	-32.8%	91	119	-23.5%
NTD Major Mech.	16	11	45.5%	32	33	-3.0%
Total NTD Mechanical Prob.	57	72	-20.8%	123	152	-19.1%
Miles per Major Mech.	21,319	35,750	-40.4%	32,747	33,081	-1.0%
Gasoline Vehicles						
Gas Miles Driven	42,669	42,127	1.3%	138,692	132,895	4.4%
Total Gallons Gas	6,451	5,967	8.1%	16,897	17,704	-4.6%
Total Gas Cost	\$19,237	\$18,050	6.6%	\$52,217	\$55,269	-5.5%
Avg. Gas Cost/Gallon	\$2.98	\$3.02	-1.4%	\$3.09	\$3.12	-1.0%
Gas Cost per Mile	\$0.45	\$0.43	5.2%	\$0.38	\$0.42	-9.5%
Average Gas MPG	6.6	7.1	-6.3%	8.2	7.5	9.3%
Diesel Vehicles						
Diesel Miles Driven	298,438	351,121	-15.0%	909,205	958,779	-5.2%
Total Gallons Diesel	86,187	82,588	4.4%	239,798	229,339	4.6%
Total Diesel Cost	\$252,465	\$260,648	-3.1%	\$771,246	\$720,311	7.1%
Avg. Diesel Cost/Gallon	\$2.93	\$3.16	-7.2%	\$3.22	\$3.14	2.4%
Diesel Cost per Mile	\$0.85	\$0.74	14.0%	\$0.85	\$0.75	12.9%
Average Diesel MPG	3.5	4.3	-18.6%	3.8	4.2	-9.3%
All Vehicles						
Total Miles Driven	341,107	393,248	-13.3%	1,047,897	1,091,674	-4.0%
Total Gallons Fuel	92,638	88,555	4.6%	256,695	247,043	3.9%
Total Fuel Cost	\$271,702	\$278,697	-2.5%	\$823,463	\$775,580	6.2%
Avg. Cost/Gallon	\$2.93	\$3.15	-6.8%	\$3.21	\$3.14	2.2%
Total Cost per Mile	\$0.80	\$0.71	12.4%	\$0.79	\$0.71	10.6%
Avg. MPG all Vehicles	3.7	4.4	-17.1%	4.1	4.4	-7.6%
Small Bus/Sup. Mileage	48,056	47,013	2.2%	156,933	152,431	3.0%
Large Bus Mileage	293,051	346,235	-15.4%	890,964	939,243	-5.1%
% Rev. Mi./Total Miles	91.2%	81.9%	11.3%	86.0%	83.7%	2.7%
Percentage Small Bus	14.1%	12.0%	17.8%	15.0%	14.0%	7.3%
Maintenance Expense	\$499,351	\$503,407	-0.8%	\$1,404,460	\$1,396,156	0.6%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2013 to March 31, 2013 (3rd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
OPERATIONS						
Total Passengers	1,827,290	1,841,850	-0.8%	4,701,813	4,675,811	0.6%
Average Drivers per Month	127.0	121.0	5.0%	125.0	123.1	1.5%
Driving Hours	40,318	44,337	-9.1%	117,670	124,166	-5.2%
Drivers Late	18	6	200.0%	41	35	17.1%
Drivers No Show	4	1	300.0%	16	11	45.5%
Late/No Show per Driver	0.17	0.06	199.4%	0.46	0.37	22.0%
Total Comments	38	44	-13.6%	122	134	-9.0%
Driver Fault	7	10	-30.0%	30	20	50.0%
Undetermined	7	6	16.7%	21	31	-32.3%
Passenger Fault	0	1	-100.0%	0	4	-100.0%
No Fault	8	10	-20.0%	30	34	-11.8%
System Complaints	6	4	50.0%	17	17	0.0%
Service Requests	1	2	-50.0%	8	8	0.0%
Compliments	9	11	-18.2%	16	20	-20.0%
Passengers/Comment	<u>48,087</u>	<u>41,860</u>	<u>14.9%</u>	<u>38,539</u>	<u>34,894</u>	<u>10.4%</u>
Pass./Complaint (D & U)	130,521	115,116	13.4%	92,192	91,683	0.6%
Driving Hours/Comment	1,061	1,008	5.3%	965	927	4.1%
Driving Hrs/Comment (D&U)	2,880	2,771	3.9%	2,307	2,435	-5.2%
Accident Reports	17	13	30.8%	47	55	-14.5%
Preventable Accidents	14	6	133.3%	33	37	-10.8%
Percent Preventable	82.4%	46.2%	78.4%	70.2%	67.3%	4.4%
Miles/Prev. Accident	24,365	65,541	-62.8%	31,754	29,505	7.6%
Hours/Prev. Accident	2,880	7,390	-61.0%	3,566	3,356	6.3%
Unreported Accidents	0	0	#DIV/0!	0	1	-100.0%
Damage to Buses/Equip.						
Caused by CyRide	\$3,157	\$3,024	4.4%	\$14,189	\$19,203	-26.1%
Caused by Others	\$5,755	\$519	1008.9%	\$7,915	\$1,537	415.0%
Caused by Unreported	\$0	\$0	#DIV/0!	\$0	\$172	-100.0%
Claims by Others (#)	1	1	0.0%	1	4	-75.0%
Claims by Others (\$)	\$850	\$2,656	-68.0%	\$850	\$12,331	-93.1%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,142,388	\$1,084,400	5.3%	\$3,439,029	\$3,252,738	5.7%
SYSTEM TOTAL						
Passengers	1,827,290	1,841,850	-0.8%	4,701,813	4,675,811	0.6%
Revenue Miles	310,931	322,096	-3.5%	900,783	913,978	-1.4%
Revenue Hours	30,160	31,193	-3.3%	86,454	87,465	-1.2%
Revenue Miles per Hour	10.3	10.3	-0.2%	10.4	10.4	-0.3%
Pass./Rev. Mile	5.9	5.7	2.8%	5.2	5.1	2.0%
Pass./Rev. Hour	60.6	59.0	2.6%	54.4	53.5	1.7%
Operations Expense	\$1,142,388	\$1,084,400	5.3%	\$3,439,029	\$3,252,738	5.7%
Maintenance Expense	<u>\$499,351</u>	<u>\$503,407</u>	<u>-0.8%</u>	<u>\$1,404,460</u>	<u>\$1,396,156</u>	<u>0.6%</u>
Total Expenses	<u>\$1,641,739</u>	<u>\$1,587,807</u>	<u>3.4%</u>	<u>\$4,843,489</u>	<u>\$4,648,895</u>	<u>4.2%</u>
Farebox Revenue	\$79,363	\$79,382	0.0%	\$250,877	\$247,860	1.2%
Rev./Exp. Ratio	4.8%	5.0%	-3.3%	5.2%	5.3%	-2.8%
Oper. Exp./Passenger	\$0.90	\$0.86	4.2%	\$1.03	\$0.99	3.6%
Oper. Exp./Rev. Mile	\$5.28	\$4.93	7.1%	\$5.38	\$5.09	5.7%
Oper. Exp./Rev. Hour	\$54.43	\$50.90	6.9%	\$56.02	\$53.15	5.4%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2013 to March 31, 2013 (3rd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,808,425	1,815,684	-0.4%	4,639,905	4,598,970	0.9%
Shuttle Passengers	<u>0</u>	<u>1,954</u>	<u>-100.0%</u>	<u>2,622</u>	<u>5,050</u>	<u>-48.1%</u>
Total Passengers	<u>1,808,425</u>	<u>1,817,638</u>	<u>-0.5%</u>	<u>4,642,527</u>	<u>4,604,020</u>	<u>0.8%</u>
Transfers	12,483	14,652	-14.8%	38,983	47,787	-18.4%
Revenue Miles	294,302	305,015	-3.5%	853,512	866,714	-1.5%
Revenue Hours	28,786	29,933	-3.8%	82,678	83,972	-1.5%
Revenue Miles per Hour	10.2	10.2	0.3%	10.3	10.3	0.0%
Pass./Rev. Mile	6.1	6.0	3.1%	5.4	5.3	2.4%
Pass./Rev. Hour	62.8	60.7	3.5%	56.2	54.8	2.4%
Operations Expense	\$1,093,463	\$1,027,142	6.5%	\$3,294,900	\$3,090,190	6.6%
Maintenance Expense	<u>\$486,770</u>	<u>\$489,469</u>	<u>-0.6%</u>	<u>\$1,368,185</u>	<u>\$1,357,260</u>	<u>0.8%</u>
Total Expenses	<u>\$1,580,233</u>	<u>\$1,516,612</u>	<u>4.2%</u>	<u>\$4,663,085</u>	<u>\$4,447,450</u>	<u>4.8%</u>
Farebox Revenue	\$78,274	\$77,053	1.6%	\$247,542	\$241,114	2.7%
Rev./Exp. Ratio	5.0%	5.1%	-2.5%	5.3%	5.4%	-2.1%
Exp./Passenger	\$0.87	\$0.83	4.7%	\$1.00	\$0.97	4.0%
Exp./Rev. Mile	\$5.37	\$4.97	8.0%	\$5.46	\$5.13	6.5%
Exp./Rev. Hour	\$54.90	\$50.67	8.3%	\$56.40	\$52.96	6.5%
DIAL-A-RIDE						
Passengers	2,605	2,971	-12.3%	7,243	8,023	-9.7%
Revenue Miles	9,596	9,290	3.3%	26,994	25,522	5.8%
Revenue Hours	885	711	24.4%	2,357	1,984	18.8%
Revenue Miles per Hour	10.8	13.1	-17.0%	11.5	12.9	-11.0%
Pass./Rev. Mile	0.3	0.3	-15.1%	0.3	0.3	-14.6%
Pass./Rev. Hour	2.9	4.2	-29.5%	3.1	4.0	-24.0%
Operations Expense	\$34,731	\$41,320	-15.9%	\$103,136	\$119,357	-13.6%
Maintenance Expense	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>
Total Expenses	<u>\$34,731</u>	<u>\$41,320</u>	<u>-15.9%</u>	<u>\$103,136</u>	<u>\$119,357</u>	<u>-13.6%</u>
Farebox Revenue	\$1,090	\$2,330	-53.2%	\$3,335	\$6,746	-50.6%
Rev./Exp. Ratio	3.1%	5.6%	-44.4%	3.2%	5.7%	-42.8%
Exp./Passenger	\$13.33	\$13.91	-4.1%	\$14.24	\$14.88	-4.3%
Exp./Rev. Mile	\$3.62	\$4.45	-18.6%	\$3.82	\$4.68	-18.3%
Exp./Rev. Hour	\$39.25	\$58.10	-32.4%	\$43.76	\$60.16	-27.3%
MOONLIGHT EXPRESS						
Passengers	16,260	21,241	-23.4%	52,043	63,768	-18.4%
Revenue Miles	7,033	7,791	-9.7%	20,277	21,742	-6.7%
Revenue Hours	490	549	-10.8%	1,420	1,509	-5.9%
Revenue Miles per Hour	14.4	14.2	1.2%	14.3	14.4	-0.9%
Pass./Rev. Mile	2.3	2.7	-15.2%	2.6	2.9	-12.5%
Pass./Rev. Hour	33.2	38.7	-14.2%	36.7	42.3	-13.3%
Operations Expense	\$14,194	\$15,938	-10.9%	\$40,993	\$43,192	-5.1%
Maintenance Expense	<u>\$12,582</u>	<u>\$13,938</u>	<u>-9.7%</u>	<u>\$36,275</u>	<u>\$38,896</u>	<u>-6.7%</u>
Total Expenses	<u>\$26,775</u>	<u>\$29,875</u>	<u>-10.4%</u>	<u>\$77,268</u>	<u>\$82,088</u>	<u>-5.9%</u>
Exp./Passenger	\$1.65	\$1.41	17.1%	\$1.48	\$1.29	15.3%
Exp./Rev. Mile	\$3.81	\$3.83	-0.7%	\$3.81	\$3.78	0.9%
Exp./Rev. Hour	\$54.70	\$54.45	0.5%	\$54.43	\$54.41	0.0%

CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2013 to March 31, 2013 (3rd Quarter)

	FY 2013 2nd Qtr	FY 2012 2nd Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
OPERATIONS REVENUE						
Farebox	\$79,363	\$79,382	0.0%	\$250,877	\$247,860	1.2%
Transit Contracts	\$255,875	\$247,435	3.4%	\$255,875	\$247,699	3.3%
I.S.U.	\$641,872	\$599,880	7.0%	\$641,872	\$599,880	7.0%
G.S.B	\$1,650,047	\$1,562,067	5.6%	\$3,412,271	\$3,194,984	6.8%
City of Ames	\$63,121	\$61,739	2.2%	\$817,599	\$757,611	7.9%
IDOT - STA	\$140,298	\$143,657	-2.3%	\$455,634	\$449,749	1.3%
Section 5307	\$0	\$0	#DIV/0!	\$1,540,702	\$1,528,279	0.8%
Other Grants	\$68,151	\$63,284	7.7%	\$71,831	\$103,860	-30.8%
Other	\$53,925	\$41,241	30.8%	\$130,933	\$108,341	20.9%
Total Operating Revenue	<u>\$2,952,651</u>	<u>\$2,798,685</u>	<u>5.5%</u>	<u>\$7,577,594</u>	<u>\$7,238,262</u>	<u>4.7%</u>
TOTAL EXPENSES						
Administration	\$260,899	\$251,549	3.7%	\$804,191	\$781,525	2.9%
Safety & Training	\$50,527	\$51,492	-1.9%	\$162,684	\$157,856	3.1%
Promotion	\$2,570	\$1,950	31.8%	\$2,570	\$11,402	-77.5%
Bldg. & Grounds	\$68,757	\$78,198	-12.1%	\$217,148	\$249,402	-12.9%
Fixed Route	\$1,580,233	\$1,516,612	4.2%	\$4,663,085	\$4,447,450	4.8%
Dial-A-Ride	\$34,731	\$41,320	-15.9%	\$103,136	\$119,357	-13.6%
Moonlight Express	\$26,775	\$29,875	-10.4%	\$77,268	\$82,088	-5.9%
Operating Total	<u>\$2,024,493</u>	<u>\$1,970,996</u>	<u>2.7%</u>	<u>\$6,030,082</u>	<u>\$5,849,080</u>	<u>3.1%</u>
Farebox Revenue	\$79,363	\$79,382	0.0%	\$250,877	\$247,860	1.2%
Farebox Rev./Exp. Ratio	3.9%	4.0%	-2.7%	4.2%	4.2%	-1.8%
Admin. Expense/Pass.	\$0.21	\$0.21	0.7%	\$0.25	\$0.26	-1.7%
Admin. Exp./Rev. Mile	\$1.23	\$1.19	3.5%	\$1.32	\$1.31	0.3%
Admin. Exp./Rev. Hour	\$12.69	\$12.28	3.3%	\$13.73	\$13.72	0.0%
Total Expense/Passenger	\$1.11	\$1.07	3.5%	\$1.28	\$1.25	2.5%
Total Expense/Rev. Mile	\$6.51	\$6.12	6.4%	\$6.69	\$6.40	4.6%
Total Expense/Rev. Hour	\$67.13	\$63.19	6.2%	\$69.75	\$66.87	4.3%

Transit Director's Report

June 2013

1. Orange Route Study Update

Progress on the Orange Route Study is continuing with the identification of possible alternatives as follows:

1. **No Change** – Same service level
2. **More Standard Buses** - Increase number of standard buses on current route
3. **All Articulated Buses** - Operate current route with only articulated buses
4. **Two Routes** – Splitting the route into two – two options developed
5. **Bus Rapid Transit** - Articulated buses with shorter route, fewer stops
6. **Streetcar** – Shorter route with over-head electrification, rail in street
7. **Light Rail** – Shorter route with in-ground electrification, rail in street

The consultant is in the process of evaluating the alternatives against the following criteria:

1. **Rider Experience** – Travel time, bus frequency, capacity, etc.
2. **Congestion/Safety** – Vehicles on street, intersection operations, bike/pedestrian conflicts
3. **Community Impacts/Benefits** – neighborhood, vehicles miles of travel, etc.
4. **Cost** – Capital, operating

In the meantime, the Director and consultant have been meeting with small groups of Iowa State University student and administration representatives on the alternatives. The purpose of these meetings is to gain information on each alternative's impact on university operations and insight into alternatives that have more potential from their viewpoint. These meetings will take place in June and early July.

Additionally, a student focus group meeting will be scheduled this summer by the GSB President to gain student input on the alternatives as well as a conversation about their value of and expectations for the Orange route.

2. Iowa State University (ISU) Fee Committee Meeting Update

The Transit Director and Coordinator met with ISU's Special Student Fee and Tuition Committee on June 10, 2013 to discuss CyRide's request for student fees in the 2014-2015 school year. After four budget/school years without a student fee increase, CyRide recommended a \$1.50 increase in fees to pay for CyRide services in 2014-2015. Staff prepared the attached GSB Trust Fund chart to illustrate the fund balance reduction, from its current \$1,053,944, to approximately \$500,000 by 2017-2018.

CyRide staff also requested up to \$80,000 additional from the Trust Fund to pay for approximately 10 more hours of service each weekday during the school year to address

anticipated ridership increases as a result of enrollment increases. The committee agreed to this request by consensus.

Staff also updated the committee on the Transit Board's discussions regarding a method to automatically increase operating funds during periods of ISU enrollment growth. The four options presented to the Transit Board were also discussed with the Fee Committee. General discussion revolved around where the growth is occurring at the university and within Ames, and buses to operate service; however, there was no consensus received regarding the options. The GSB President indicated a slight preference for the first option to estimate the additional cost once enrollment numbers were released in the fall.

3. Intermodal Facility Property Tax

At the May 9, 2013 transit board meeting, a question of whether the Intermodal Facility paid property taxes was raised. In discussions with the City Assessor, he indicated that if CyRide, a governmental entity, owned the building there were no property taxes, even if it in turn lease spaces to tenants. Therefore, the Transit Director will remove references to property taxes in future tenant leases.

GSB Fees and Trust Fund Summary

Increase to 32,400 students Fall 2013 and no increases after

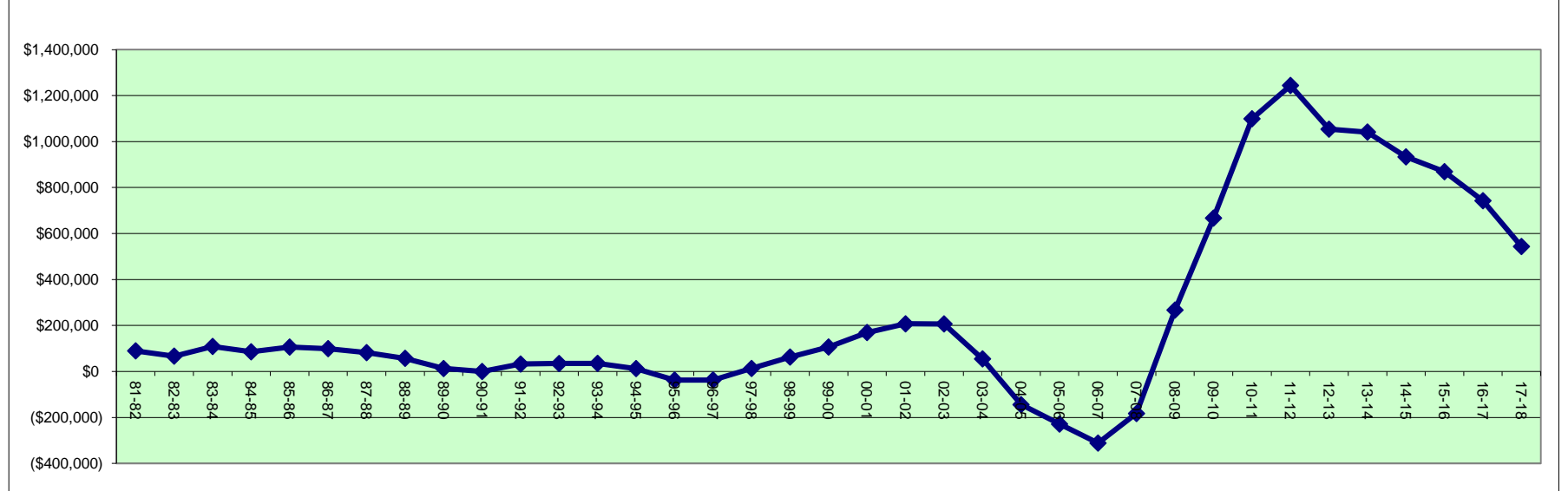
CAPITAL & OPERATIONS	5.8% Actual 08-09	5.0% Actual 09-10	3.8% Actual 10-11	4.0% Actual 11-12	4.0% Adopted 12-13	6.5% Adopted 13-14	5.0% Projected 14-15	5.0% Projected 15-16	5.0% Projected 16-17	5.0% Projected 17-18
Budgeted Revenue	\$2,760,265	\$2,898,278	\$3,008,413	\$3,204,263	\$3,499,053	\$3,726,491	\$3,912,816	\$4,108,457	\$4,313,880	\$4,529,574
Actual Revenue	\$3,023,287	\$3,290,692	\$3,432,423	\$3,339,076	\$3,640,067	\$3,799,555	\$3,890,584	\$4,034,718	\$4,178,852	\$4,322,986
Surplus/(Deficit)	\$263,022	\$392,414	\$424,010	\$134,813	\$141,014	\$73,064	(\$22,232)	(\$73,739)	(\$135,028)	(\$206,587)

TRUST FUND

Opening Balance	(\$182,848)	\$267,129	\$667,188	\$1,099,162	\$1,244,080	\$1,053,944	\$1,041,438	\$933,450	\$869,046	\$742,709
Interest	\$806	\$7,645	\$7,964	\$10,105	\$13,200	\$10,600	\$10,414	\$9,335	\$8,690	\$7,427
				Extras	(\$77,565)					
Payments	\$186,149			Next Bus	(\$266,785)	(\$96,170)	(\$96,170)			
Transfers In (Out)	\$263,022	\$392,414	\$424,010	\$134,813	\$141,014	\$73,064	(\$22,232)	(\$73,739)	(\$135,028)	(\$206,587)
Ending Balance	\$267,129	\$667,188	\$1,099,162	\$1,244,080	\$1,053,944	\$1,041,438	\$933,450	\$869,046	\$742,709	\$543,549
% of Budgeted Revenue	9.7%	23.0%	36.5%	38.8%	27.4%	27.2%	23.3%	21.2%	17.2%	12.0%

Increase	\$3.85	\$2.41	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$2.38	\$2.38	\$2.38
Total Fees	\$60.20	\$62.61	\$62.61	\$62.61	\$62.61	\$62.61	\$64.11	\$66.49	\$68.86	\$71.24
Increase %	6.8%	4.0%	0.0%	0.0%	0.0%	0.0%	2.4%	3.7%	3.6%	3.4%
Student Semester FTEs	50,221	52,559	54,822	53,331	58,139	60,686	60,686	60,686	60,686	60,686
Official Enrollment	26,856	27,945	28,685	29,887	31,040	32,400				

GSB Trust Fund Balance



August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
No July Transit Board Meeting						
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
	ISU 2013 Fall Session Begins		Transit Board Mtg 4:00pm			
					2013	