

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

August 28, 2013

1. CALL TO ORDER: 4:00 P.M.
2. Approval of June 27, 2013 Minutes
3. Public Comments
4. Property Insurance
5. Title VI Service Standards
6. Title VI Plan
7. CyRide Facility Construction Change Orders
8. Bus Fleet Status
9. Quarterly Operations Report
10. Transit Director's Report
11. Set Time and Place of Fall Semester Meetings:
 - September 23 - 4:00 pm
 - October 30 – 4:00 pm
 - December 5 – 4:00 pm
12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 27, 2013

The Ames Transit Agency Board of Trustees met June 27, 2013 at 4:00 p.m. in the CyRide Conference room. President Rediske, via telephone, called the meeting to order. Present: Trustees Drenthe and Murrell. Absent: Trustees Madden, Schainker, and Goodman.

At the request of Director Kyras, President Rediske moved to agenda item #8, the Transit Director's Report for explanation due to a lack of quorum.

- Director Kyras updated board members on the Orange Route study by identifying the service modification options that had been developed to improve service along this corridor. She explained the criterion that was used to evaluate the options, which were: rider experience, congestion/safety, community impacts/benefits, and capital/operating cost. She indicated that she and the consultant had held meetings with small groups of ISU administration and students during the month of June discussing these alternatives and determining which ones would benefit the respective groups. She indicated that GSB President Spencer Hughes will host a student focus group to gain input on how these options will impact students. This information will be brought back to the transit board to narrow down the number of options.

Trustee Schainker arrived at 4:10 p.m.

- Director Kyras met with the Student Fee Committee on June 10, 2013 to discuss CyRide's request for student fees for the 2014-2015 school year. She indicated that for the last four years, CyRide had not requested an increase in student fees as the fees generated were sufficient to provide the student's share of local dollars needed for the budget. She also provided the board with information regarding the GSB Trust Fund balance, which was a conservative estimate based on no enrollment growth after the 2013-2014 school year. Projecting expenses and fees generated for the next five years, she explained the fee level that would be needed to reduce the current \$1 million dollar balance down to approximately \$500,000. She also shared with board members the Fee Committee discussion on increasing bus service by 10 hours per day for the 2013-2014 school year to meet projected increases in demand. This would require an additional \$80,000 in student fees to be taken from the Trust Fund balance. The Fee Committee agreed to this increase; however, there was no consensus around permanent options to increase fee revenue when enrollment increases.
- Director Kyras provided follow-up information from a question raised at the May Transit Board meeting on whether property taxes need to be paid on the Intermodal Facility. Director Kyras was advised by the City Assessor that since CyRide was the owner and a governmental entity, it would not be a taxable property. Director Kyras indicated that the language in the tenant leases will be removed in future contracts to reduce confusion on this issue.

President Rediske called the meeting to order at 4:17 p.m.

APPROVAL OF MINUTES: Trustee Schainker made a motion to approve the May 9, 2013 minutes and seconded by Trustee Drenthe. (Ayes: Four. Nays: None.) Motion carried. Trustee Murrell made a motion to approve the June 12, 2013 minutes and seconded by Trustee Drenthe. (Ayes: Fours. Nays: None.) Motion carried.

TITLE VI SERVICE STANDARDS AND POLICIES: Director Kyras explained that the Transit Board had reviewed a preliminary draft of the newly-required Title VI Standards and Policies in February and March 2013, which had been drafted by staff for the transit system. She reminded transit board members that Title VI requirements addressed non-discrimination in the manner in which CyRide operates service. She indicated that the deadline for the standards and policies approval as well as the Title VI Plan is October 1, 2013. By that time, the Transit Board must review and approve all of these documents as they pertain to CyRide services.

Included in the Plan are four service standards (quantifiable) and two policies (procedure or action). She recapped the discussion on these requirements from the March 2013 Transit Board meeting indicating that the Transit Board had requested staff to identify standards and policies that were attainable, but more conservative. She indicated that the federal government requires establishment of these performance measures, but that CyRide is not required at this time to monitor them.

Trustee Schainker requested that additional study be completed on CyRide's current service coverage in order to better determine the appropriate service availability standard. Director Kyras indicated that she would work with the City's GIS Coordinator to establish the current standard.

Trustee Schainker made a motion to table approval of the service standards and polices and approve both within the Title VI document later this fall. Trustee Drenthe seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

CYRIDE FACILITY CONSTRUCTION CHANGE ORDERS: Director Kyras explained to the Transit Board that Henkel Construction Company was awarded a contract in March 2013 for CyRide's facility project at a total bid price of \$4,489,000. She indicated that the budget included an eight percent construction contingency of \$361,120, in addition to the contract award. Substantial completion of the project is scheduled for the end of May 2014. The project is phased with driveway and parking lot work completed by August 7, 2013, before school starts.

Director Kyras explained that numerous unexpected site conditions have occurred, which is quickly reducing the available contingency fund. First, she indicated that the driveway could not be completed under the wet weather conditions currently being experienced, which had put the project four weeks behind on a critical time schedule prior to school. She indicated that the solution to this issue was to place six inches of

rock on the driveway to be able to complete the driveway. She then explained the other construction issues as follows:

- **Waterline** – Current waterlines run under the building and ties to the power plant. During the expansion, they found that the current water lines are not six feet below the surface and not in locations they were to be. As a result, they will need to be relocated outside of the new building expansion’s geopier field.
- **Floodwall** – Unsuitable soils (organic materials) were found in the flood wall excavation.
- **Development Review Committee Changes** - Additional landscaping and enclosing of the dumpster is required.
- **Artic bus lift** - Manufacturer found that the pit for the lift would not accommodate a 40 foot bus headed into the lift and buses would need to be backed in. A change will be made to allow forward-facing buses to be maintained on the lift.
- **Waterproofing of the pits** - The original drawings did not include waterproofing of the lift pits.
- **Dual Fueling System** - CyRide’s existing fueling is a dual fueling system and the drawings indicate a single dispensing system.
- **Utilities at the floodgates** – A new tie in to the existing utility system will need to be added.
- **South Flood Wall** – This wall is too close to the paving and will need to be moved to the south to allow for buses to exit the property.
- **LEED** - There have been changes to the LEED building from what was originally planned, which could increase the cost to document the construction to gain LEED points.

After discussing all pending change orders, Director Kyras requested board review of change order #1 to place rock on the driveway in order to pave the road. She indicated that the driveway was critical to CyRide being able to meet its deadline prior to the start of school. She also indicated in order to meet this deadline that CyRide employees would be giving up their parking lot for the month of July and would be parking in ISU’s Lot 68.

Trustee Schainker made a motion to approve change order #1 to place rock on the new drive areas where buses will operate. Trustee Murrell seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

FY2013 FEDERAL SECTION 5307 GRANT APPLICATION: – Director Kyras explained that each year the board is asked to approve a federal Section 5307 grant that provides CyRide with federal operating funds needed for the next fiscal year. She indicated that the FY2013 Federal Section 5307 allocation that had been placed in the FY2014 budget approved by the Transit Board in January was \$1,938,460. However, the actual allocation was \$36,689 less for a total of \$1,901,771. Transit Planner Shari Atwood explained the Small Transit Intensive Cities funding allocation, which is a significant

portion of the total federal allocation. CyRide receives five of the six possible criteria and that each criterion achieved, netted CyRide \$180,000 in operating funds.

Trustee Goodman asked if CyRide was close to meeting the sixth criteria. Transit coordinator Tom Davenport indicated that this criterion would never be able to be met under CyRide's current route configuration. It requires long distance miles and routes in Ames are relatively short.

Trustee Schainker asked how the \$36,689 deficit could be made up. Director Kyras indicated that fuel prices were remaining under budget and she believed that the savings will more than be made up in this line item.

Trustee Drenthe made a motion to 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. Trustee Murrell seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

QUARTERLY OPERATIONS REPORT: Director Kyras informed new transit board members that the purpose of the quarterly operations report is to provide performance statistics regarding the quarter recently ended as well as a comparison to the previous year. The most recent quarter ending is January through March 2013.

She then highlighted significant trends:

- Ridership for the quarter is lower due to the variance in school year calendars. However, May ridership was 20% higher than a year ago so the year will end with higher ridership. CyRide surpassed last year's ridership on June 12, 2013.
- Farebox revenue is up +1.2% for the first three quarters.
- Operating expenses are up +5.7% year-to-date and 5.3% for the quarter because of additional bus trips added to address peaking demand.
- Maintenance trends continue to look good with mechanical problems lower, which can be attributed to the new bus fleet.
- Fixed route accidents were lower, damage to buses are down, customer comments are down, however, drivers reporting late to work were higher for the quarter and year-to-date.
- Dial-A-Ride is in the process of getting its reports caught up, however, to date ridership is lower, and operational costs are lower. HIRTA operates Dial-A-Ride for CyRide. HIRTA is working on improving service.
- Moonlight Express service was lower for the year because of one less weekend and the Iowa football game was not in Ames this year.
- Most accidents are on CyRide's facility. CyRide's safety program is focused on this challenge; however, most accidents are under \$50. The total number of accidents appears high, but the dollar amounts are very low.

Next Transit Board meeting is scheduled for August 28, 2013 at 4:00 p.m. in the CyRide Conference room.

Trustee Murrell made a motion to adjourn the meeting and the motion was seconded by Trustee Schainker. (Ayes: Four. Nays: none.) Motion carried. Meeting adjourned at 5:21pm.

President, Dan Rediske

Recording Secretary, Joanne Van Dyke

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 28, 2013

SUBJECT: Property Insurance

BACKGROUND: CyRide secures its facility and vehicle property insurance through the City of Ames, who periodically searches the market for the best price/coverage of all city assets. In June of 2012, the City received quotes from numerous carriers to provide property insurance for the 2012-2013 budget year, beginning July 1, 2012. On June 26, 2012, the Ames City Council approved insurance through a different carrier than in previous years, which impacted CyRide's property insurance rates and coverage beginning in the 2012-2013 budget year and continues into the current 2013-2014 budget year. Property insurance coverage had been secured from FM Global through June 30, 2012, and as of July 1, 2012, coverage is through the Chubb Group. In September 2012, the City of Ames' Risk Manager explained differences in coverage between the old and new policies to the Transit Board of Trustees. The following briefly recaps the issue discussed at this meeting.

Vehicles on Property Coverage Modifications

Under FM Global coverage, it was believed that vehicle coverage was based on its full replacement value based on statements made by insurance company representatives. This was strongly recommended in light of CyRide's older fleet, with vehicles as old as 23 years. Insurance claims that pay based on "actual cash value" as opposed to "replacement value" would not generate sufficient funds to replace these older vehicles. For example, an older vehicle's "actual cash value" might only be \$5,000, but to replace the vehicle, with available buses on the market today, would cost \$100,000. However, when the actual policy endorsement was received during the 2011-1012 budget year, it included "actual cash value" language. Staff has analyzed the magnitude of this insurance coverage "gap" and found that the underinsured portion of the fleet's replacement could be as much as \$3 million dollars in local funding. While new coverage under the Chubb Group provides replacement coverage for a portion of CyRide's fleet up to 5 years of age, representing an improvement over insurance received under the previous carrier, it **does not** provide this same level of coverage for

vehicles that are six to 23 years old, representing approximately 70% of CyRide’s fleet. This portion of the fleet is at actual cash value.

Upon discussion with the Transit Board at that time, board members directed CyRide staff and the Risk Manager to request a quote from the Chubb Group that would provide replacement value for CyRide’s entire fleet.

INFORMATION: Since the September 2012 meeting, the City’s Risk Manager has had a difficult time in receiving a quote as this is not “typical” property insurance coverage and new for the carrier. In April 2013, representatives from the Chubb Group toured CyRide’s property/fleet and provided the City of Ames with a price quote to be effective July 1, 2013. The attached documents list CyRide fleet and portion that is currently covered (yellow and blue sections). In addition, the following table summarizes and compares last year versus this year’s coverage. The City’s Risk Manager will be present at the meeting to describe the insurance coverage information.

**CyRide Property Insurance Comparison
(Fleet Parked At CyRide For All Disasters Except Flood)**

<u>Category</u>	<u>2012-2013</u>	<u>2013-2014</u>
Deductible	\$250,000	\$250,000
Extra Expense Coverage		
Use for offsetting expenses incurred for delivery of temporary replacement buses	\$1,000,000	\$5,000,000
Covered Vehicles at Replacement Value	≤5 yrs.	≤12 yrs.
Percentage of Fleet Covered at Replacement Value	40%	71%
Estimated Gap Between Cost to Replace Buses and Insurance Coverage for Buses Over 12 yrs.	\$3,170,874	\$1,029,000
Estimated Cost to CyRide within City Policy	\$19,700	\$12,313

In summary, current property insurance coverage will insure CyRide’s fleet at a higher level with 71% of the fleet covered under a replacement policy and at a lower cost; however, CyRide has \$1,279,000 (\$1,029,000 + \$250,000) in potential out-of-pocket local cost if the entire fleet is lost due to an unforeseen natural disaster (other than a flood). CyRide has \$6,000,000 in flood insurance for the building and \$1,000,000 for buses.

**CyRide Fleet Replacement Cost
Under Current Insurance Coverage**

Vehicle	Current Age	Actual Value (Depreciated/ Market Rate)		Est. Cost to Replace		Local Cost	Total Local Costs
105	1	\$373,073		\$410,000		\$0	
106	1	\$373,073		\$410,000		\$0	
107	1	\$373,073		\$410,000		\$0	
108	1	\$373,073		\$410,000		\$0	
109	1	\$373,073		\$410,000		\$0	
110	1	\$373,073		\$410,000		\$0	
126	2	\$305,929		\$410,000		\$0	
127	2	\$305,929		\$410,000		\$0	
128	2	\$305,929		\$410,000		\$0	
333	2	\$28,869		\$50,000		\$0	
334	2	\$28,869		\$50,000		\$0	
335	2	\$28,869		\$50,000		\$0	
336	2	\$28,869		\$50,000		\$0	
337	2	\$28,869		\$50,000		\$0	
338	2	\$28,869		\$50,000		\$0	
418	2	\$412,766		\$560,000		\$0	
419	2	\$412,766		\$560,000		\$0	
420	2	\$412,766		\$560,000		\$0	
421	2	\$412,766		\$560,000		\$0	
422	2	\$412,766		\$560,000		\$0	
423	2	\$412,766		\$560,000		\$0	
424	2	\$412,766		\$560,000		\$0	
425	2	\$412,766		\$560,000		\$0	
429	2	\$434,975		\$560,000		\$0	
430	2	\$434,975		\$560,000		\$0	
431	2	\$434,975		\$560,000		\$0	
432	2	\$434,975		\$560,000		\$0	
186	4	\$218,659		\$200,000		\$0	
187	4	\$218,659		\$200,000		\$0	
188	4	\$218,659		\$200,000		\$0	
189	4	\$218,659	\$9,246,104	\$200,000	\$11,510,000	\$0	\$0 5-year or newer total line
501	6	\$144,968		\$200,000		-\$55,032	
502	6	\$144,968		\$200,000		-\$55,032	
503	6	\$144,968		\$200,000		-\$55,032	
504	6	\$144,968		\$200,000		-\$55,032	
949	7	\$112,311		\$200,000		-\$87,689	
950	7	\$112,311		\$200,000		-\$87,689	
951	7	\$112,311		\$200,000		-\$87,689	
952	7	\$112,311		\$200,000		-\$87,689	
378	9	\$2,000		\$25,000		-\$23,000	
379	9	\$2,000		\$25,000		-\$23,000	
970	10	\$43,876		\$200,000		-\$156,124	
971	10	\$43,876		\$200,000		-\$156,124	
972	10	\$43,876		\$200,000		-\$156,124	
973	10	\$43,876		\$200,000		-\$156,124	
974	10	\$43,876		\$200,000		-\$156,124	
975	10	\$43,876		\$200,000		-\$156,124	
976	10	\$43,876		\$200,000		-\$156,124	
977	10	\$43,876		\$200,000		-\$156,124	
953	12	\$4,000		\$50,000		-\$46,000	
954	12	\$4,000		\$50,000		-\$46,000	
955	12	\$4,000		\$50,000		-\$46,000	
956	12	\$4,000		\$50,000		-\$46,000	
957	12	\$4,000		\$50,000		-\$46,000	
958	12	\$4,000	\$1,408,126	\$50,000	\$3,550,000	-\$46,000	-\$2,141,874 12-year total line
962	13	\$4,000		\$50,000		-\$46,000	
964	13	\$4,000		\$50,000		-\$46,000	
966	13	\$4,000		\$50,000		-\$46,000	
967	13	\$4,000		\$50,000		-\$46,000	
739	15	\$4,000		\$50,000		-\$46,000	
740	15	\$4,000		\$50,000		-\$46,000	
741	15	\$4,000		\$50,000		-\$46,000	
742	15	\$4,000		\$50,000		-\$46,000	
743	15	\$4,000		\$50,000		-\$46,000	
768	16	\$4,000		\$50,000		-\$46,000	
769	16	\$4,000		\$50,000		-\$46,000	
717	18	\$4,000		\$50,000		-\$46,000	

**CyRide Fleet Replacement Cost
Under Current Insurance Coverage**

Vehicle	Current Age	Actual Value (Depreciated/ Market Rate)		Est. Cost to Replace		Local Cost	Total Local Costs
711	19	\$2,500		\$50,000		-\$47,500	
712	19	\$2,500		\$50,000		-\$47,500	
713	19	\$2,500		\$50,000		-\$47,500	
714	19	\$2,500		\$50,000		-\$47,500	
715	19	\$2,500		\$50,000		-\$47,500	
716	19	\$2,500		\$50,000		-\$47,500	
985	22	\$2,000		\$50,000		-\$48,000	
990	22	\$2,000		\$50,000		-\$48,000	
963	23	\$2,000		\$50,000		-\$48,000	
965	23	\$2,000		\$50,000		-\$48,000	
TOTAL	9.2	\$9,232,937.50		\$14,520,000.00		-\$3,170,874.00	-\$1,029,000 All units total line

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 28, 2013

SUBJECT: Title VI Service Standards

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.

At the February, March, and June 2013 Transit Board meetings, board members discussed the staff-prepared standards and policies comparing them with industry standards and CyRide's actual performance in these areas. At these meetings, staff was directed to complete further research on the standards and policies in order to establish a threshold for these performance measures that were realistic and achievable.

INFORMATION: At the June meeting, board members specifically requested that staff determine the current percentage of the Ames population that resides within ¼ of mile from a bus route to establish a standard on service availability at the "production end" of their trip. CyRide staff worked with the City of Ames GIS staff to map this area and then identify the number of households, and residents within the households, in this geographic area. The attached map illustrates the area as well as the total population, population within the ¼-mile geographic area and the percentage compared to the total population. The staff-recommended service standard in June 2013 was as follows:

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%)

With current geographic bus service coverage at 91% of the population and the standard at 85%, CyRide staff reaffirms its recommendation of the above standard. This standard will allow for growth within the city; however, at the same time recognizes the challenges in keeping pace

with transit service in light of this growth. Therefore, the summary of standards and policies on the following several pages is recommended for inclusion in the larger Title VI Plan document also included on the August 2013 Transit Board agenda.

No action is needed on this item as it will be approved as part of the larger plan.

CyRide

SERVICE STANDARDS AND POLICIES SUMMARY

VEHICLE LOAD

Standard: (Industry Standard: 125-150% in urban areas, 175% in university systems)

	Seated Capacity	Total Customers	Percentage
Standard 40' Bus	34-47	65	138-191%
Articulated 60' Bus	62	112	180%
Minibus 186" Wheelbase	18	32	175%
Minibus 158" Wheelbase	12	21	175%

VEHICLE HEADWAY

Standard: (Industry Standard: Varies)

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

ON-TIME PERFORMANCE

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

For CyRide, the missed trip standard is established at 95 percent. Therefore, less than 10,071 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 % of scheduled trips system wide. Therefore, 15 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 clients daily warrant consideration for public transit service. (Industry Standard: None Found)

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. They are also provided at major transfer points throughout the system.

Trash Receptacle Policy: (Industry Standard: None Found)

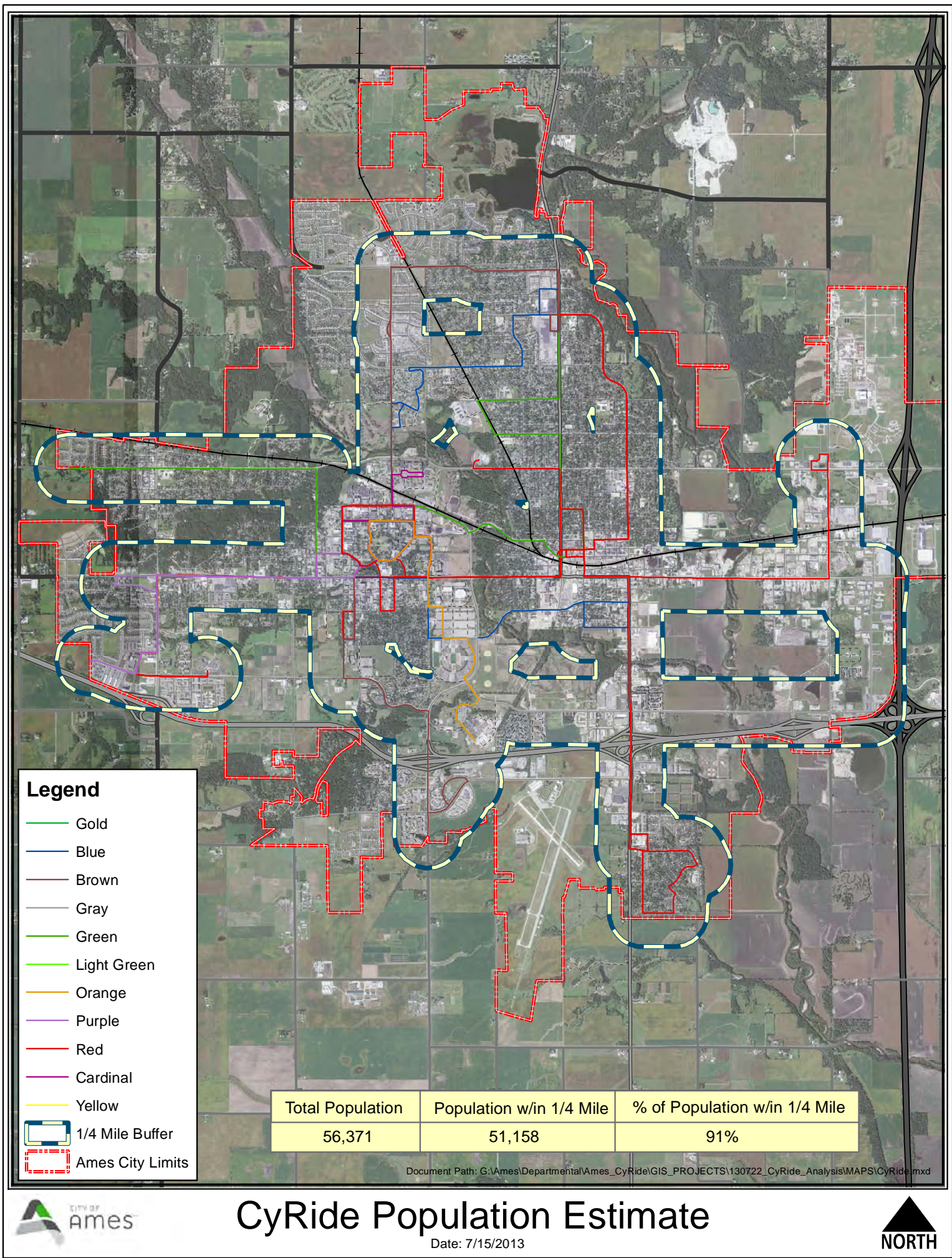
CyRide may provide trash barrels at shelters.

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/larger vehicles, using only a portion of the fleet due to lower/higher 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



Legend

- Gold
- Blue
- Brown
- Gray
- Green
- Light Green
- Orange
- Purple
- Red
- Cardinal
- Yellow
-  1/4 Mile Buffer
-  Ames City Limits

Total Population	Population w/in 1/4 Mile	% of Population w/in 1/4 Mile
56,371	51,158	91%

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CyRide Population Estimate

Date: 7/15/2013



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 28, 2013

SUBJECT: Title VI Plan

BACKGROUND: In October 2012, the Federal Transit Administration (FTA) released new federal regulations regarding non-discrimination in the delivery of federally funded transit systems. These new regulations require each transit system, by October 1, 2013, to develop a plan that addresses the following areas:

- Service Standards and Policies
- Title VI Notice to the Public (list locations publicized)
- Title VI Compliant Form & Title VI Policy & 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:

Since the release of the new regulations, CyRide's Transit Planner has been assembling CyRide's current policies and plans as it relates to Title VI service issues and has been working with staff to document these characteristics of CyRide service. As part of the new regulations, the governing body of CyRide is required to review and formally approve its Title VI Plan. The following briefly summarizes the full document CyRide staff has prepared section-by-section, which can be found at the following web link: www.cyride.com/TitleVIProgram. Copies of written document will also be available at the Transit Board meeting.

Requirement to Provide Title VI Assurances

This section states that CyRide will carry out its transit program and services in compliance with the Department of Transportation's Title VI regulations. Documentation of this compliance is accomplished through an annual certification form signed by the Transit Director and the City of Ames Attorney.

Title VI Notice to the Public

This section details the exact text that CyRide will use to communicate with its customers how to file a Title VI complaint (as prescribed by FTA regulations), how this will be disseminated and that it will be communicated in English as Ames has not reached the federal threshold for any one language to be required to put vital written documents and communication in a different language.

Title VI Complaint Procedures & Complaint Form

This section describes the actual complaint process and customer-required forms. For examples, the notice will be included on CyRide's website or passengers can call and ask to speak to CyRide Assistant Director – Operations. The detailed procedures are in Appendix C to the document and the Customer form in Appendix D.

Title VI Investigations, Complaints, or Lawsuits Recording

This section indicates that CyRide, as required by FTA, keeps a log of Title VI complaints and describes the information to be included in this log. CyRide received one complaint since the last Title VI submission and updated FTA on the closure of another complaint previously submitted. Both have been administratively closed.

Promote Inclusive Public Participation

CyRide's public participation document is located in Appendix F to the document. This section describes CyRide's efforts and methods to reach out to the general public, including minorities, low-income and limited English speakers, as well as to human services agencies in providing service within the community.

Meaningful Access to LEP Persons

CyRide FTA-required Limited English Plan (LEP) is located in Appendix H to the document. This section summarizes the full document listing its two main components – Four Factor Analysis and the Access Plan. The basis of these documents is that CyRide will work to assist LEP individuals "at the point of contact" on the bus, telephone or in person. This document was

previous submitted to FTA in November 2011; however is required to be included in this Title VI Plan as well.

Minority Representation on Planning and Advisory Bodies

CyRide does not utilize advisory councils, planning board or committees to advise the Transit Board so this requirement to have minority representation does not apply to CyRide's current structure.

Providing Assistance to Subrecipients

CyRide does not have subrecipients; therefore, this section does not apply to CyRide.

Monitoring Subrecipients

CyRide does not have subrecipients; therefore, this section does not apply to CyRide.

Determination of Site or Location of Facilities

CyRide does not currently have new facility projects that would require a Title VI analysis to determine impacts as it relates to race, color, or national origin.

Requirement to Provide Additional Information Upon Request

This section states that CyRide will comply with federal regulations requiring the agency to allow FTA investigations of discrimination complaints or to resolve concerns in this area.

Requirement to Set System-Wide Standards and Policies

Over the last six months, staff has worked with the transit board to establish service polices and standards as noted in the previous board agenda topic. The standards and policies developed for the Title VI Plan are: vehicle load, vehicle headway, on-time performance, service availability, distribution of transit amenities and vehicle assignment.

ALTERNATIVES:

1. Approve CyRide's Title VI Plan for submission to the Federal Transit Administration by October 1, 2013.
2. Defer action until the September Transit Board meeting to allow more time for review of the Title VI Plan document prior to its submission by October 1, 2013.
3. Direct staff to revise the Title VI Plan based on board-directed policy, with reconsideration of the document at the September Transit Board meeting, with submission of the document by October 1, 2013.

RECOMMENDATION:

The Transit Director recommends Alternative #1 of #2 to approve the Title VI Plan document or defer action until the September Transit Board meeting, depending on the Transit Board's comfort with the Title VI Plan document at the August meeting. This document reflects conversations with the board regarding policies and standards as well as current practices in CyRide's daily delivery of service within the Ames community. A Title VI document will need to be approved by the Transit Board prior to the October 1, 2013 FTA deadline.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 28, 2013
SUBJECT: CyRide Facility Construction Change Order

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 final pre-bid estimate, and available funds. An eight percent construction contingency, totaling \$361,120, was included in the total project budget.

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 prior to the beginning of the fall ISU semester.

INFORMATION: The facility project has been plagued with numerous challenges including extremely wet weather conditions at a critical time in the project for concrete work as well as significant unforeseen underground challenges with storm sewer, water pipe and electrical connections (see attached “Change Order Log” for approved and pending change orders). To date, there have been seven change orders approved totaling \$46,624.07. The eighth change will exceed the board approved amount of \$49,999 for CyRide/City staff to approve, requiring Transit Board and City Council action. This eighth change order (attached) is for changing the fuel-dispensing configuration from a single source to a dual source. Currently CyRide has a dual dispensing system; however, the plans and specifications call for a single source. As CyRide’s existing equipment will be reused, this single source system will not work. As a result, additional pipe work is required to accommodate the dual system. **The total cost of the change order is \$9,979.87, which will bring the total contract price to \$4,545,603.94.**

The Ames City Council will consider action on change order #8 at their August 27, 2013 meeting, contingent upon Transit Board approval at this August 28 meeting.

ALTERNATIVES:

1. Approve change order #8 to change to a dual fuel-dispensing configuration in the new bus storage addition.
2. Do not approve change order #8 for a dual fuel-dispensing configuration.

RECOMMENDATION:

The Transit Director recommends approval of alternative #1 to approve change orders #8. Without these changes, the existing fueling system will not be able to be operated. The purchase of a new fueling system is not a viable option as it would be significantly more expensive and would substantially reduce the efficiency of the fueling process, thereby increasing CyRide's annual operating costs.



AIA[®] Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i> CyRide Bus Facility Expansion, Ames, IA	CHANGE ORDER NUMBER: 008 DATE: August 9, 2013	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Henkel Construction Company 208 East State Street Mason City, Iowa 50401	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: March 11, 2013 CONTRACT FOR: General Construction	FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

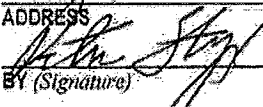
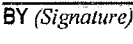
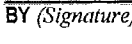
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Provide additional piping, valves and miscellaneous connections/supplies to all tanks for dual fuel dispensing per RFI 25 response, CCD013 dated 6/18/2013, and Henkel COR15 dated 6/27/2013.

The original Contract Sum was	\$ 4,489,000.00
The net change by previously authorized Change Orders	\$ 123,196.08
The Contract Sum prior to this Change Order was	\$ 4,612,196.08
The Contract Sum will be increased by this Change Order in the amount of	\$ 9,979.87
The new Contract Sum including this Change Order will be	\$ 4,622,175.95

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2014

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 <i>(Firm name)</i>	<u>Henkel Construction Company</u> CONTRACTOR <i>(Firm name)</i>	<u>Ames Transit Agency</u> OWNER <i>(Firm name)</i>
100 South Fifth Street, Suite 1500, Minneapolis, Minnesota 55402 ADDRESS	208 East State Street, Mason City, Iowa 50401 ADDRESS	1700 University Boulevard, Ames, Iowa 50010 ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
Peter Styx, AIA, LEED: AP BD+C <i>(Typed name)</i>	Gary J. Schmit, President <i>(Typed name)</i>	<i>(Typed name)</i>
8/12/13 DATE	DATE	DATE

CyRide Facility Construction Change Order Log

CO #	Description	Cost	Cum. Cost	COA Cum.	Date	Approval By	Pay
				Cost	Approved		Ap. #
1	Soil Remediation @ Rock Fill @ Drive	\$ 93,360.60	\$ 93,360.50	\$ 93,360.50	7/9/2013	City Council	3
2	Geopier and Foundation Changes	\$ (6,370.00)	\$ 86,990.50	\$ 6,370.00	7/10/2013	Sheri Kyras	1
3	Soil Remediation @ Floodwall	\$ 16,004.02	\$ 102,994.52	\$ 22,374.02	8/1/2003	Sheri Kyras	
4	Fuel Storage Credit	\$ (2,024.61)	\$ 100,969.91	\$ 24,398.63	8/1/2013	Sheri Kyras	
5	Conduit/Electrical Repair @ Sewer Trenches	\$ 2,477.21	\$ 103,447.12	\$ 26,875.84	8/1/2013	Steve Schainker	
6	Utilities at Flood Gates	\$ 19,748.86	\$ 123,195.98	\$ 46,624.70	8/15/2013	Melissa Mundt	
7	LEED Scorecard	\$ -	\$ 123,195.98	\$ 46,624.70	8/15/2013	Melissa Mundt	
8	Change to Dual Fuel Dispensing	\$ 9,979.87	\$ 133,175.85	\$ 56,604.57	8/27/2013	City Council	
9	Bus Lift Pit Extension	\$ 19,163.36	\$ 152,339.21	\$ 19,163.36	8/29/2013	Sheri Kyras	
10	Waterproofing Lift Pits	\$ 3,470.04	\$ 155,809.25	\$ 22,633.40	8/29/2013	Sheri Kyras	
11	Revisions to South Floodwall	\$ 2,795.82	\$ 158,605.07	\$ 25,429.22	8/30/2013	Melissa Mundt	
12	Reinforcing in Concrete	\$ 2,750.00	\$ 161,355.07	\$ 28,179.22	8/30/2013	Melissa Mundt	
13	Power Cable at Fuel Pumps	\$ 2,142.58	\$ 163,497.65	\$ 30,321.80	8/30/2013	Melissa Mundt	
14	Alternate Fuel Charging Station	\$1,500.00	\$ 164,997.65	\$ 31,821.80	8/30/2013	Melissa Mundt	
15	Penthouse Framing Modifications	\$2,000.00	\$ 166,997.65	\$ 33,821.80	8/30/2013	Melissa Mundt	
16	Site Lighting Removal at S. Floodwall	\$4,500.00	\$ 171,497.65	\$ 38,321.80	8/30/2013	Melissa Mundt	
17	Replacement of Concrete at S. Intake	\$4,500.00	\$ 175,997.65	\$ 42,821.80	8/30/2013	Melissa Mundt	
18	Move Light at Door 14 for Guillotine	\$2,000.00	\$ 177,997.65	\$ 44,821.80	8/30/2013	Melissa Mundt	
19	FSC Lumber	\$2,000.00	\$ 179,997.65	\$ 46,821.80	8/30/2013	Melissa Mundt	
20	Waterline Relocation/Replacement	\$ 98,383.81	\$ 278,381.46	\$ 120,567.73	9/10/2013	City Council	
21	Curb Cut or Moving of South Flood Wall	\$ 22,183.92	\$ 300,565.38	\$ 22,183.92	9/11/2013	Sheri Kyras	
22	Development Review - Landscaping/Dumpster Redesign	\$6,200.00	\$ 306,765.38	\$28,383.92			
23	Chilled Water Tie-In						
24	Broken Concrete Replace at E. End						
25	Sewer Changes at S. Floodgate						
26	Changes to OCS O1 2 Cooling Towers						
27	CMU at Door 14						
28	Cooling Tower Chilled Water Connection						
	Total		\$ 306,765.48				

Contingency	\$ 362,120.00
Contingency Remaining	\$ 55,354.52

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 28, 2013

SUBJECT: Bus Fleet Status

BACKGROUND: CyRide is in a growth cycle to address increasing enrollment at Iowa State University. The table below illustrates Iowa State's growth compared to CyRide ridership growth and the number of buses required to address ridership.

Year	ISU Enrollment	% Increase	CyRide Ridership	% Increase	Buses Added
2005-2006	25,741		4,173,208		6
2006-2007	25,462	-1.1%	4,314,151	+3.4%	3
2007-2008	26,160	+2.7%	4,646,554	+7.7%	2
2008-2009	26,856	+2.7%	5,002,146	+7.7%	4
2009-2010	27,945	+4.0%	5,377,155	+7.5%	0
2010-2011	28,682	+2.6%	5,447,289	+1.3%	0
2011-2012	29,887	+4.2%	5,759,883	+5.7%	0
2012-2013	31,040	+3.9%	5,892,786	+2.3%	3
2013-2014	32,000*	+3.1%	6,050,000*	+2.7%	4
Total		+24.3%		+45.0%	22

* Estimate

CyRide typically addresses ridership growth by retaining retired buses in better condition when new buses are delivered to CyRide. CyRide last received new 40' buses in October 2012 and retained four vehicles that would have been retired. These vehicles were placed in CyRide's Contingency Bus Fleet to address growth or fleet issues and will be used in daily service for the 2013-2014 school year. The next delivery of five to six buses funded under the last State of Good Repair grants awarded is not anticipated for 18-24 months leaving CyRide without additional vehicles to address future growth or maintain an adequate spare bus ratio in the 2014-2015 school year.

INFORMATION:

The following discusses the challenge facing CyRide's bus fleet, a possible solution, and financial plan for purchase of additional vehicles.

Challenge

CyRide currently has 73 large 40' buses in its fleet, including the four contingency fleet buses, and will be using a maximum of 66 of these buses at one time in daily service during the 2013-2014 school year. This leaves CyRide with a 10% spare bus ratio for this portion of the fleet to address unforeseen mechanical issues and preventive maintenance repairs. The Federal Transit Administration allows a 20% spare ratio for the entire bus fleet; therefore, a 10% spare ratio for a majority of the fleet will make it challenging for the 2013-2014 school year. Assuming Iowa State University's enrollment increases in the fall of 2014, CyRide will have no additional buses to place in service to address overcrowding situations.

In the past, CyRide has purchased used buses to address the need for additional buses or to replace buses well beyond their useful life. These used buses have been purchased from Iowa City, Des Moines, Sioux City, and Fresno, California. The California buses have proven to be in the best condition and have required less ongoing maintenance. Typically, CyRide is able to purchase a used bus from a transit system for less than \$5,000 and then expends an additional \$15,000 - \$20,000 per bus to refurbish and transport the bus to CyRide. This process takes approximately 12 months from its start, in identifying available buses, until they are ready for daily operation.

Possible Solution

With virtually all buses being used in the 2013-2014 school year, staff believes that a purchase of 5-6 used buses from a more temperate climate such as California during the fall of 2013 would allow CyRide to have vehicles available if Iowa State University enrollment further increases in the 2014-2015 school year. If additional buses are not needed for daily service, they would be retained in CyRide's contingency bus fleet until a time when they are needed for growth or to replace a bus in poorer mechanical condition.

Financial Plan

In examining CyRide's closing balance, pre-audit, it appears that CyRide will have approximately a \$72,000 unanticipated savings for the 2012-2013 budget year mainly as a result of lower-than-budgeted fuel prices (see attached preliminary "Budget Analysis"). Additionally, the Federal Transit Administration will allow CyRide to charge its project management time for administering the Ames Intermodal Facility project to the TIGER grant, which is estimated to contribute an additional \$55,000 to the 2012-2013 closing operating balance. As a result, this closing balance is estimated to increase by approximately \$127,000 (\$72,000 + \$55,000) for the budget year ending. Therefore, CyRide staff recommends that the transit board allocate \$125,000 of this increased balance to the purchase, transportation and refurbishment of 5-6 used buses so that CyRide is in a position to address additional demand for its service. This will

allow the spare ratio to increase closer to a 20% ratio and/or allow for additional buses to be used to provide service during the 2014-2015 school year.

ALTERNATIVES:

1. Approve the transfer of \$125,000 from CyRide's operating closing balance to the capital budget for the purchase, transport, and refurbishment of 5-6 used buses.
2. Approve the transfer of a Transit Board directed dollar amount from the operating closing balance to the capital budget for the purchase, transport, and refurbishment of 5-6 used buses.
3. Do not approve funding for the purchase of additional used buses.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to authorize funding for the purchase of used buses. This will allow CyRide to be in a position to address additional demand in the 2014-2015 school year and/or to have a sufficient spare ratio to provide daily service.

BUDGET ANALYSIS - Actual 2013

08/26/13	8:47 AM	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Adopt	12-13 Amend	12-13 Actual	Diff.	% Diff.	13-14 Request
FIXED ROUTE										
550-1221	Operations	\$3,841,975	\$4,097,972	\$4,245,653	\$4,317,216	\$4,480,882	\$4,476,908	(3,974)	-0.1%	\$4,640,020
550-1222	Maintenance	\$1,580,087	\$1,762,603	\$1,863,033	\$2,099,567	\$2,075,325	\$2,069,550	(5,775)	-0.3%	\$2,187,445
FIXED ROUTE TOTAL		\$5,422,062	\$5,860,574	\$6,108,686	\$6,416,783	\$6,556,207	\$6,546,457	(9,750)	-0.1%	\$6,827,465
DIAL-A-RIDE										
550-1341	Operations	\$136,855	\$142,717	\$172,077	\$163,621	\$173,742	\$144,292	(29,450)	-17.0%	\$181,951
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	0	#DIV/0!	\$0
DIAL-A-RIDE TOTAL		\$136,855	\$142,717	\$172,077	\$163,621	\$173,742	\$144,292	(29,450)	-17.0%	\$181,951
ADMINISTRATION/SUPPORT										
550-1101	Administration	\$1,037,847	\$1,014,818	\$1,059,330	\$1,097,469	\$1,097,549	\$1,086,224	(11,325)	-1.0%	\$1,138,569
550-1102	Safety/Training	\$197,822	\$212,768	\$211,616	\$224,865	\$223,340	\$216,990	(6,350)	-2.8%	\$229,360
550-1103	Promotion	\$13,540	\$20,461	\$14,443	\$7,400	\$5,000	\$6,259	1,259	25.2%	\$5,000
550-1105	Bldg/Grounds	\$331,339	\$291,784	\$311,369	\$375,324	\$377,998	\$288,282	(89,716)	-23.7%	\$389,046
ADMIN/SUPPORT TOTAL		\$1,580,548	\$1,539,830	\$1,596,759	\$1,705,058	\$1,703,887	\$1,597,756	(106,131)	-6.2%	\$1,761,975
FINANCE ADJUSTMENTS		\$15,890	\$27,835	\$86,312						
TOTAL OPERATING EXPENSES		\$7,155,355	\$7,570,957	\$7,963,833	\$8,285,462	\$8,433,836	\$8,288,505	(145,331)	-1.7%	\$8,771,391
TRANSFER TO GSB TRUST		\$392,414	\$424,305	\$134,814	\$75,000	\$150,000	\$140,800	(9,200)	-6.1%	\$140,800
TRANSFER TO CAPITAL FUND		\$713,000	\$632,000	\$208,812	\$378,801	\$378,801	\$378,801	0	0.0%	\$0
TOTAL USED		\$8,260,769	\$8,627,261	\$8,307,459	\$8,739,263	\$8,962,637	\$8,808,105	(154,532)	-1.7%	\$8,912,191
OPENING BALANCE		\$1,105,687	\$847,294	\$563,240	\$658,411	\$786,976	\$786,976	0	0.0%	\$873,266
OPERATING REVENUE		\$8,002,376	\$8,343,207	\$8,531,195	\$8,908,810	\$9,048,927	\$8,966,975	(81,952)	-0.9%	\$8,966,975
TOTAL AVAILABLE		\$9,108,063	\$9,190,501	\$9,094,435	\$9,567,221	\$9,835,903	\$9,753,951	(81,952)	-0.8%	\$9,840,242
CLOSING BALANCE		\$847,294	\$563,240	\$786,976	\$827,958	\$873,266	\$945,846	72,580	8.3%	\$928,051
Closing/Operating		11.8%	7.4%	9.9%	10.0%	10.4%	11.4%			10.6%
REVENUE/EXPENSE RATIO		111.8%	110.2%	107.1%	107.5%	107.3%	108.2%			102.2%
OPERATING FUND BALANCE		\$847,294	\$563,240	\$786,976	\$827,958	\$873,266	\$945,846			\$928,051
CAPITAL FUND BALANCE		\$1,213,853	\$1,491,769	\$1,643,813	\$44,598	\$1,730,325	\$1,124,525			\$978,359
TRUST FUND BALANCE		\$667,188	\$1,099,162	\$1,325,474	\$1,223,054	\$1,063,054	\$1,084,961			\$1,063,054
INTERMODAL BALANCE				\$0	\$0	\$0	\$0			\$0
TRANSIT FUND BALANCE		\$2,728,335	\$3,154,171	\$3,756,262	\$2,095,610	\$3,666,644	\$3,155,332			\$2,969,464

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 28, 2013

SUBJECT: Quarterly Operations Report

INFORMATION: The following information highlights significant variations or important performance benchmarks from the fourth quarter of the 2012-2013 fiscal year (April – June 2013) or for FY2013.

System-Wide Trends –

- Ridership for the quarter was +10.7% higher and +2.5% higher year-to-date with 5,892,125 trips provided this last fiscal year.
- Passengers/Revenue Mile and Hour were higher for the quarter and ended the year 2.0% higher at 5.0 passengers per mile.
- Farebox revenue was -13.0% for the fourth quarter with the year ending at -2.9%. The revenue/expense ratio was -9.0% lower year-to-date.
- Operating expenses were +4.8% higher year-to-date and +1.7% higher for the quarter as a result of additional bus trips added to address the “peaking” demand.
- Operating expenses/passenger, mile and hour were slightly 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 -14.1%; 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 fourth quarter of 2012-2013 experienced only 47 mechanical problems with a 15% decline in mechanical issues this past year. CyRide is able to continue this downward trend as a result of a newer bus fleet.
- Total Maintenance Expenses were higher for the quarter (+42.1%); however, is only +11.0% higher year-to-date.

Fixed-Route/Operations Trends –

- Total accidents were lower for the fourth quarter (-26.3%), with preventable accidents also lower at -25.0%. The number of miles between preventable accidents is higher +14.4% year-to-date, a positive trend.
- The dollar amount of damage to CyRide buses caused by CyRide is \$19,262 year-to-date, which represents a -3.4% decline for this year compared to last year.
- The total number of comments from CyRide riders is higher for the quarter (+17.9%); however, is lower year-to-date (-4.3%) with the number of passengers carried **per complaint** higher by +7.1% for the year, a positive trend.
- The number of drivers being late for work is lower for the quarter (-68.8%) and year-to-date (-9.8%), with driver's not showing up to work being higher year-end by 35.7%. CyRide has a process to address this trend.

Dial-A-Ride Trends –

- Dial-A-Ride ridership ended the year lower at -12.8%.
- The number of passengers/revenue mile and hour are lower at -16.1% and -27.4% year-to-date.
- Operational expenses are lower due to the lower number of rides and miles.
- Farebox revenue ended the year at -41.0%.
- Expenses per passenger are relatively stable at -0.0% change for the quarter and +1.8% higher for the year.

Moonlight Express Trends –

- Moonlight Express ridership continues to be lower overall at -12.8% for the year, but was higher in the fourth quarter by 8.1% due to higher ridership during VEISHEA. Lower ridership overall is attributed to the Iowa – Iowa State football game being in Iowa City as opposed to Ames.
- Expenses, miles and hours are lower to match the lower ridership demand for the year.

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2013 to June 30, 2013 (4th Quarter)

	FY 2013 4th Qtr	FY 2012 4th Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
MAINTENANCE						
Interior Clean	68	68	0.0%	305	355	-14.1%
Shop Road Calls	17	11	54.5%	52	41	26.8%
Miles per Shop Road Call	18,977	29,135	-34.9%	26,621	34,443	-22.7%
NTD Minor Mech.	35	40	-12.5%	126	159	-20.8%
NTD Major Mech.	12	8	50.0%	44	41	7.3%
Total NTD Mechanical Prob.	47	48	-2.1%	170	200	-15.0%
Miles per Major Mech.	26,884	40,061	-32.9%	31,461	34,443	-8.7%
Gasoline Vehicles						
Gas Miles Driven	41,285	43,268	-4.6%	167,911	176,163	-4.7%
Total Gallons Gas	6,071	6,071	0.0%	22,968	23,775	-3.4%
Total Gas Cost	\$17,242	\$19,451	-11.4%	\$69,459	\$74,720	-7.0%
Avg. Gas Cost/Gallon	\$2.84	\$3.20	-11.4%	\$3.02	\$3.14	-3.8%
Gas Cost per Mile	\$0.42	\$0.45	-7.1%	\$0.41	\$0.42	-2.5%
Average Gas MPG	6.8	7.1	-4.6%	7.3	7.4	-1.3%
Diesel Vehicles						
Diesel Miles Driven	281,322	277,220	1.5%	1,216,359	1,235,999	-1.6%
Total Gallons Diesel	56,986	63,083	-9.7%	296,784	292,422	1.5%
Total Diesel Cost	\$192,490	\$203,821	-5.6%	\$989,940	\$924,132	7.1%
Avg. Diesel Cost/Gallon	\$3.38	\$3.23	4.5%	\$3.34	\$3.16	5.5%
Diesel Cost per Mile	\$0.68	\$0.74	-6.9%	\$0.81	\$0.75	8.9%
Average Diesel MPG	4.9	4.4	12.3%	4.1	4.2	-3.0%
All Vehicles						
Total Miles Driven	322,607	320,488	0.7%	1,384,270	1,412,162	-2.0%
Total Gallons Fuel	63,057	69,154	-8.8%	319,752	316,197	1.1%
Total Fuel Cost	\$209,732	\$223,272	-6.1%	\$1,059,399	\$998,852	6.1%
Avg. Cost/Gallon	\$3.33	\$3.23	3.0%	\$3.31	\$3.16	4.9%
Total Cost per Mile	\$0.65	\$0.70	-6.7%	\$0.77	\$0.71	8.2%
Avg. MPG all Vehicles	5.1	4.6	10.4%	4.3	4.5	-3.1%
Small Bus/Sup. Mileage	51,063	49,116	4.0%	207,996	201,547	3.2%
Large Bus Mileage	271,544	271,372	0.1%	1,176,274	1,210,615	-2.8%
% Rev. Mi./Total Miles	86.9%	84.3%	3.1%	86.0%	83.9%	2.5%
Percentage Small Bus	15.8%	15.3%	3.3%	15.0%	14.3%	5.3%
Maintenance Expense	\$665,090	\$468,030	42.1%	\$2,069,550	\$1,864,186	11.0%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2013 to June 30, 2013 (4th Quarter)

	FY 2013 4th Qtr	FY 2012 4th Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
OPERATIONS						
Total Passengers	1,187,820	1,073,227	10.7%	5,892,125	5,749,038	2.5%
Average Drivers per Month	128.7	127.0	1.3%	125.9	124.1	1.5%
Driving Hours	37,545	35,964	4.4%	163,218	160,130	1.9%
Drivers Late	5	16	-68.8%	46	51	-9.8%
Drivers No Show	3	3	0.0%	19	14	35.7%
Late/No Show per Driver	0.06	0.15	-58.4%	0.52	0.52	-1.5%
Total Comments	33	28	17.9%	155	162	-4.3%
Driver Fault	5	7	-28.6%	35	27	29.6%
Undetermined	4	0	#DIV/0!	25	31	-19.4%
Passenger Fault	0	0	#DIV/0!	0	4	-100.0%
No Fault	11	10	10.0%	41	44	-6.8%
System Complaints	5	6	-16.7%	22	23	-4.3%
Service Requests	2	2	0.0%	10	10	0.0%
Compliments	6	3	100.0%	22	23	-4.3%
Passengers/Comment	<u>35,995</u>	<u>38,330</u>	<u>-6.1%</u>	<u>38,014</u>	<u>35,488</u>	<u>7.1%</u>
Pass./Complaint (D & U)	131,980	153,318	-13.9%	98,202	99,121	-0.9%
Driving Hours/Comment	1,138	1,284	-11.4%	1,053	988	6.5%
Driving Hrs/Comment (D&U)	4,172	5,138	-18.8%	2,720	2,761	-1.5%
Accident Reports	14	19	-26.3%	61	74	-17.6%
Preventable Accidents	9	12	-25.0%	42	49	-14.3%
Percent Preventable	64.3%	63.2%	1.8%	68.9%	66.2%	4.0%
Miles/Prev. Accident	35,845	26,707	34.2%	32,959	28,820	14.4%
Hours/Prev. Accident	4,172	2,997	39.2%	3,886	3,268	18.9%
Unreported Accidents	1	1	0.0%	1	2	-50.0%
Damage to Buses/Equip.						
Caused by CyRide	\$5,072	\$745	580.6%	\$19,262	\$19,948	-3.4%
Caused by Others	\$231	\$1,217	-81.0%	\$8,147	\$2,754	195.8%
Caused by Unreported	\$267	\$40	567.5%	\$267	\$212	26.1%
Claims by Others (#)	?	2	-100.0%	1	6	-83.3%
Claims by Others (\$)	?	\$103	-100.0%	\$850	\$12,434	-93.2%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,174,598	\$1,155,009	1.7%	\$4,620,921	\$4,407,747	4.8%
SYSTEM TOTAL						
Passengers	1,187,820	1,073,227	10.7%	5,892,125	5,749,038	2.5%
Revenue Miles	280,294	270,205	3.7%	1,189,906	1,184,183	0.5%
Revenue Hours	26,643	25,560	4.2%	113,909	113,025	0.8%
Revenue Miles per Hour	10.5	10.6	-0.5%	10.4	10.5	-0.3%
Pass./Rev. Mile	4.2	4.0	6.7%	5.0	4.9	2.0%
Pass./Rev. Hour	44.6	42.0	6.2%	51.7	50.9	1.7%
Operations Expense	\$1,174,598	\$1,155,009	1.7%	\$4,620,921	\$4,407,747	4.8%
Maintenance Expense	<u>\$665,090</u>	<u>\$468,030</u>	<u>42.1%</u>	<u>\$2,069,550</u>	<u>\$1,864,186</u>	<u>11.0%</u>
Total Expenses	<u>\$1,839,688</u>	<u>\$1,623,039</u>	<u>13.3%</u>	<u>\$6,690,470</u>	<u>\$6,271,934</u>	<u>6.7%</u>
Farebox Revenue	\$79,970	\$101,932	-21.5%	\$330,847	\$349,792	-5.4%
Rev./Exp. Ratio	4.3%	6.3%	-30.8%	4.9%	5.6%	-11.3%
Oper. Exp./Passenger	\$1.55	\$1.51	2.4%	\$1.14	\$1.09	4.1%
Oper. Exp./Rev. Mile	\$6.56	\$6.01	9.3%	\$5.62	\$5.30	6.2%
Oper. Exp./Rev. Hour	\$69.05	\$63.50	8.7%	\$58.74	\$55.49	5.8%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2013 to June 30, 2013 (4th Quarter)

	FY 2013 4th Qtr	FY 2012 4th Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,167,234	968,795	20.5%	5,809,631	5,567,765	4.3%
Shuttle Passengers	<u>0</u>	<u>84,622</u>	<u>-100.0%</u>	<u>2,622</u>	<u>89,672</u>	<u>-97.1%</u>
Total Passengers	<u>1,167,234</u>	<u>1,053,417</u>	<u>10.8%</u>	<u>5,812,253</u>	<u>5,657,437</u>	<u>2.7%</u>
Transfers	12,483	14,950	-16.5%	51,466	62,737	-18.0%
Revenue Miles	267,783	257,358	4.1%	1,130,124	1,124,072	0.5%
Revenue Hours	25,509	24,581	3.8%	108,998	108,553	0.4%
Revenue Miles per Hour	10.5	10.5	0.3%	10.4	10.4	0.1%
Pass./Rev. Mile	4.4	4.1	6.5%	5.1	5.0	2.2%
Pass./Rev. Hour	45.8	42.9	6.8%	53.3	52.1	2.3%
Operations Expense	\$1,133,038	\$1,104,360	2.6%	\$4,427,938	\$4,194,549	5.6%
Maintenance Expense	<u>\$657,827</u>	<u>\$460,408</u>	<u>42.9%</u>	<u>\$2,026,012</u>	<u>\$1,817,667</u>	<u>11.5%</u>
Total Expenses	<u>\$1,790,864</u>	<u>\$1,564,767</u>	<u>14.4%</u>	<u>\$6,453,949</u>	<u>\$6,012,217</u>	<u>7.3%</u>
Farebox Revenue	\$78,030	\$99,733	-21.8%	\$325,572	\$340,847	-4.5%
Rev./Exp. Ratio	4.4%	6.4%	-31.6%	5.0%	5.7%	-11.0%
Exp./Passenger	\$1.53	\$1.49	3.3%	\$1.11	\$1.06	4.5%
Exp./Rev. Mile	\$6.69	\$6.08	10.0%	\$5.71	\$5.35	6.8%
Exp./Rev. Hour	\$70.21	\$63.66	10.3%	\$59.21	\$55.39	6.9%
DIAL-A-RIDE						
Passengers	2,225	2,830	-21.4%	9,468	10,853	-12.8%
Revenue Miles	8,451	8,586	-1.6%	35,445	34,108	3.9%
Revenue Hours	848	681	24.5%	3,204	2,665	20.2%
Revenue Miles per Hour	10.0	12.6	-20.9%	11.1	12.8	-13.6%
Pass./Rev. Mile	0.3	0.3	-20.1%	0.3	0.3	-16.1%
Pass./Rev. Hour	2.6	4.2	-36.8%	3.0	4.1	-27.4%
Operations Expense	\$33,594	\$42,737	-21.4%	\$144,023	\$162,094	-11.1%
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>\$33,594</u>	<u>\$42,737</u>	<u>-21.4%</u>	<u>\$144,023</u>	<u>\$162,094</u>	<u>-11.1%</u>
Farebox Revenue	\$1,940	\$2,200	-11.8%	\$5,275	\$8,945	-41.0%
Rev./Exp. Ratio	5.8%	5.1%	12.2%	3.7%	5.5%	-33.6%
Exp./Passenger	\$15.10	\$15.10	0.0%	\$15.21	\$14.94	1.8%
Exp./Rev. Mile	\$3.98	\$4.98	-20.1%	\$4.06	\$4.75	-14.5%
Exp./Rev. Hour	\$39.64	\$62.76	-36.8%	\$44.95	\$60.82	-26.1%
MOONLIGHT EXPRESS						
Passengers	18,361	16,980	8.1%	70,404	80,748	-12.8%
Revenue Miles	4,060	4,261	-4.7%	24,337	26,003	-6.4%
Revenue Hours	287	298	-3.9%	1,706	1,807	-5.6%
Revenue Miles per Hour	14.2	14.3	-0.8%	14.3	14.4	-0.9%
Pass./Rev. Mile	4.5	4.0	13.5%	2.9	3.1	-6.8%
Pass./Rev. Hour	64.0	56.9	12.5%	41.3	44.7	-7.7%
Operations Expense	\$7,966	\$7,912	0.7%	\$48,959	\$51,104	-4.2%
Maintenance Expense	<u>\$7,263</u>	<u>\$7,622</u>	<u>-4.7%</u>	<u>\$43,538</u>	<u>\$46,519</u>	<u>-6.4%</u>
Total Expenses	<u>\$15,229</u>	<u>\$15,535</u>	<u>-2.0%</u>	<u>\$92,497</u>	<u>\$97,623</u>	<u>-5.3%</u>
Exp./Passenger	\$0.83	\$0.91	-9.3%	\$1.31	\$1.21	8.7%
Exp./Rev. Mile	\$3.75	\$3.65	2.9%	\$3.80	\$3.75	1.2%
Exp./Rev. Hour	\$53.12	\$52.06	2.0%	\$54.21	\$54.02	0.3%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1, 2013 to June 30, 2013 (4th Quarter)

	FY 2013 4th Qtr	FY 2012 4th Qtr	% CHANGE	FY 2013 Total	FY 2012 Total	% CHANGE
OPERATIONS REVENUE						
Farebox	\$79,970	\$101,932	-21.5%	\$330,847	\$349,792	-5.4%
Transit Contracts	\$38,485	\$108,984	-64.7%	\$294,360	\$356,683	-17.5%
I.S.U.	\$0	\$0	#DIV/0!	\$641,872	\$599,880	7.0%
G.S.B	\$86,782	\$9,279	835.2%	\$3,499,053	\$3,204,263	9.2%
City of Ames	\$635,088	\$598,272	6.2%	\$1,452,687	\$1,355,883	7.1%
IDOT - STA	\$151,000	\$163,676	-7.7%	\$606,634	\$613,424	-1.1%
Section 5307	\$0	\$0	#DIV/0!	\$1,540,702	\$1,528,279	0.8%
Other Grants	\$90,514	\$100,572	-10.0%	\$162,345	\$204,432	-20.6%
Other	\$89,179	\$69,991	27.4%	\$220,112	\$178,332	23.4%
Total Operating Revenue	<u>\$1,171,018</u>	<u>\$1,152,706</u>	<u>1.6%</u>	<u>\$8,748,611</u>	<u>\$8,390,968</u>	<u>4.3%</u>
TOTAL EXPENSES						
Administration	\$282,033	\$277,806	1.5%	\$1,086,224	\$1,059,330	2.5%
Safety & Training	\$54,307	\$53,759	1.0%	\$216,990	\$211,615	2.5%
Promotion	\$3,089	\$3,042	1.6%	\$6,259	\$14,443	-56.7%
Bldg. & Grounds	\$71,134	\$60,866	16.9%	\$288,282	\$310,269	-7.1%
Fixed Route	\$1,790,864	\$1,564,767	14.4%	\$6,453,949	\$6,012,217	7.3%
Dial-A-Ride	\$33,594	\$42,737	-21.4%	\$144,023	\$162,094	-11.1%
Moonlight Express	<u>\$15,229</u>	<u>\$15,535</u>	<u>-2.0%</u>	<u>\$92,497</u>	<u>\$97,623</u>	<u>-5.3%</u>
Operating Total	<u>\$2,250,250</u>	<u>\$2,018,512</u>	<u>11.5%</u>	<u>\$8,288,226</u>	<u>\$7,867,592</u>	<u>5.3%</u>
Farebox Revenue	\$79,970	\$101,932	-21.5%	\$330,847	\$349,792	-5.4%
Farebox Rev./Exp. Ratio	3.6%	5.0%	-29.6%	4.0%	4.4%	-10.2%
Admin. Expense/Pass.	\$0.35	\$0.37	-6.2%	\$0.27	\$0.28	-2.3%
Admin. Exp./Rev. Mile	\$1.46	\$1.46	0.1%	\$1.34	\$1.35	-0.4%
Admin. Exp./Rev. Hour	\$15.41	\$15.47	-0.4%	\$14.03	\$14.12	-0.6%
Total Expense/Passenger	\$1.89	\$1.88	0.7%	\$1.41	\$1.37	2.8%
Total Expense/Rev. Mile	\$8.03	\$7.47	7.5%	\$6.97	\$6.64	4.8%
Total Expense/Rev. Hour	\$84.46	\$78.97	6.9%	\$72.76	\$69.61	4.5%

Transit Director's Report

August 2013

1. Midwest Transit Alliance

Transit systems in four Midwestern states have combined to develop a federal legislative platform that will work to improve the capital situation for bus systems that resulted from a loss of funding in the last federal transportation bill, MAP-21. The following two priorities and fallback positions were recently adopted at a conference of the four states earlier this month.

Priority #1

The Alliance supports:

- Passage of a new five year Federal Surface Transportation Reauthorization Act to replace and significantly restructure authorization levels.
- Structuring funding to fully fund a vehicle and transit facilities replacement program that will equitably distribute funds to address future public transit needs at all levels – large and small, urban and rural.

Priority #2

The Alliance supports:

- An increase in dedicated revenues in the Mass Transit Account that would provide support and increased funding for public transit to maintain and improve the nation's transportation infrastructure.
- An Increase in funding should be through additional current revenue sources or identification of a dedicated Trust Fund mechanism that supplements existing dedicated revenues to ensure long-term sustainability of transit services.

A healthy Bus and Bus Facilities Account is crucial to the delivery of public transit services. As such, Congress should at a minimum:

- Appropriate 700 million dollars of replacement funds to the Bus and Bus Facilities Account to pre- MAP-21 levels.
- Establish an annual Bus State of Good Repair Program proportionate to the Rail State of Good Repair Program and no less than \$100 million dollars annually.

Without new sources and restoration of funds, transit systems in the four-state region may be forced to reduce current service levels due to a lack of bus equipment.

It is hoped that coalescing around a single platform will strengthen the position of smaller transit systems located in rural states in an effort to restore the federal bus and facility funds to our systems.

2. Transit Advertising Update

Houck Advertising, who is under contract with CyRide for the sale of exterior and interior advertising on CyRide buses, has requested two demonstration projects during the fall 2013 semester to increase interior bus advertising sales.

Handle Bar Advertising

Six interior advertising handle bar advertisements per bus would be placed on five buses for a three month period to determine the public's acceptance of this advertising medium (see picture to the right).



Michaleangelo Advertising



In February 2012, a Houck Advertising representative recommended including “Michaleangelo” advertising signs on the interior ceiling of vehicles (see picture to the left). At that time, the Transit Board directed staff to work with the firm to demonstrate this product. Houck advertising will place one sign in the same bus as the new handle bar advertisements to determine their total impact on customers.

The client for both types of new advertising will be ISU's Dining Services. Based on employee and customer feedback, CyRide will recommend to the Transit Board continuing or discontinuing these types of advertising after the two demonstration projects are completed later this fall.

3. Fuel Contracting Update

In January, the Transit Board of Trustees approved entering into a new four-month fuel contract to begin August 2013 and end in November 2013, at which time CyRide could enter into a longer-term contract at a more optimal contracting time. However, as CyRide began preparing documents to bid the contract, fuel prices increased and have fluctuated over the summer. As a result, staff decided to wait until November 2013 to bid this commodity. Staff will bring a new contracting plan to the board for approval prior to preparation of a new bid in November. Currently CyRide has been paying between \$3.00 and \$3.25 per gallon, as opposed to the 2013-2014 budget price per gallon of \$3.70.

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 Labor Day Holiday	3	4	5	6	7
8	9	10	11	12	13	14 Football IOWA
15	16	17	18	19	20	21
22	23 Transit Board Mtg. 4:00pm	24	25	26	27	28
29	30					

2013