

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

October 30, 2013

1. CALL TO ORDER: 4:00 P.M.
2. Approval of September 25, 2013 Minutes
3. Public Comments
4. CyRide Facility Construction Change Order
5. Fuel Contracting
6. 2014-2015 Operating and Capital Budget Needs
7. Transit Director's Report
8. Set Time and Place of Fall Semester Meetings:
  - December 4 – 4:00 pm
9. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

September 25, 2013

The Ames Transit Agency Board of Trustees met September 25, 2013 at 8:00 a.m. rescheduled from September 25, 2013 meeting, which did not have a quorum. President Rediske called the meeting to order via conference call at 8:00 a.m. Present were Trustee Madden and calling in were Trustees Drenthe, Goodman, Rediske and Murrell. Absent: Trustee Schainker.

**CYRIDE FACILITY CONSTRUCTION CHANGE ORDER:** Director Kyras explained Change Orders #1 through #9 totaled \$152,339. Change Order #10 required City Council and transit board approval for \$88,723.02 and is for relocation and replacement of the water lines. The water lines were not well documented for CyRide's property and as a result, construction of the new building kept uncovering existing water lines in the wrong location. As a result, three sections of the water lines needed to be removed and/or replaced. Director Kyras explained that CyRide had received nine additional change order that could be approved after here transit board and Council action. These change orders, #11- 19, totaled \$42,741.

The Director further explained that the project's contingency budget was \$362,120, and, through change order #10, and will have \$121,000 remaining. With change orders #11- #19, \$283,000 of the contingency budget would be expended, leaving \$78,000 remaining after theses additional change orders. She shared that staff believes the project will be over budget by \$75,000 to \$100,000. She indicated that CyRide currently had an additional \$550,000 in capital funds available for over-expenditures on this project.

Trustee Madden made a motion to approve CyRide's facility change order #10 totaling \$88,723.02 for payment to Henkel Construction. Trustee Goodman seconded the motion on the floor. (Ayes: Five. Nays: None.) Motion carried.

President Rediske reviewed the October 30 and December 5 transit board meeting dates and the December 5, 2013 meeting was rescheduled to December 4, 2013 at 4:00 p.m.

Meeting adjourned at 8:06 a.m.

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Daniel Rediske, President

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Joanne Van Dyke, Recording Secretary

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** October 30, 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 \$362,120, was included in the total project budget.

The project is currently scheduled for substantial completion May 30, 2014; however, the contractor has indicated that the project could be completed by the end of this year.

**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 twenty-two change orders approved totaling \$286,201.77. The twenty-third change order is for the cooling tower chilled water connection for a total of \$72,355.11 and will require Transit board and City Council approval.

**The project’s contingency budget is \$362,120. With approval of Change Orders #23, \$360,203.98 of this contingency will be committed, leaving \$1,916.02 remaining. The original construction contract cost is for \$4,489,000 but will increase to \$4,847,556.94 through Change Order #23.**

Several additional change orders have been identified to-date for this project (#24 – #35 on attached Change Order Log); therefore, it is anticipated that the project will be approximately \$105,000 to \$120,000 over budget. CyRide currently has the following resources to address the need for additional construction dollars.

## Funds Available

Funds	Dollars
Federal Funds (#IA-04-0111) Available as of 1/31/13	\$3,021,136
Federal Funds (Iowa DOT Grant)	\$363,800
State Funds (PTIG Expansion)	\$800,000
State Funds (PTIG Ceiling)	\$600,000
Local (20% of remaining)	\$1,196,234
<b>Total Available</b>	<b>\$5,981,170</b>

## Funds Remaining

Category	Dollars	Balance
<b>Funds Available</b>		<b>\$5,981,170</b>
<b>Expenses</b>		
Henkel Contract	\$4,489,000	
Contingency	\$362,120	
Change Orders Above Contingency	\$120,000	
Architectural Fees Remaining as of 1/31/13 with Amendments	\$495,994	
Construction Testing (concrete strength, soils compaction, etc.)	\$45,843	
Misc - Bid Drawings, Surveys/Soil Borings, etc.	\$22,489	
<b>Total Expenses</b>		<b>\$5,535,446</b>
<b>Remaining Balance</b>		<b>\$445,724</b>

### ALTERNATIVES:

1. Approve CyRide Facility change order #23 totaling \$72,355.11 for payment to Henkel Construction.
2. Do not approve change order #23.

### RECOMMENDATION:

The Transit Director recommends approval of alternative #1 to approve change order #23. Without this change, CyRide's Facility construction project cannot be completed, eliminating its ability to heat the expansion addition. Completion of this project will allow eleven more buses to be housed indoors.



# AIA<sup>®</sup>

# Document G701<sup>™</sup> – 2001

## Change Order

**PROJECT** (Name and address):  
CyRide Bus Facility Expansion,  
Ames, IA

**CHANGE ORDER NUMBER:** 023  
**DATE:** October 11, 2013

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**

**TO CONTRACTOR** (Name and address):  
Henkel Construction Company  
208 East State Street  
Mason City, Iowa 50401

**ARCHITECT'S PROJECT NUMBER:** 14577878  
**CONTRACT DATE:** March 11, 2013  
**CONTRACT FOR:** General Construction

**FIELD:**   
**OTHER:**

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

Revise piping connections to ISU cooling tower per response to RFI No. 37 and as described in modified drawings C2.01 and C5.01 attached to the RFI. This change is per CCD027 dated 08/27/2013, and Henkel COR#29 dated 09/25/2013.

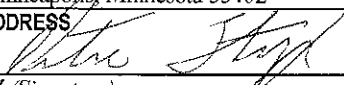
The original Contract Sum was	\$	4,489,000.00
The net change by previously authorized Change Orders	\$	286,201.83
The Contract Sum prior to this Change Order was	\$	4,775,201.83
The Contract Sum will be increased by this Change Order in the amount of	\$	72,355.11
The new Contract Sum including this Change Order will be	\$	4,847,556.94

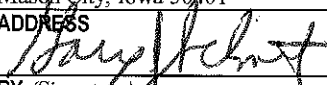
The Contract Time will be unchanged by Zero (0) days.

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.

URS Corporation  
**ARCHITECT** (Firm name)  
100 South Fifth Street, Suite 1500,  
Minneapolis, Minnesota 55402  
**ADDRESS**  
  
**BY** (Signature)  
Peter Styx, AIA, LEED AP BD+C  
(Typed name)  
10/14/2013  
**DATE**

Henkel Construction Company  
**CONTRACTOR** (Firm name)  
208 East State Street,  
Mason City, Iowa 50401  
**ADDRESS**  
  
**BY** (Signature)  
Gary J. Schmit, President  
(Typed name)  
10-16-13  
**DATE**

Ames Transit Agency  
**OWNER** (Firm name)  
1700 University Boulevard,  
Ames, Iowa 50010  
**ADDRESS**  
  
**BY** (Signature)  
  
(Typed name)  
**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	\$ 93,360.60	\$ 93,360.50	7/9/2013	City Council	3
2	Geopier and Foundation Changes	\$ (6,370.00)	\$ 86,990.60	\$ 6,370.00	7/10/2013	Sheri Kyras	1
3	Soil Remediation @ Floodwall	\$ 16,004.02	\$ 102,994.62	\$ 22,374.02	8/1/2003	Sheri Kyras	5
4	Fuel Storage Credit	\$ (2,024.61)	\$ 100,970.01	\$ 24,398.63	8/1/2013	Sheri Kyras	5
5	Conduit/Electrical Repair @ Sewer Trenches	\$ 2,477.21	\$ 103,447.22	\$ 26,875.84	8/1/2013	Steve Schainker	5
6	Utilities at Flood Gates	\$ 19,748.86	\$ 123,196.08	\$ 46,624.70	8/15/2013	Melissa Mundt	5
7	LEED Scorecard	\$ -	\$ 123,196.08	\$ 46,624.70	8/15/2013	Melissa Mundt	6
8	Dual Dispenser Fueling	\$ 9,979.87	\$ 133,175.95	\$ 56,604.57	8/27/2013	City Council	6
9	Bus Lift Pit Extension	\$ 19,163.36	\$ 152,339.31	\$ 19,163.36	8/28/2013	Sheri Kyras	6
10	Waterline Relocation/Replacement	\$ 88,723.02	\$ 241,062.33	\$ 129,580.54	9/24/2013	City Council	6
11	Waterproofing Lift Pits	\$ 3,470.04	\$ 244,532.37	\$ 3,470.04	9/26/2013	Sheri Kyras	6
12	Revisions to South Floodwall	\$ 2,795.82	\$ 247,328.19	\$ 6,265.86	9/26/2013	Sheri Kyras	6
13	Reinforcing in Concrete	\$ 2,748.90	\$ 250,077.09	\$ 9,014.76	9/26/2013	Sheri Kyras	6
14	Power Cable at Fuel Pumps	\$ 2,142.58	\$ 252,219.67	\$ 11,157.34	9/26/2013	Sheri Kyras	6
15	Penthouse Framing Modifications	\$ 676.28	\$ 252,895.95	\$ 11,833.62	9/26/2013	Sheri Kyras	6
16	Site Lighting Removal at S. Floodwall	\$ 3,230.48	\$ 256,126.43	\$ 15,064.10	9/26/2013	Sheri Kyras	6
17	Replacement of Concrete at S. Intake	\$ 3,584.50	\$ 259,710.93	\$ 18,648.60	9/26/2013	Sheri Kyras	6
18	Curb Cut or Moving of South Flood Wall	\$ 22,208.92	\$ 281,919.85	\$ 40,857.52	9/26/2013	Melissa Mundt	6
19	FSC Lumber	\$ 1,884.30	\$ 283,804.15	\$ 42,741.82	9/26/2013	Melissa Mundt	6
20	Headers for OH Doors	\$ 4,628.16	\$ 288,432.31	\$ 47,369.98	9/30/2013	Melissa Mundt	
21	Switch to Unpainted Ductwork	\$ (583.44)	\$ 287,848.87	\$ 47,953.42	9/30/2013	Melissa Mundt	
22	Credit for Reloc. W. Site Light	\$ (1,647.10)	\$ 286,201.77	\$ 49,017.08	10/17/2013	Melissa Mundt	
23	Cooling Tower Chilled Water Connection	\$ 72,355.11	\$ 360,203.98	\$ 115,096.93	11/12/2013	City Council	
24	Alternate Fuel Charging Station	\$ 4,169.24	\$ 364,373.22	\$ 4,169.24		Sheri Kyras	
25	Development Review - Landscaping/Dumpster Redesign	\$ 12,163.96	\$ 376,537.18	\$ 16,333.20		Sheri Kyras	
26	Sewer Changes at S. Floodgate	\$ 8,000.00	\$ 384,537.18	\$ 24,333.20		Sheri Kyras	
27	Changes to OCS O1 @ Cooling Towers	\$ 44,880.64	\$ 429,417.82	\$ 69,213.84		City Council	
28	CMU at Door 14/Move Light at Door 14 for Guillotine	\$ 30,000.00	\$ 459,417.82	\$ 30,000.00		Melissa Mundt	
29	Controls Replacement by Wash Bay	\$ 12,007.20	\$ 471,425.02	\$ 42,007.20		Melissa Mundt	
30	Credit for Bus Lift Alternate Panel	\$ (1,713.29)	\$ 457,704.53	\$ 43,720.49		Melissa Mundt	
31	Credit for ABBA	\$ (2,244.00)	\$ 469,181.02	\$ 45,964.49		Melissa Mundt	
32	Add WEEPS @ Precast Panels	-	\$ 469,181.02	\$ 45,964.49		Melissa Mundt	
33	Credit on Curtain Wall Alum. Finish						
34	Sidewalk Revisions						
35	Access Door at Bus Lift Alcove						
	<b>Total</b>	<b>\$ 465,820.63</b>					

**Contingency** \$ 362,120.00  
**Contingency Remaining** \$ (103,700.63)

Estimated Dollars

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** October 30, 2013

**SUBJECT:** Fuel Contracting

**BACKGROUND:** CyRide has entered into fuel contracts on four occasions from 2009 through 2013, with mixed financial results as follows:

<b>Time Period</b>	<b>Savings</b>
May 2009 – December 2009	+\$35,239.99
March 2010 – December 2010	(\$3,324.21)
August 2011 – March 2012	+\$18,401.69
May 2012 – March 2013	(\$42,131.39)
<b>TOTAL SAVINGS</b>	<b>\$8,186.08</b>

In each contract, CyRide was able to stabilize fuel expenses and provide better budget projections, ensuring that this larger cost in CyRide’s operating budget remains within budget. Therefore, one of the two goals in its fuel contracting program (budget stabilization) has been achieved. The secondary goal of financial savings, overall, has been met (savings of \$8,186.08); however, half of the fuel contracts have resulted in more dollars being spent under a contract than the market rate.

In January 2013, the transit board approved entering into a new contract at their board meeting; however, shortly after that meeting, fuel futures pricing began increasing to a level that would not be supported by CyRide’s budget. As a result, staff decided to not put CyRide’s fuel purchases out-for-bid until the market was lower and had stabilized. Recently the market is experiencing these two factors making it a potentially optimal time to consider bidding CyRide’s fuel purchases for the remainder of the budget year and into next the next several budget years.

**INFORMATION:** CyRide staff and the Transit Board of Trustee’s have establish a guideline for fuel contracting that commits no more than 70% of its total annual fuel usage (210,000 of the approximately 320,000 total gallons) to purchases under a contracting method. The remaining approximately 30% is purchased at a fixed price + mark-up/deduct on the market rate, which is also bid at the time contract bids are received.

The process used to purchase fuel under a contract method is slightly different than normal purchases as decisions need to be made immediately upon receipt of bids, which does not provide time to gain approval from the Transit Board or City Council. Staff has worked with the City of Ames Purchasing Department and developed a method to procure fuel that does not violate city or state purchasing requirements. Specifically, the following process would be followed:

- Enter into contracts for up to twelve, two-month periods, which would extend through December 2016 as follows:
  - January –February 2014
  - March – April 2014
  - September- October 2014
  - November-December 2014
  - January – February 2015
  - March – April 2015
  - September– October 2015
  - November – December 2015
  - January – February 2016
  - March – April 2016
  - September – October 2016
  - November – December 2016

CyRide does not enter into fuel contract for the months of May – August as the minimum two-month fuel volume of 42,000 gallons cannot be met due to lower service levels.

- Gain approval from the Transit Board and City Council for a total fuel contract price **not to exceed** \$1,764,000 for twelve, two-month contracts, for up to 504,000 gallons of fuel over the remainder of the current budget, a majority of the 2014-2015 and 2015-2016 budgets and part of the 2016-2017 budget year. (The not-to-exceed amount for the fuel contract bid is calculated based on \$3.50 per gallon and represents approximately 52% of CyRide’s fuel purchases for the 36 month period.) The reason for the longer contract commitment is that in the latter part of the fuel purchase (FY2016-2017), fuel prices are currently at \$2.78 per gallon, significantly below budget and current market rates.
- In conjunction with the City of Ames Purchasing Department, prepare a Request for Proposal for fuel contracts due to the City in November – December 2013 (optimal time for fuel purchases).



- At the time the bids are received, award up to twelve, two-month contracts to the lowest bidder that does not exceed the approved total amount and that it is believed will benefit CyRide.
- In January 2014, report to the Transit Board the bid results and resulting award, if any.

**ALTERNATIVES:**

1. Approve up to twelve, two-month fuel contracts at a total price not-to-exceed of \$1,764,000 and accept fixed rate + mark-up/deduct for the remainder of CyRide's fuel purchases.
2. Approve up to eight, two month fuel contracts (through the November- December 2015 contract) at a total price not-to-exceed of \$1,176,000 and accept fixed rate + mark-up/deduct for the remainder of CyRide's fuel purchases.
3. Do not enter into a contract at this time and request staff to develop additional proposals.
4. Do not enter into a contract and instead purchase fuel at the time it is needed at the market rate.

**RECOMMENDATION:**

The Transit Director recommends alternative #1 to solicit bids for a portion of CyRide's fuel requirements under a contract and the remainder under fixed rate + markup/deduct, thereby stabilizing fuel expenses for a longer period of time. Once bids are received, CyRide staff will be able to determine if the bids reasonably reflect the current market for the contracting periods and then determine if any or all twelve contracts should be purchased.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** October 30, 2013  
**SUBJECT:** 2014-2015 Operating and Capital Budget Needs

**BACKGROUND:** Year-after-year record ridership can make for a challenge to match community expectations to service levels and can create internal pressures for more transit resources. An examination of areas where challenges are currently occurring will assist in determining if modifications can be possible during the 2014-2015 budget preparations and discussions. Discussion of these challenges with the Transit Board of Trustees will aid staff in the development of 2014-2015 budget alternatives for the Transit Board’s review in December 2013.

**INFORMATION:**

CyRide has experienced five years in a row of **record** ridership and nine years of **increasing** ridership, mainly in response to higher enrollment levels at Iowa State University. The table below shows this previous record level, the record years and anticipated ridership in the current and next budget year.

Year	Ridership Level	Increased Rides	# of Additional Peak Buses
<b>2003-2004</b>	<b>4,787,637</b>		
2005-2006	4,173,208		0
2006-2007	4,314,151	+140,943	7
2007-2008	4,646,554	+332,403	0
<b>2008-2009</b>	<b>5,002,146</b>	<b>+355,592</b>	<b>4</b>
2009-2010	5,377,155	+375,009	6
2010-2011	5,447,289	+70,134	6
2011-2012	5,759,883	+312,594	0
2012-2013	5,892,786	+132,903	3
2013-2014	6,300,000	+407,214	5
2014-2015 (Estimated)	6,600,000	+300,000	3
<b>Total</b>		<b>+2,426,792</b>	<b>34</b>

Previous record high  
Recent record highs

In looking forward to the future, the University has released its new enrollment projections, which call for varying levels of increased enrollment for the next ten years as follows:

Current	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
33,241	34,382	34,927	35,176	35,276	35,397	35,509	35,628	35,797	35,863	35,977
	+1,141	+545	+249	+100	+121	+112	+111	+177	+66	+141

With steady to slightly increasing enrollment over a longer period of time and with a challenging fiscal environment, CyRide will need to begin to look forward to how it can meet the system’s demand as a result of the new “normal” of a **higher sustained level of ridership**. The following describes the service levels, staffing and capital needs that staff has identified to successfully meet this new level of ridership in the 2014-2015 budget year.

## Service Level

### **Staff-Recommended Changes:**

#### **Additional Hours of Service 2014-2015:**

To meet increasing enrollment, CyRide staff has added buses to existing service to meet increased demand with some single bus trips requiring up to seven buses to carry the number of customers desiring that trip.

Based on past trends and potential enrollment increases in 2014-2015 estimated at 1,141 additional students, CyRide recommends increasing service by 10 hours per weekday to meet higher enrollment and ridership demand.

*Estimated Annual Cost: \$81,012*

#### **Blue Route – Sunday Service**

Monday through Saturday, the Blue Route operates at 20-minute intervals and on Sunday at 40-minute intervals. Due to increased traffic on this route and at the S. 3<sup>rd</sup> and Duff bus stop (near Wal-Mart) particularly on the weekend, improving the route’s service frequency to 20-minutes on Sunday as is operated the remainder of the week will reduce overcrowding and on-time performance issues currently being experienced on the route. One bus could be added on Sunday’s and service scheduled every 20 minutes from 11 am to 5 pm from the Friley bus stop to the S. 3<sup>rd</sup> and Duff stop and remain at 40-minute intervals during other times of the day and areas of this route. This change would also improve service by decreasing the wait times for customers. Currently many Blue Route trips along this portion of the route on Sunday consistently exceed 60 passengers per bus (seated capacity is 39 to 42 passengers).

*Estimated Annual Cost: \$9,834*

### **Brown/Green Route – Weekday Service**

Ridership on the Brown Route has increased by more than 45% in the past three years due to increased availability of apartments north of Somerset and full utilization of the Wallace/Wilson Residence Halls. As a result, this route is currently experiencing on-time performance issues where trips are consistently late and buses are exceeding capacity. Two additional buses would be placed on the Brown Route each weekday from 11:30 am to 6:00 pm. An added benefit of this change is that the Brown Route will now be able to meet the other buses (Red, Blue Routes) to make transfers allowing customers to switch between buses to travel to other areas of campus or the city. Currently this bus arrives several minutes after the other route buses have left, causing customers to wait almost 20 more minutes until their next bus arrives.

Likewise, the Green Route is experiencing overcrowding issues from 11:30 am to 6:00 pm each weekday. An additional bus would be added to relieve this overcrowding and to keep buses on time.

*Estimated Annual Cost: \$188,472*

### **Gray Route Increased Frequency and Evening Service**

Just prior to the fall 2014 semester, a new development targeted at students is scheduled to open along S. 16<sup>th</sup> St. called Copper Beach. This complex is to house 720 additional students, doubling the number of student living in this area (The Grove + Copper Beach). This route is currently served by the Gray route, which has 60-minute service from 7:00 am to 5:30 pm with no service in the evening or on weekends. This is difficult for students to plan their trip based on this lower level of service and particularly for students with night classes when no service operates. Therefore, CyRide staff recommends adding one bus between 7:00 am and 9:00 pm between campus and a portion of the Gray Route to S. Duff Ave. This would provide 40-minute service during the weekday and 60-minute service during the weekday evening on this portion of the Gray Route.

*Estimated Annual Cost: \$113,253*

### **New State Street Route**

Service along the Red Route has increased by 54% in the last six years. Demand on some trips on this route from west Ames to campus have increased to the level that as many as seven buses are needed to provide capacity for all students needing to get to campus for class. In light of this heavy demand and anticipated new development in the State Street area, staff recommends dividing the current Red Route into two routes allowing the west Ames area, with heavy multi-family developments, to access service more efficiently. Service levels on the two routes would be as follows:

Route	Hours of Service	Frequency of Service
<b>Red Route</b>	M-F, 6:30 am – 12:45 am Sat., 7:10 am – 10:30 pm Sun., 8:30 am – 11:30 pm	7-40 mins. 20-40 mins. 40 mins.
<b>New State Street Route</b>	M-F, 7:15 am – 6:20 pm	30 mins.

*Estimated Annual Cost: \$162,400*

### **Customer-Requested:**

1. DMACC Evening Service (several requests)
2. Brown Route – Evening Service to Wessex Apt. (several requests)
3. Gray Route – Saturday
4. Cardinal Route – Friday evening
5. Pink Route – Extend to Barilla
6. Pink Route – Midday service
7. Purple Route – Midday Service
8. All Routes – Extend Past 10 pm on Fri. Sat., and Sun. in summer
9. All Routes – Later times in the summer to replace MLX
10. Service to Northridge/GW Carver area

## **Staffing**

Two “pinch points” are currently being experienced in CyRide’s staffing level when attempting to sustain higher levels of service – adequate number of maintenance workers and training staff. Each is briefly described below:

Maintenance Workers - Positions within CyRide’s maintenance division have not changed since 2006 when CyRide operated 49 buses, 34 fewer than today. With the additional work, a larger and more varied fleet (hybrid and articulated buses) as well as the technology that is now required to maintain these vehicles, the job of maintaining CyRide’s fleet has become more challenging.

The transit industry uses a “rules of thumb” methodology to determine appropriate maintenance staffing levels within a transit agency. These are illustrated below along with CyRide’s metric for each.

Rule of Thumb	Industry Standard	CyRide Actual
Miles of Service	1 mechanic/120,000 miles	1 mechanic/253,504 miles
Buses Per Mechanic	1 mechanic/7.62 buses	1 mechanic/15.9 buses
Buses Per Lane Worker	1 lane worker/17.92 buses	1 lane worker/41.5 buses

CyRide mechanics are maintaining more than twice the number of buses or are at double the number of miles per industry standard. Likewise, Lane Workers are servicing more than almost three times as many buses daily as their peers. Currently Lane Workers are walking more than six miles per evening in servicing these buses.

As a result, CyRide recommends increasing the number of mechanics by two full-time positions and the number of lane workers by two, half-time positions for a total of 3 additional full-time equivalent positions.

Training Staff – CyRide averages between 45-55 new drivers each year with a majority of these new drivers being hired and trained over the summer months so that they can help provide service in the fall of each year. The number of new drivers each year increases not because of higher attrition, but as a result of providing higher services levels. In the past, CyRide has had a goal of hiring and training 20-22 new drivers each summer. In the summer of 2013, CyRide increased this to 30 drivers. As a result, dispatchers and supervisors were called upon to train new drivers to assist CyRide’s two current Trainers with the increased workload taking them away from their regular duties. While this can be done on a temporary basis, the daily operations suffers over a longer term, therefore, staff recommends internally promoting a driver to a trainer position for the summer months as a temporary summer Trainer to assist permanent training staff with the higher number of trainees needed to allow for adequate driving staff in the fall of each year.

*Estimated Annual Cost: \$176,385 (\$124,757 Mechanics, \$32,093 Lane Workers, \$13,492 Trainers)*

## **Capital**

Staff has identified the following **preliminary** capital needs for consideration in the 2014-2015 capital budget.

**New Buses** – CyRide will complete the purchase of new buses with 83% federal funding from the last State of Good Repair federal grant.

Local Share – \$207,570

**Used Buses** – In the 2014-2015 budget year, CyRide would search for good use buses from other transit systems to purchase and begin operating in the 2015-2016 budget year.

Local Share - \$125,000

**Support Vehicle** - Support vehicles are used by the drivers to relieve other drivers at several points along the bus routes. The Impala is four years old and in poor condition due to the constant in/out of drivers on a daily basis and reoccurring problems with the steering system. As a result, CyRide will keep an older vehicle in better condition that had been scheduled for replacement and instead replace the Impala, which is in worse condition.

Local Share - \$30,000

**Building Modernization** – A majority of the parking/driveway accesses were replaced as part of the current building construction project, however, there are pieces that did not need replacing for the building construction to occur that have remained. This project would begin to replace the remaining concrete pieces that are quickly deteriorating due to their age over the next several years.

Also, this capital category would begin replacing sections of CyRide’s maintenance/storage building roof over the next several years. The roof’s ten-year warranty expired in 2010 and portion are currently in poor condition.

Local Share - \$170,000

**Building Expansion** – After completing the current construction project, the new bus storage expansion will be full with six buses still parked outside. With the purchase of 5-6 additional used buses this year, a total of 11 or more buses will be parked outside beginning next fall. As a result, CyRide needs to begin looking at ways to house all of its buses. This funding could be local match to a larger state or federal grant to either purchase land at a second site or to build the next portion of the building according to the facility master plan at the current site, based upon discussion and direction from the Transit Board.

Local Share - \$200,000

**Computers** – CyRide has a computer purchase program that replaces computers every five years. This year six computers will need to be replaced.

Local Share - \$12,000

**Shop Equipment** – CyRide’s Fleet and Facilities Director will be indentifying specific equipment in the next several months that will replace current equipment at the end of its useful life, new equipment that meets federal/state requirements or improves the efficiency of CyRide’s operation.

Local Share - \$40,000

**Bus Stop Improvement** – CyRide will continue with its Bus Stop Improvement plan in replacing concrete or pouring new bus stop pads as well as purchasing/installing 1-2 new shelters. This project is funded at 80% with federal dollars and 20% with local dollars.

Local Share - \$9,200

## Summary of Needs

Change	Brief Description	Local Dollars
<b>Services</b>		
Additional Hours*	10 more hours/weekday during school	\$81,012
Blue Route – Sun.*	20-minute service frequency on Sun. – Friley to S. 3 <sup>rd</sup> St.	\$9,834
Br./Gr. Route – Weekday*	2 buses on Brown, 1 bus on Green	\$188,472
Gray Route – Incr. Service/Eve.	40-min. service during the day, 60-min. service during the evening	\$113,253
New State Street Route	30-minute service from 7 am to 9 pm	\$162,400
<b>Total Services (Annual Cost)</b>		<b>\$554,971</b>
<b>Staffing</b>		
Additional Staff	2 additional full-time mechanics, 2 additional part-time lane workers, summer Trainer	\$176,385
<b>Capital</b>		
Replace 5-6 Large Buses	State of Good Repair Grant	\$207,570
Used Buses (5)	Purchase five additional used buses for daily service	\$125,000
Support Vehicle	Replace Impala	\$30,000
Building Modernization	Replace concrete not included in construction project	\$170,000
Building Expansion	Local dollars to match state/federal grants for building expansion/land purchase	\$200,000
Computers		\$12,000
Shop Equipment		\$40,000
Bus Stop Improvements		\$9,200
<b>Total Capital</b>		<b>\$793,770</b>

\* Service that will result in customers left at the bus stop if not implemented.



CyRide’s staff is looking for the following input to prepare the operating budget for the board’s December meeting:

1. **Definition of Baseline Budget Option (Budget Option 1)** – Staff believes that the baseline budget option should include service levels that address projected ISU enrollment levels, which would include the “Additional Service Hours” (\$81,012) need identified above. By including the additional service hours in this baseline, the need to revisit service levels in the summer and secure additional funding will potentially be eliminated if the projections are close to actual student increases.
  
2. **Additional Budget Options** – Additional options that the board would like staff to develop for consideration by the Transit Board. Staff recommends the following:
  - **Operating Budget Option 2 (Maintain Existing Customer Experience)**
    - Baseline as staff recommends above with Additional Service Level (\$81,012)
    - Staffing Changes (\$176,385)
    - Blue Route Sunday (\$9,834)
    - Brown/Green Route – Weekday (\$188,472)
  - **Operating Budget Option 3 (Maintain Existing Customer Experience + One New Development)**
    - Option 2 services/staffing
    - Gray Route (\$113,253)
  - **Operating Budget Option 4 (Maintain Existing Customer Service + Two New Developments)**
    - Option 3 services/staffing
    - New State Street Route (\$162,400)

Staff direction on local share percentage increases (equal or unequal shares) would also begin to narrow down the options for presentation at the December meeting.

Staff also requests comments on the capital budget items identified as needs for the 2014-2015 budget year.

# Transit Director's Report

October 2013

## 1. Ames to Des Moines Study

The Des Moines Metropolitan Planning Organization (DMMPO) has hired a consultant to study the potential for scheduled public transportation between Des Moines and Ames. CyRide has been asked to be part of this study with CyRide's Director and Transit Planner participating in the study. Results of the study will be shared with the transit board.

## 2. Fuel Savings To Date

Currently CyRide is not under a fuel contract and is purchasing fuel at market rates. With lower fuel prices, CyRide's budget line item for fuel is experiencing a significant savings. For the 2013-2014 budget, CyRide included fuel expenses at \$3.75 per gallon and to-date has averaged \$3.18 per gallon. Since the new fiscal year began on July 1<sup>st</sup>, this has provided CyRide with a \$64,337 savings to the 2013-2014 budget.

## 3. ISU's Student Experience Enhancement Council (SEEC)

CyRide has been invited to be part of one of ISU's SEEC subcommittees on Internal/External Relations. The role of this committee is to, "gather input from a broad community constituency, explore the impacts/issues of a growing/declining student enrollment, and develop strategies to strengthen the experiences for students as well as the community at large." The committee chose two top priorities with CyRide's ability to address adequate service levels as one of these priorities. As a result, CyRide's Director has shared the following information with the subcommittee:

- CyRide's ridership trend and the current year's ridership increase
- Federal capital funding challenges faced as a result of the new transportation law
- Infrastructure challenges in meeting higher levels of service
- Transit Board's approval of capital funding for additional used buses
- Transit Board's process in reviewing service needs and setting service levels for the next year

## 4. Orange Route Study Update

The Orange Route study has been progressing through the summer and early fall with a narrowing of the possible options to modify service. Three options have been identified as follows:

**Option 1 – Existing Route**, continue to add additional buses as needed for capacity

**Option 2 – Divide the Route** – one serving south of Lincoln Way (Park & Ride/Beach), one serving north of Lincoln Way (Residence Halls)

**Options 3 – Bus Rapid Transit Route** – Ending route on Osborn from the Park & Ride and Residence Halls, not circling campus

The consultant was beginning to further develop these options for public input; however, with the University's study of campus corridors, it has been determined that it would be best to wait until this university study is near completion before proceeding to determine if the result of the university study will impact the options chosen under the Orange Route study. It is estimated that the results of the University study can be near completion by mid-spring.

## **5. 2012-2013 Final Budget**

The attached budget spreadsheet indicates the final operating expenses, revenues and closing balance for the 2012-2013 budget year, which ended on June 30, 2013. The following summarizes the highlights:

- Operating Expenses - \$8,223,398 – .075% below adopted budget
- Operating Revenue - \$9,766,898 - 2.08% higher than adopted budget
- Closing Balance - \$1,023,900 - +23.7% higher than adopted budget

The closing balance does not reflect the Transit Board's August 2013 action to reduce the balance by \$125,000 for purchase of used buses.

## BUDGET ANALYSIS - Actual 2013

10/25/13	10:26 AM	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Adopt	12-13 Amend	12-13 Actual	Diff.	% Diff.	13-14 Adopt
<b>FIXED ROUTE</b>										
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	\$2,067,061	(8,264)	-0.4%	\$2,187,445
<b>FIXED ROUTE TOTAL</b>		<b>\$5,422,062</b>	<b>\$5,860,574</b>	<b>\$6,108,686</b>	<b>\$6,416,783</b>	<b>\$6,556,207</b>	<b>\$6,543,969</b>	<b>(12,238)</b>	<b>-0.2%</b>	<b>\$6,827,465</b>
<b>DIAL-A-RIDE</b>										
550-1341	Operations	\$136,855	\$142,717	\$172,077	\$163,621	\$173,742	\$143,889	(29,853)	-17.2%	\$181,951
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	0	#DIV/0!	\$0
<b>DIAL-A-RIDE TOTAL</b>		<b>\$136,855</b>	<b>\$142,717</b>	<b>\$172,077</b>	<b>\$163,621</b>	<b>\$173,742</b>	<b>\$143,889</b>	<b>(29,853)</b>	<b>-17.2%</b>	<b>\$181,951</b>
<b>ADMINISTRATION/SUPPORT</b>										
550-1101	Administration	\$1,037,847	\$1,014,818	\$1,059,330	\$1,097,469	\$1,097,549	\$1,024,009	(73,540)	-6.7%	\$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
<b>ADMIN/SUPPORT TOTAL</b>		<b>\$1,580,548</b>	<b>\$1,539,830</b>	<b>\$1,596,759</b>	<b>\$1,705,058</b>	<b>\$1,703,887</b>	<b>\$1,535,540</b>	<b>(168,347)</b>	<b>-9.9%</b>	<b>\$1,761,975</b>
<b>FINANCE ADJUSTMENTS</b>		\$15,890	\$27,835	\$86,312						
<b>TOTAL OPERATING EXPENSES</b>		<b>\$7,155,355</b>	<b>\$7,570,957</b>	<b>\$7,963,833</b>	<b>\$8,285,462</b>	<b>\$8,433,836</b>	<b>\$8,223,398</b>	<b>(210,438)</b>	<b>-2.5%</b>	<b>\$8,771,391</b>
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%	
<b>TOTAL USED</b>		<b>\$8,260,769</b>	<b>\$8,627,261</b>	<b>\$8,307,459</b>	<b>\$8,739,263</b>	<b>\$8,962,637</b>	<b>\$8,742,999</b>	<b>(219,638)</b>	<b>-2.5%</b>	<b>\$8,912,191</b>
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	\$8,979,922	(69,005)	-0.8%	\$9,503,469
<b>TOTAL AVAILABLE</b>		<b>\$9,108,063</b>	<b>\$9,190,501</b>	<b>\$9,094,435</b>	<b>\$9,567,221</b>	<b>\$9,835,903</b>	<b>\$9,766,898</b>	<b>(69,005)</b>	<b>-0.7%</b>	<b>\$10,376,735</b>
<b>CLOSING BALANCE</b>		<b>\$847,294</b>	<b>\$563,240</b>	<b>\$786,976</b>	<b>\$827,958</b>	<b>\$873,266</b>	<b>\$1,023,900</b>	<b>150,633</b>	<b>17.2%</b>	<b>\$1,464,544</b>
Closing/Operating		11.8%	7.4%	9.9%	10.0%	10.4%	12.5%			16.7%
REVENUE/EXPENSE RATIO		111.8%	110.2%	107.1%	107.5%	107.3%	109.2%			108.3%
OPERATING FUND BALANCE		\$847,294	\$563,240	\$786,976	\$827,958	\$873,266	\$1,023,900			\$1,464,544
CAPITAL FUND BALANCE		\$1,213,853	\$1,491,769	\$1,643,813	\$44,598	\$1,730,325	\$929,342			\$1,778,359
TRUST FUND BALANCE		\$667,188	\$1,099,162	\$1,325,474	\$1,223,054	\$1,063,054	\$1,084,961			\$1,065,587
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	\$3,038,203			\$4,308,491

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> Transit Board Meeting 4:00pm	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> Dead ←	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Week →	<b>14</b>
<b>15</b>	<b>16</b> Finals ←	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Week →	<b>21</b> ISU Commencement
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

**2013**