

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

January 22, 2014

1. CALL TO ORDER: 8:00 A.M.
2. Approval of December 4 and 6, 2013 Minutes
3. Public Comments
4. Transit Advertising Policy - False, Misleading and Deceptive Advertising
5. Five Year Capital Improvement Plan
6. 2014-2015 Operating Budget
7. Transit Director's Report
8. Set Time and Place of Spring Semester Meetings:
 - February 19 – 4:00 pm
 - March 26 – 4:00 pm
 - April 23 – 4:00 pm
 - May 21 – 4:00 pm
9. Adjourn

AMES, IOWA

December 4, 2013

The Ames Transit Agency Board of Trustees met on December 4, 2013 at 4:00 p.m. in the CyRide Conference room. President Rediske called the meeting to order at 4:05 p.m. Present: Trustees Drenthe, Goodman, Rediske and Schainker. Absent: Trustees Madden and Murrell.

PUBLIC COMMENTS: President Rediske asked the public in attendance to stand, introduce themselves, and address the transit board on their subject matter.

- Dale Dyvig, owner of Dyvig's Pet Shop, Ames, shared that he was shocked by the ad displayed on two CyRide buses and expressed his concerns. He further asked the board if there was anything they could do or provide a solution as to what could be done to eliminate ads of this nature that he considered as slander.

Director Kyras shared with Mr. Dyvig and transit board members that the advertisement met CyRide's advertising policy requirements adopted by the Transit Board of Trustees in March of 2013. She further stated that the policy contains standard industry language regarding the content of permissible ads and that this content is subject to First Amendment Rights, even though some individuals might not care for an ad's content.

Mr. Dyvig asked if he could place an ad on the bus that reads do not ride the bus. Director Kyras responded that this was possible; however, one of the advertising policy requirements was that the ads could not contain false, misleading, or deceptive information.

Trustees Madden and Murrell arrived at 4:10 p.m.

Trustee Goodman acknowledged Mr. Dyvig's concern and recognized that the issue could not be resolved at the meeting as it required legal interpretation. Trustee Goodman shared that if the ad was false or misleading, it could violate the policy, but shared that he was not sure how that could be determined unless the ad was blatant. Director Kyras indicated that this was the first challenge of an advertisement since adoption of the new policy and indicated that she would need legal guidance on how to proceed. Trustee Goodman indicated that it would be desirable to have a standard that could be applied in all cases. Director Kyras indicated that as each advertisement is unique, it would most likely need to be determined on a case-by-case basis.

Trustee Goodman made a motion to have Director Kyras discuss the advertising policy with the City of Ames Legal Department to evaluate and determine what is false, misleading or deceptive and report findings to the transit board at the next meeting. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

ISU Student Michael Plantenberg, who has been a resident of the ISU Towers complex for two years, spoke to his concerns about bus service on the Brown route ending at 9:16 p.m. He indicated that many students are unable to return to the towers via bus and have to walk from campus to the towers complex. Mr. Plantenberg surveyed 35 residents of the Towers and found 43% of its residents have a safety concern walking to the Towers after night exams, labs, or studying on campus and would like to request the Transit Board operate service until 10:15 p.m.

Richard Martinez shared that he was an ISU Freshman and Towers resident. Mr. Martinez indicated that he was satisfied with the bus system, but with the increasing enrollment, stated that the Brown North in the morning from Wallace and Wilson was running late, congested and late getting students to classes between 8:00 and 10:00 a.m. He indicated that additional buses would be helpful. He also shared that the afternoon 6A Brown ridership is served pretty well, but stated that he also believed that the 6A Brown route should be extended until 10:15 p.m. Monday through Thursday for towers residents. He also stated that the bus shelter at the towers stop needed repair as the concrete is very poor.

APPROVAL OF MINUTES: President Rediske asked for any additions or correction to the October 30, 2013 transit board minutes. Hearing none, Trustee Madden made a motion to approve the October 30, 2013 minutes as presented. Trustee Schainker seconded. (Ayes: Six. Nays: None.) Motion carried.

FLOOD INSURANCE: Director Kyras provide background information on CyRide's 2010 flood claim of \$819,507 with a \$25,000 insurance deductible and introduced David Eaton, City of Ames Risk Manager, to answer any questions the transit board would have regarding possible changes to CyRide's flood insurance.

Director Kyras explained that after CyRide's 2010 claim, the deductible was raised to \$500,000. Currently CyRide is paying for \$6.5 million in coverage, divided between three layers – National Flood Insurance Program for the first \$500,000 or the deductible amount, \$1 million on top of this first \$500,000 by Chubb Group and a \$5 million excess policy through RSUI. The question posed to the Transit Board by David Eaton was whether the excess policy should be dropped in light of the flood protection measures that were underway and should be in place by next spring. This change would save CyRide \$20,050 in the 2014-2015 budget. Director Kyras shared that staff recommended continuing the excess policy for at least one more year as the new flood protection measures had not been tested.

Trustee Madden asked if CyRide meets FEMA eligibility requirements if this coverage was dropped and if this coverage extends to other losses besides flooding, such as tornadoes, or other types of losses not specified. Mr. Eaton said that he would need to check on this, but he believed that CyRide would still be eligible for FEMA funds.

Trustee Madden made a motion to keep the property flood insurance one more year and revisit at that time. Trustee Schainker seconded the motion. (Ayes: Fives. Nays: None.) Motion carried.

CYRIDE FACILITY CHANGE ORDER: Director Kyras explained that there is one more change order (#31) that requires transit board and City Council approval. Construction on the west side of the facility has been challenging. To construct the specified piping product to connect ISU's cooling tower water to CyRide for heating purposes would require ISU's cooling towers to be shored up resulting in a large change order request. The Architectural firm and contractor have developed an alternate solution requiring a lower change order of \$42,412.24. She indicated that the project's contingency budget was \$362,120, and that change order #31 would exceed this contingency amount by \$77,842.02. She further indicated that there was sufficient grant funding to cover unanticipated cost increases. After change order #31 and other anticipated changes, she believed that there would still be a \$445,724 available for capital expenditures.

Trustee Madden made a motion to approve alternative #1 to approve the CyRide Facility Change Order #31 totaling \$42,412.24 for payment to Henkel construction. Trustee Goodman seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

FIVE YEAR CAPITAL PLAN: Director Kyras explained CyRide's capital planning process indicating that capital improvement projects were identified and placed in the City of Ames Five Year Capital Improvement Plan each January. She then detailed the first year of the plan, which includes projects for the 2014-2015 budget year:

- Local match for new buses in the State of Good Repair Grant, \$207,750
- Used buses, purchase at least five used buses every year, \$125,000
- Administrative vehicle, replacing the Impala, \$30,000
- HVAC replacement to replace 3 of the 10 units, which are 25+ years old, \$60,000
- Concrete replacement at the east side of the property, \$75,000
- Architectural and engineering services to develop plans for pit replacement in the original section of CyRide's storage building, \$5,000
- Bus storage expansion for the six buses + five used buses to be purchase in 2014 still parked outside after the new bus storage facility is completed in the spring. CyRide staff will begin visiting with the transit board in February 2014 as the transit board will need to determine how best to meet this growth, \$200,000 in local match for possible state or federal grant.
- Computer replacement for four computers, \$12,000
- Shop equipment (list provided in the board packet), \$37,000
- Bus stop improvement, repair at current bus stops and add one or two new shelters, \$9,200 (local match portion)
- Security camera replacement on 5 buses, \$45,000

- NextBus annual operating/warranty, \$96,170 and is the second year of three years under the GSB funding.

Trustee Goodman asked how transit systems apply for the legislatively-appropriated \$1.5 million dollars that have been available statewide for transit improvements and whether these funds can be used for other purposes. Director Kyras explained that these funds are for vertical infrastructure, which could not include transit shelters. She further indicated that with the local match requested, an maximum of \$600,000 in state funds could be requested.

Director Kyras then briefly detailed the capital project contained in the 2016-2019 time period:

- Five buses per year at \$125,000 per year
- Two administrative and two maintenance vehicles, \$159,000 total
- Building expansion includes HVAC units (3) - \$204,000 - \$220,000 per year
- Pit reconstruction - \$250,000
- Bus wash, \$350,000
- Equipment purchases identified in future years, \$40,000 per year
- Computers, \$12,000 per year
- Bus stop improvements for 1 – 2 new stops and repairs to existing stops, \$9,200 per year (local match portion)

Trustee Goodman inquired about the fleet age and suggested the board begin discussions on CyRide's ideal age. He also requested discussion on ways to save dollars. Director Kyras stated that the fleet age will be dictated by the availability of grant dollars and that staff's plan to keep the age as low as possible when these grants are not available was to purchase 5 used buses each year to replace buses that no longer could run and for expansion as CyRide grows. She indicated this was the least expensive method to keep the fleet moving forward. Trustee Goodman then asked if CyRide could operate with fewer buses. Director Kyras responded that it could not as currently CyRide was operating with a three bus spare ratio, which means that there are only three buses available when buses breakdown. She shared that as the fleet age increases, so do the maintenance costs, which are included in the operating budget.

Trustee Goodman stated that the Capital Improvement Plan would be financially challenging and requested that staff place priorities on each of the capital purchases and to bring these recommendations to the January transit board meeting.

Trustee Schainker made a motion to table this agenda item until the January 2014 transit board meeting and asked that CyRide staff prioritize the capital items and bring their recommendations to the transit board meeting. Motion was seconded by Trustee Drenthe. (Ayes: Five. Nays: None.) Motion carried.

2014-2015 OPERATING BUDGET: Director Kyras provided a status update of the 2013-2014 budget.

- Expenses, July through October, 2.1% lower, mainly due to fuel. Average price of diesel fuel is \$3.13 per gallon versus CyRide's budgeted price at \$3.75 per gallon - estimated annual savings of \$80,000 to \$90,000
- Maintenance parts are \$12,000 lower
- Wages and benefits - \$80,000 higher as a result of additional service due to enrollment increases
- State funding, 10.6% higher - additional annual \$24,000
- Advertising sales higher, additional annual \$15,000
- Farebox is lower, \$20,700 less annually
- Shuttle revenue will be higher with Odyssey of the Minds 2014 - \$68,000
- ADA service, \$44,000 less annually
- Year-End Closing balance estimated to be \$1,291,724, leaving a 14.9% fund balance
- Capital balance lower from \$978,359 to \$483,212 due to construction timing
- GSB Trust fund balance should end the fiscal year at \$1,044,034

Next year's budget assumptions include:

- Health insurance, up 6%, additional cost - \$28,800
- Payroll expenses will increase 3.3%, additional cost - \$198,000
- Fuel, budgeted at \$3.75 per gallon
- Federal funding of \$57,000 additional and no capital funding
- State funding increasing \$50,000
- Funds transferred from operations to capital - \$800,000
- State revolving loan repayment, fourth of five years, \$8,750 from City and ISU

Director Kyras presented the following budget options:

Option 1 - Current service level at next year's pricing + \$81,012 for ten additional service hour per weekday. The three funding partners would share the costs of the current service level and capital with GSB funding 100% of the ten additional hours per weekday.

Option 2 - Option #1 services plus additional service on Sunday Blue route, weekday Brown and Green route plus two additional full-time mechanics and two, part-time lane workers to service the 34 buses added in the last seven years and a full-time summer trainer. The three funding partners would share the costs of the current service level, mechanics, lane workers and trainer with the GSB funding 100% of the ten additional hours per weekday, and the Blue, Brown and Green route additional services.

Option 3 - Option #2 plus adding service to the Gray route between the hours of 7:00 a.m. and 9:00 p.m. The three funding partners would share in funding the current service level,

staffing and capital with GSB funding 100% of the additional 10 hours per weekday, Blue route Sundays, Brown/Green Weekdays, and Gray route weekdays.

Director Kyras then discussed the funding chart contained in the board packet displaying the additional cost and percentage increase for each of the three funding partners under each option - ranging from a 1.4% to 4.4% increase for the City and ISU, and 3.7% to 14.9% increase for GSB.

Trustee Madden shared with board members that the students service demands are a trade off as Iowa State finds they do more after hours escorting and would rather have the bus system provide this. He indicated that he favored Option 3 from the ISU administrative perspective. He indicated that enrollment growth would generate additional transit revenues and shared his view that the GSB Trust Fund's purpose was not to build up a large balance, but to be used for services. Trustee Madden favored the Brown route service changes for Towers residences needs and the Gray route services to reduce traffic driving from the Grove and Copper Beach complexes. He shared that there are currently discussions taking place on whether to start charging a user fee for people who park at the Iowa State Center. As a result of all this, he again shared his desire to fund Option 3.

Trustee Goodman shared his desire to review the funding model to determine a better method of identifying each party's costs.

President Rediske shared that he feels students at Iowa State are being served well and are getting a fair deal. He also indicated that he supports Option 3, but thought there was no down side for completing the research to determine what benefits each party should be paying. President Rediske and Trustee Madden were in favor of setting some sort of model so this discussion does not take place every year.

Trustee Goodman agreed, stating that Ames is a better community because of CyRide and feels it is important to work hard to obtain a new model to evaluate the system, the peaks, and possibly redistribute ridership. Also to determine if operating money should be redistributed. He indicated that transit is a benefit because it enables people to participate within the City. Trustee Goodman would like to see more money put into bus stops. Trustee Goodman requested that staff bring back a number for the next meeting for a pad and a canopy. Barb Neal indicated that CyRide did not have canopies, but provides shelters and benches.

Director Kyras indicated that the original three party funding model began in 1981 and was modified in 2002 when students began the fare free model. She indicated that she was currently reviewing past documentation to determine if the original assumptions could be identified as a starting place for future funding discussions.

Trustee Murrell indicated that he would like to substantiate that the 91-9% ridership split between the community and students was reflective of service today and agrees with coming up with a funding model for the future.

Trustee Goodman indicated that he had been talking with a professor at ISU about how to develop a model. Director Kyras also shared that CTRE, Center for Transportation Research and Education at Iowa State, conducts research related to transportation and could possibly assist with the project.

Following a lengthy discussion amongst the transit board members, all agreed to table the discussion until January to allow for more conversations regarding services.

TRANSIT DIRECTOR'S REPORT:

- Fuel Bid Update: Five bids were received. Keck Energy being the lowest and staff was comfortable with only the first four contracts. Director Kyras and Rich Leners will meet with Keck Energy to discuss a longer term contracting process as the bids varied for this time period.
- New Bus Purchase Update: CyRide staff has researched and found that the Minnesota DOT had a bus procurement that any transit system could use to purchase buses. Before awarding a CyRide bid, the FTA declared the bid to be flawed and transit systems were barred from using this procurement; however, there is a possibility for CyRide to be included in this bid, but this could cause a special board meeting in order to take action as it would need to be completed prior to December 31, 2013.
- Facility Construction is delayed with work currently scheduled to be complete in the spring. CyRide is working to have access to the new bus storage before school starts in January. Director Kyras pointed out that the need for additional storage is high on CyRide's list. Trustee Madden suggested looking into Van Wall facility on Airport Road in order to get the remaining buses under storage. The transit board and staff discussed the downside of parking buses outside, which requires buses to be run all night when the temperature is below 10 degrees as the fuel gels, not allowing buses to run.

TIME AND PLACE OF NEXT MEETING: January 22, 2014, 8:00 a.m.

ADJOURN: Meeting adjourned at 5:56 p.m.

The Ames Transit Agency Board of Trustees met on December 6, 2013 at 4:00 p.m. for a special Conference Call meeting. President Rediske called the meeting to order at 4:01 p.m. Present: Trustees Rediske, Murrell, Goodman, and Madden. Absent: Trustees Drenthe and Schinker.

PUBLIC COMMENTS: No public.

NEW BUS PURCHASE: Director Kyras explained that CyRide had received a national grant award for six buses in 2012 and that the local share for three of these buses had been included in CyRide's current year capital plan and that three were included in 2014-2015 capital plan. She further explained that staff had been searching for a national bus procurement to be a part of for their purchase; however, FTA had declared several of these bids to be non-compliant. As a result, CyRide had been working with FTA to determine if the Minnesota DOT procurement could be used and recently received a letter from the FTA stating that if transit system's had started working with the Minnesota DOT prior to April 23, 2013, and if the buses could be included in a purchase order by December 31, 2013, transit systems could purchase Gillig buses from this procurement. CyRide met both of these criteria.

CyRide has received pricing from Gillig Corp at \$415,297.50 per bus, for a total cost of six buses at \$2,491,785. The federal share of these buses will be 83%, requiring a local share of \$423,603 for the six buses. Purchase of these vehicles will require transit board and City Council approval. The City Council's next meeting is on December 17, 2013. She further shared that to delay the purchase of buses past December 31, 2013 would most likely increase the per bus cost by \$10,000, based on past annual increases, for a total cost increase for six buses of \$60,000.

Director Kyras explained that there is currently a 17-18 month backlog of buses from Gillig Corp. so the buses to be purchased are not be scheduled to arrive until 2015. She indicated that all local match funds will be accumulated by this date. Further, she provided that information regarding the last three buses was included in the Capital Improvement Plan presented at the December 4, 2013 Transit Board meeting. She indicated that staff recommended awarding the purchase to Gillig Corp. for the six buses.

Trustee Madden indicated it was a good time to move forward and purchase the buses. Trustee Madden asked how many bus manufacturers there were. Rich Leners, Asst. Director Fleet indicated that there are currently three manufacturers, but that it is preferable to standardize the fleet.

Trustee Madden made a motion to approve Alternative #1 to award six 40' buses to Gillig Corporation of Hayward, California for \$2,491,785. Trustee Murrell seconded the motion.

President Rediske asked if there was any further discussion.

Trustee Goodman requested a clarification as to which Capital Plan contained the six buses. Director Kyras stated that the first three buses were approved in the 2013-2014 CIP, and the other three were included in the 2014-2015 CIP, discussed by the Transit Board at the December 4, 2013 meeting, but awaiting approval by the board at their January 2014 meeting. Trustee Goodman asked if the grant required buying new buses. Director Kyras indicated that it did.

Trustee Madden shared his view that this bus purchase might be the last opportunity to purchase new vehicles, while at the same time saving money, so he believed that the transit board should take advantage of the opportunity.

President Rediske called for the vote: Ayes: Four. Nays: None. Motion carried.
Meeting adjourned at 4:09 p.m.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: January 22, 2014

SUBJECT: Transit Advertising Policy – False, Misleading and Deceptive Advertising

BACKGROUND: At the December 2013 Transit Board meeting, a member of the public shared a concern regarding an advertising sign placed on CyRide buses from the Bailing Out Benji group (advertisement attached). He indicated that the advertising was false and misleading and ultimately detrimental to his business. CyRide’s Transit Advertising policy prohibits this type of advertising under Section 3.01 (a); however, does not delineate a process to determine the validity of a claim under this section (Transit Advertising Policy is attached). As a result, the Transit Board requested that the Transit Director and City Legal Department develop a process to address this section.

INFORMATION: The Transit Director and Assistant City Attorney have researched the issue and found the following:

- That it is the responsibility of the Federal Trade Commission (FTC) and the Iowa Attorney General to regulate advertising content.
- That it is the right of any citizen or organization to seek relief for issues of this nature in a court of law.

Further, the Assistant City Attorney stated that the “Bailing out Benji” dispute was “akin to protected First Amendment speech.” And, that it probably was not possible to develop criteria for every situation that would not violate this protection.

In order for CyRide staff or board members to determine the validity of a claim in the manner currently completed by the FTC or Iowa Attorney General’s office, the following would need to be offered/developed by CyRide and the Transit Board:

- Brochure on the process
- List of all material needed such as contracts, letters, advertisements, etc.
- Description of the problem, remedies attempted and desired outcome
- Mediation services
- Legal decision on individual rights, freedom of speech laws, etc.

After review and consideration of the City and CyRide's mission and available resources, it is the recommendation of the City Attorney that the Transit Board refer claims to existing consumer protection agencies and include the following language in the Transit Advertising Policy:

The burden rests on any person complaining that advertising is false, misleading or deceptive to prove such, by filing a complaint and receiving a determination from the Federal Trade Commission, Iowa Attorney General Consumer Protection Division, or a court of law.

ALTERNATIVES:

1. Approve the recommended text for inclusion in CyRide's Transit Advertising Policy under Section 3.01(a).
2. Refer the question to the CyRide Director and City Attorney's office for further consideration of board directed changes.
3. Do not modify CyRide's existing Transit Advertising Policy.

RECOMMENDATION:

The Transit Director recommends that Alternative #1 be adopted to further clarify the Transit Board's intent when disputes arise over false, deceptive or misleading advertising messages. The Director believes that it is in the best interest of all parties to direct concerns to established organizations trained to make fair and consistent determinations.

POLICIES AND STANDARDS FOR ADVERTISING ON AMES TRANSIT AGENCY TRANSIT FACILITIES

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

I. PURPOSE

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

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

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

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

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

II. ADVERTISING POLICIES

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

- (a) **Alcoholic Beverages.** Advertisements and images soliciting or promoting the sale or use of alcoholic beverages.
- (b) **Tobacco Products.** Advertisements and images soliciting or promoting the sale or use of tobacco products including, but not limited to, cigarettes, cigars and smokeless tobacco.

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

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

2.03 Prohibitions on Literature or Product Distribution and Leafleting.

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

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

III. ADVERTISING STANDARDS AND RESTRICTIONS

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

- (a) ***False, Misleading, or Deceptive.*** Advertising or any material or information in the advertising that is false, misleading or deceptive.
- (b) ***Unauthorized Endorsement.*** Advertising that implies or declares that CyRide endorses a product, service, point-of-view, event or program. The prohibition against endorsement does not apply to advertising for a service, event or program for which CyRide is an official sponsor, co-sponsor or participant, provided CyRide’s Transit Director or other designated representative gives prior written approval regarding the endorsement.
- (c) ***Obscene or Offensive Material.*** Advertising that contains obscene or offensive materials. “Obscene materials” means displays information that, taken as a whole, appeals to the prurient interest in sex and depicts or describes, in a patently offensive manner, sexual conduct and which, taken as a whole, does not have serious literary, artistic, political, or scientific value. “Offensive materials” means displays or information that would be offensive to a reasonably prudent person of average sensitivity in the community, including advertising that contains derisive, distorted, immoral, profane or disreputable language or impressions.
- (d) ***Unlawful Goods or Services.*** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage the use or possession of unlawful or illegal goods or services.
- (e) ***Unlawful Conduct.*** Advertising or any material or information in the advertising that: depicts, promotes or reasonably appears to encourage unlawful or illegal behavior or conduct, including unlawful behavior of a violent or antisocial nature; is

libelous or an infringement of copyright; is otherwise unlawful or illegal; or is likely to subject CyRide to liability.

- (f) **Adult Entertainment.** Advertising that promotes or displays images associated with adult book stores, adult video stores, nude dance clubs and other adult entertainment establishments, adult telephone services, adult internet sites and escort services.
- (g) **Graffiti.** Advertising that uses images or symbols that depict or represent graffiti.
- (h) **Illegal Firearms and Weapons.** Advertising that contains images or depictions of illegal firearms, or the unlawful use of firearms or other weapons.
- (i) **Internet Addresses and Telephone Numbers.** Advertising that directs viewers to internet addresses or telephone numbers that contain materials, images or information that would violate these advertising standards if the materials, images or information were contained in advertising displayed or posted on CyRide Facilities.
- (j) **Distractions and Interference.** Advertising that incorporates or displays any rotating, revolving, or flashing devices or other moving parts or any word, phrase, symbol or character, any of which are likely to interfere with, mislead or distract traffic or conflict with any traffic control device or motor vehicle regulation.

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

3.03 Public Service Announcements. CyRide’s contractor may use interior or exterior ad space for public service messages for governmental entities, or non-profit organizations. The actual distribution and customary charges will be established by the contractor. The ads must conform to regular CyRide standards for size, weight and other physical characteristics.

Copy Standards for Public Service Advertising:

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

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

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

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

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

IV. APPEAL OF ADVERTISING DECISIONS

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

4.02 Appeals to Transit Trustee. An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with the permanent Trustees of the Ames Transit Agency Board of Trustees and the Board’s President within ten (10) business days after the rejection or removal decision. The advertiser’s request must state why the advertiser disagrees with the decision in light of CyRide’s advertising policies and standards. The three Transit Trustees may consult with the City of Ames legal counsel. The Trustees will review the basis for the rejected or removed advertisement and will consider the advertiser’s reasons for filing the request. The Trustees will make a decision on the request and will notify the advertiser of its decision in writing within fifteen (15) business days after receiving the advertiser’s request.


**ATTACHMENT A
POLITICAL, RELIGIOUS, OR ISSUES ADVERTISING DISCLAIMER
REQUIREMENTS**

I. DISCLAIMER REQUIREMENTS

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

Puppies In The Store? Walk Out The Door!

Pet Store Puppies are Puppy Mill Puppies. Don't Buy the LIE.

For more info: 

**Bailing Out
Benji**

515-733-9005



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: January 22, 2014
SUBJECT: Five Year Capital Improvement Plan

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

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

- Purchases approved in or anticipated in grants
- Replacement of equipment at the end of its useful life
- Purchases that are needed to ensure efficient and smooth operations

If approved, CyRide staff would begin to purchase the items contained in the first year of the plan beginning July 1, 2014. The remaining years would not be purchased until the year approaches and are subject to modifications as they are more fluid in nature due to funding increases/decreases. The following information details the CIP's first year purchases as well as purchases for four additional years.

First Year Purchases –

The purchase summary below is recommended for procurement in the 2014/15 budget year to ensure smooth operation of the transit system and is included in each of the budget options presented in the 2014-2015 operating budget options included as part of the next agenda topic. A detailed explanation of each anticipated expenditure by category is detailed after the chart.

Purchase	Other Share		Local Share	Total Cost
	Federal	State/GSB	CyRide	
Vehicle Replace.				
3-40' New Buses	\$1,013,430	\$0	\$207,570	\$1,221,000
4-40' Used Buses	\$0	\$0	\$125,000	\$125,000
Admin. Veh.	\$0	\$0	\$30,000	\$30,000
SUBTOTAL	\$1,013,430	\$0	\$362,570	\$1,376,000
Building Expan. & Modern.				
HVAC Replac. (3)	\$0	\$0	\$60,000	\$60,000
Concrete Replac.	\$0	\$0	\$75,000	\$75,000
A & E Services	\$0	\$0	\$5,000	\$5,000
Bus Storage Expan.	\$0	\$800,000	\$200,000	\$1,000,000
SUBTOTAL	\$0	\$800,000	\$340,000	\$1,140,000
Shop/Office Eqt.				
Computers (4)	\$0	\$0	\$12,000	\$12,000
Shop Equipment	\$0	\$0	\$37,000	\$37,000
SUBTOTAL	\$0	\$0	\$49,000	\$49,000
Bus Stop Improve.				
Bus Stop Improve.	\$0	\$36,800	\$9,200	\$46,000
SUBTOTAL	\$0	\$36,800	\$9,200	\$46,000
Technology				
Security Cameras	\$0	\$0	\$45,000	\$45,000
NextBus	\$0	\$96,170	\$0	\$96,170
SUBTOTAL	\$0	\$96,170	\$45,000	\$141,170
TOTAL	\$1,013,430	\$932,970	\$805,770	\$2,752,170

After purchase of these items in 2014/15, the local capital fund closing balance is estimated to be approximately \$475,000.

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

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

Purchase Used 40' Buses – Without the ability to fund new buses through grants, CyRide will need to purchase five used buses each year, starting with the 2014/15 budget, to have an adequate number of vehicles available for anticipated growth and efficient operation.

Administrative Vehicle – CyRide has three vehicles that are utilized in daily service to provide transportation for the drivers to use to relieve other drivers on-route at locations around the community. One of these vehicles, the Impala, will be six to seven years old at the time of replacement and is in poor condition.

HVAC Replacement – CyRide’s bus storage area has ten HVAC units to keep the facility at a warmer temperature for the buses to start in the winter. The 2014/15 budget includes systematic replacement of these units, starting with three in this first year. These units will be 25-30 years old at replacement.

Concrete Replacement – A majority of CyRide’s failing parking lot was replaced under the 2013-2014 facility construction project. However, concrete at the east side of the facility was not included and remains in crumbling condition. CyRide will replace large sections of this concrete in the 2014/15 capital budget.

A & E Services – A proposed 2015-2016 capital project, “Pit Reconstruction” will require engineering services to identify the specific work to be completed and estimate its cost. As a result, CyRide will contract with an architectural and engineering firm to provide these services in preparation of this work. CyRide has seven oil/water pits in the original portion of the building that have deteriorated over the years.

Bus Storage Expansion – At the completion of CyRide’s 2013-2014 Facility Construction project, the new bus storage expansion building will be full, with six buses remaining parked outside. With the purchase of five additional buses this year, a total of eleven buses will be housed outside next year. With CyRide’s growing bus storage need, it will utilize the \$200,000 in local dollars to match a state or federal grant to purchase land and/or construct additional bus storage, based upon Transit Board direction.

Computers - CyRide will replace four computers during the 2014/15 budget year.

Shop Equipment – Numerous small shop equipment are scheduled for purchase in the 2014/15 Capital Plan as follows: Custom E-Motor Mount (\$1,000), Wheel-Barrel Hoist (\$1,200), 2-Stage Snow Blower (\$1,500), Storage Racks (\$10,000), Sign Post Installer/Remover (\$4,300), Eye Wash & Shower Station (\$5,000), AC Refrigerant Reclamation System (\$7,000), Railing Replacement (\$7,000).

Bus Stop Improvements – This funding would improve existing bus stop locations with concrete pads, benches, shelters and lighting to make service more convenient to its riders. CyRide’s new shelter design will be used to replace existing shelters, and some current shelters in better condition will be reused to expand CyRide’s shelter program.

Security Cameras – CyRide places interior and exterior cameras on its buses that are used to investigate customer complaints and identify operational issues. CyRide has developed a program to systematically replace these cameras on its buses. This program requires replacement of these systems on five buses per year.

NextBus – CyRide’s real-time vehicle tracking system, NextBus, was implemented in February 2013. This system requires an annual operating and warranty expenditure to keep

this system operational. This is the second of a three year commitment by the Government of the Student Body to fully fund this expense.

Remaining Four Years (2015/16 – 2018/19):

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

Bus Purchases – Representing approximately \$500,000 over the remaining 4-year period, this investment reflects the purchase of 20 used, large buses, maintaining a fleet between 90-100 large buses **to meet anticipated ridership growth.**

Other Vehicle Purchases – The plan assumes replacement of two administrative and two maintenance vehicles in years 2015/16 through 2018/19 for a total cost of \$159,000.

Building Expansion & Modernization – This plan assumes the following:

2015-2016 – Reconstruction of CyRide’s seven oil/water separator pits in the original section of the bus storage facility. This portion of the building is approximately 30 years old and with daily wear and tear of buses traveling through the building, these pits have deteriorated. A new system will need to be compliant with EPA/DNR requirements.

2016-2017 – Replacement of three additional HVAC units and begin CyRide’s bus storage roof replacement project. This will be a multi-year project to annually replace a section of the roof, which will be more than 30 years old at replacement and no longer under warranty.

2017-2018 - Replacement of three additional HVAC units and continue CyRide’s bus storage roof replacement project. This will be a multi-year project to annually replace a section of the roof, which will be more than 30 years old and no longer under warranty.

2018-2019 – CyRide’s current bus washer will be 16 years old and at the end of its useful life. This project would replace this major facility feature.

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

Bus Stop Improvements – CyRide continues to emphasize its bus stop improvement program and has included a \$46,000 annual commitment in the plan through 2018/19.

Capital Purchase Priorities –

At the December Transit Board meeting, board members requested that staff place priorities on each of the capital purchases recommended for the 2014-2015 budget year.

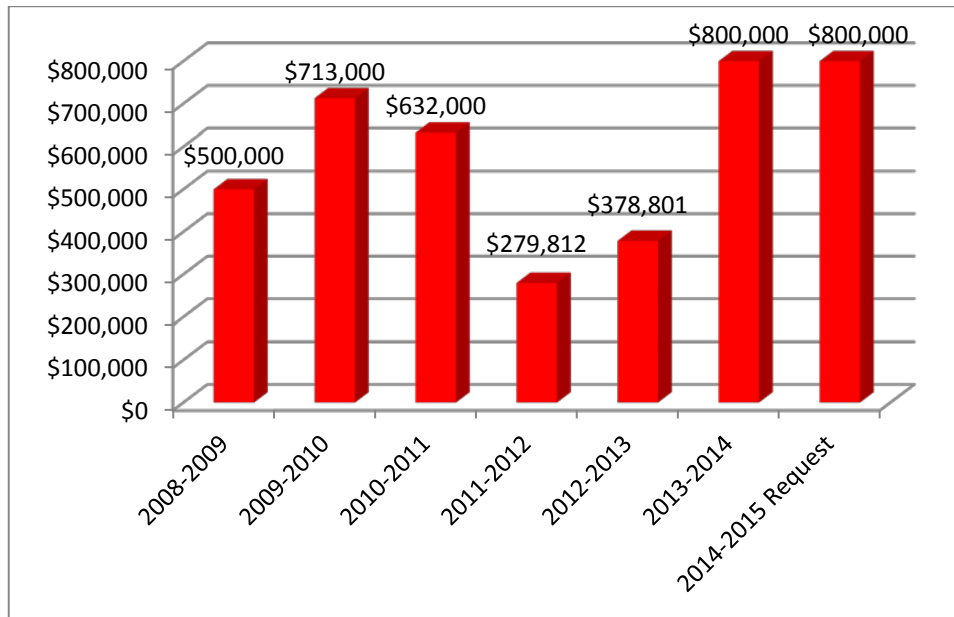
Priority	Purchase	CyRide Local Share
1	3-40' New Buses	\$207,570
2	4-40' Used Buses	\$125,000
3	Admin. Veh.	\$30,000
4	NextBus	\$0
5	A & E Services	\$5,000
6	HVAC Replac. (3)	\$60,000
7	Bus Storage Expan.	\$200,000
8	Computers (4)	\$12,000
9	Shop Equipment	\$37,000
10	Security Cameras (Buses)	\$45,000
11	Concrete Replac.	\$75,000
12	Bus Stop Improve.	\$9,200
	TOTAL	\$805,770

Over 85% of the total capital budget represents basic expenditures (listed above) on either replacement or expansion buses or the local dollars required to match a grant for expanding CyRide's bus storage to accommodate all buses. A majority of the remaining expenses are for upkeep of an aging facility that is over 30 years old.

Capital Fund Transfer –

In deciding the appropriate level of capital 2014-2015 funding, the following table illustrates the past funding levels that have been required to support CyRide's annual capital plan since FY2006. These dollars reflect the funds transferred from the operating budget into the capital budget annually.

Operating Dollars Transferred to CyRide's Capital Fund



The last two years included in the above chart (2013-2014 and 2014-2015 Requested) reflect no federal capital dollars to support CyRide's capital budget. Also, the 2011-2012 and 2012-2013 years reflect challenging budget years when larger percent increases in the operating budget were needed as well as fare increases, which resulted in fewer dollars for capital purchases. The capital deficit in these years was filled with federal dollars available for buses at a funding share of 90-100%.

ALTERNATIVES:

1. Approve the Five Year Capital Improvement Plan as presented.
2. Approve the Five Year Capital Improvement Plan with board modifications.
3. Do not approve the Five Year Capital Improvement Plan.

RECOMMENDATION:

The Transit Director recommends alternative #1 to approve the capital plan as presented by staff in order to meet CyRide's infrastructure needs, efficiently operate services and to avoid deferring capital expenditures into future budget years.

CYRIDE CAPITAL IMPROVEMENTS PLAN SUMMARY 2015-2019

November 2013

TRANSPORTATION - TRANSIT

PROJECT/REVENUE DESCRIPTION	TOTAL	2014/15	2015/16	2016/17	2017/18	2018/19
EXPENDITURES:						
Vehicle Replacement	2,035,000	1,376,000	155,000	185,000	164,000	155,000
Building Expansion & Modernization	2,164,000	1,140,000	250,000	204,000	220,000	350,000
Shop & Office Small Capital	257,000	49,000	52,000	52,000	52,000	52,000
Bus Stop Improvements	230,000	46,000	46,000	46,000	46,000	46,000
Technology	417,340	141,170	141,170	45,000	45,000	45,000
Total Expenditures	5,103,340	2,752,170	644,170	532,000	527,000	648,000
REVENUES:						
City:						
Transit Fund	2,913,570	805,770	511,200	495,200	490,200	611,200
Other:						
FTA - 5309	1,013,430	1,013,430	0	0	0	0
Elderly/Disabled	184,000	36,800	36,800	36,800	36,800	36,800
IDOT	800,000	800,000				
GSB	192,340	96,170	96,170			
Other Subtotal	2,189,770	1,946,400	132,970	36,800	36,800	36,800
Total Revenues	5,103,340	2,752,170	644,170	532,000	527,000	648,000

BUILDING EXPANSION & MODERNIZATION**PROJECT STATUS:** New

Scope Change

City of Ames, Iowa
Capital Improvements Plan**DESCRIPTION/JUSTIFICATION**

In the spring of 2014, CyRide major facility construction project to flood protect the facility, expand bus storage and increase the ceiling height for all buses will be completed. Therefore, the following plan has been developed to keep the facility in a state of good repair:

2014/15 – Replace 3 of the 7 HVAC units heating the bus storage area (\$60,000); Replace portions of the exterior concrete not part of the 2013/14 facility construction project (\$75,000); Architectural/Engineering Services for Pitt Replacement (\$5,000); bus storage expansion (\$1,000,000)

2015/16 – Replace the 7 oil/water separation pits in the original section of CyRide's facility (\$250,000)

2016/17 – Replace 3 of the 7 HVAC units heating the bus storage area (\$60,000); Replace a portion of CyRide's bus storage roof (\$140,000)

2017/18 – Replace 4 of the 7 HVAC units heating the bus storage area (\$80,000); Replace a portion of CyRide's bus storage roof (\$140,000)

2018/19 – Bus Washer Replacement (\$350,000)

COMMENTS

The HVAC units will be 25-30 years old at the time of replacement and at the end of their useful life; the warranty on CyRide's current bus storage roofs expired in 1994 on the oldest section and 2010 on the newest and CyRide's current bus washer will be 16 years old at the time of replacement.

When the new bus storage expansion is completed, eleven buses currently parked outside will be able to be housed in this new building; however 6 additional buses will remain parked outside. Additionally, CyRide is in the process of purchasing five additional buses for anticipated ridership increases in 2014/15, which will require a total of 11 buses to be housed outside in 2014/15. This project will build additional storage either at CyRide's existing site or at a satellite location based upon Transit Board of Trustee discussions.

LOCATION

1700 University Boulevard – Map 5, location J-10

FISCAL YEAR PRIORITY		1	1	1	1	1
	TOTAL	2014/15	2015/16	2016/17	2017/18	2018/19
COST:						
Architect/Engineering	5,000	5,000	0	0	0	0
Storage Expansion	1,000,000	1,000,000				
Repairs/Modifications	1,159,000	135,000	250,000	204,000	220,000	350,000
TOTAL	2,164,000	1,140,000	250,000	204,000	220,000	350,000
FINANCING:						
Transit Fund	1,364,000	340,000	250,000	204,000	220,000	350,000
IDOT	800,000	800,000				
Federal Transit Administration	0	0	0	0	0	0
TOTAL	2,164,000	1,140,000	250,000	204,000	220,000	350,000
PROGRAM - ACTIVITY:		DEPARTMENT:	ACCOUNT NO.			
Transportation – Transit		CyRide	552-1159-439			
			552-1175-439			

BUS STOP IMPROVEMENTS**PROJECT STATUS:** Scope Change

Cost Change

City of Ames, Iowa
Capital Improvements Plan**DESCRIPTION/JUSTIFICATION**

One of the most frequently received customer suggestions CyRide receives is regarding the condition or lack of amenities at its more than 425 bus stop locations throughout the city. Therefore, over the next five-year period (2014/15 through 2018/19), CyRide will install two new bus shelters and move one to two existing bus shelters to new locations each year; thereby increasing the total number of bus shelters for CyRide's customers. The specific locations will be identified each year based on CyRide's ability to complete installation at sites that year and the bus stop priority list based on a previous bus stop improvements study. Funding for these shelter replacements and new locations will be funded with 80% federal dollars administered by the State of Iowa and 20% local funding from CyRide's budget.

COMMENTS

An earlier project developed a new prototype shelter (located at Dickinson and Mortensen) that will be implemented in new locations with this project.

FISCAL YEAR PRIORITY		4	4	4	4	4
	TOTAL	2014/15	2015/16	2016/17	2017/18	2018/19
COST:						
Pads, Benches, Shelters	230,000	46,000	46,000	46,000	46,000	46,000
TOTAL	230,000	46,000	46,000	46,000	46,000	46,000
FINANCING:						
Transit Fund	46,000	9,200	9,200	9,200	9,200	9,200
Federal 5310 Grants	184,000	36,800	36,800	36,800	36,800	36,800
TOTAL	230,000	46,000	46,000	46,000	46,000	46,000
PROGRAM - ACTIVITY:		DEPARTMENT:	ACCOUNT NO.			
Transportation – Transit		CyRide	552-1163-439			

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project is to address replacement of shop and office equipment used for CyRide operations. Because 2015/16 – 2018/19 shop purchases in this category are smaller items where replacement need is less predictable, they have been generally described in this document. Specific shop needs will be identified annually to efficiently operate CyRide, and address OSHA, Department of Natural Resources, and other federal requirements as they are implemented at a total cost of approximately \$40,000 per year. Additionally, four to seven computers and equipment will be funded each year at an estimated cost of \$12,000 per year.

The 2014/15 shop and office equipment expenditures will fund the replacement of four computers and the following shop equipment:

- Storage Racks – (\$10,000)
- AC Refrigerant Reclamation System (\$7,000)
- Eye Wash & Shower Station (\$5,000)
- Railing Replacement (\$7,000)
- Sign Post Installer/Remover (\$4,300)
- 2-Stage Snow Blower (\$1,500)
- Wheel/Barrow Hoist (\$1,200)
- Customer E-Motor Mount (\$1,000)

COMMENTS

LOCATION

1700 University Boulevard – Map 5, location J-10

FISCAL YEAR PRIORITY		3	3	3	3	3
	TOTAL	2014/15	2015/16	2016/17	2017/18	2018/19
COST:						
Computers	60,000	12,000	12,000	12,000	12,000	12,000
Other Shop Equipment	197,000	37,000	40,000	40,000	40,000	40,000
Other Office Equipment	0	0	0	0	0	0
TOTAL	257,000	49,000	52,000	52,000	52,000	52,000
FINANCING:						
Transit Fund	257,000	49,000	52,000	52,000	52,000	52,000
FTA - Small Transit Intensive Cities	0	0	0	0	0	0
Federal Transit Administration	0	0	0	0	0	0
PROGRAM - ACTIVITY:						
Transportation – Transit						
		DEPARTMENT:		ACCOUNT NO.		
		CyRide		552-1159-439		

TECHNOLOGY

PROJECT STATUS: New

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide has equipped its bus fleet with two types of technology that have improved customer safety and information – bus video systems and NextBus. CyRide has developed a bus video replacement system that replaces the video system on five buses each year at an annual cost of \$45,000. These systems must be replaced periodically as the existing equipment has become obsolete and not supported by the vendor. CyRide currently has four different video systems on its bus fleet. The 2014/15 purchase will replace all buses with the oldest system; allow for the elimination of this system at CyRide. These systems are used to investigate customer complaints and identify operational issues.

The second technology project is the Next Bus real-time vehicle tracking system that was installed in February 2013. The annual capital and warranty cost is included in the Capital Improvement Plan. This system provides customers with actual arrival times for the bus as bus stop locations utilizing a Global Positioning System.

COMMENTS

LOCATION

1700 University Boulevard – Map 5, location J-10

FISCAL YEAR PRIORITY		5	5	5	5	5
	TOTAL	2014/15	2015/16	2016/17	2017/18	2018/19
COST:						
Security Cameras	225,000	45,000	45,000	45,000	45,000	45,000
NextBus		96,170	96,170			
TOTAL	417,340	141,170	141,170	45,000	45,000	45,000
FINANCING:						
Transit Fund	225,000	45,000	45,000	45,000	45,000	45,000
Federal Transit Administration	0	0	0	0	0	0
GSB	192,340	96,170	96,170	0	0	0
TOTAL	417,340	141,170	141,170	45,000	45,000	45,000
PROGRAM - ACTIVITY:						
		DEPARTMENT:		ACCOUNT NO.		

VEHICLE REPLACEMENT

PROJECT STATUS: Cost Change

Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

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

- 2014/15 – Purchase 3 new large buses (\$1,221,000); purchase 5 used buses; (\$125,000) replace administrative vehicle 905 - Impala (\$30,000)
- 2015/16 – Purchase 5 used buses (\$125,000); replace administrative vehicle 906 - Prius (\$30,000)
- 2016/17 – Purchase 5 used buses (\$125,000); replace maintenance truck 999 (\$60,000)
- 2017/18 – Purchase 5 used buses (\$125,000); replace maintenance truck 007 (\$39,000)
- 2018/19 – Purchase 5 used buses (\$125,000); replace administrative vehicle 294 – Escape (\$30,000)

COMMENTS

The 2014/15 new bus purchase is the last federal grant available for new buses. After that point, CyRide will need to budget 100% local dollars to replace vehicles. The cost of new buses is \$425,000 each; therefore, used buses from other transit systems around the nation will be purchased and refurbished at a cost of approximately \$25,000 each.

LOCATION

1700 University Boulevard – Map 5, location J-10

FISCAL YEAR PRIORITY		2	2	2	2	2
	TOTAL	2014/15	2015/16	2016/17	2017/18	2018/19
COST:						
Large Buses - 40' New	1,221,000	1,221,000	0	0	0	0
Minibuses	0	0	0	0	0	0
Used Buses	625,000	125,000	125,000	125,000	125,000	125,000
Administrative Vehicles	189,000	30,000	30,000	60,000	39,000	30,000
TOTAL	2,035,000	1,376,000	155,000	185,000	164,000	155,000
FINANCING:						
Transit Fund	1,021,570	362,570	155,000	185,000	164,000	155,000
Federal Transit Administration	1,013,430	1,013,430	0	0	0	0
TOTAL	2,035,000	1,376,000	155,000	185,000	164,000	155,000
PROGRAM - ACTIVITY:						
Transportation – Transit						
		DEPARTMENT:		ACCOUNT NO.		
		CyRide		552-1165-439		

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: January 22, 2014

SUBJECT: 2014-2015 Operating Budget

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

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

- FY2013/14 Budget Status
- FY2014/15 Budget Assumptions and Options

FY2013/14 Budget Status (as of Oct. 31, 2013)

The 2013/14 budget, year-to-date, has experienced lower expenses (-2.1%), and slightly lower revenues anticipated for the year (\$66,000). The line items contributing to these changes are described below.

Expenses

Expenses are lower, due primarily to lower-than-budgeted fuel expenses. The 2013/14 budget estimated fuel at \$3.75 per gallon, amended to \$3.50 per gallon. Fuel costs to date have averaged \$3.18 per gallon. If this trend continues for the remainder of the year, CyRide is anticipated to have more than an \$83,800 savings in this line item. A majority of the remaining fuel purchases (Jan. – Apr.) for the fiscal year will be under contracts that average \$3.08 to \$3.10 per gallon.

Parts expenditures are lower year-to-date as a result of CyRide's reduced average fleet age. It is anticipated that this line item will be at least \$12,000 lower than the adopted budget.

Fixed route wages and benefits are 2% higher due to the additional buses and drivers that have been needed to operate more service due to CyRide's ridership increase. This line item is

estimated to be \$80,000 over budget; however, GSB increased CyRide's budget this same amount to address this increased service level. Therefore, there will be no impact on the budget as a result of these expenses.

All other expenses are relatively close to the 2013/14 budgeted expenses.

Revenue

On the revenue side, there are five categories that are experiencing higher/lower than anticipated revenue:

1. **State Funding** – 10.6% higher than budgeted year-to-date – additional \$24,000.
2. **Advertising Sales** – 10.5% higher than one year ago – additional \$15,000.
3. **Farebox/Pass Sales** – 6.8% lower year-to-date – decrease of \$20,700.
4. **Shuttle Revenue** – The Odyssey of the Minds event will be in Ames in May 2014. Additional revenue from these participants is anticipated to total \$68,000.
5. **Disabled Federal Funding** – Lower by \$44,000 due to lower HIRTA costs.

All other revenues are relatively close to budget expectations.

Closing Balances

CyRide has three closing balances: operating, GSB Trust Fund and capital. The following summarizes projected balances for the 2013/14 budget year.

Operating Balance - At the current time, the operating closing balance is anticipated to increase from the adopted amount of \$1,464,544 to \$1,291,724, decreasing to a 14.9% fund balance.

Capital Balance – Currently, the capital closing balance is anticipated to decrease from the adopted balance of \$978,359 to \$483,212 due to timing of actual purchases and carryover balances.

GSB Trust Fund Balance – The 2013/14 budget is projected to end the fiscal year with a \$1,044,034 balance. This includes the NextBus vehicle tracking commitment and the student's purchase of \$80,000 more in services as a result of enrollment increases this year.

2014/15 Operating Budget Request

Budget Assumptions –

In the 2014/15 budget development, the following major assumptions were incorporated into each of the budget options discussed below.

- **Health Insurance** - The price of health insurance will increase 6% next year, increasing expenses by \$28,800.
- **Payroll Expenses** - Overall payroll expenses will increase 3.3% from the 2013/14 adopted to 2014/15 requested budget due to higher driver staffing levels to address increased ridership demands. This expense will increase by \$198,000. This represents the additional services paid for by GBS in the 2013/14 budget to address ridership increases, but now included in CyRide's 2014/15 operating budget as the baseline level of service.
- **Fuel** – Fuel is budgeted at \$3.75 per gallon, the same price per gallon as the 2013/14 adopted budget with no impact on the 2014/15 budget.
- **Federal/State Funding** – The FY2014/15 budget anticipates slightly higher federal operating funding at \$1,958,824 and no capital funding. State funding is anticipated to increase by \$50,000 from \$600,000 in the 2013/14 adopted budget to \$650,000 in the 2014/15 requested budget.
- **Funds Transferred to Capital** – The 2014/15 budget reflects a transfer of \$800,000 to the capital fund to purchase buses, shop equipment, etc. The 2013/14 transfer was also \$800,000, indicating a stable annual transfer of funds and the new reality of no federal capital funds to support bus and facility needs.
- **State Revolving Loan Repayment** – In 2010, CyRide received a state loan in the amount of \$87,500 as local match to an Intermodal Facility design grant. The terms of the loan require repayment over five years at \$17,500 per year. The 2014/15 budget year represents the fourth year of this local repayment. The repayment is equally divided between the City of Ames and Iowa State University funding partners at an annual cost of \$8,750 each.

FY2014/15 Budget Options -

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

- **Option 1 – Baseline** – Current service levels continued into the 2014/15 budget year plus \$81,012 for the ten additional hours of service/weekday – Even three-party split for current service levels, 100% GSB on additional hours of service.

- **Option 2 – Option 1 Plus Blue/Brown/Green Route and Staffing Changes** – Option 1 plus additional service on the Sunday Blue route, and weekday Brown and Green Routes as well as two additional full-time mechanics, 2 part-time lane workers and a full-time summer Trainer – Even three-party split for current service levels and staffing, 100% GSB for additional hours of service, Sunday Blue and Weekday Brown and Green changes.

- **Option 3 – Option 2 Plus Gray Route Changes** – The same level of service as proposed in Option 2 plus increasing service frequency and hours of service on the Gray Route - Even three-party split for current service levels and staffing, 100% GSB for additional hours of service, Sunday Blue and Weekday Brown, Green and Gray changes.

Each of the above options includes \$805,770 in capital funding divided between the three funding partners.

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

Budget Impact

Option	Operating Expenses	City Funding (including loan)	ISU Funding (including loan)	GSB Funding
Current (adopted) Expenses/Funding Shares	\$8,771,391	\$1,501,714	\$658,561	\$3,726,491
1 – Baseline	\$9,051,089	\$1,524,240	\$668,439	\$3,864,372
Dollar Change	\$279,698	\$22,526	\$9,878	\$137,881
Percent Change	+3.2%	+1.5%	+1.5%	+3.7%
Trust Fund Contribution				\$0
Closing Balance	12.9%			
2 – Baseline + Blue/Brown/Green and Staffing Changes	\$9,419,737	\$1,567,694	\$687,495	\$4,169,944
Dollar Change	\$648,346	\$65,980	\$28,934	\$443,453
Percent Change	+7.4%	+4.4%	+4.4%	+11.9%
Trust Fund Contribution				\$68,012
Closing Balance	10.9%			
3 – Baseline + Blue/Brown/Green/Gray and Staffing Changes	\$9,532,990	\$1,567,694	\$687,495	\$4,281,739
Dollar Change	+761,990	\$65,980	\$28,934	\$555,248
Percent Change	+8.7%	+4.4%	+4.4%	14.9%
Trust Fund Contribution				\$179,807
Closing Balance	10.8%			

In addition to the above dollars, the City and ISU shares will increase \$8,750 each for the fourth of five annual repayments of the AMOCO loan used for local share on an Intermodal Facility construction grant.

ALTERNATIVES:

1. Approve **Option #1** for a total budget of \$9,051,089.
2. Approve **Option #2** for a total budget of \$9,419,737.
3. Approve **Option #3** for a total budget of \$9,532,990.

RECOMMENDATION:

The Transit Director recommends alternative #3 as this option will allow CyRide’s organization to successfully meet the requirements of a transit system carrying 6.5 million annual riders and meet the demand created by new development.

GSB Fees and Trust Fund Summary

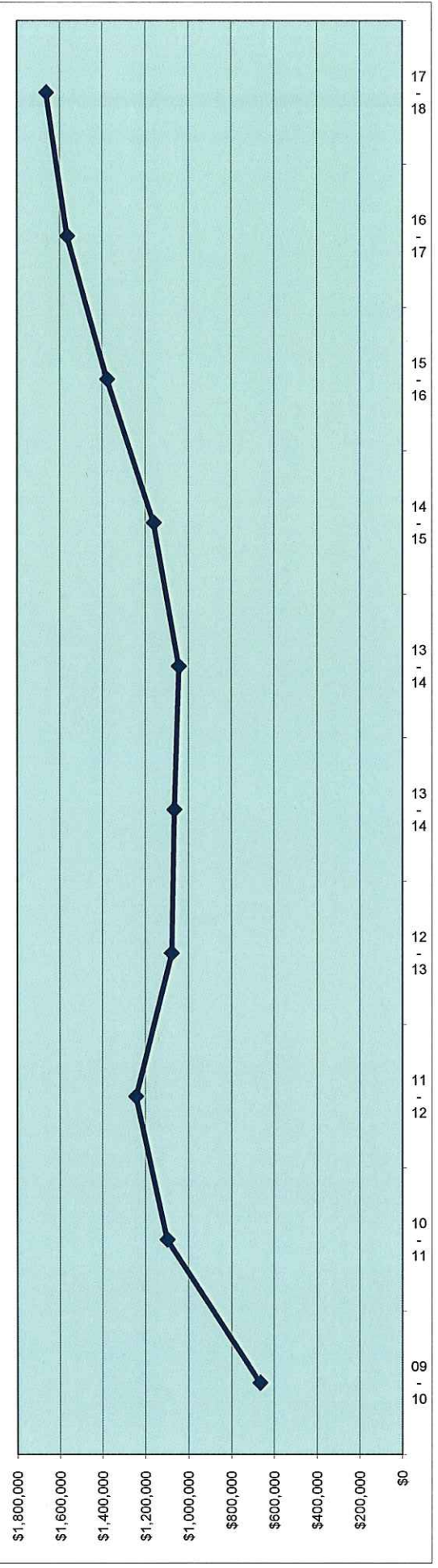
	5.8%	5.0%	3.8%	4.0%	4.0%	6.5%	5.0%	5.0%	5.0%	5.0%	5.0%
CAPITAL & OPERATIONS	Actual	Actual	Actual	Actual	Actual	Adopted	Amended	Projected	Projected	Projected	Projected
	08-09	09-10	10-11	11-12	12-13	13-14	13-14	14-15	15-16	16-17	17-18
Budgeted Revenue	\$2,760,265	\$2,898,278	\$3,008,413	\$3,204,263	\$3,499,053	\$3,726,491	\$3,726,491	\$3,912,816	\$4,108,457	\$4,313,880	\$4,529,574
Actual Revenue	\$3,023,287	\$3,290,692	\$3,432,423	\$3,339,076	\$3,639,853	\$3,799,555	\$3,879,109	\$4,101,932	\$4,322,835	\$4,499,364	\$4,625,325
Surplus/(Deficit)	\$263,022	\$392,414	\$424,010	\$134,813	\$140,800	\$73,064	\$152,617	\$189,116	\$214,378	\$185,485	\$95,752

TRUST FUND

Opening Balance	(\$182,848)	\$267,129	\$667,188	\$1,099,162	\$1,244,080	\$1,078,094	\$1,065,587	\$1,065,587	\$1,160,533	\$1,377,134	\$1,564,992
Interest	\$806	\$7,645	\$7,964	\$10,105	(\$1,064)	\$10,600	\$2,000	\$2,000	\$2,223	\$2,373	\$2,526
Payments	\$186,149						(\$80,000)				
Transfers In (Out)	\$263,022	\$392,414	\$424,010	\$134,813	\$140,800	\$73,064	\$152,617	(\$96,170)	\$189,116	\$214,378	\$185,485
Ending Balance	\$267,129	\$667,188	\$1,099,162	\$1,244,080	\$1,078,094	\$1,065,587	\$1,044,034	\$1,160,533	\$1,377,134	\$1,564,992	\$1,663,270
% of Budgeted Revenue	9.7%	23.0%	36.5%	38.8%	28.3%	27.9%	26.8%	28.9%	33.5%	36.3%	36.7%

Increase	\$3.85	\$2.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$2.38	\$2.38	\$2.38
Total Fees	\$60.20	\$62.61	\$62.61	\$62.61	\$62.61	\$62.61	\$62.61	\$64.11	\$66.49	\$68.86	\$71.24
Increase %	6.8%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.4%	3.7%	3.6%	3.4%
Student Semester FTEs	50,221	52,559	54,822	53,331	58,135	60,686	61,957	63,983	65,020	65,341	64,930
Official Enrollment	26,856	27,945	28,685	29,887	31,040	32,400	33,241	34,328	34,873	35,122	35,222

GSB Trust Fund Balance



CYRIDE THREE PARTY REVENUE HISTORY
Budgeted Amount

YEAR	City Total	Tax Levy	Intermodal	ISU Total	ISU Basic	Intermodal	GSB Total	GSB Basic	GSB MLX	3 Parties	Parking	Shuttles	Total Local
1981-82	\$271,160	\$271,160		\$100,000	\$100,000		\$355,600	\$355,600		\$726,760			\$726,760
1982-83	\$307,412	\$307,412		\$125,000	\$125,000		\$355,600	\$355,600		\$788,012			\$788,012
1983-84	\$324,610	\$324,610		\$133,000	\$133,000		\$424,180	\$424,180		\$881,790	\$37,200		\$918,990
1984-85	\$324,610	\$324,610		\$133,000	\$133,000		\$424,180	\$424,180		\$881,790	\$38,883		\$920,673
1985-86	\$324,610	\$324,610		\$133,000	\$133,000		\$489,391	\$489,391		\$947,001	\$39,253		\$986,254
1986-87	\$357,071	\$357,071		\$146,300	\$146,300		\$538,330	\$538,330		\$1,041,701	\$41,275		\$1,082,976
1987-88	\$368,140	\$368,140		\$150,835	\$150,835		\$555,018	\$555,018		\$1,073,993	\$44,509		\$1,118,502
1988-89	\$381,246	\$381,246		\$156,252	\$156,252		\$585,028	\$585,028		\$1,122,526	\$44,706		\$1,167,232
1989-90	\$396,496	\$396,496		\$162,502	\$162,502		\$608,429	\$608,429		\$1,167,427	\$43,637		\$1,211,064
1990-91	\$401,254	\$401,254		\$170,952	\$170,952		\$619,949	\$619,949		\$1,192,155	\$45,469		\$1,237,624
1991-92	\$418,909	\$418,909		\$178,474	\$178,474		\$647,227	\$647,227		\$1,244,610	\$50,265		\$1,294,875
1992-93	\$428,963	\$428,963		\$182,757	\$182,757		\$662,760	\$662,760		\$1,274,480	\$55,555		\$1,330,035
1993-94	\$458,990	\$458,990		\$195,550	\$195,550		\$741,043	\$741,043	\$20,453	\$1,416,036	\$67,177		\$1,483,213
1994-95	\$484,185	\$484,185		\$206,286	\$206,286		\$803,378	\$803,378	\$21,578	\$1,493,849	\$88,223		\$1,582,072
1995-96	\$503,552	\$503,552		\$214,537	\$214,537		\$835,513	\$835,513	\$22,666	\$1,553,602	\$128,662	\$41,720	\$1,723,985
1996-97	\$537,700	\$537,700		\$229,100	\$229,100		\$880,920	\$880,920	\$23,920	\$1,647,720	\$151,768	\$56,000	\$1,855,488
1997-98	\$561,897	\$561,897		\$264,410	\$264,410		\$947,065	\$947,065	\$26,500	\$1,773,372	\$157,034	\$56,000	\$1,985,405
1998-99	\$616,394	\$616,394		\$279,410	\$279,410		\$1,004,202	\$1,004,202		\$1,900,006	\$161,745	\$57,680	\$2,119,431
1999-2000	\$653,378	\$653,378		\$296,175	\$296,175		\$1,064,454	\$1,064,454		\$2,014,006	\$169,126	\$67,158	\$2,250,290
2000-01	\$702,381	\$702,381		\$318,388	\$318,388		\$1,144,288	\$1,144,288		\$2,165,057	\$182,702	\$71,266	\$2,419,025
2001-02	\$755,060	\$755,060		\$342,267	\$342,267		\$1,374,531	\$1,374,531		\$2,471,857	\$198,727		\$2,670,584
2002-03	\$811,689	\$811,689		\$355,957	\$355,957		\$2,125,842	\$2,125,842		\$3,293,488	\$208,000		\$3,501,488
2003-04	\$897,728	\$897,728		\$393,689	\$393,689		\$2,427,167	\$2,427,167		\$3,718,584	\$208,000		\$3,927,284
2004-05	\$925,558	\$925,558		\$405,893	\$405,893		\$2,470,955	\$2,470,955		\$3,802,406	\$213,000		\$4,015,406
2005-06	\$1,018,113	\$1,018,113		\$446,483	\$446,483		\$2,425,000	\$2,425,000		\$3,889,596	\$219,390		\$4,108,986
2006-07	\$1,080,218	\$1,080,218		\$473,718	\$473,718		\$2,572,925	\$2,572,925		\$4,126,861	\$226,450		\$4,353,311
2007-08	\$1,143,951	\$1,143,951		\$501,667	\$501,667		\$2,608,946	\$2,608,946		\$4,254,565	\$236,640	\$60,931	\$4,491,205
2008-09	\$1,210,300	\$1,210,300		\$530,764	\$530,764		\$2,760,265	\$2,760,265		\$4,501,329	\$246,106	\$63,368	\$5,035,870
2009-10	\$1,270,815	\$1,270,815		\$557,302	\$557,302		\$2,898,278	\$2,898,278		\$4,726,396	\$253,489	\$36,100	\$5,189,809
2010-11	\$1,315,294	\$1,315,294		\$576,808	\$576,808		\$3,008,118	\$3,008,118		\$4,900,220	\$261,094	\$36,100	\$5,486,743
2011-12	\$1,367,906	\$1,367,906	\$8,750	\$608,630	\$608,630	\$8,750	\$3,204,263	\$3,204,263		\$5,172,049	\$268,927	\$36,100	\$5,927,110
2012-13	\$1,472,409	\$1,463,659	\$8,750	\$650,622	\$650,622	\$8,750	\$3,499,053	\$3,499,053		\$5,604,584	\$275,650	\$36,100	\$6,216,016
2013-14	\$1,510,464	\$1,501,714	\$8,750	\$667,311	\$667,311	\$8,750	\$3,726,491	\$3,726,491		\$5,975,068	\$281,852	\$36,100	\$6,310,519
2014-15	\$1,532,990	\$1,524,240	\$8,750	\$677,189	\$677,189	\$8,750	\$3,782,389	\$3,782,389		\$5,975,068	\$281,852	\$36,100	\$6,310,519
Total	\$25,144,203	\$25,109,203		\$10,929,228	\$10,929,228		\$52,591,232	\$52,476,115	\$115,117	\$88,629,662	\$4,891,319	\$654,623	\$94,245,604
Since '86	5.7%	5.7%		6.0%	6.0%		8.9%	7.6%			4.4%		

CYRIDE THREE PARTY REVENUE HISTORY

REVENUE HISTORY AS A PERCENTAGE OF YEARLY REVENUES

YEAR	CITY	ISU	GSB
1981-82	37.3%	13.8%	48.9%
1982-83	39.0%	15.9%	45.1%
1983-84	36.8%	15.1%	48.1%
1984-85	36.8%	15.1%	48.1%
1985-86	34.3%	14.0%	51.7%
1986-87	34.3%	14.0%	51.7%
1987-88	34.3%	14.0%	51.7%
1988-89	34.0%	13.9%	52.1%
1989-90	34.0%	13.9%	52.1%
1990-91	33.7%	14.3%	52.0%
1991-92	33.7%	14.3%	52.0%
1992-93	33.7%	14.3%	52.0%
1993-94	32.4%	13.8%	53.8%
1994-95	32.4%	13.8%	53.8%
1995-96	32.4%	13.8%	53.8%
1996-97	32.6%	13.9%	53.5%
1997-98	31.7%	14.9%	53.4%
1998-99	32.4%	14.7%	52.9%
1999-2000	32.4%	14.7%	52.9%
2000-01	32.4%	14.7%	52.9%
2001-02	30.5%	13.8%	55.6%
2002-03	24.6%	10.8%	64.5%
2003-04	24.1%	10.6%	65.3%
2004-05	24.3%	10.7%	65.0%
2005-06	26.2%	11.5%	62.3%
2006-07	26.2%	11.5%	62.3%
2007-08	26.9%	11.8%	61.3%
2008-09	26.9%	11.8%	61.3%
2009-10	26.9%	11.8%	61.3%
2010-11	26.8%	11.8%	61.4%
2011-12	26.4%	11.6%	62.0%
2012-13	26.1%	11.5%	62.4%
2013-14	25.5%	11.2%	63.3%
2014-15	25.5%	11.2%	63.3%
Average	28.3%	12.3%	59.3%

ANNUAL PERCENTAGE INCREASES

YEAR	CITY	ISU	GSB
1982-83	13.4%	25.0%	0.0%
1983-84	5.6%	6.4%	19.3%
1984-85	0.0%	0.0%	0.0%
1985-86	0.0%	0.0%	15.4%
1986-87	10.0%	10.0%	10.0%
1987-88	3.1%	3.1%	3.1%
1988-89	3.6%	3.6%	5.4%
1989-90	4.0%	4.0%	4.0%
1990-91	1.2%	5.2%	1.9%
1991-92	4.4%	4.4%	4.4%
1992-93	2.4%	2.4%	2.4%
1993-94	7.0%	7.0%	14.9%
1994-95	5.5%	5.5%	5.5%
1995-96	4.0%	4.0%	4.0%
1996-97	6.8%	6.8%	5.4%
1997-98	4.5%	15.4%	7.5%
1998-99	9.7%	5.7%	6.0%
1999-2000	6.0%	6.0%	6.0%
2000-01	7.5%	7.5%	7.5%
2001-02	7.5%	7.5%	20.1%
2002-03	7.5%	4.0%	54.7%
2003-04	10.6%	10.6%	14.2%
2004-05	3.1%	3.1%	1.8%
2005-06	10.0%	10.0%	-1.9%
2006-07	6.1%	6.1%	6.1%
2007-08	5.9%	5.9%	1.4%
2008-09	5.8%	5.8%	5.8%
2009-10	5.0%	5.0%	5.0%
2010-11	3.5%	3.5%	3.8%
2011-12	4.0%	4.0%	6.5%
2012-13	7.0%	7.0%	9.2%
2013-14	2.6%	2.6%	6.5%
2014-15	1.5%	1.5%	1.5%
Average	5.6%	6.3%	8.1%

CYRIDE REVENUE & EXPENSE CONSOLIDATION

FY 2014-2015

OPERATING REVENUE

State & Fed.	\$2,728,824
City of Ames	\$1,567,694
ISU	\$687,495
GSB	\$4,281,739
GSB - NextBus	\$96,170
Other	\$801,769
Total	\$10,163,691

IMPROVEMENT REVENUE

State & Fed.	\$1,013,430
City of Ames	\$204,080
ISU	\$89,497
GSB	\$506,423
Park. Systems	\$17,000
Other	\$5,000
Total	\$1,835,430

OPERATING EXPENSES

Personnel	\$6,692,669
Contractual	\$1,137,118
Commodities	\$1,702,603
Capital	\$0
Other	\$600
Total	\$9,532,990

IMPROVEMENT EXPENSES

Services	\$0
Construction	\$1,135,000
Equipment	\$100,500
Vehicles	\$1,376,000
Shelters/Benches	\$46,000
Total	\$2,657,500

CYRIDE IMPROVEMENT REVENUE HISTORY BUDGET

	<u>City</u>	<u>I.S.U.</u>	<u>G.S.B.</u>	<u>Total</u>
Initial	8 buses	1 bus	0 buses	
Buses (local)	\$96,397	\$0	\$60,000	\$156,397
1981-82	\$59,385	\$21,897	\$90,999	\$172,281
1982-83	\$46,326	\$19,229	\$54,617	\$120,172
1983-84	\$108,755	\$44,559	\$142,114	\$295,428
Land Value	\$0	\$187,800	\$0	\$187,800
1984-85	\$71,210	\$29,219	\$93,077	\$193,506
1985-86	\$71,210	\$29,219	\$93,077	\$193,506
1986-87	\$41,589	\$16,975	\$62,686	\$121,250
1987-88	\$31,758	\$12,963	\$47,869	\$92,590
1988-89	\$59,091	\$24,133	\$94,226	\$177,450
1989-90	\$96,348	\$39,350	\$153,635	\$289,333
1990-91	\$62,543	\$25,636	\$95,988	\$184,167
1991-92	\$38,064	\$26,152	\$58,734	\$122,950
1992-93	\$28,189	\$12,011	\$43,550	\$83,750
1993-94	\$70,133	\$29,884	\$116,376	\$216,393
1994-95	\$74,349	\$25,613	\$99,853	\$199,815
1995-96	\$115,105	\$49,041	\$190,987	\$355,133
1996-97	\$0	\$0	\$0	\$0
1997-98	\$22,535	\$10,604	\$37,981	\$71,120
1998-99	\$55,019	\$24,940	\$89,635	\$169,594
1999-00	\$77,125	\$34,960	\$125,648	\$237,733
2000-01	\$54,929	\$24,899	\$89,488	\$169,316
2001-02	\$129,280	\$66,849	\$227,098	\$423,227
2002-03	\$30,553	\$13,414	\$80,109	\$124,076
2003-04	\$71,892	\$31,620	\$194,794	\$298,306
2004-05	\$47,049	\$20,717	\$125,852	\$193,619
2005-06	\$52,400	\$23,000	\$124,600	\$200,000
2006-07	\$88,928	\$39,033	\$211,459	\$339,421
2007-08	\$54,585	\$23,938	\$124,490	\$203,013
2008-09	\$134,438	\$58,956	\$306,606	\$500,000
2009-10	\$191,709	\$84,072	\$437,219	\$713,000
2010-11	\$169,930	\$74,521	\$387,549	\$632,000
2011-12	\$64,480	\$28,277	\$187,055	\$279,812
2012-13	\$98,925	\$43,383	\$236,493	\$378,801
2013-14	\$208,923	\$91,621	\$499,456	\$800,000
2014-15	\$204,080	\$89,497	\$506,423	\$800,000
Total	\$2,827,233	\$1,377,982	\$5,489,744	\$9,694,959
% of Total	29.2%	14.2%	56.6%	

Transit Director's Report

January 2014

1. Upcoming Major Projects

As the new year begins, CyRide staff has prepared a list of major projects that it will be working on in addition to its daily operations.

- **Bus Storage Growth** - Facility Expansion after the new storage building is complete, determining where to house the 6 current + 5 used buses parked outside - Where do we need to get these under storage (current site, second site, rent?) and what will it cost. This is a priority for staff and will take research to provide the board with information to make an informed decision.
- **New FTA Regulations** – Two new documents/processes will be required and updated - Transit Asset Management Plan and Safety Plan
- **Long Range Transportation Plan (LRTP) Mode Split** - the AAMPO will be doing a mode split for the first time with the LRTP. It's not been done anywhere in the State of Iowa and therefore there is a learning curve as well as 3-5 weeks of surveying on our buses in Feb/Mar. There will be a great deal of preparation work to get this all going and then analysis after the data comes in.
- **Odyssey of the Mind** - This is a large special event for us that takes a great deal of planning time to get drivers, buses, information ready for those coming to Ames.
- **Federal Triennial Review** - This will take a great deal of staff time to prepare the volumes of information on our whole federal program that they require prior to the review and then during and after the review. We are scheduled for this review sometime in the spring 2014.
- **Orange Route Study** - It's currently on hold, but will need to be completed spring - fall 2014.
- **Osborn Drive Study** - This is an ISU study on what to do with this corridor that every bus operates on.
- **Parking Fee at ISU Commuter Lot Impacting Orange Route** – An ISU Committee will be determining the feasibility of implementing a parking fee at this lot. CyRide staff will be a part of this group to help determine impacts and develop a recommendation. (The bus and financial impact of in-town commuter riding at their residence instead of driving to the commuter lot is attached.)
- **Ames to Des Moines Corridor Study** – This is a Des Moines MPO Study, conducted with the assistance of a consultant, which CyRide is a part of, to determine the feasibility of some type of structure service between the two communities.
- **AMOS Project** - K-12 fare free. Update cost estimates and working with Transit Board and AMOS to determine best way to implement an initiative.
- **Ongoing Major Projects** - such as bus stop shelters, daily issues with carrying 40,000+ riders per day, preparing for next falls enrollment increase, purchasing used buses, flood pumps, etc.

2. AMOS Request

The attached email, addressed to the Board of Trustees, was received from a A Mid Iowa Organizing Strategy (AMOS) representative requesting staff prepare cost information regarding free rides for middle and high school students throughout the year. This project was discussed in 2011 as documented in the attached *Solution Idea paper* prepared by AMOS. At that time, CyRide prepared a preliminary cost estimate (representing lost revenue) of \$22,000 to \$24,000 per year, which began generating discussion at the City Council regarding other fare free options. A summary report of the options discussed with the Council at that time, which include the AMOS request, is attached.

Staff is seeking board direction on the alignment of this request with board priorities and the level of transit board involvement in this project. Specific staff activities would include working with AMOS to update costs and provide input on how to structure a program that would work for CyRide and the community.

3. Stop Bus Improvement Costs

CyRide's Bus Stop Improvement Plan, categorizes bus stops into major and minor improvements. Following are generalized prices for past stop improvements.

Type of Bus Stop Improvement	Minor Improvement	Major Improvement
Concrete Pad Only	\$500	\$4,900
Concrete Pad with Brick Overlay	---	\$10,500
Concrete Pad Relocated Bus Stop	\$1,000	\$3,900
Install Existing Shelter, Trash Can, Some Concrete	\$2,800	---
Concrete, Shelter, Trash Can	---	\$20,000
Concrete and Bench	\$2,000	\$12,000
Concrete with Brick Overlay, Large Shelter, Trash Can	---	\$35,000

4. Six Month Ridership

December's ridership achieved a new one-month percentage increase record of 67%, providing 530,245 rides, which was 212,608 more rides than the previous December. In reviewing the first six months of the 2013-2014 fiscal year, CyRide has provided +371,019 more rides this fiscal year compared to the same time period last year. The chart on the next page illustrates the significance of this ridership level, surpassing most **annual** ridership levels in only a six month period.

Ridership Increase From		
Time Period	Previous Year	Increase from Previous Year
July – Dec. 2013 (Six Months)	+371,019	+12.9%
July 2012 – June 2013	+133,685	+2.3%
July 2011 – June 2012	+312,594	+5.7%
July 2010 – June 2011	+70,133	+1.3%
July 2009 – June 2010	+375,010	+7.5%
July 2008 – June 2009	+355,592	+7.6%

Diane Birt --- Request to CyRide forKids-Ride-Free ---

From: "Diane Birt" <dbirt.ames@gmail.com>
To: skyras@cyride.com, satwood@cyride.com
Cc: amosipl@gmail.com, yonas.michael@ames.k12.ia.us, floraj@mail.iastate.edu, erp@mid-iowa.net,
twhiatt@q.com, lynette.spicer@gmail.com, hwithers@iowatelecom.net, maryjane@fccames.org,
dvschaaf@gmail.com, vandcryan@aol.com, stauble@iastate.edu, gretagarten@gmail.com,
dbirt@iastate.edu, cabbott02@gmail.com, jerryandsallyc@q.com, emergingvoices@yahoo.com,
trenkles@aol.com, hondurashansons@mac.com, jon@amesucc.org
Date: Mon, Dec 2, 2013 4:59 PM
Subject: Request to CyRide forKids-Ride-Free

CyRide Board of Trustees,
c/o Sheri Kyras, Director, CyRide

A mid-Iowa organizing strategy (AMOS) is requesting a cost estimate from CyRide for a one-year trial of Kids-Ride-Free. We are particularly interested in having free rides available for middle and high school students but we understand from our discussions with you about such a program 2 years ago that CyRide may prefer to not need to distinguish between children at different levels in school.

We suggest a one year trial to allow CyRide to determine whether offering free rides for kids would require increases in buses on routes or challenges on buses and to allow the community to determine the benefits of such program for our youth.

We hope that running it as a trial will help simplify the process of developing a cost estimate.

Diane Birt, on behalf of A Mid Iowa Organizing Strategy (AMOS)

A Mid-Iowa Organizing Strategy (AMOS) Youth and Education Research Team Transportation Solution Idea

Research we gathered through 20 interviews with professionals who work with students at risk in our community, and shared with community leaders and the public April 14, 2011, showed that transportation for youth at-risk was a major issue.

Our findings:

1. Cost and availability of transportation are a big stress factor for youth at risk and their families and is part of the problem in students getting to and from school, jobs and the very after school activities that could engage them with and connect them more with their school community.
2. Service providers in a variety of areas are individually providing rides (taking significant time from tasks they are to perform like counseling)
3. Schools and the Alternative Learning Program for students at-risk must purchase and give bus tickets as they can. They run out every year.
4. Some providers have small grants for bus tickets: demand outweighs supply.

CyRide – current issues

1. CyRide is in the process of addressing a \$150,000 to \$200,000 fuel budget deficit as well as a \$60,000+ unanticipated cost for insurance.
2. In CyRide's collection of input, the public spoke specifically about agreement for raising fares but a definite concern for not burdening those already in financial stress.

Proposed Opportunity

Ames Middle and High School Students ride CyRide for free at all times with their current school picture ID as their pass and the City of Ames finances the additional cost.

Benefits to the Community of Ames:

1. An identifiable, significant, proactive initiative for a *leading edge* community without a huge price tag to citizens.
2. Positive economic and safety impacts when youth can get to school, work and activities without driving and without cost to themselves or their families
3. Teaching youth to become public transportation users now and in the future (This is not just a "hope" -- CyRide had significant ridership increases and continued ridership increases after running a fare-free summer a few years ago.)
4. An attraction to families considering living in Ames.
5. A significant savings in time and money to families with students in Ames.

Benefits to students identified as at-risk

1. Less financial stress in their families
2. More opportunity to earn money
3. More opportunity to participate in activities.
4. Greater opportunity to get to school on time
5. Additional activities to choose from (we were told there are programs now that can not run regularly because of the lack of transportation.)
6. Service providers to students at risk could often use time and resources for their intended use, rather than giving them up to drive clients around.

Benefits to ACSD, schools

1. The ability to say our students ride free would be a feather in the cap of ACSD
2. Alternative Learning Program could use resources, now dedicated to buying tickets, to other needs for students at-risk.
3. Decrease in reasons for students' not being involved and on time for school and school events/activities.

Benefits to CyRide

1. CyRide is demonstrably a leader in public transportation. CyRide stands to enhance it's own image by coming through for the community in a way that will solve an identified problem and proactively enhance the community, with very little cost.
2. CyRide helps insure its own future success by creating life-time riders.
3. CyRide already provides service near both Ames Middle and High Schools. Do not need to add routes for this initiative.
4. In 2003, Cyride research found that allowing all K-12 riders to ride free would have cost \$22-\$24,000 in fares. Specific numbers for fares needed, potential added staffing etc, could be figured out and the City could come together and provide this service for the benefit of all through a very small adjustment in the transit tax.
5. This is an opportunity for Cyride to add an important service to youth and the community at large without the burden of significant additional administration costs. CyRide has no "qualifications" to administer and no special passes to create.
6. With fares being a small portion of the revenue for CyRide, the impact could be quite minimal while the benefit could be incredible. As far as we know there is no current data on the age of riders, so we can not project the specific impact.

Overall Comment

All ACSD middle and high school students will be more mobile and less reliant on cars to get to work, school and activities. This benefits parents, students, the community at large, CyRide and the environment.

Please consider this idea as you navigate your budget issues. The seven member institutions of AMOS in Ames are willing to help in any way we can to develop community support for an effort that will support the transportation needs of youth at-risk in our community.

Sincerely,

Diane Birt, Jerry Chase, Janet Dunn, Nick Grall, Cheryl Lawson, Amy Hayes, Linda Voit

AMOS Youth and Education Research Team

www.amosiowa.org

CyRide Fare Free Service Options

Option 1 - Summer Fare Free

Cost Estimate: \$77,250

A summer fare free program could be implemented from May 15 to August 15th. This would require amending the existing 2009-2010 budget for this service from May 15 to June 30, 2010 and approval of the program in the 2010-2011 budget for service from July 1 to August 15, 2010.

Advantages -

- Uses existing buses and staffing resources to provide service, which makes this option significantly less expensive.
- “Fills up” the buses at a time when ridership is at its lowest.
- Supports “green” initiatives in Ames.

Disadvantages –

- Builds ridership during the summer, but then decreases during the school year leaving some riders less happy with the level of service offered.
- Challenges of educating the public regarding appropriate fares at certain times.

Option 2 - Weekend/Evening Fare Free

Cost: \$60,000

A program could be implemented in August 2010 as a year-round program that would allow free fares after 6:00 pm each weekday evening and all day on Saturday and Sunday, which targets the non-work trip.

Advantages –

- Uses existing buses and staffing resources to provide service which makes this option significantly less expensive.
- “Fills up” the buses at a time when ridership is at its lowest.
- Supports “green” initiatives in Ames.

Disadvantages –

- Challenges of educating the public regarding appropriate fares at certain times.
- Requires more buses/drivers to be put in service due to overcrowding issues; thereby, increasing the cost of service.

Option 3 – K-12 Fare Free

Cost: \$22,000

With a significant increase in the number of school-aged children using CyRide this summer, a program could be implemented that will allow all riders, 18 years of age and under, to ride year round at no cost beginning in August 2010. **This number is slightly higher than previously reported by staff after reviewing current revenue generated in the reduced fare category.**

Advantages –

- Serves a segment of the Ames population that is more dependent on the bus and builds ridership at a younger age.
- “Fills up” the buses as most riders will be riding in the opposite direction of peak hour customers.
- Supports “green” initiatives in Ames.

Disadvantages –

- Targets the population where CyRide experienced most of its challenges, with riders under 18 years old.
- Requires additional training and costs to address behavior issues as CyRide received more complaints regarding student behavior during the summer trial.
- Has more chances for system abuse.

ISU Commuter Lot Paid Parking Impact on CyRide Operations

Assumptions:

- Rides Per Day To and From the Commuter Lot - 7,000 (based on Spring 2013 passenger count)
- Commuter Lot Rides That Live In Ames – 80% (based on Spring 2013 Commuter survey results)
- Number of School Days – 160
- CyRide’s Cost Per Mile (Incremental) - \$1.68
- Orange Route Round Trip Miles = 3 miles
- Red-Blue-Brown Route Average Mileage = 7 miles
- Riders Per Bus – 60 to 65 (seated and standing)

Scenario #1 – 100% of Riders Choose to Park at Another Location

Orange Route Savings:

Number of Buses – 3

$(7,000 \text{ trips} \times 80\%) / (65 \text{ riders per bus} \times 27 \text{ round trips per day})$

Estimated Savings - \$65,318

$(3 \text{ buses} \times 27 \text{ trips per day}) \times (3 \text{ miles} \times \$1.68 \text{ per mile}) \times 160 \text{ days}$

Other Route Expenses:

Route	Percent of Riders	# of Riders	# of Buses
Red Route	35.0%	1,960	1.8
Green	10.0%	560	0.5
Blue	15.5%	868	0.8
Gray	7.8%	437	0.4
Yellow	16.1%	902	0.0
Brown	11.7%	655	0.6
Purple	2.8%	157	0.1
Pink	0.6%	34	0.0
Gold	0.6%	34	0.0
Cardinal	0.0%	0	0.0
		5,600	4.3

Number of Buses – 4

$(7,000 \text{ trips} \times 80\%) / (60 \text{ riders per bus} \times 18 \text{ round trips per day})$

Estimated Cost - \$169,344

$(4 \text{ buses} \times 18 \text{ trips per day}) \times (7 \text{ miles} \times \$1.68 \text{ per mile}) \times 160 \text{ days}$

Scenario #1 Net Cost (100%):

Estimated Cost (Red-Blue-Brown Routes)	\$169,344
Estimated Savings (Orange Route)	<u>\$65,318</u>
Net Cost	\$104,026

Scenario #2 – 50% of Riders Choose to Park At Another Location**Orange Route Savings:**

Number of Buses – 1.6, rounded to 2 buses
 (7,000 trips x 80% x 50%) / (65 riders per bus x 27 round trips per day)

Estimated Savings - \$43,546
 (2 buses x 27 trips per day) x (3 miles x \$1.68 per mile) x 160 days

Other Route Expenses:

Route	Percent of Riders	# of Riders	# of Buses
Red Route	35.0%	980	0.9
Green	10.0%	280	0.2
Blue	15.5%	434	0.4
Gray	7.8%	218	0.2
Yellow	16.1%	451	0.0
Brown	11.7%	328	0.3
Purple	2.8%	78	0.1
Pink	0.6%	17	0.0
Gold	0.6%	17	0.0
Cardinal	0.0%	0	0.0
		2,800	2.2

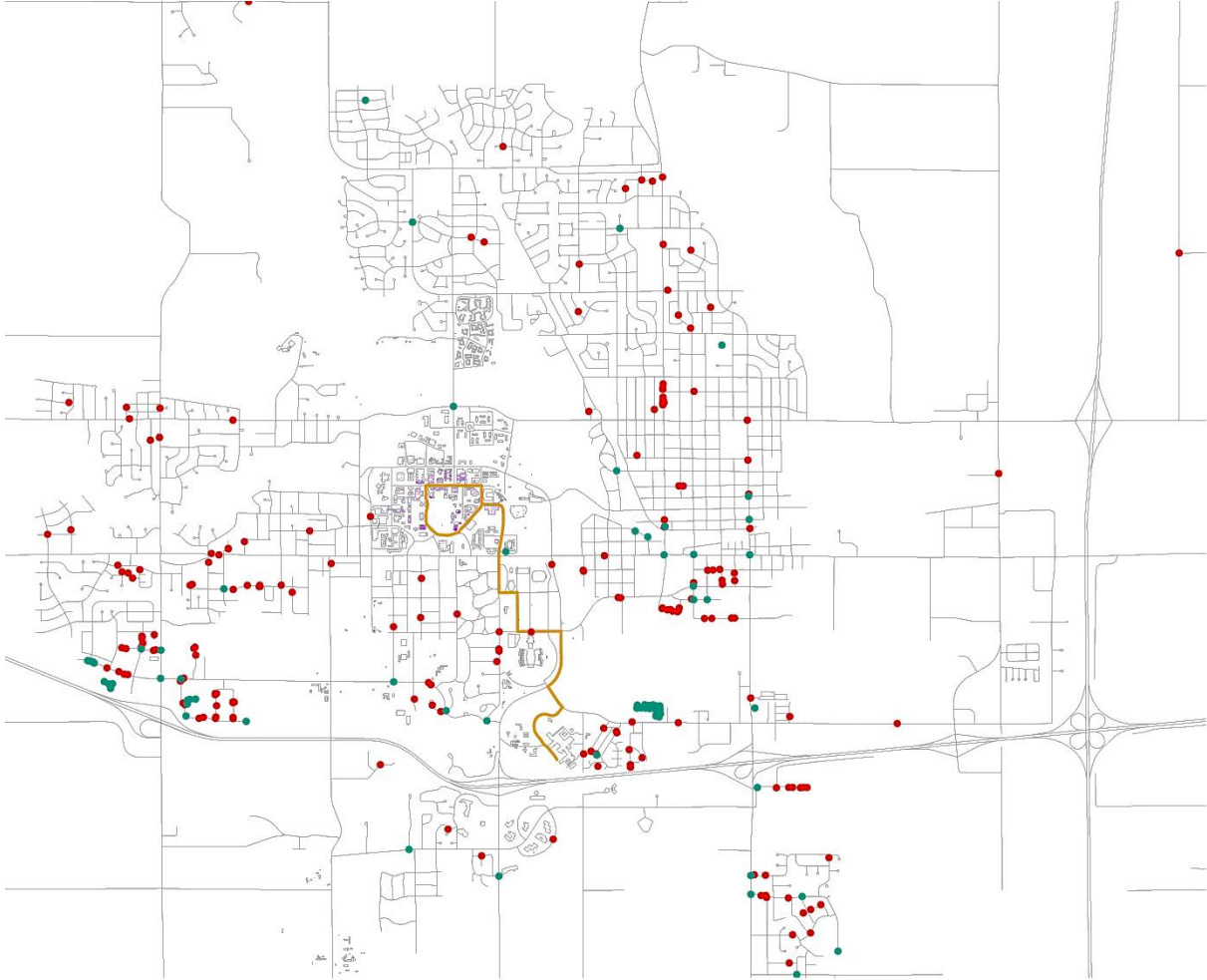
Number of Buses – 2.5
 (7,000 trips x 80% x 50%) / (60 riders per bus x 18 round trips per day)

Estimated Cost - \$84,672
 (2.5 buses x 18 trips per day) x (7 miles x \$1.68 per mile) x 160 days

Scenario #2 Net Cost (50%):

Estimated Cost (Red-Blue-Brown Routes)	\$84,672
Estimated Savings (Orange Route)	<u>\$43,546</u>
Net Cost	\$41,126

Orange Route Riders Residing in Ames (From Spring 2013 Commuter Lot Survey)



February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			TRANSIT BD. MTG. – 4:00PM			
23	24	25	26	27	28	

2014