

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

May 21, 2014

1. CALL TO ORDER: 3:15 P.M.
2. Election of Officers
3. Approval of April 15 and 23, 2014 Minutes
4. Public Comments
5. Grant Applications - Iowa Clean Air Attainment and State Special Project
6. Ames Intermodal Facility Lease with Executive Express
7. Transportation Contract with Durham School Services
8. Dial-A-Ride Annual Contract Renewal with HIRTA
9. Dial-A-Ride Request
10. CyRide Peak Period Analysis
11. Transit Director's Report
12. Set Time and Place of Summer Meetings:
 - June 25, 2014 – 3:15 pm
 - July 30, 2014 (if needed) – 3:15 pm
 - August 28, 2014 – 8:00 am
13. Adjourn

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: May 21, 2014

SUBJECT: Election of Officers

INFORMATION: In May or June of each year, the Transit Board of Trustees elects new officers as required by the Ames Municipal Code, Chapter 26A for the positions of President and Vice-President. The current President is Daniel Rediske and Vice President is Zack Murrell. As Daniel has graduated, there is a vacancy in the Presidency of the Transit Board for the 2014-2015 year.

Trustee Murrell has indicated an interest in the Presidency.

Additionally, Daniel was the Ames Transit Agency representative on the Ames Area Metropolitan Planning Organization. Therefore there is a vacancy in this position as well. New Trustee Hamad Abbas has indicated an interest in this position.

Nominations may be taken from the floor for these positions.

AMES, IOWA

April 15, 2014

The Ames Transit Agency Board of Trustees met on April 15, 2014 at 3:30 p.m. in the CyRide Conference room. President Rediske called the meeting to order at 3:35 p.m. with Trustees Haila, Goodman, Murrell, Madden, and Schainker present. Absent: None.

APPROVAL OF MINUTES: Trustee Goodman made a motion to approve the March 26, 2014 transit board minutes as presented. Motion was seconded by Trustee Haila. (Ayes: Five. Nays: None.) Motion carried.

FACILITY PLANNING HISTORY: Director Kyras presented information to the transit board on how the CyRide facility has grown since its construction in 1983 as a storage facility for 16 vehicles. She shared that CyRide currently operates 83 buses providing 6.5 million rides from this facility. The number of buses will increase to 88 by the fall of 2014 with the purchase of five used buses that will be needed for adequate capacity as a result of expected higher enrollment at Iowa State University. With the completion of the current phase of the facility, the facility is full with three buses being parked outside. The graphic contained in the board's material illustrated the facility's six expansion phases from 1983 to 2014.

Transit board members inquired as to the significance of or goal to have all buses in a storage facility. Director Kyras explained that there were two areas of concern in not having buses under storage in a northern climate. First was the impact on its customers. She explained that it takes time for a large vehicle to warm up in the winter/cool down in the summer for customers. Rich Leners, Asst. Director of Fleet and Facilities, added that it takes approximately 30 minutes, to warm up the interior of the bus. He also explained the second concern that is a maintenance challenge. He indicated that there is more wear and tear on the vehicle when they are housed outside in cold climates and that this creates service or reliability issues when buses fails on route or are not able to be started for service. It was also discussed that at 10 degrees, buses must idle all night in order for the diesel fuel to not gel.

Trustee Haila asked how CyRide currently maneuvers buses within the facility, indicating that it appeared to be tight in his tour of the facility. Director Kyras confirmed his thoughts stating that the turning radius with an L-shaped building creates challenging environments. She further shared since July 1, 2013, CyRide has experienced 90 accidents compared to 49 accidents for this same time period a year ago and that staff was beginning a study to determine if there were opportunities to improve. She indicated that the current configuration itself creates accidents as it is difficult for drivers to back the buses up or maneuver them because of the close proximity to walls and other buses. Trustee Haila commented on the facility challenge in having the maintenance shop surrounded by bus storage. Rich Leners responded that operationally this translates into more repair hours as buses are not able to be maintained when they need to be repaired. He shared that traditionally there are two

maintenance shop shifts that extend into the evening hours and that CyRide is unable to have a second shift as the shop areas become land-locked with buses in the late afternoon.

Trustee Haila asked for clarification as to whether HIRTA own their buses or if it was the responsibility of CyRide to store and service these vehicles. Director Kyras confirmed buses are owned and serviced by HIRTA, except for one bus that CyRide leases to HIRTA for the Dial-A-Ride service. She indicated that their office and bus storage in Ames is located along east Lincolnway.

Director Kyras began discussing the various facility master plans that had been developed over the years. The first plan was developed in 2002 and identified three expansion phases to house a maximum fleet of 77 vehicles: bus storage/washer, office expansion and relocation of the maintenance shop. The first two phases had been completed by 2006. She also shared that in the plan it had stated that if the fleet grew to more than 77 vehicles, a second site should be secured to house the larger fleet.

She continued by discussing the next steps taken by the board and staff. By 2007 before beginning the maintenance expansion phase, the fleet had grown to 64 vehicles and the Transit Board discussed the feasibility of continuing expansion at the current site. Discussions centered on being land-locked and the finite amount of land available for transit at the current site. Based on these discussions, the Transit Board approved hiring a consultant or firm with expertise in transit facility design. Parson's Brinkerhoff was chosen to perform this space needs study to analyze CyRide's facility infrastructure needs for the next 20 years. The study took a conservative approach to CyRide's growth based on ISU enrollment projections at that time, which indicated steady to slightly declining enrollment. The results of the study found that the existing facility was undersized, space for critical transit functions were missing and that 308,801 additional square feet of building space was required to house a maximum of 84 vehicles and 188 employees. It indicated that a site, or combination of sites, with 11.29 total acres, compared to the existing site with 4.39 available acres, was needed. The Transit Board then directed staff to work with the consultant and local representatives to identify potential satellite facility locations.

A local study team comprised of CyRide, ISU and City staff narrowed, using eleven site criteria, possible sites to ten locations. From these locations, two sites were chosen for further consideration, but later it was determined that these sites were located in the planned Research Park expansion. Through further discussions with the Transit Board, three additional sites were identified - Central Iowa Transit facility, Wiley-Blackwell Publishing site/facilities on State Street, and the ISU soccer field located south of the CyRide facility. Staff further examined each site and, as a result, the preferred site was identified as the soccer field adjacent to CyRide. After consideration of this site, the Transit Board directed staff to work with the consultant to fit all functions within the current site due to the lower operating costs of one location.

Parsons Brinkerhoff was directed to develop a plan for the existing site based on current and predicted growth levels and needs – the result was the adoption of site plan option D1a. At that time, the Transit Board approved moving forward to select an architect to implement that option and contracted with URS Corporation. After taking the plan from concept to final drawing, the Transit Board approved proceeding with Phase 1A of the final plan.

FACILITY PLANNING NEXT STEPS: Director Kyras shared with the transit board that the current master plan was designed to house 90 buses and 138 parking spaces between the existing site and a location to the northwest of the current site. She also explained that the next phase of the facility plan to be built was the remaining portion of Phase 1 – additional bus storage.

Trustee Haila asked what the total dollar loss was due to accidents within the garage. Director Kyras explained she did not have the exact number at hand, but that the total loss last year from accidents was approximately \$15,000 and this year it will be over \$30,000 and most were attributed to the facility configuration. Trustee Haila asked if the other facility configuration options had been developed. Director Kyras explained that several other options were included as attachments to the history information provided. She indicated that numerous facility parking configurations were examined including a multi-tiered parking ramp adjacent to the facility and parking for employee vehicles on the roof of the facility.

Director Kyras next provided a brief update on the current construction project, including the improvements that were included in the project and the anticipated completion date. She indicated that the result of the project is that thirteen more buses are able to be housed indoors, employee parking spaces increased from 77 to 100 and a new articulated bus repair bay has been added.

Director Kyras then described the remaining challenges with the current facility as a result of CyRide's unpredicted growth. The existing facility plan maximized the existing facility/site at 90 buses by the year 2028. As of fall 2014, CyRide will have 88 vehicles and should have 95 vehicles according to the Federal Transit Administration using spare bus ratio calculations to ensure smooth operations. Further she indicated that staff believes that with current ISU enrollment projections, that CyRide should be planning for 100 – 110 vehicles within the next ten years.

Director Kyras explained the current facility dollars that are available for facility expansion - \$537,500 in "left-over" funds from the current project, \$200,000 in local dollars as approved in the 2014-2015 capital plan and a possible \$800,000 in Public Transit infrastructure Grant (PTIG). Together these total approximately \$1.5 million.

Trustees asked if there were other grant funds available. Director Kyras responded that most facility programs had been discontinued; however, TIGER funds remained available

for larger facility projects, but at lower federal matching dollars. Discussion turned to possible state sources and the PTIG program. Director Kyras explained that the maximum PTIG award available to a single system was 40% of the total dollars appropriated to the program from the Iowa State Legislature. She indicated that the maximum may be only \$600,000 this year, but that the legislature had not finalized this program funding to-date.

Director Kyras then explained the four options that staff had identified as next steps in addressing CyRide's facility needs. Option one is continuing with the current Master Plan and hire an architect to design as much as possible with the \$1.5 million available. Concerns raised with this option included, constructing over underground oil tanks, and reduction of employee parking spaces.

Option 2 is to revisit the current master plan and determine how to fit 100-110 vehicles on the current site. The next steps under this option are to develop a scope of work and estimate of the design costs for further consideration by the Transit Board. Director Kyras shared that the concern with this option would be in increased site congestion.

Option 3 was to work with an architectural firm, ISU and City of Ames to identify a satellite location. A scalable design would be developed to fit within the \$1.5 million budget, but allow for additional growth at the site when more funding became available. The next steps under this option are to develop a scope of work and estimate of the design costs for further consideration by the Transit Board.

Option 4 is to decide to not continue building and plan to park buses outside as a permanent solution. Concerns regarding this option included operations, financial, and environmental implications with buses parked outside in the cold weather.

An extensive conversation proceeded regarding the four options above. Numerous questions were raised throughout the discussion as follows:

- **What are the implications of relocating CyRide's operations to another site?** – A professional market analysis would need to be completed and the Federal Transit Administration would be entitled to 80% of the facility's value. FTA's share could possibly be transferred to the new building. More conversations with FTA about this would need to be held to gain a thorough understanding of this relationship.
- **What other funding options are there?** – Earmarks are currently not available, but may be in the future, PTIG and TIGER grants. Also State Reinvest in Iowa Infrastructure (RIIF) dollars maybe used as one-time capital improvements, but requires legislative action. State dollars can match federal dollars.
- **Is there a low-cost structure that can be constructed?** – Trustee Haila provided information regarding metal building options that range from a bare-bones type

structure of \$80,000 to \$90,000. Other options of more aesthetically attractive metal buildings were discussed.

- **Could CyRide lease a building?** – CyRide could lease a building, but this would be an annual operating expense as opposed to a one-time capital expenditure.
- **Does it cost more to operate a second facility?** – Director Kyras indicated that it does, but that the cost depends on how far apart the two facilities are located and where they are located in proximity to bus routes. She indicated that this had been looked at previously and staff could update this information for the board.

Trustee Madden shared that there was a possibility that some of CyRide’s needs could be met at the Wiley Blackwell facility that ISU now owns. He recognized the concern of putting additional dollars into the current site when it was already tight; however, he shared concerns about the large capital investment this would take in the future.

Trustee Goodman discussed using this site for the building and moving employee parking to another location such as east of the facility. Director Kyras indicated that the current master plan addressed this, but was uncertain if the ground could built-up to accommodate parking as it currently was used for water drainage. She indicated that an architect would be needed to answer this question. Other areas east of the facility were discussed as possible employee parking locations. She also shared that the typical building design for a bus facility is rectangular and CyRide’s L-shaped facility creates challenges for constructing more bus storage at the current site.

Trustee Schainker asked if a bubble-type structure could be built to keep buses out of the snow and ice. Trustee Madden shared his concern with the aesthetics of this type of structure. It was also shared that the life-time cost of a structure of this nature would need to be examined as it was not built to last 50 years as is CyRide’s current facility.

Trustee Goodman shared his concern that there currently were multiple needs within CyRide; operations, buses and facilities and that the transit system was not going to be able to address all of them. Director Kyras acknowledged his concern, but also stated that there needs to be a balance between these competing challenges. She shared how staff was finding ways to reduce bus capital needs through the purchase of used buses.

Discussion led to how many more buses CyRide can support and maintain as well as the system size. Trustee Madden shared his concern with the number of buses on campus and the congestion this creates. Trustee Goodman shared that the ISU student need was well quantified, but that he was less clear about the community-wide needs.

Trustee Goodman mentioned there are many things to consider when making the decision on which option to choose. He shared his thoughts about other ways to address the bus storage issue – rotating buses inside and outside of the facility, looking at other technology such as a bus blanket or canopy that can be placed over the buses.

Trustee Goodman made a motion to approve option #4 to continue to park buses outside at least for the next several years. The motion died for a lack of a second.

Board members were hesitant to move forward as each of the options created funding, land or operational challenges. Trustee Haila asked if there was a way to project out, with current ISU enrollment numbers, how much CyRide would grow and the number of buses needed. Director Kyras indicated that for every additional student an average of 170 rides is generated so that ridership could be predicted, but which routes and times of days they would be using was difficult.

Trustee Haila inquired about why leasing of the CIT building was a challenge. Barbara Neal responded saying that there are maintenance functions associated with getting buses operating each morning and that this requires duplicate maintenance staff and equipment each day at two sites. Employees also need to be transported between the two sites to check-in and address work issues.

Trustee Haila asked whether Iowa State's conversion to natural gas would free-up the coal storage area to the west of CyRide or if the soccer field to the south was still a possibility. Trustee Madden shared that the university will continue to use the coal plant and would still need the coal storage area. He also indicated that he is not opposed to having more conversation about the soccer fields. He stated that they are now property of the Recreational Department and that more conversation about relocating functions at this site would need to be explored.

Trustee Goodman made a motion to move forward with storage as it is a bit closer to staff's recommendation, no work on this site and look at another site, but unsure how to move forward on this. Fit within look at something to get it undercover as keeping them outside. How to move forward,

Trustee Haila believes it is the staff's recommendation to have the building adjacent to the site and as a transit board, and as a transit board, do not have the expertise on the cost of a general storage building and the aesthetics, what levels of finishes there are, a what each cost, and what the transit board could live with. Trustee Haila recently bid a building such as this and could provide some information on cost.

Board members discussed possible second site locations adjacent to the current facility (east, west and south) or further away. The benefits of being close to CyRide's existing building were discussed as well as the cost savings of a lower-cost building style at a site further away. Also, Director Kyras shared with the Trustees that ISU owned a parcel of land, approximately 10 acres, near the high school that might be a candidate for a second site.

Director Kyras shared with the board the urgency to identify a course of action as there are three buses parked outside currently and another five will be added in August.

Further she shared the timeframe that it takes to design, gain approval and then construct a building - two to three years at a minimum – and in the meantime CyRide will continue to add parked buses outside and, as ISU enrollment grows, the fleet will continue to grow.

Trustee Schainker asked staff if a location next to the current facility was the best option. Director Kyras indicated that if sufficient land could be secured, it was the best option.

Trustee Goodman shared that he was comfortable in parking buses outside for the next several years, relaying his concern with other financial challenges of the organization.

The transit board was interested in pursuing the opportunity of adjacent land to CyRide's current site. They were in favor of looking at a plan of adding employee parking across the street or the soccer field, or possibly revisiting the cooling towers area, as it is beneficial to have adjacent parking.

Trustee Goodman asked if it was reasonable, and to keep discussions moving forward, for Trustee Madden to start the conversation with Iowa State University's senior administration on the use of adjacent land for CyRide purposes, to have an answer by the middle of summer and then proceed with asking the students for their support in the fall. Trustee Madden indicated that the process would be difficult to resolve over the summer as the GSB Student Body's leadership was new in their positions and that they do not meet over the summer.

Trustee Goodman made a motion to move forward with this discussion to ask Trustee Madden to have a conversation with Iowa State University and ask what, if any land adjacent to the south, west, and east of the CyRide building, would be available. Motion seconded by Trustee Schainker. (Ayes: Five. Nays: None.) Motion carried.

Trustee Haila mentioned he attended the HIRTA public meeting last week and thought it went well. He was impressed to see many of the CyRide staff present and felt they did a good job, as well as HIRTA staff.

Next transit board meeting is Wednesday, April 23 at 3:15 p.m.

Meeting adjourned at 5:35 p.m.

Dan Rediske, President

Joanne Van Dyke, Recording Secretary

AMES, IOWA

April 23, 2014

The Ames Transit Agency Board of Trustees met on April 23, 2014 at 3:15 p.m. in the CyRide Conference room. President Rediske called the meeting to order at 3:47 p.m. Present: Trustees Murrell, Haila, Schainker, Rediske. Absent: Trustees Madden and Goodman.

Public in Attendance: Four Iowa State University Political Science Students.

RECOGNITION OF OUTGOING BOARD MEMBER: Director Kyras thanked President Rediske for his two years of service and valuable input representing the students. Trustee Schainker further acknowledged the transit board's appreciation of President Rediske's dedication, experience, and commitment to the transit board and taking the initiative to lead the organization through challenging issues. Trustee Schainker presented President Rediske with a small token of appreciation.

DIAL-A-RIDE CUSTOMER MEETING AND SURVEY RESULTS UPDATE: Director Kyras provided feedback from the Dial-A-Ride (DAR) public meeting held on April 10, 2014. This meeting was a request of the transit board at their February meeting for the purpose of gathering input, suggestions, and ways to improve the service. Additionally CyRide distributed its annual Dial-A-Ride survey and results of this survey were shared with board members as well. Director Kyras indicated that the discussion regarding these two activities would provide board members with information prior to their consideration of the annual renewal of the HIRTA three-year contract that will be considered at the May 21, 2014 Transit Board meeting.

As part of the discussion, Trustee Schainker referenced the City Council's request for a report regarding HIRTA service and customer comments as well. He indicated that CyRide and HIRTA staff could report to the Council at their May 13, 2014 meeting. He indicated that this report would include Dial-A-Ride and Asset-funded service provided by HIRTA.

Director Kyras shared results from the survey as follows: Of the 285 eligible Dial-A-Ride customers who received the survey, 44 surveys were returned, which is approximately a 15.4% return rate. This is the second year of HIRTA's operation of Dial-A-ride service so a comparison to last year's survey could be made as well as with the last year of Heartland Senior Services' operation of this service.

Some notable highlights from the survey were:

- An increase in service satisfaction from 64% – 73% in one year.
- Customers indicated that they were not satisfied with the reservation staff as there were long wait times to get a hold of a staff person on the phone. Director Kyras shared that HIRTA staff indicated that this issue was addressed by hiring

two additional reservation staff within the past few weeks and that the average hold time had been reduced from three minutes to less than one minute.

- Dissatisfaction with the amount of time to determine a person's eligibility for the program increased over the last year; however, the process had been unchanged. Staff will work to determine the reason for this increased dissatisfaction.

Director Kyras briefly explained the changes that HIRTA had provided to the Dial-A-Ride program this past year – meetings with drivers and staff, new phone system, additional staffing, etc.

Director Kyras then explained the discussion at the public meeting. Eight Dial-A-Ride customers attended the meeting as well as City Council member Gloria Betcher and Trustees Haila and Goodman. Director Kyras presented information via PowerPoint slides on the history, service statistics and program requirements. CyRide and HIRTA staff then welcomed customer comments.

Director Kyras shared that the comments received from the public meeting could be classified into five areas: general comments, eligibility, reservations/scheduling, trip denial and driver/bus/safety/other issues. She indicated that the reservation/scheduling classification had received the most comments at the meeting. She further stated that the total number of comments could be divided into concerns that either address the current ADA-required program or concerns that go beyond this program. The following categories were of major concern regarding the existing ADA program and provide an opportunity to improve service.

- The most common comment was related to the long wait times to make a reservation. HIRTA staff at the meeting shared that they had hired two additional staff to take reservations and that customers should see a dramatic decrease in the amount of wait time.
- Several customers shared that they had not received a call when their pick-up time had changed.
- The difference between Dial-A-Ride and HIRTA's other programs is confusing for customers and at least in the beginning to reservation staff.
- Several customers had indicated that they had been denied a trip.
- Several customers were concerned with how the trips were scheduled believing that they were too lengthy, trips were not timely because there was not enough time given or trips were too long.

Director Kyras then explained requests received at the public meeting that go beyond the federal ADA requirements.

- Will call trips are not timely. (ADA considers these same day trips and does not require that they be offered.)

- Customers would like to see more buses to provide the service – this would improve tight schedules, customer’s ability to receive their time requested, etc. (ADA requires trips to be provided within one hour of the time a customer requests.)
- Several customers indicated that they were not able to communicate well with the office/drivers after traditional office hours. (ADA requires that the office be staffed during traditional hours.)

Director Kyras recommended that the Transit Board of Trustees approve three improvements for the next year that address service that meets ADA requirements – require HIRTA to call customers when their time changes, continue education of reservation staff, further examine trip denial claims.

A member of the public, Jan Dreesman, then addressed the Transit Board by reading starting to read a letter expressing her concerns (letter is attached). She also shared her continued dissatisfaction that her 2:45 pm trip was changed and her belief that other customers are displeased with the HIRTA service.

Trustee Haila asked for clarification from Ms. Dreesman as to what customers she was referring to and requested that she provide the transit board with names. He further asked staff for the history regarding Ms. Dreesman’s 2:45 p.m. trip. Director Kyras explained that HIRTA had contacted Ms. Dreesman in November 2013 to let her know that they needed to move the time of her 2:45 pm trip to either 2:30 pm or 3:20 pm to make all trips timelier. Since that time, HIRTA and CyRide staff have had numerous conversations, meetings, etc. to try to find a solution; however, staff is unable to do so as only the 2:45 pm trip time will work for Ms. Dreesman. Director Kyras explained that a trip request at a specific time was an ineligible trip as the ADA allows transit system’s to provide the trip within one hour of the request in order to meet more trip requests. She indicated that Ms. Dreesman had been provided several alternatives and had indicated that these would not work for her.

Trustee Haila inquired as to whether discussions with Ms. Dressman’s employer had taken place to determine if everyone’s needs could be accommodated. Director Kyras shared that this suggestion had been made, but Ms. Dreesman had declined to have these conversations. Ms. Dreesman also shared that her work schedule would not allow for the 2:30 pm time and that it takes her until 2:45 pm to be ready to be picked up. Trustee Rediske shared that fixed-route customers have some of these same issues and that accommodating a transit schedule was required of all public transit riders.

Ms. Dreesman told the transit board she set her subscription trip up last August for 2:45 p.m. She was then told in December by a morning bus driver that her time was to be changed. Director Kyras indicated that this concern was addressed in the agenda item through the recommendation that HIRTA call every customer when the transit agency needs to make a time change. Ms. Dreesman shared that other customers, such

as Mary Kay Johnson and the Gurganuses, were also not happy with the service. Director Kyras shared that HIRTA had contacted the Gurganuses after the April 10th public meeting and they had indicated to them that they were satisfied with the service.

Trustee Murrell made a motion to direct staff to include the three staff recommended changes to the existing ADA-mandated Dial-A-Ride service. Motion seconded by Trustee Schainker. (Ayes: Four. Nays: None.) Motion carried.

RATE SETTING RESOLUTION – FARES: Director Kyras shared history of the last rate increase and the impact that this had, had on fare revenue since that time. In general, cash revenue had continued to decline over the last two years as it is less convenient to pay \$1.25 as opposed to the \$1 fare. Director Kyras recommended no change in fares.

Trustee Schainker made a motion to approve the 2014-2015 rates, which reflect no change from the 2013-2014 rate structure. Motion seconded by Trustee Murrell. (Ayes: four. Nays: None.) Motion carried.

RATE SETTING RESOLUTION – PASSES: Director Kyras shared that the recommendation for the 2014-2015 pass rate structure was for no change. She stated that fare and pass revenue has declined, with total revenue a little over two percent lower as Ames residents have elected to travel by other means.

Trustee Murrell made a motion to approve the 2014-2015 rates, which reflects no change from the 2013-2014 rate structure. Trustee Haila seconded the motion. (Ayes: four. Nays: None.) Motion carried.

FY2015 STATE GRANT APPLICATION: Director Kyras explained to the transit board that annually the board approves the state formula dollars allocated to CyRide and then requests funding for discretionary-funded projects. Shari Atwood then provided specifics on the FY2015 request.

Shari explained that the formula amount for FY2015 was \$604,598 and the Federal Section 5310 elderly and disabled funding, funneled through the State, was for \$191,260. The 5310 funding is for CyRide's ADA Service Contract with HIRTA and is included in the 2014-2015 operating budget.

Shari then explained the capital request for buses. She indicated that funding for these bus replacements was unlikely, but shared that including these vehicles in the application would allow CyRide to apply for any unanticipated funding that might become available during the year. She indicated this happened when the federal stimulus program was implemented. She indicated the total bus capital request was for \$2,985,200 and, if approved, the capital expenditure would need to be approved and budget amended by the Transit Board.

She shared that other capital items included in the applications were for associated bus stop improvements for \$40,000 and bus storage for \$800,000. Shari shared that the bus storage funding could be used for design and construction expenses.

She explained that the total state grant application request was for \$4,621,058.

Trustee Haila made a motion to approve the FY2015 State Grant Application subject to public hearing comments. Trustee Murrell seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

FFY2014 FEDERAL GRANT APPLICATION: Director Kyras explained that each year, CyRide applied to the federal government for its share of the federal transit formula allocation to support operating and/or capital expenditures. Shari Atwood detailed CyRide's application information.

Ms. Atwood shared that the operating dollars of \$1,970,542 would support CyRide's budget beginning July 1, 2014 and that this dollar amount was \$11,718 more than budgeted. She indicated that this funding was secured through two programs – general formula program based on population and population density of Ames and the Small Transit Intensive Cities (STIC) funding for small transit systems that perform better than larger systems around the nation. Of the six STIC criteria, CyRide achieved five and received \$192,016 per criteria. She shared that it is difficult to meet all six criteria and that CyRide has never achieved the “passengers miles traveled per vehicle revenue hour” criteria due to the small service area CyRide serves.

Trustee Schainker made a motion to approve Alternative #1, to authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$1,970,542 to the Federal Transit Administration. Motion seconded by Trustee Haila. (Ayes: Four. Nays: None.) Motion carried.

QUARTERLY OPERATIONS REPORT: Director Kyras shared the second quarter's operations report verbally at the last meeting, noting that there had been no changes to the final report.

Trustee Haila inquired about the total number of accidents in the quarterly report, which had increased. Trustee Haila shared his assumption that this was due to the currently tight facility configuration and assumes construction will not alleviate this problem. Director Kyras agreed that overall it is the facility configuration that contributes to this increase, but stated that staff will be looking at this to determine if there are additional procedures or policies that can be put in place to try to address this increase.

TRANSIT DIRECTORS REPORT:

- Director Kyras said the Ames Chamber of Commerce will be going to Washington, DC in June and asked if the transit board would like to be included CyRide in their list of community priorities. Her recommendation was to include the national priority for STIC transit systems to increase the total dollars available in this program from 1.5% to 3.0% of the total transit dollars. The Trustees present did not oppose this request.

Trustee Schainker left at 4:45 pm.

- The Ames Transit Board approved \$125,000 for the purchase of five used buses in the fall of 2013. Additionally, in January of 2014, the transit board approved another five used buses to keep pace with CyRide's growth. As a result, Rich Leners, Assistant Director of Fleet and Facilities, purchased used 10 buses at approximately \$3,500 each from St. Paul, Minnesota. These buses will be transported to Fairbault, MN for painting and CyRide's Maintenance personnel will inspect the buses before any buses will be painted to determine if they will be parts buses or are street-worthy. Five of these buses will be prepared for service for the Fall 2014 term.
- During the week of VEISHEA, Moonlight Express service is typically very busy. With VEISHEA activities cancelled, the Ames Police felt it was beneficial for CyRide to still operate Moonlight Express to move people away from Campustown in the evening. Ridership was half of what it was last year.

Ms. Dreesman asked if she could finish reading her letter to the transit board. A lengthy discussion followed between Ms. Dreesman and the transit board members. Director Kyras thanked Ms. Dreesman for her comments and indicated that if she would like to leave her letter that it would be included in the meeting minutes. Ms. Dreesman will provide the letter to include with the April 23, 2014 transit board minutes.

Ms. Dressman then asked if the transit board would consider a 2-3 week demonstration project to add an additional bus to the Dial-A-Ride service. Director Kyras shared that both CyRide and HIRTA staff would need to address the fact that it would require an additional bus and driver so she indicated that most likely it would be next fall before this could be implemented, if desired. As a result, board members decided, by consensus as there was no quorum for a vote, that this topic should be included on the May transit board meeting agenda for consideration by the full transit board. Director Kyras shared that any permanent changes that go above and beyond ADA requirements (which this would) would need to be paid for with local dollars and that significant changes of this nature would need to be considered for the next contract, which would begin July 1, 2015.

TIME AND PLACE OF NEXT MEETING: May 21, 2014 at 3:15 p.m. in the CyRide Conference Room.

Meeting adjourned at 5:40pm.

Daniel Rediske, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: May 21, 2014

SUBJECT: Grant Applications – Iowa Clean Air Attainment and State Special Project

BACKGROUND: At the March 26, 2014 Transit Board meeting, staff requested board member consideration of a state grant application (Iowa Clean Air Attainment Program grant) to fund increased service levels in the 2014-2015 operating budget, which could result in savings to the Government of the Student Body funding-increase approved in January 2014. This request was approved by the board.

In researching this grant opportunity, ICAAP grant applications will most likely be due in October, with project start dates of around January 1, 2015 – six months into operating the approved, new services. Therefore, the second and third years of this service could be eligible for this grant funding, but not the first. **Eligible costs under this grant include both operating and capital expenditures for new services at an 80% funding level for up to three years.**

In addition to the ICAAP program, there is another state grant program called “Special Projects” that could be utilized for first year expenses only. Special Project grants may be requested at any time for the purpose of improving service to low-income populations. As the new services are open to the public and utilized by all Ames residents, a request for this funding could be made to support additional services approved by the Transit Board. **A Special Project grant could fund 80% of operating expenditures for the first year of their operation.**

All expenses for the increased services were approved in the 2014-2015 operating budget; however, ICCAP and Special Project funds could reduce this local expenditure, which has been committed to and will be paid for 100% by the students through GSB fees if grant funding is not secured.

INFORMATION: As staff has developed this project within the two grant applications, it could fund the following expenses for a three-year period:

- **Operating Expenses** - Annual operating expenses for the following additional, transit board approved services:

- Brown and Green Route Weekdays – Green route: 2 additional buses between 11:30 am and 6:00 pm Monday – Friday; Brown route: 1 additional bus between 11:30 am and 6:00 pm Monday - Friday
- Blue Route Sundays – 1 additional bus between 11:00 am and 5:00 pm on Sundays from Friley to S. 5th St./S. Duff Ave.
- **Capital Expenses** - Capital expenses for two new 40' buses to support the above services.

The chart below details a project budget that utilizes both ICAAP and Special Project funding for this project.

Expenditure Category	Operating			Capital			Total Cost
	ICAAP	Spec. Proj.	Local	ICAAP	Spec. Proj.	Local	
Brown/Green Route – Yr. 1	\$0	\$7,867	\$1,967	\$0	\$0	\$0	\$9,834
Blue Route Sunday – Yr. 1	\$0	\$150,778	\$37,694	\$0	\$0	\$0	\$188,472
Brown/Green Route – Yr. 2	\$8,182	\$0	\$2,045	\$0	\$0	\$0	\$10,227
Blue Route Sunday – Yr. 2	\$156,809	\$0	\$39,202	\$0	\$0	\$0	\$196,011
Brown/Green Route – Yr. 3	\$8,509	\$0	\$2,127	\$0	\$0	\$0	\$10,636
Blue Route Sunday – Yr. 3	\$163,081	\$0	\$40,770	\$0	\$0	\$0	\$203,851
Two 40' New Buses	\$0	\$0	\$0	\$702,400	\$0	\$175,600	\$878,000
TOTAL	\$336,581	\$158,645	\$123,805	\$702,400	\$0	\$175,600	\$1,497,031

In total, the three-year, local operating dollar savings is \$495,226 (\$336,581 + \$158,645) if both grants are fully funded. In addition, the ICAAP grant could provide capital funding (\$702,400) for two new buses that is not available from any other non-local source. Both grants are funded at 80%, requiring a 20% local match.

In summary, the following would be requested from the two grant programs, less fares:

Expense	ICAAP	State Special Projects
Operating	\$336,581	\$158,645
Capital	\$702,400	\$0
Total	\$1,038,981	\$158,645

ALTERNATIVES:

1. Approve submission of an Iowa Clean Air Attainment Program grant application in an amount not to exceed \$1,038,981 and a State Special Projects grant application for up to \$158,645.
2. Approve submission of an Iowa Clean Air Attainment Program grant application only in an amount not to exceed \$1,038,981 for Years 2 and 3 funding.
3. Approve submission of a State Special Projects grant application only for up to \$158,645 for Year 1 funding.
4. Do not submit an ICAAP or State Special Project application for funding.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an ICAAP and Special Project grant application to support additional services approved in the 2014-2015 operating budget and to fund two new buses. If approved, these grants would reduce local funding requirements for the next three years for these additional services and provide a funding opportunity to receive new buses.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: May 21, 2014

SUBJECT: Ames Intermodal Facility Lease with Executive Express

BACKGROUND: Under the approved Intermodal Facility operating agreement between the City of Ames and Iowa State University, CyRide staff is charged with negotiating leases for the terminal area of the building. Last year, staff prepared a one-year agreement for Executive Express that expires June 30, 2014. Their service began operating from the Intermodal Facility on July 1, 2012. Over the last several months, staff has worked with the carrier to negotiate a third year lease agreement that will provide office/waiting room space for Executive Express.

INFORMATION: In negotiating a new lease agreement, the following issues were modified in the new lease agreement.

- Contract term
- Higher lease rate

Each of these changes are discussed, and highlighted in red, in the more detailed information regarding lease provisions.

1. Basic Provisions –

- Official designation of the parties to the agreement
- Definition of exclusive and common areas as well as the address and suite number
- Facility is available 24/7
- Lease starts on July 1, 2014 and expires June 30, 2015 (Discussions about a new contract would start in January of each year.)
- \$1,010.00 per month lease rate with Producer's Price Index used to calculate the increase each year. Utilities would be \$300 per month. Rent would be paid to ISU's Parking Division Manager.
- Three parking spaces will be provided, two at no cost, with the third one at the covered annual permit rate.

2. **Premises** – That the estimated square footage determines the rent, that the tenant is responsible for furnishings and that alterations must be approved by ISU' Parking Division Manager.
3. **Term** - Original year plus two extensions are possible. If extensions are taken, all original terms of the agreement still are in force.
4. **Representations and Warranties** -
 - CyRide/City is the sole owner of the facility and has the right to enter into the agreement
 - That there are no planned widening of streets in the vicinity
 - That there is no condemnation, eminent domain issues, lawsuits or mechanical problems with the facility and that there are no other agreements that would impact their business.
5. **Use** –
 - That they will use the facility for its intended purpose
 - That there are no hazardous materials, asbestos or environmental issues that would impact their business
 - That it will comply with any future laws that impact use of the space
 - That it will provide documents as requested within 10 days after receipt
 - That it will notify CyRide if there is any pending legal action against their Company
 - It will enter the facility from Sheldon Ave. and exit on Hayward Ave. to Lincolnway
6. **Maintenance and Repairs: Improvements, Additions and Alterations** – Jefferson will keep the facility clean and orderly, that it will repair, at its cost, any damage created by its employees or customers.
7. **Insurance and Indemnity** –
 - CyRide/City of Ames is insured again all risk for full replacement cost
 - Jefferson will have a comprehensive general liability policy for its premises of single limit liability of \$1 million per occurrence, provide a certificate of insurance to CyRide and a new one upon its expiration, and that, not maintaining this insurance is a material default of the contract. City of Ames, CyRide, ISU and Board of Regents will be named on coverage as additional insureds.
 - Tenant will have a personal property policy for the premises for full replacement cost value. The landlord has no obligation to insure and no liability for personal property.
 - Tenant will have an automobile insurance policy for \$1,000,000 combined single limit for owned, leased, unowned, hired or employee's vehicles.
 - Tenant will have worker's compensation and employer's liability for Coverage A and B in the amounts listed in the lease.
 - Insurance companies providing the coverage will have AM Best Rating of A-VII.
 - Each party indemnifies the other for actions of negligence or wrongful acts of its employees. ISU, Board of Regents and State of Iowa are added to this provision. Jefferson/CyRide will provide their own legal counsel to defend against a claim filed against their firm/agency.

- Each party agrees to discharge the other from claims, losses and liabilities covered under third party insurance. This provision delineates the situations under which this could occur.
8. **Damage or Destruction** – If the facility is damaged or destroyed, Jefferson will repair or restore the premises with reasonable promptness and diligence. Rent will be abated during this time period. If CyRide does not start repairs within 30 days or is not completed within 90 days, the lease can be terminated.
 9. **Real Property Taxes** – CyRide will pay any real estate taxes due.
 10. **Assignment and Subletting** – Jefferson may not sublease the space without written approval from CyRide and can only be subleased to another Over-The Road carrier.
 11. **Termination for Convenience** – Tenant or landlord can terminate the lease when it is in their best interest with 90 days notice in writing.
 12. **Default; Breach; Remedies** –
 - Lists events that would constitute a default: Non-payment of rent, not abiding by lease agreement, subleasing space without approval, receivership, seizure of assets, liens.
 - CyRide has the right to remove Jefferson’s property, control the leased space and can relet the space.
 - CyRide defaults if, upon notify by the Jefferson, it fails to meet any terms of the contract within 30 days unless the remedy would take longer than 30 days. The contract lists the remedies for the tenant – cure the default itself and deduct cost from rent or terminate the lease.
 13. **Severability** – The invalidity of a lease provision does not affect the remainder of the contract.
 14. **Conditions Precedent** – Contract obligations do not start until CyRide receives a certificate of occupancy. If this is not received by August 1, 2012, Jefferson can terminate the contract.
 15. **Time of Essence** – Contract obligations must be addressed as quickly as possible.
 16. **Rent Defined** – All monetary obligations in the contract are defined as rent.
 17. **No Prior or Other Agreements** – The contract is the entire agreement.
 18. **Notices** – All notices to either party must be in writing and delivered to the individuals identified in the agreement.
 19. **Waivers** – If CyRide waives a default of the contract, this does not mean other defaults are waived. Also, acceptance of rent does not waive the default.
 20. **Holdover** – If the contract expires and tenant remains, a month-to-month rent can be charged.
 21. **Cumulative Remedies** – Remedies can be cumulative.
 22. **Covenants and Conditions** – All contract provisions are both covenant and conditions.
 23. **Binding Effect; Choice of Law** – Binding on all successors or representatives and any possible litigation will be in Story County.
 24. **Attorney’s Fees** – If litigation occurs, the prevailing party is entitled to reasonable attorney’s fees.
 25. **Landlord’s Access; Repairs** – CyRide or ISU Parking Division can enter Jefferson’s space for reasons listed.
 26. **Signs** – Jefferson can put signs in the facility with permission of CyRide.

27. **Quiet Possession** – If Jefferson abides by the terms of the contract, CyRide will not interfere with its business.
28. **Performance Under Protest** – Jefferson can pay rent under protest and file suit to recover the full amount.
29. **Authority** – Jefferson confirms that its representative is authorized to sign the lease.
30. **Conflict** – Handwritten/typewritten changes prevail over the printed version of the contract.
31. **Offer** – The contract is not binding until all parties have signed the agreement.
32. **Amendments** – Requires written amendments with all parties signing.
33. **Multiple Parties** – If more than one contact is identified for a party, the actions of one bind the other.
34. **No Interpretation Against Drafter** – It is a legally binding document and each party has consulted with legal counsel; however, CyRide’s crafting of the contract provisions does not mean that it is binding and an attorney has drafted its terms.

The agreement has been reviewed and approved by:

- City of Ames Legal Counsel and Risk Manager
- ISU’s Project Manager for the Intermodal Facility as well as its legal and risk management personnel
- Executive Express’ Legal Counsel and owner

The 2014-2015 lease rate was increased \$10 from last year based on a review of the Producer’s Price Index (PPI) as of January 2014, which was approximately 1% higher.

ALTERNATIVE:

1. Approve the Ames Intermodal Facility Commercial Tenant Lease with Executive Express.
2. Direct staff to renegotiate a lease with Executive Express with board direction on items to be renegotiated.
3. Do not approve a lease with Executive Express for space within the Ames Intermodal Facility.

RECOMMENDATION:

The Transit Director recommends approval of alternative #1 to enter into a contract with Executive Express for space within the Ames Intermodal Facility. One of the two main purposes of the Ames Intermodal Facility was to coordinate transportation services within a single location. This agreement allows for this coordination to continue.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: May 21, 2014

SUBJECT: Transportation Contract with Durham School Services

BACKGROUND: CyRide has entered into a fixed route service contract since 2003 for a private bus operator to provide vehicles/driver to assist in lowering the impact to CyRide during its morning peak hour period. With this contract, CyRide is able to meet its 20 – 30 minute highest peak requirement efficiently as well as relieve overcrowding on its heaviest trips. For each competitive bid, the local school bus provider at that time has provided the lowest price by coordinating the end of its school bus service with CyRide’s peak morning demand time. As a result, the school bus operator completes its school trips and then provides a bus at one or two of CyRide’s heaviest bus stops before delivering customers to campus. The actual number of trips and routes contracted varies each year based on demand; however, the maximum number that can be accommodated by the school bus operator is seven buses. The flexibility of the agreement allows CyRide to change the level of service daily, if necessary and to eliminate up to seven additional CyRide drivers and buses throughout the school year. The current provider of this service is Durham School Services and their contract expires on June 30, 2014.

INFORMATION: CyRide issued a new Request for Bid (No. 2014-242) for fixed-route service for the 2014-2015 school year with an opportunity to renew for up to four additional contract periods. CyRide received a single bid from Durham School Services as follows:

School Year Contract	Bid Amount Per Trip	Percentage Increase
2014-2015 school year	\$54.20	2%
2015-2016 school year	\$55.82	3%
2017-2018 school year	\$58.05	4%
2018-2019 school year	\$60.37	4%
2019-2020 school year	\$63.39	5%

The bid of \$54.20 per trip is 2% higher than the 2013-2014 contracted amount of \$53.14. The overall contract increase is under 4% and is within industry standards and comparable with other CyRide contracts received this year. It is estimated that between \$22,000 and \$25,000 will spent under this contract next year.

ALTERNATIVES:

1. Approve a contract with Durham School Services for \$54.20 per trip for the 2014-2015 school year.
2. Do not approve a contract for extra services provided by a school bus operator.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to enter into a contract with Durham School Services. This contract will allow for the efficient provision of peak-hour service and the need for seven fewer CyRide buses and drivers during the 2014-2015 school year.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: May 21, 2014
SUBJECT: Dial-A-Ride Annual Contract Renewal with HIRTA

BACKGROUND: In May 2012, CyRide and the City of Ames entered into a three-year contract, with annual renewals, for the Heart of Iowa Regional Transit Association (HIRTA) to provide Dial-A-Ride (DAR) service as required by the Americans With Disabilities Act on behalf of CyRide. HIRTA began operation of the Dial-A-Ride service on July 2, 2012. The current contract expires on June 30, 2015, but requires annual renewals by both parties.

INFORMATION: CyRide staff began discussions with HIRTA regarding renewal of the DAR contract for the 2014-2015 budget year. In these preliminary discussions, HIRTA indicated an interest in continuing to provide DAR service on behalf of CyRide. The attached letter confirms this desire and their proposed rate structure for the 2014-2015 year. A comparison of current year rates versus proposed rates is described in the table below.

HIRTA Contract Rate for DAR Service

Rate Category	2013-2014 Budget Rate	2014-2015 Budget Rate	% Change
Weekday Trips	\$12.55 per trip	\$13.04 per trip	3.9%
Weeknight Trips	\$42.15 per hour	\$43.87 per hour	4.0%
Weekend Trips	\$42.15 per hour	\$43.87 per hour	4.0%

The above increases are within industry standards for transit operating contracts and the cost per hour and trip is lower than CyRide's cost to provide the service. In addition, HIRTA rates have increased at the same percentage each year of the contract.

At the April 23, 2014 Transit Board of Trustees meeting, CyRide staff shared the results of the Dial-A-Ride customer satisfaction survey and public meeting discussions and improvements that have been made in the program over the past year. The attached letter reflects the new requirement, approved by the Transit Board at the April meeting, for HIRTA to contact customers when their pick-up time changes and will serve as the formal amendment to the agreement. As a result of these combined changes, CyRide staff requests consideration of extending the CyRide-HIRTA contract for Dial-A-Ride service for the 2014-2015 budget year.

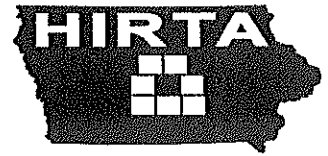
ALTERNATIVES:

1. Approve a contract extension with Heart of Iowa Regional Transit Association for the 2014-2015 budget year at approximately a 4% increase in rates.
2. Table action on the CyRide-HIRTA contract extension to provide additional information to the Transit Board of Trustees, as requested.
3. Do not enter into a contract extension for Dial-A-Ride service and begin directly operating service on July 1, 2014.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to enter into a contract extension with HIRTA to provide Dial-A-Ride service next fiscal year. While there have been challenges in the service, HIRTA has systematically made improvements to address customer concerns. Additionally, operation of DAR service by HIRTA provides the most economical delivery of service within the community by combining DAR and HIRTA program services as opposed to separate, at times duplicative services.

Heart of Iowa Regional Transit Agency



Boone • Dallas • Jasper
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3/27/2014

Dear Sheri Kyras:

The Heart of Iowa Regional Transit Agency (HIRTA Public Transit) would like to indicate our interest in continuing the contract with CyRide for HIRTA to provide Complimentary ADA Paratransit services in the City of Ames.

We feel this is a successful partnership and look forward to continuing work with CyRide.

HIRTA is requesting compensation as follows:

- \$13.04 for day time hours (6:30am-6:00pm)
- \$43.87 for evening/weekend hours (after 6:00pm and weekends)
- Fuel surcharge to remain the same at a base rate for fuel being \$2.30 and monthly percentage based on fuel price range schedule.

Thank you.

Sincerely,

Kirk Macumber
HIRTA Board Chair

2840 104th Street, Urbandale, IA 50322
tel: 515-309-9280 toll free: 1-877-686-0029 fax: 515-777-2745

www.ridehirta.com



Ames Transit Agency
1700 University Blvd., Ames, IA 50010
cyride@cyride.com * www.cyride.com
voice 515.292.1105
fax 515.239.5578

May 7, 2014

Ms. Julia Castillo
Executive Director
Heart of Iowa Regional Transit Agency
2840 104th Street
Urbandale, Iowa 50322

RE: Contract Amendment

Ms. Castillo:

The Ames Transit Agency (CyRide) respectfully requests an amendment to the existing contract between CyRide and the Heart of Iowa Regional Transit Agency (HIRTA) for Dial-A-Ride transportation services. This amendment would be an addition to the following contract section:

B. Description of Service

- 19. HIRTA will attempt to contact, via telephone, each customer when the scheduled pick-up time changes for any reason deemed necessary to smoothly operate door-to-door service in Ames. When HIRTA requires a change, as much advanced notice as possible will be given to the customer.**

The reason for this change is in response to numerous customer comments regarding customers being given a specific time by the reservationist and when the driver arrives, the scheduled pick-up time on the driver's manifest is different. This creates confusion as the ten-minute window either side of the scheduled time is different for the driver and customer.

We truly appreciate your willingness to work with Dial-A-Ride customers on this modification. Please sign in the space below as your approval of this contract amendment and return the letter to CyRide. If you have any questions, please let me know.

Sincerely,

Sheri Kyras
Transit Director

Julia Castillo, HIRTA Executive Director

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: May 21, 2014

SUBJECT: Dial-A-Ride Request

BACKGROUND: At the close of the April 23, 2014 Transit Board of Trustees meeting, a customer made a request of the Transit Board regarding Dial-A-Ride service. Without a quorum, the consensus of the remaining board members was to have this request placed on the May 21, 2014 Transit Board meeting agenda for consideration by the full Transit Board of Trustees.

INFORMATION: The attached letter was read by the Dial-A-Ride customer at the April meeting and she verbally requested that the Transit board fund an additional bus each weekday afternoon from 2:30 – 4:30 pm to address peak demand times on the Dial-A-Ride service. She requested that this service be operated for a 2 – 3 week demonstration period.

As CyRide and HIRTA staffs have briefly looked at steps that would be needed to implement a three-week demonstration service, the following actions, and respective cost estimates, would be required to accommodate this request.

- **Additional Bus & Equipment (Est. Cost - \$50,000)** – An additional bus, radio, signage, etc. would be needed as HIRTA’s current fleet is sized to provide buses for its current daily operation and spare buses. A used bus (as new bus funding is not available) would be sought to provide this service, which would require approximately 6 months to locate, secure and retrofit for daily operations.
- **Additional Driver (Est. Cost \$700)** – An additional temporary driver would need to be hired to provide this service for two hours each weekday for three weeks.
- **Other Operating Costs (Est. at \$2,000)** - Fuel and other fluids as well as servicing of the bus (refueling, washing, etc.) would be required.

In total, approximately \$52,700 in expenses would be incurred to meet this three-week request or \$3,513 per day of operation.

April 23, 2014

To the Board Members of CyRide:

In August, 2013 I set a subscription call for 2:45pm to be picked up from work. I never changed that and it was never negotiated. It seemed to be working well. I received a phone call at 4:00pm in December that said my pickup time would now be at a different time – either “this time” or “that time.” There has never been a negotiation about the time. This has happened many times. That is one of my complaints.

Dial-A-Ride is a very small contract compared to all the other contracts that HIRTA provides services for. Who is to say that those contracts don't get preferential treatment? **Why does it seem like everyone else's schedule is accommodated except for mine?** That is another one of my complaints.

In addressing a larger concern, Dial-A-Ride is complementary to CyRide. Whom you contract with reflects like a mirror. Therefore, Dial-A-Ride should operate under the same standards that CyRide operates.

- CyRide provides its fixed route with a dispatcher that is out in a small bus solving problems. HIRTA/Dial-A-Ride should do the same.
- All of CyRide's published trips on the schedule are accessible to those passengers using mobility devices as the buses are equipped with either a boarding ramp or a powered lift. However, CyRide operates many “extra” vehicles along certain high demand routes that may not be published. Therefore, there is a potential that passengers with disabilities may try to board an “extra bus” that is not accessible. When this happens, CyRide will work to provide an accessible vehicle to this passenger as soon as possible, either by sending out an additional, accessible vehicle or having a supervisor pick up the individual and transport them to their final destination. Why can't HIRTA/Dial-A-Ride operate in the same way?
- Why can't HIRTA/Dial-A-Ride accommodate the high peak time frame, as CyRide does? You haven't taken into consideration that you've had multiple people say that the time frame they've requested has not been accommodated. I believe that your complaints are down because your ridership is down. Your ridership is down because you aren't accommodating the high peak time!
- In the contract I believe it states that Cy-Ride's weekend services are provided for by additional funding. With that in mind, can CyRide fund additional HIRTA services for two hours per day, from 2:30pm-4:30pm? Could this be done as an experiment for a few weeks to see the actual demand?

This is a quote from your brochure. “CyRide is committed to provide all Ames residents and visitors with valued transportation services. This is especially true for our customers with special needs or disabilities.” Please help make this a true statement!

Sincerely,
Jan Dreesman

CITY OF AMES, Iowa

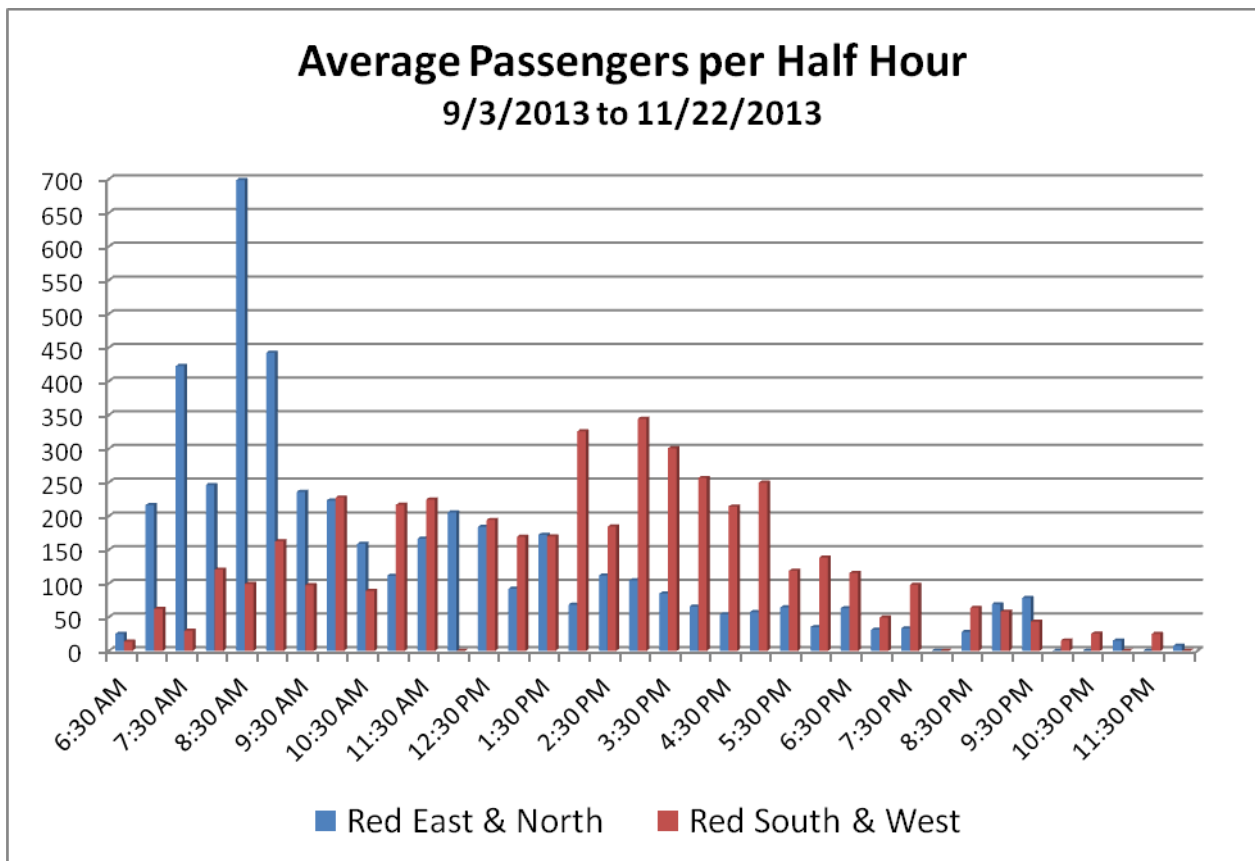
MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: May 21, 2014

SUBJECT: CyRide Peak Period Analysis

BACKGROUND: At the March 26, 2014 Transit Board of Trustees meeting, board members discussed service performance and, specifically examined ridership levels by half hour on one of CyRide’s busiest routes – the #1 Red Route (see graphic below).



As a result of this discussion, board members requested that staff examine the impact of “capping” ridership during its peak period of the day, at an unspecified level, and then to estimate the operational and capital savings that could be generated over a 10-year period

from this reduced service level. This staff report was to be provided at the May Transit Board meeting.

INFORMATION: In examining the impact of “capping” service, staff began by defining the peak period and identified the routes, day of the week and times that create the highest system-wide demand. The following was established as CyRide’s highest peak hour service:

- **Routes:** #1 Red, #3 Blue and #23 Orange
- **Day of the Week:** Monday, Wednesday, Friday
- **Time of Day:** 8:00 – 9:00 am

As a result of this definition, ridership graphics by half hour were generated, and attached to this document, for the two additional routes (#3 Blue and #23 Orange). Similar peaking to the previously discussed #1 Red route occurs on the #3 Blue route; however, the #23 Orange route experiences high demand throughout a significant portion of the weekday.

A ridership reduction goal was developed for each route to reduce CyRide’s system-wide ridership level. For this analysis, the specific per half-hour reduction goal for each route between 8:00 and 9:00 am was established as follows:

- **#1 Red Route** – 200 ride reduction (From 700 to 500 rides)
- **#3 Blue Route** – 100 ride reduction (From 400 to 300 rides)
- **#23 Orange Route** – 250 ride reduction (From 1,000 to 750 rides)

#1 Red Route Analysis

During the 8:00 – 9:00 am Monday, Wednesday, Friday time period there is a scheduled trip on the #1 Red East route at 8:30 am carrying an average of 49 riders on a bus that seats 38-42 individuals (on the attached “Passengers by Trip” spreadsheet this is referred to as “Code-1022”). In addition, there are five “extra” buses that assist this trip entitled, “1022.2, 1022.3, 1022.4, 1022.5 and 1022.6.” The following table illustrates the number of rides each of these buses carry, as well as, identifies if these trips are connected to additional trips after their Red route service.

Red Route Code	# of Rides	Time of Day	Route After Trip	# of Rides	Time of Day
1022.2	33.5	8:32 AM	Red East	49.0	9:27 AM
1022.3	42.7	8:29 AM	Brown North	51.6	9:41 AM
1022.4	57.5	8:32 AM	Blue North	56.7	9:06 AM
1022.5	39.0	8:31 AM	Red East	37.5	9:27 AM
1022.6	58.3	8:29 AM	Cardinal*	21.6	9:00 AM
TOTAL	230			216	

* Seasonal “extra” bus not used every school day.

The total number of rides that would be eliminated in this scenario would be 230, with an additional 216 rides provided on the same bus the trip after the peak period. In each case, the peak period “extra” bus for this analysis is tied with a trip on another route after it completes service on the #1 Red route. Therefore, eliminating the peak period #3 Red East “extra” trips will not reduce the number of drivers or buses needed system-wide as they would be needed on the bus’ next trip. Savings for this analysis would be generated from the Red route trip’s operating costs estimated at approximately 20 minutes per bus. The following calculates this savings.

Estimated School Year Savings - \$55 operating cost/hour x 20 mins. x 3 days per week during school year x 5 buses = \$8,884.80 per school year

Estimated Ten-Year Savings - \$88,848

If ridership was not eliminated entirely, but shifted to another time period to “even out” the peak, there would be no savings as the operating cost of these trips would occur at a different time period.

#3 Blue Route Analysis

A similar analysis was completed for the #3 Blue North route where:

- An 8:31 am trip was selected as the heaviest trip
- Two “extra” buses are needed to accommodate the number of riders
- The two Blue route “extra” buses averaged 43 riders

The result was the same where the two “extra” buses provided additional trips after the Blue South trips where the bus and driver would be needed to complete the additional service. The savings, therefore, would be in the 20-minute operational savings as calculated below.

Estimated School Year Savings - \$55 operating cost/hour x 20 mins. x 3 days per week during school year x 2 buses = \$3,553.92 per school year

Estimated Ten-Year Savings - \$35,592.20

If ridership was not eliminated entirely, but shifted to another time period to “even out” the peak, there would be no savings as the operating cost of these trips would occur at a different time period.

#23 Orange Route Analysis

The #23 Orange Route ridership pattern is dramatically different than either of the other two routes studied. With steady ridership from approximately 7:30 am – 2:30 pm each weekday, there is little opportunity to shift ridership to lighter trips. As a result, the board’s directive to

determine the impact of shifting ridership to lower the peak period is not able to be accomplished with this route; however, if buses were eliminated, an annual savings of approximately \$20,000 per bus per school year could be saved or \$200,000 over a ten-year period. CyRide’s customer impact of eliminating buses would be significant as this route serves the ISU Commuter Lot and major ISU Residence Halls, as well as provides on an option for inter-campus movement, which is important during inclement weather.

Summary Impact

In summary, the following chart captures the total impact of lowering peak hour ridership.

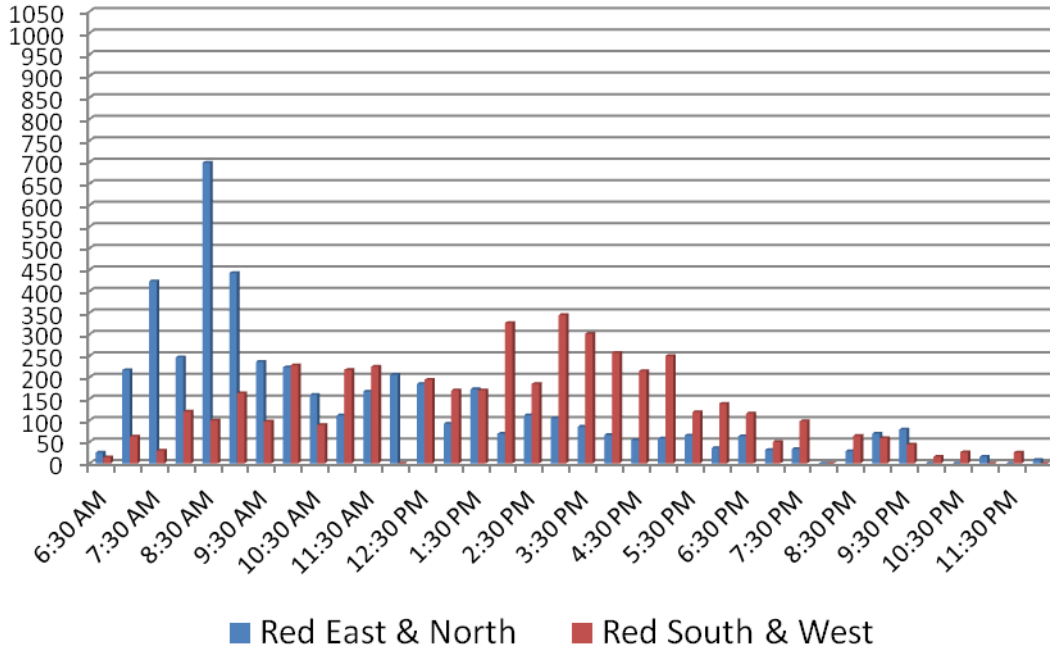
Route	# Buses Saved	Max. School Year Savings	Max. Ten-Year Saving
#1 Red	0	\$8,884	\$88,848
#3 Blue	0	\$3,553	\$35,592
#23 Orange	TBD	TBD	TBD
TOTAL	0	\$12,437	\$124,430

This analysis, as directed by the Transit Board, **did not identify how to reduce ridership demand** during the peak periods studied; however, staff believes that any actions to reduce ridership levels should be directed at community or ISU institutional changes to modify travel patterns such as:

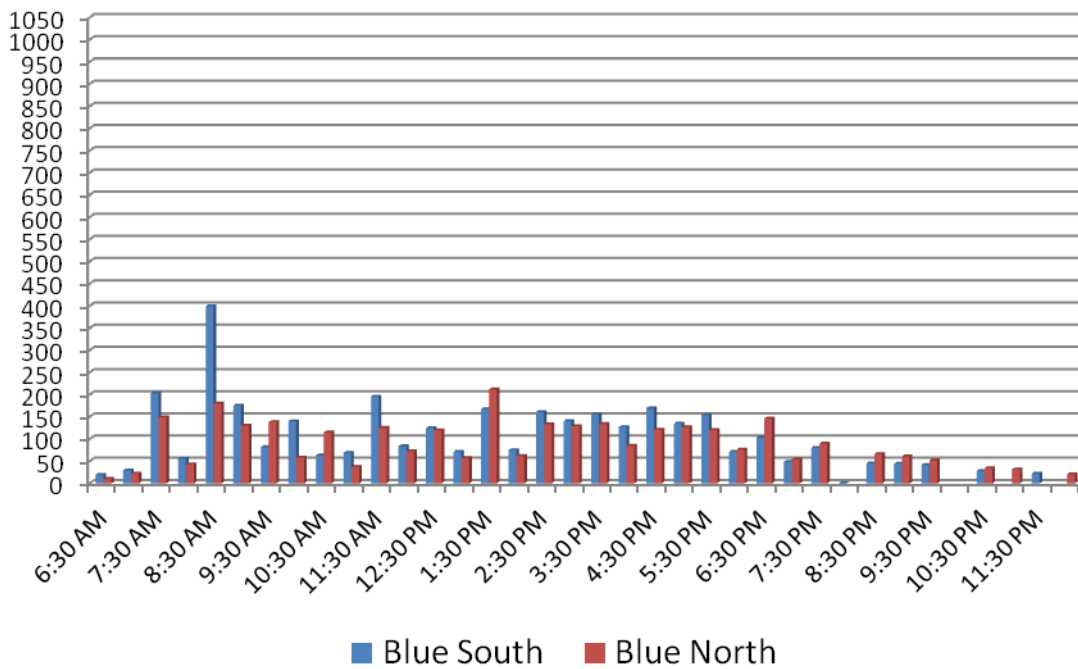
- Staggering start/end times of large lecture classes
- Offering earlier (7:00 am and before)/later (after 6 pm) classes
- Zone/Develop student housing around the campus fringe
- Change City Ordinances to incentivize or dis-incentivize development in corridors – Incentivize routes that have capacity, such as the Green route, or dis-incentivize routes with lower service levels, such as the Gray route.

Actions directed at controlling CyRide’s ridership, such as limiting the number of buses on a route or not allowing riders on the bus at specific times of the day, would create significant rider dissatisfaction and leave customers without viable transportation options year-around. It is also believed that it would create unintended community consequences, such as street congestion around campus and neighborhood concerns with parked cars.

Average Passengers Per Half Hour - #1 Red 9/3/2013 to 11/22/2013

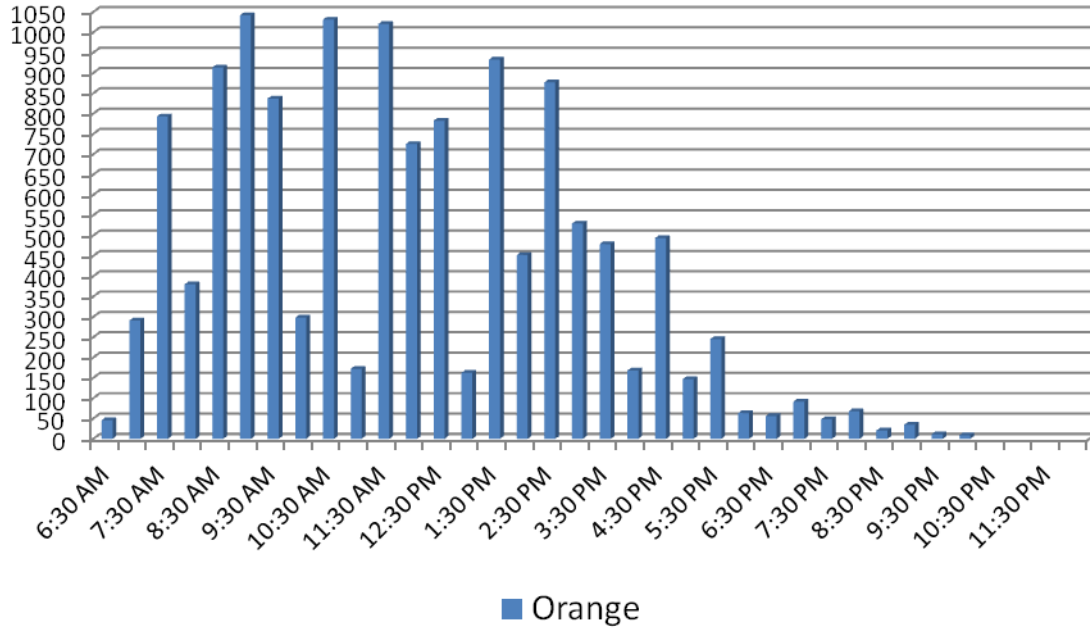


Average Passengers Per Half Hour - #3 Blue 9/3/2013 to 11/22/2013



Average Passengers Per Half Hour - #23 Orange

9/3/2013 to 11/22/2013



Passengers per Trip - Weekday Red

9/3/2013 to 11/22/2013

35-50

>50

#1 Red South & West

	Code	Time	Trips	Avg	Max
	1001	6:25 AM	59	13.7	20
	1003	7:02 AM	59	28.8	51
1A	1005	7:38 AM	59	4.4	51
	1007	7:28 AM	59	33.6	46
1A	1009	7:58 AM	60	4.4	18
	1011	7:52 AM	59	21.1	35
1A	1013	8:21 AM	59	2.8	7
	1015	8:12 AM	59	28.1	57
1A	1017	8:41 AM	59	7.3	26
	1019	8:31 AM	59	52.0	81
1A	1021	9:01 AM	59	28.1	56
	1023	8:52 AM	59	30.5	70
1A	1025	9:21 AM	59	30.3	80
1A	1025.2	9:25 AM	4	10.5	15
1A	1027	9:31 AM	59	14.6	40
	1029	9:22 AM	59	41.0	62
1A	1031	9:51 AM	59	35.6	114
1A	1031.2	9:49 AM	34	44.6	72
1A	1031.3	9:54 AM	13	34.3	56
1A	1033	10:01 AM	59	27.8	70
	1035	9:52 AM	59	33.7	57
1A	1037	10:21 AM	59	19.8	51
1A	1039	10:31 AM	59	17.6	57
	1041	10:22 AM	59	50.7	77
1A	1043	10:51 AM	59	41.2	73
1A	1043.2	10:49 AM	59	48.7	94
1A	1043.3	10:54 AM	59	39.4	65
1A	1043.4	10:46 AM	41	40.8	87
1A	1045	11:01 AM	58	30.3	65
	1047	10:52 AM	59	40.0	77
1A	1049	11:18 AM	59	20.2	34
	1051	11:25 AM	59	11.8	22
1A	1053	11:34 AM	59	25.9	71
	1055	11:22 AM	59	26.8	51
1A	1057	11:49 AM	59	51.9	91
1A	1057.2	11:50 AM	57	38.7	87
1A	1057.3	11:51 AM	34	29.4	75
	1059	11:37 AM	59	36.2	51
1A	1061	12:04 PM	59	21.6	52
1A	1061.2	12:02 PM	59	41.3	65
	1063	11:52 AM	59	34.8	64
1A	1065	12:19 PM	59	36.5	84
1A	1065.2	12:17 PM	23	70.5	92
	1067	12:07 PM	59	28.2	58
1A	1069	12:34 PM	59	28.3	66
	1071	12:22 PM	59	26.6	42
1A	1073	12:49 PM	59	29.4	57
	1075	12:37 PM	59	45.8	80
1A	1077	1:04 PM	59	46.5	86
1A	1077.2	12:58 PM	35	56.6	73
1A	1077.3	1:01 PM	35	47.8	84
	1079	12:52 PM	59	34.3	58
1A	1081	1:19 PM	59	26.7	47

#1 Red East & North

	Code	Time	Trips	Avg	Max
	1002	6:21 AM	59	25.2	44
CH	1004	7:14 AM	59	6.2	12
	1006	7:03 AM	59	33.1	52
	1006.2	7:05 AM	3	13.7	20
1A	1008	7:20 AM	59	30.6	67
1A	1008.2	7:22 AM	59	35.9	63
1A	1008.3	7:19 AM	58	42.3	74
1A	1008.4	7:22 AM	45	36.4	63
1A	1008.5	7:22 AM	15	32.0	64
	1010	7:30 AM	59	54.6	75
	1010.2	7:32 AM	59	52.7	78
	1010.3	7:29 AM	59	58.3	79
	1010.4	7:32 AM	59	54.3	73
	1010.5	7:31 AM	46	29.4	65
1A	1012	7:40 AM	59	46.9	66
1A	1012.2	7:42 AM	59	39.3	65
1A	1012.3	7:39 AM	59	46.2	70
	1014	7:50 AM	59	41.1	63
1A	1016	8:00 AM	59	22.7	48
1A	1016.2	8:02 AM	46	13.5	24
	1018	8:10 AM	59	31.2	52
	1018.2	8:12 AM	59	21.1	42
1A	1020	8:20 AM	59	33.7	67
1A	1020.2	8:22 AM	59	34.5	73
1A	1020.3	8:19 AM	44	48.1	89
1A	1020.4	8:22 AM	28	41.4	70
1A	1020.5	8:22 AM	11	32.1	61
	1022	8:30 AM	59	49.0	80
	1022.2	8:32 AM	59	33.5	61
	1022.3	8:29 AM	59	42.7	76
	1022.4	8:32 AM	35	57.5	73
	1022.5	8:31 AM	29	39.0	63
	1022.6	8:29 AM	23	58.3	85
1A	1024	8:40 AM	59	43.7	73
1A	1024.2	8:42 AM	59	39.2	76
1A	1024.3	8:39 AM	59	46.6	71
1A	1024.4	8:42 AM	21	49.4	75
1A	1026	8:54 AM	59	39.6	61
1A	1026.2	8:57 AM	59	35.3	60
1A	1026.3	8:55 AM	24	26.1	62
1A	1026.4	8:57 AM	24	46.0	66
1A	1026.5	8:54 AM	23	53.3	76
1A	1026.6	8:54 AM	24	39.4	54
	1028	9:05 AM	59	43.9	69
	1028.2	9:07 AM	58	25.5	60
	1028.3	9:06 AM	24	38.3	54
	1028.4	9:07 AM	24	46.5	60
	1028.5	9:05 AM	22	41.1	56
1A	1030	9:15 AM	59	40.1	67
1A	1030.2	9:17 AM	58	33.3	71
1A	1032	9:25 AM	59	42.1	68
1A	1032.2	9:27 AM	59	37.5	57
1A	1032.3	9:24 AM	35	45.1	74

#1 Red South & West

	Code	Time	Trips	Avg	Max
	1083	1:07 PM	59	21.9	35
1A	1085	1:34 PM	59	27.3	70
	1087	1:22 PM	59	26.5	40
1A	1089	1:49 PM	59	41.4	65
	1091	1:37 PM	59	53.7	90
1A	1093	2:04 PM	59	69.9	87
1A	1093.2	2:04 PM	59	43.8	95
1A	1093.3	2:01 PM	59	57.3	91
1A	1093.4	2:06 PM	29	31.5	60
	1095	1:52 PM	59	47.5	73
1A	1097	2:19 PM	59	34.4	58
1A	1097.2	2:17 PM	11	31.5	53
	1099	2:07 PM	59	27.2	42
1A	1101	2:34 PM	59	32.6	50
	1103	2:22 PM	59	30.1	47
1A	1105	2:49 PM	59	29.0	62
1A	1105.2	2:47 PM	24	29.9	76
	1107	2:37 PM	59	49.2	79
1A	1109	3:04 PM	59	72.3	121
1A	1109.2	3:04 PM	59	45.8	76
1A	1109.3	3:04 PM	30	41.6	66
	1111	2:52 PM	59	43.8	75
1A	1113	3:19 PM	59	54.6	83
	1115	3:07 PM	59	37.2	61
	1115.2	3:35 PM	23	47.9	65
1A	1117	3:34 PM	59	42.7	86
1A	1117.2	3:34 PM	34	44.7	69
	1119	3:22 PM	59	45.0	84
	1119.2	3:04 PM	36	47.9	70
1A	1121	3:49 PM	59	33.4	73
1A	1121.2	3:47 PM	24	36.6	66
	1123	3:37 PM	59	51.0	97
1A	1125	4:04 PM	59	57.4	90
1A	1125.2	4:04 PM	59	27.8	83
1A	1125.3	4:04 PM	26	53.2	70
	1127	3:52 PM	59	44.6	80
1A	1129	4:19 PM	59	38.6	71
1A	1129.2	4:17 PM	9	23.0	35
	1131	4:07 PM	59	38.3	54
1A	1133	4:34 PM	59	45.9	77
1A	1133.2	4:32 PM	11	37.0	57
	1135	4:22 PM	59	41.4	92
1A	1137	4:49 PM	59	48.7	83
1A	1137.2	4:49 PM	24	29.4	47
	1139	4:37 PM	59	53.2	96
1A	1141	5:04 PM	59	45.9	75
1A	1141.2	5:02 PM	58	62.0	84
	1143	4:52 PM	59	51.3	112
1A	1145	5:19 PM	59	40.3	80
1A	1145.2	5:17 PM	19	30.1	44
	1147	5:07 PM	59	36.9	74
1A	1149	5:34 PM	59	50.1	84
	1151	5:22 PM	59	34.4	62
1A	1153	5:49 PM	59	37.8	76
	1155	5:37 PM	58	38.0	99

#1 Red East & North

	Code	Time	Trips	Avg	Max
1A	1032.4	9:27 AM	34	49.0	70
1A	1032.5	9:26 AM	6	25.3	51
	1034	9:35 AM	59	56.2	90
	1034.2	9:37 AM	59	45.5	79
	1034.3	9:34 AM	36	42.0	71
	1034.4	9:37 AM	35	54.0	72
1A	1036	9:45 AM	59	38.3	60
1A	1036.2	9:47 AM	59	26.0	49
1A	1038	9:55 AM	59	30.3	44
	1040	10:05 AM	59	41.1	65
	1040.2	10:07 AM	11	19.2	36
1A	1042	10:15 AM	59	32.4	69
1A	1042.2	10:17 AM	27	23.4	37
1A	1044	10:25 AM	59	36.8	62
1A	1044.2	10:27 AM	59	42.9	86
1A	1044.3	10:24 AM	38	46.7	72
	1046	10:35 AM	59	50.3	73
	1046.2	10:37 AM	58	42.3	60
	1046.3	10:34 AM	59	40.9	67
1A	1048	10:45 AM	59	31.8	57
1A	1048.2	10:47 AM	47	22.6	39
1A	1050	10:55 AM	59	21.3	37
	1052	11:05 AM	59	30.5	50
	1052.2	11:07 AM	8	5.9	23
1A	1054	11:15 AM	59	20.7	32
1A	1056	11:25 AM	59	32.3	65
1A	1056.2	11:27 AM	7	17.4	23
	1058	11:30 AM	59	28.1	76
	1058.2	11:32 AM	57	10.5	25
1A	1060	11:40 AM	59	39.6	63
1A	1060.2	11:42 AM	58	37.0	64
	1062	11:50 AM	59	35.6	85
	1062.2	11:52 AM	58	19.8	33
1A	1064	11:57 AM	59	24.2	47
1A	1064.2	8:33 PM	12	25.9	61
	1066	12:05 PM	59	25.9	49
	1066.2	12:07 PM	24	26.4	40
1A	1068	12:12 PM	59	24.8	64
1A	1068.2	12:14 PM	24	32.5	57
	1070	12:20 PM	59	29.9	63
	1070.2	12:22 PM	21	27.1	42
1A	1072	12:27 PM	59	26.0	39
1A	1072.2	12:29 PM	15	13.1	25
	1074	12:35 PM	59	32.6	61
	1074.2	12:37 PM	23	32.4	46
1A	1076	12:42 PM	59	38.8	66
1A	1076.2	12:44 PM	35	31.4	48
	1078	12:50 PM	59	35.6	84
1A	1080	12:57 PM	59	13.5	27
	1082	1:05 PM	59	19.1	48
1A	1084	1:12 PM	59	15.0	28
	1086	1:20 PM	59	26.1	50
1A	1088	1:27 PM	59	32.0	73
1A	1088.2	1:29 PM	4	17.5	26
	1090	1:35 PM	59	51.0	118

9/3/2013 to 11/22/2013

35-50

>50

#1 Red South & West

	Code	Time	Trips	Avg	Max
1A	1157	6:04 PM	59	39.5	76
1A	1157.2	6:02 PM	10	30.4	55
	1159	5:52 PM	59	43.2	72
1A	1161	6:22 PM	59	29.3	56
	1163	6:12 PM	59	39.4	63
1A	1165	6:42 PM	59	24.6	51
	1167	6:32 PM	58	39.5	63
	1169	6:52 PM	59	51.6	79
	1171	7:12 PM	59	49.5	80
	1173	7:32 PM	59	42.0	80
	1175	7:52 PM	59	55.9	107
	1177	8:32 PM	59	64.1	101
	1179	9:12 PM	59	58.4	85
	1181	9:52 PM	59	43.6	67
	1181.2	10:11 PM	10	15.6	28
	1183	10:31 PM	47	25.6	47
M-Th	1185	11:38 PM	47	25.4	74
M-Th					

#1 Red East & North

	Code	Time	Trips	Avg	Max
1A	1092	1:42 PM	59	32.6	63
1A	1092.2	1:43 PM	58	30.6	85
	1094	1:50 PM	59	45.1	63
1A	1096	1:57 PM	59	12.9	31
	1098	2:05 PM	59	23.0	74
1A	1100	2:12 PM	59	8.7	16
	1102	2:20 PM	59	22.4	46
1A	1104	2:27 PM	59	14.7	38
	1106	2:35 PM	59	29.2	63
1A	1108	2:42 PM	59	28.9	52
	1110	2:50 PM	59	31.9	65
1A	1112	2:57 PM	59	21.7	58
	1114	3:05 PM	59	41.4	96
1A	1116	3:12 PM	59	19.7	43
	1118	3:20 PM	59	29.7	69
1A	1120	3:27 PM	59	13.8	48
	1122	3:35 PM	59	26.9	58
1A	1124	3:42 PM	58	20.7	36
	1126	3:50 PM	58	30.5	77
1A	1128	3:57 PM	59	7.0	20
	1130	4:05 PM	59	22.8	50
	1130.2	4:05 PM	3	7.3	15
1A	1132	4:12 PM	59	8.1	44
	1134	4:20 PM	59	24.7	78
1A	1136	4:27 PM	59	10.2	21
	1138	4:35 PM	59	28.4	97
1A	1140	4:42 PM	59	12.1	33
	1142	4:50 PM	59	33.6	52
1A	1144	4:57 PM	59	8.8	42
	1146	5:05 PM	59	26.6	68
	1148	5:20 PM	59	31.2	102
	1150	5:35 PM	59	31.7	85
	1152	5:50 PM	58	32.9	67
	1154	6:12 PM	59	35.4	79
	1156	6:32 PM	59	35.1	60
	1158	6:52 PM	59	28.1	48
	1160	7:12 PM	59	31.3	78
	1162	7:52 PM	59	33.4	62
	1164	8:32 PM	59	28.3	61
	1166	9:12 PM	59	29.8	137
	1166.2	9:13 PM	11	39.5	68
	1168	9:52 PM	59	31.6	156
	1168.2	9:53 PM	8	47.1	95
M-Th	1170	11:05 PM	47	15.3	91
M-Th	1172	12:10 AM	47	7.9	32

Passengers per Trip - Weekday Blue

9/3/2013 to 11/22/2013

35-50

>50

#3 Blue South

	Code	Time	Trips	Avg	Max
	3001	6:23 AM	59	19.3	29
	3003	7:01 AM	59	29.4	43
3A	3005	7:27 AM	58	24.2	57
3A	3005.2	7:26 AM	51	31.4	49
	3007	7:27 AM	59	42.4	68
	3007.2	7:36 AM	59	43.2	58
3A	3009	7:47 AM	59	26.2	34
	3011	7:51 AM	59	21.7	41
	3011.2	7:59 AM	22	14.0	26
3A	3013	8:10 AM	59	14.9	32
	3015	8:11 AM	59	26.1	53
	3015.2	8:19 AM	44	14.7	27
3A	3017	8:30 AM	59	34.7	65
3A	3017.2	8:34 AM	43	38.3	67
3A	3017.3	8:29 AM	5	33.8	48
	3019	8:30 AM	59	51.5	82
	3019.2	8:39 AM	58	33.8	64
	3019.3	8:44 AM	35	36.5	55
3A	3021	8:50 AM	59	30.3	47
	3023	8:51 AM	59	45.4	79
	3023.2	8:59 AM	26	58.8	77
	3023.3	9:04 AM	24	35.9	64
3A	3025	9:20 AM	59	35.9	57
	3027	9:21 AM	59	48.6	72
	3027.2	9:29 AM	58	44.2	66
	3027.3	9:34 AM	35	46.6	61
	3029	9:51 AM	59	57.2	83
	3029.2	9:59 AM	16	24.5	52
	3031	10:21 AM	59	60.7	127
	3031.2	10:29 AM	58	44.9	80
	3031.3	10:34 AM	23	35.7	54
	3033	10:51 AM	59	30.5	44
	3033.2	11:08 AM	59	32.4	54
	3035	11:20 AM	59	53.5	88
Kil	3037	11:26 AM	59	15.5	39
	3039	11:35 AM	59	51.0	129
	3039.2	11:43 AM	33	67.4	91
	3041	11:50 AM	59	44.0	98
	3041.2	12:13 PM	21	33.0	54
	3043	12:05 PM	59	39.9	78
	3045	12:20 PM	59	43.9	94
	3047	12:35 PM	59	44.1	103
	3047.2	12:43 PM	33	42.7	61
	3049	12:50 PM	59	37.9	80
	3051	1:05 PM	59	30.9	81
	3053	1:20 PM	59	40.2	74
	3055	1:35 PM	59	58.7	89
	3055.2	1:54 PM	58	35.3	100
	3057	1:50 PM	59	34.3	77
	3057.2	2:09 PM	35	38.9	63
	3059	2:05 PM	59	33.7	57
	3061	2:20 PM	59	41.1	81
	3063	2:35 PM	59	49.3	88
	3063.2	2:54 PM	35	32.2	61
	3065	2:50 PM	59	36.8	77

#3 Blue North

	Code	Time	Trips	Avg	Max
	3002	6:23 AM	59	10.1	19
	3004	7:04 AM	59	21.8	35
	3006	7:31 AM	59	36.8	92
	3006.2	7:31 AM	59	37.8	64
	3006.3	7:31 AM	56	49.1	68
	3008	7:51 AM	59	25.7	37
	3010	8:11 AM	59	23.9	51
	3010.2	8:11 AM	37	19.2	61
	3012	8:31 AM	59	48.6	80
	3012.2	8:31 AM	59	44.9	73
	3014.4	8:32 AM	22	41.4	57
	3012.3	8:32 AM	34	44.9	60
	3014	9:06 AM	59	38.4	77
	3014.2	9:06 AM	59	35.4	54
	3014.3	9:06 AM	24	56.7	84
	3016	9:36 AM	59	50.0	79
	3016.2	9:36 AM	59	36.5	67
	3016.3	9:36 AM	35	51.7	81
	3018	10:06 AM	59	36.8	57
	3018.2	10:06 AM	22	21.4	33
	3020	10:36 AM	59	45.4	72
	3020.2	10:36 AM	59	69.4	102
	3022	11:06 AM	58	36.9	54
	3024	11:30 AM	59	53.5	84
	3024.2	11:30 AM	4	15.5	21
	3026	11:50 AM	59	55.9	78
	3028	12:05 PM	58	41.6	84
	3030	12:20 PM	59	30.9	60
	3032	12:35 PM	59	42.0	89
	3032.2	12:35 PM	18	30.5	42
	3034	12:50 PM	59	47.1	79
	3036	1:05 PM	59	28.0	41
	3038	1:20 PM	59	29.1	54
	3040	1:35 PM	59	49.2	94
	3040.2	1:49 PM	24	17.0	31
	3042	1:50 PM	59	31.0	56
	3042.2	1:48 PM	37	63.1	84
	3042.3	2:03 PM	23	51.3	73
	3044	2:05 PM	59	30.6	49
	3046	2:20 PM	59	31.4	81
	3048	2:35 PM	59	46.8	102
	3050	2:50 PM	59	36.6	64
	3050.2	3:03 PM	35	50.0	71
	3052	3:05 PM	59	51.2	84
	3054	3:20 PM	59	33.6	55
	3054.2	3:34 PM	24	44.1	69
	3056	3:35 PM	59	45.7	77
	3058	3:50 PM	59	37.7	59
	3058.2	4:03 PM	36	50.3	68
	3060	4:05 PM	59	41.7	62
	3062	4:20 PM	59	42.8	69
	3064	4:35 PM	59	46.0	86
	3066	4:50 PM	59	31.4	50
	3066.2	5:00 PM	59	43.6	85
	3068	5:05 PM	59	36.8	69

#3 Blue South

Code	Time	Trips	Avg	Max
3065.2	3:09 PM	36	42.5	65
3067	3:05 PM	59	42.3	83
3067.3	3:24 PM	24	45.0	63
3069	3:20 PM	59	52.9	104
3071	3:35 PM	59	45.2	108
3071.2	3:54 PM	36	39.6	57
3073	3:50 PM	59	23.4	66
3073.2	4:09 PM	56	47.7	77
3075	4:05 PM	59	53.2	95
3077	4:20 PM	59	43.9	104
3077.2	4:39 PM	24	29.7	54
3079	4:35 PM	59	32.0	77
3079.2	4:54 PM	59	45.3	69
3081	4:50 PM	59	34.2	76
3081.2	5:09 PM	59	57.5	84
3083	5:05 PM	59	25.2	77
3083.2	5:24 PM	59	42.0	87
3085	5:20 PM	59	30.3	72
3085.2	5:39 PM	57	37.1	66
3087	5:35 PM	59	48.4	106
3087.2	5:54 PM	35	41.0	92
3089	5:50 PM	59	24.9	59
3089.2	6:09 PM	59	39.8	77
3091	6:12 PM	59	41.9	93
3091.2	6:29 PM	35	29.1	52
3093	6:32 PM	59	26.0	43
3093.2	6:49 PM	58	30.4	61
3095	6:52 PM	58	47.7	77
3097	7:12 PM	59	48.9	94
3099	7:32 PM	59	40.6	71
3101	7:52 PM	59	39.4	77
3103	8:32 PM	59	45.4	70
3105	9:12 PM	59	44.6	65
3107	9:52 PM	59	41.7	97
M-Th 3109	10:31 PM	47	28.0	59
M-Th 3111	11:37 PM	47	21.8	45

#3 Blue North

Code	Time	Trips	Avg	Max
3068.2	5:18 PM	34	29.4	51
3070	5:20 PM	59	38.2	84
3070.2	5:33 PM	34	22.5	36
3072	5:35 PM	59	57.9	91
3074	5:50 PM	59	36.8	75
3074.2	6:03 PM	34	25.8	45
3076	6:12 PM	59	37.9	115
3076.2	6:18 PM	47	38.4	68
3078	6:32 PM	59	43.6	77
3078.2	6:43 PM	35	21.6	59
3080	6:52 PM	59	29.4	58
3080.2	6:52 PM	37	26.9	84
3080.3	7:03 PM	34	24.4	88
3082	7:12 PM	59	54.3	87
3084	7:32 PM	59	45.1	84
3086	7:52 PM	59	44.4	69
3088	8:32 PM	59	35.2	85
3088.2	8:35 PM	37	31.1	62
3090	9:12 PM	59	60.8	124
3092	9:52 PM	59	51.4	98
3094	10:32 PM	47	34.5	62
M-Th 3096	11:07 PM	47	31.5	52
M-Th 3098	12:12 AM	47	20.8	36

Transit Director's Report

May 2014

1. Summer Projects

As the school year level of service begins to wind down, staff has developed a summer projects plan to be accomplished either prior to the ramping up of service in the fall or before cold weather returns. The following lists these projects.

Maintenance – The main focus this summer will be on the ten used buses purchased from St. Paul last month. Specific activities will include:

- Determining which buses will be operated in service or will become parts buses
- Coordinating the painting of buses to be placed in service
- Transporting buses to CyRide
- Inspecting buses, making repairs and prepping them for service

Maintenance and Operations – Both divisions will work together on CyRide bus stop improvements. Six bus stop locations are scheduled for modification this year:

- **Lincoln Way & Beedle** – Install old shelter and concrete waiting area
- **Mortenson & Coconino** – Relocate bus top to the east and connect with future sidewalk
- **Mortenson & Pinon** – Add concrete waiting area and connect with future sidewalk
- **Union Dr. & Student Services** – New shelter with solar panel, concrete pad and ADA access (requires coordination with ISU)
- **Beyer Hall** – Install old shelter and concrete pad for shelter (requires coordination with ISU)
- **Gerdin** – Add concrete to accommodate articulated buses (requires coordination with ISU)

Other possible locations that could receive improvement if time permits, would include:

- **Stange & Aspen** – Add a bench and trash can
- **Ontario & Delaware** – Move the stop and add concrete walkway
- **S. Duff & Chestnut** – Add concrete walkway to meet the sidewalk
- **Storm & Welch** - Add large concrete pad to sidewalk for back door alighting from bus
- **Bloomington & Roy Key** – Add a large concrete pad to the bike path

Operations – The main focus this summer will be in hiring and training 30 new drivers so that they are ready to help provide service for the start of school next year.

Administration – Three main projects will be undertaken this summer:

- Preparing for, coordination of and successfully managing the Odyssey of the Minds transportation service for 15,000 individuals generating over 80,000 rides in a four-day period.
- Preparing information and answering questions prior to the federal Triennial Review as well as the two day review scheduled for July 31 and August 1.
- Beginning succession planning for retirement of a critical CyRide administrative position in the next budget period – Transit Coordinator. Staff will begin developing a plan to cross-train other employees on his job duties so that a smooth transition can take place. Additionally, identifying how to fill this position that combines unique skill sets.

2. Ames Chamber of Commerce Transit Priority Project

The attached information is a preliminary draft for consideration by Iowa's Congressional delegation explaining the need for additional federal financial support via increased Small Transit Intensive Cities funding. This request supports the national initiative from university transit systems to increase this funding. The final draft will be submitted to the Ames Chamber of Commerce for inclusion in their priorities book that will be given to Iowa's Congressional delegation in June.

**CyRide
Small Transit Intensive Cities (STIC) Funding**

Transit Funding Background and Challenge:

In allocating federal financial assistance to transit systems, the Federal Transit Administration recognizes three sizes of urban transit operations based on the population served: Small Urban (50,000 to 200,000), Medium (200,000 to 1 million) and Large (over 1 million). Service provided in Ames by the Ames Transit Agency (CyRide) falls within the small urban funding program.

Federal transit funding is allocated based on formula criteria that are different for small versus medium/large systems. The urban formula allocation for medium and large-sized systems uses three criteria as opposed to only two for small systems. The missing criteria for small systems is the “bus revenue vehicles miles” criteria, which recognizes the amount of service operated in a community as opposed to the other two criteria of population and population density that reflect only community not the transit system’s characteristics. Ames could carry one person versus the 6.5 million rides and would receive the same funding. This omission results in no additional funding when ridership increases in Ames.

In recognition of the unique situations that are encountered in small transit systems in communities that generate unusually high ridership, Congress created a new funding program called “Small Transit Intensive Cities” (STIC).

When originally passed, 1% of the total federal transit funding program was allocated to this program. Under MAP-21, this percentage was increased to 1.5%, however, the disparity in federal resources remains and the challenges still exist in these transit supportive communities as illustrated in the comparison to the right of a small transit

BY THE NUMBERS
(Small Vs. Medium Urbanized Funding Comparison)

Statistic	CyRide (Sm. Urban)	DART (Med. Urban)	Difference
FY2014 Est. Ridership	6,500,000	4,250,000	+2,250,000
FFY2014 Urbanized Funding	\$1,970,542	\$6,244,054	-\$4,273,512
Federal \$/Passenger	\$0.30	\$1.46	-\$1.16
Population/Tax Base Supporting Transit Expenses	60,000	600,000	-540,000

system (CyRide) with an over 200,000 population system in Iowa - Des Moines’ DART system.

Compounding this challenge is the fact that in Ames, ridership has increased over 50% in just the last seven years at a time when federal operating dollars have been stable and capital funding has been virtually eliminated. This has placed an increasing burden on the local governments and, in small urban systems, it is difficult for the population and tax base to fully support the need and desire for transit services as well as the growth. As a result, CyRide is at a financial crossroads in its ability to keep pace with the community’s desired level of transit service.

Support Requested:

CyRide requests that the Federal Transit Administration’s program, Small Transit Intensive Cities, be increased from 1.5% of total transit funding to 3% in recognition of small, transit intensive community’s unique and growing transit needs. This increase will add nearly \$1 million dollars in operating and/or capital dollars to support a highly transit intensive culture within Ames, raising the

federal dollars provided per passenger carried to \$0.45. Many university communities around the nation are advocating for this change to support a more balanced and equitable approach to transit funding.

June

<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 Sheri Vacation	18 Sheri IPTA	19	20	21
22	23	24	25 Transit Board Mtg. 3:15 p.m.	26	27 Sheri Vacation	28
29	30					

2014

July

<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
	Sheri Vacation ←					→
20	21	22	23	24	25	26
27	28	29	30	31		
	Sheri Vacation		Possible Transit Board Mtg. 3:15 p.m. Only if Needed 	Triennial Review		

2014

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 Triennial Review	2
3	4 Sheri Vacation	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 ISU Fall Semester Begins	26	27	28 Transit Board Mtg. 8:00 a.m.	29	30
31						

2014