

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

December 4, 2014

1. CALL TO ORDER: 8:00 A.M.
2. Approval of October 21 and November 15, 2014 Minutes
3. Public Comments
4. Recognition of Outgoing Board Member
5. Fuel Purchase Bids
6. Bus Stop Improvement Plan
7. 2015-2016 Operating Budget
8. Five Year Capital Improvement Plan
9. Quarterly Operations Report
10. Transit Director's Report
11. Set Spring Semester Meeting Times and Place:
 - January 15, 2015, 8:00 AM
 - February 19, 2015, 8:00 AM
 - March 26, 2015, 8:00 AM
 - April 23, 2015, 8:00 AM
12. Adjourn

The Ames Transit Agency Board of Trustees met on October 21, 2014 at 8:00 a.m. in the CyRide Conference room. President Murrell called the meeting to order at 8:05 a.m. with Trustees Murrell, Madden, Abbas, Goodman, Haila, and Schainker present.

APPROVAL OF MINUTES: Trustee Goodman made a motion to approve the September 30, 2014 Transit Board meeting minutes as presented. Motion seconded by Trustee Madden. (Ayes: Four. Nays: None.) Motion carried.

PUBLIC COMMENTS: No public comments.

FUEL CONTRACT- CALENDAR: Director Kyras explained the history of CyRide's fuel contracting projects - five contracts since 2009, not contracting for summer months due to low fuel volume, Transit Board goals of stabilizing and reducing this expense, and the current contract expiration in December 2014. As a result of the last two unfavorable contracts, she indicated that the five contracts overall had cost CyRide more than if it had purchased fuel at the time of consumption; however, it had stabilized fuel over that time period at a level below budget. With the current contract ending soon, she requested board direction to bid fuel for the next calendar year. Staff's recommendation is to not contract for fuel and instead bid an over-under rack (market) rate for the next year, which will allow staff to purchase fuel with one bid throughout the year. The bid would be completed in November and brought back to the transit board in December for approval.

Trustee Goodman inquired if CyRide could purchase fuel both on contract and at an under-over market rate. Rich Leners, CyRide's Assistant Director - Fleet and Facilities indicated that this is not possible.

Trustee Goodman made a motion to adopt Alternative #1 to purchase fuel utilizing a fixed rate + mark-up/deduct bid for fuel used during calendar year 2015 and not enter into a contract. Trustee Schainker seconded the motion on the floor. (Ayes: Five. Nays: None.) Motion carried.

Transit board members asked if CyRide staff had investigated fueling buses with natural gas (CNG). Director Kyras said this would require a CNG fueling station on CyRide's property, which in turn requires a large capital and infrastructure investment. She indicated that the current facility site would not accommodate this infrastructure. She indicated that the cost of fuel was lower at approximately \$1.80 to \$1.90 per gallon, but that CNG buses also operated at lower miles per gallon.

BUS LOCAL SHARE: Director Kyras explained the bus procurement plan for the next five year period, which included the purchase of five used buses per year, four articulated buses in the Ladders of Opportunity grant and potentially two, new 40' buses in the pending

State ICAAP grant. She then discussed the local financial commitment that would be needed to meet this plan. CyRide will need \$125,000-\$135,000 per year to purchase and rehabilitate used buses, \$296,600 in 2016-2017 for the two 40' buses and \$575,000 in 2017-2018 for the four articulated buses. She indicated that CyRide typically transfers \$800,000 per year in local dollars into the capital fund for all capital purchases, which includes buses, equipment, facility repairs and building expansion. She indicated that staff would provide a detailed five-year capital plan, with all capital purchases, to the board at the December 2014 meeting; however, she believed it was important to share the amount that would need to be committed to buses, prior to that meeting, in light of the grants CyRide had recently received.

Director Kyras indicated that CyRide currently has 88 buses and is operating with a three bus spare ratio, which is significantly lower than the 20% federal recommendation. As a result, the transit system will operate all current and future buses until they can no longer be maintained, allowing the fleet to grow to approximately 95 buses in the next five years.

Trustee Schinaker asked if this was the total capital commitment needed for the budget each year and Director Kyras reiterated that this was only the bus portion and that the remaining capital needs would be added to this and presented at the December board meeting.

2015-2016 SERVICE CHANGE PROPOSALS: Director Kyras indicated that each fall CyRide staff, with the aid of the City of Ames Planning staff, determine where new apartment complexes will be occupied for the next ISU school year. This allows staff to determine where additional resources will be needed to address changing ridership patterns in Ames. As a result of this review, the following impacts were identified for the fall 2015-2016 school year.

- Several new complexes on Red route could potentially increase ridership by 83,810
- With the completion of Copper Beech, CyRide's gray route could potentially see an increase of 56,000 rides
- The new complex on S. 4th on the blue route, another 63,000 rides
- If sidewalks and bike paths are not built along Oakwood, by the Ringgenberg development, CyRide could expect residents to drive to the Iowa State Center, Orange route increases by 32,640.
- In total, there is a potential for 236,000 additional rides during the 2015-2106 school year.

Trustee Madden said plans are to construct a sidewalk and bicycle trail along Oakwood for the Ringgenberg area. Director Kyras indicated that if this was completed, the impact could be shifted to the Brown route instead. Trustee Haila asked if the Ringgenberg complex was designed for students or for professionals in the community.

Director Kyras indicated that her understanding was that it was more for professionals; however, she indicated that if apartments are in demand next year, she believed that CyRide needed to be prepared for student impact in this area.

Director Kyras indicated that a new apartment complex was being designed south of Lowes that was to have approximately 1,200 beds and would be designed primarily for students. This complex would not be ready for fall 2015, but will have a significant impact in the future as the Yellow route is not designed to address ridership demand anticipated from this large of a student apartment complex.

Director Kyras indicated that in addition to new development patterns, staff also looks at ISU enrollment predictions, which she had received from Trustee Madden suggesting that enrollment will even out over the next few years after one more year of a substantial increase. Trustee Madden shared that some enrollment numbers can more easily be predicted, such as the number of Iowa high school students and that the number of out-of-state students are leveling out, but some factors cannot be predicted. He also indicated that Iowa State is fortunate to have a 99% job placement rate in many majors and that currently Iowa State has programs that are attractive to students. He also cautioned that with the possibility of redistribution of state higher education dollars benefitting Iowa State University, that the University of Iowa would be increasing its recruitment efforts toward Iowa students, which could reduce ISU enrollment in the future, impacting the enrollment projections.

Director Kyras explained that in light of the 2015-2016 development and enrollment predictions, staff had prepared services modifications that could address these changes.

- CyRide has added ten additional hours of service per weekday for the last two years and this year staff recommends reducing this to five additional hours per weekday in light of lower enrollment predictions. This service will address overcrowding that will occur on individual buses next year - \$80,000 cost.
- The Red Route is the second busiest route in CyRide's system, with as many as six buses on one trip to provide capacity. The #1A Red Route to campus only, that currently operates the same route as the #1 Red Route, could be operated on a new route on Mortensen and State Street. This would decrease confusion on which bus is only going as far as campus and reduce the number of full buses that pass customers by. The disadvantage of this proposal is that service on the Red Route would be decreased by half as the #1A resources would operate on a new route - \$75,000 cost.

Trustee Madden inquired about whether the new route could be an Express route that had only one stop on campus at the Memorial Union and what impact this would have. Tom Davenport, CyRide's Transit Coordinator, indicated that the route would be approximately five minutes shorter, but that he believed that this would lower ridership on the new route, which would not accomplish the original purpose of this change to

reduce ridership on the #1 Red Route. Trustee Madden asked if the new Red Route would impact eastbound traffic on Mortensen onto State Street as this is a busy street. Staff indicated buses would operate on these streets and, as a result, additional time would be built into the schedule to accommodate traffic delays. Trustee Madden asked about a stop on State Street if it became developed. Director Kyras indicated that if the Breckenridge development is built, a bus stop could be added.

Director Kyras indicated that the Red Route proposal was only conceptual at this time as customer input would be needed before the specific schedule was developed, which is a requirement of the Federal Transit Administration.

Trustee Goodman inquired about the Transit Board's service philosophy - to provide access to the maximum number of people or to provide links to people and places? Trustee Goodman also shared that he believes that CyRide should provide equal access to all members of the community, such as non-students on the Red route. He suggested that new service proposals be financed by the party receiving the greatest benefit and/or that a split be determined between the three funding partners. With this approach, he indicated that the funding partners could then determine the value of the change based on the financial impact to them. A lengthy discussion ensued on how to divide the cost of local funding between the three funding partners and a consensus that the transit board needed a service philosophy.

Trustee Schainker asked what board members believe CyRide should have as an expected level of service - frequency of service, geographic coverage, etc. He indicated that currently CyRide is operating under a policy to continue to put more buses out no matter what the cost. He shared that he believes that the transit board needs to decide what they want as a service level before the board can make a decision on service changes for next year. Trustee Schainker agreed with Trustee Goodman that the board needed to develop a Transit Board of Trustees service philosophy.

Trustee Haila shared his concern that a lot of the pressure CyRide was currently experiencing was due to development growth in areas under-served or not currently served by CyRide. He indicated that if developers want additional service, CyRide is not in a position to assure service to their complex. Trustee Madden indicated that there was a new complex being considered on South 17th with 770 beds and is bigger than the Copper Beech complex. Trustee Haila asked if there was a way to have developers share in the cost of service to these new complexes. Trustee Madden mentioned that developers are paying their property taxes, which benefit CyRide. The question was raised about how CyRide could address this situation.

Trustee Haila also indicated that another factor to consider is that CyRide is running out of facility space to house additional buses.

The discussion returned to the service proposals and identifying the service level each proposal would fall within - Five additional hours, current capacity; Gray route weekday and Red Route, improvement to the current routes; and the weekend Gray route, new route.

The Transit Board agreed to schedule a special meeting to discuss local share responsibilities and service prioritization. The discussion then turned to who should be at this meeting in addition to board members - GSB? President Murrell said there are students interested in providing input on growth issues, such as CyRide. Trustee Madden said there will be a forum with students who feel ISU has gotten too big and, as a result, impacting the student experience.

Trustee Goodman suggested hosting a meeting on a Saturday to discuss service levels, funding shares, and some creative solutions to lessen the impact on CyRide's system. The Ames Transit Agency Board of Trustees agreed to hold a special meeting, Saturday, November 15, 2014 at 8:00 am at CyRide's offices to further discuss these issues.

Director Kyras reminded the transit board that CyRide needs to make a decision on the budget options as staff will need to prepare CyRide's budget for the December 4th Transit Board meeting. It was agreed that Option #1 for the budget would be the baseline service level plus five additional hours of service each weekday at a cost of \$80,000. Further options, if any, will result from the November 15th meeting.

The discussion returned to the purpose of the special November 15th meeting. The Transit Board of Trustees agreed that they did not want to create a mission statement at this meeting. Four categories for discussion were identified: 1) philosophy; 2) service improvement priorities 3) what kind of services, funding model/splits; and 4) creative solutions. Board members suggested that a draft agenda be shared with the members for comment prior to finalizing its contents.

Trustee Goodman shared that he believes that CyRide is not being as creative as it possibly could be with the service philosophy and cost sharing. Barbara Neal, CyRide's Operations Supervisor, mentioned that CyRide's services have changed in the past eight years. The peak time period used to be until around 9:00 am with less busy times when classes were in session. Today, CyRide's peaking at 7:30 a.m. is as busy as an 8:00 a.m. trip and peaking continues throughout the day.

Director Kyras shared the two-tiered student fee approach as one option discussed in previous meetings to creatively address how to finance CyRide in the future.

FIVE-TEAR FINANCIAL ANALYSIS: No discussion, with board members agreeing to review this material on their own prior to the special board meeting on November 15, 2014.

ORANGE ROUTE STUDY RECAP: Director Kyras briefly reviewed the Orange Route Study progress to-date, including the purpose of the study, data collection (surveys and passenger counts), the alternatives identified to improve the route and the alternatives that still remained under consideration. These current alternatives are:

1. **Baseline - No Change** – Same service level
2. **All Articulated Buses** - Operate current route with only articulated buses
3. **Two Routes** – Splitting the route into two – four options developed
4. **Bus Rapid Transit** - Articulated buses with shorter route, fewer stops, technology to reduce travel time
5. **Streetcar** – Shorter route with over-head electrification, rail in street

She explained that this study had been on hold for the past year to provide time for discussions on campus congestion as it relates to the Orange Route. The study will begin again in January with public input sessions followed by selection of a preferred alternative by the board anticipated in April 2015.

Trustee Madden left at 9:50 a.m.

Trustee Schainker shared his thoughts on improving the Orange route - that the alternatives being discussed could make the service more attractive so more students from the Red, Blue, and Gray routes would get in their car and drive to this route. However, if changes are not made, then the Red, Blue, and Gray routes become more attractive and CyRide would need to increase services on these routes. He indicated that the question was - which is a better solution?

TRANSIT DIRECTOR'S REPORT:

Trustee Haila asked about the STIC Funding and Director Kyras said the University and the Ames Chamber are helping move this initiative forward.

SET TIME AND PLACE FOR NEXT MEETINGS:

- Special meeting of the transit board, Saturday, November 15 at 8:00 A.M., CyRide office
- December 4, 2014, 8:00 AM, CyRide office

ADJOURN: Meeting adjourned at 9:58 A.M.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 4, 2014

SUBJECT: FUEL PURCHASE BIDS

BACKGROUND: CyRide consumes approximately 350,000 gallons of fuel each year, of which 335,000 gallons are diesel fuel and the remaining 15,000 gallons are biodiesel at the 2% – 5% level. Deliveries of fuel are divided into smaller quantities of 7,500 gallons, provided approximately every seven days during the school year and every 10-14 days during the summer months.

Approximately six years ago, CyRide reduced its usage of biodiesel to 2 – 5% as prices dramatically increased. Until that point, CyRide staff had operated its buses on up to 20% biodiesel during the summer months, 10% in the spring and fall, and 5% in the winter. With the passage of federal Renewable Identification Number (RIN) requirements, a credit of up to 90¢ per gallon can be given for biodiesel, which now makes biodiesel more economically feasible and desirable from an environmental standpoint, as well as reduces wear on the engine.

At the October 21, 2014 Transit Board meeting, members approved soliciting fuel bids for calendar year 2015 to select a vendor based on their price above or below the market (rack) rate. As a result, CyRide would be able to lock into a vendor, based on a competitive bidding process, and thereby reduce its administrative burden, while still paying the market rate plus or minus the vendor's rate. It is beneficial for the vendor to have a long-term contract and for CyRide to reduce its purchasing requirements of this larger operational expense.

As a result of federal RIN regulations, CyRide's fuel bid process, approved by the Transit Board in October 2014, could also include the possibility of purchasing higher levels of biodiesel in 2015 (up to 20%). It is critical that CyRide continue its biodiesel program as federal grants that have been awarded for the purchase of buses are based on its usage.

INFORMATION: CyRide, in cooperation with the City of Ames Purchasing Department, released a fuel bid on November 14, 2014 for both diesel and biodiesel fuel during the 2015 calendar year. The bid anticipated returning to previous biodiesel practices where CyRide operates on varying biodiesel percentages, depending on the weather and season as follows:

| Month(s) | % Biodiesel |
|--------------------|-------------|
| January – April | 5% |
| May | 10% |
| June – August | 20% |
| September | 10% |
| October – December | 5% |

Bids were received from the four companies listed below.

| Company | Diesel Cost Over/Under Rate | Biodiesel Cost Over/Under Rate |
|-------------------------------|-----------------------------|--------------------------------|
| Petroleum Traders Corporation | -\$0.0090 | \$0.0150 |
| Keck Energy | -\$0.0021 | \$0.4600 |
| Elliott Oil Company | \$0.0100 | \$0.0100 |
| REG Energy | \$0.0245 | -\$0.9000 |

Two firms (Petroleum Traders Corporation and Elliott Oil Company) were significantly higher on both diesel and biodiesel for the above and below rack rate. However, the remaining two bids (Keck Energy and REG Energy) were very competitive. Based on a fuel delivery analysis of the two competitive bids (attached), REG Energy was the low bidder, based on a methodology that considered what CyRide would have paid under the two firms pricing for diesel and biodiesel over the past twelve month period.

To award a fuel bid, the Transit Board will need to consider which vendor is the lowest bidder and establish a maximum fuel cost at the board meeting. In estimating CyRide’s maximum fuel cost for calendar year 2015, staff estimated the cost of fuel based on its anticipated fuel usage for the year, at the budgeted price per gallon for the current and next year (This award spans the latter part of the current year and the first six months of next fiscal year.) This calculation is as follows:

| | | |
|-----------------------------|---|-----------------------|
| January – June 2015 | 172,035 gallons x \$3.50 (2014-2015 budgeted price) = | \$602,122.50 |
| July – December 2015 | 178,622 gallons x \$3.35 (2015-2016 budgeted price) = | <u>\$598,383.70</u> |
| TOTAL ESTIMATED COST | | \$1,200,506.20 |

CyRide will request approval of the lowest bid and maximum fuel cost from the City Council at their December 9, 2014 meeting for this large contractual obligation.

ALTERNATIVE:

1. Award the purchase of fuel during calendar year 2015 to REG Energy with the lowest cost bid at \$0.0245 above the rack rate for diesel and -\$0.9000 below the rack rate for biodiesel and establish the maximum cost of its fuel purchases for the year of up to \$1,200,506.20 based on the market rate.

2. Do not accept the bids and request staff to rebid its fuel purchases.
3. Do not accept bids and purchase fuel at the market rate every 7 – 14 days.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to purchase fuel from REG Energy during calendar year 2015, which allows for a single procurement of fuel for the year. This bid reflects the lowest price to purchase from a single vendor for CyRide's fuel purchases and will reduce the administrative burden by eliminating the need to complete the fuel purchase process up to every seven days during the year.

CyRide Fuel Bid Analysis

| <u>Date</u> | <u>Gallons</u> | <u>ULSD</u> | <u>B99.9</u> | <u>% Biodiesel</u> | <u>KECK</u> | <u>REG Energy</u> |
|-------------|----------------|-------------|--------------|--------------------|----------------|-------------------|
| 11/6/2013 | 7301 | 2.9313 | 3.2200 | 5.00% | \$21,324.32 | \$21,348.20 |
| 11/6/2013 | 7200 | 2.9313 | 3.2200 | 5.00% | \$21,029.33 | \$21,052.87 |
| 11/15/2013 | 7505 | 2.9575 | 3.2200 | 5.00% | \$22,106.96 | \$22,131.50 |
| 11/26/2013 | 7497 | 3.1100 | 3.2200 | 5.00% | \$23,169.52 | \$23,194.03 |
| 12/5/2013 | 7302 | 3.0648 | 3.2200 | 5.00% | \$22,253.32 | \$22,277.20 |
| 12/11/2013 | 7310 | 3.0007 | 3.1800 | 5.00% | \$21,817.94 | \$21,841.84 |
| 12/17/2013 | 7300 | 3.0063 | 3.1100 | 5.00% | \$21,801.38 | \$21,825.25 |
| 12/27/2013 | 7200 | 3.0966 | 3.1700 | 5.00% | \$22,141.98 | \$22,165.52 |
| 1/7/2014 | 7499 | 2.9769 | 3.4600 | 5.00% | \$22,317.47 | \$22,342.00 |
| 1/16/2014 | 7502 | 2.9776 | 3.4400 | 5.00% | \$22,323.89 | \$22,348.42 |
| 1/22/2014 | 7498 | 2.9789 | 3.4700 | 5.00% | \$22,332.49 | \$22,357.01 |
| 1/28/2014 | 7503 | 3.0124 | 3.5300 | 5.00% | \$22,608.68 | \$22,633.21 |
| 2/6/2014 | 7501 | 3.0366 | 3.3600 | 5.00% | \$22,711.34 | \$22,735.87 |
| 2/7/2014 | 7499 | 3.0463 | 3.3600 | 5.00% | \$22,774.39 | \$22,798.91 |
| 2/12/2014 | 7504 | 3.0946 | 3.4300 | 5.00% | \$23,160.16 | \$23,184.70 |
| 2/20/2014 | 7499 | 3.1919 | 3.6800 | 5.00% | \$23,931.63 | \$23,956.16 |
| 3/4/2014 | 7498 | 3.2179 | 3.7000 | 5.00% | \$24,121.14 | \$24,145.66 |
| 3/4/2014 | 7504 | 3.2179 | 3.7000 | 5.00% | \$24,140.44 | \$24,164.98 |
| 3/11/2014 | 7499 | 3.1099 | 3.8500 | 5.00% | \$23,411.20 | \$23,435.72 |
| 3/17/2014 | 7503 | 3.0828 | 3.7600 | 5.00% | \$23,196.76 | \$23,221.30 |
| 3/28/2014 | 7503 | 3.1057 | 3.7700 | 5.00% | \$23,363.74 | \$23,388.28 |
| 4/4/2014 | 7500 | 3.0699 | 3.8300 | 5.00% | \$23,121.83 | \$23,146.35 |
| 4/9/2014 | 7505 | 3.0918 | 3.9500 | 5.00% | \$23,338.41 | \$23,362.95 |
| 4/16/2014 | 7499 | 3.1346 | 4.0000 | 5.00% | \$23,643.41 | \$23,667.93 |
| 4/24/2014 | 7506 | 3.1437 | 4.0200 | 5.00% | \$23,737.88 | \$23,762.42 |
| 4/25/2014 | 7499 | 3.1738 | 4.0500 | 5.00% | \$23,941.42 | \$23,965.94 |
| 5/12/2014 | 7502 | 3.0341 | 3.9700 | 10.00% | \$23,104.66 | \$22,954.17 |
| 5/12/2014 | 7502 | 3.0341 | 3.9700 | 10.00% | \$23,104.66 | \$22,954.17 |
| 5/29/2014 | 7506 | 3.0025 | 4.0700 | 10.00% | \$22,978.57 | \$22,828.00 |
| 6/3/2014 | 7003 | 2.9396 | 4.0200 | 20.00% | \$21,443.19 | \$20,975.95 |
| 6/18/2014 | 7501 | 3.0281 | 4.1000 | 20.00% | \$23,619.15 | \$23,118.68 |
| 7/8/2014 | 7502 | 2.9626 | 3.9400 | 20.00% | \$22,989.13 | \$22,488.60 |
| 7/15/2014 | 7502 | 2.9443 | 3.9000 | 20.00% | \$22,819.28 | \$22,318.75 |
| 8/1/2014 | 7505 | 2.9820 | 3.8400 | 20.00% | \$22,964.70 | \$22,463.97 |
| 8/12/2014 | 7497 | 3.0028 | 3.7900 | 20.00% | \$22,990.00 | \$22,489.80 |
| 8/25/2014 | 7501 | 2.9511 | 3.6900 | 20.00% | \$22,542.01 | \$22,041.54 |
| 8/29/2014 | 7499 | 2.9564 | 3.6600 | 20.00% | \$22,522.80 | \$22,022.46 |
| 8/29/2014 | 7499 | 2.9564 | 3.6600 | 20.00% | \$22,522.80 | \$22,022.46 |
| 9/11/2014 | 7502 | 2.8295 | 3.5600 | 10.00% | \$21,415.66 | \$21,265.17 |
| 9/12/2014 | 7502 | 2.8330 | 3.5700 | 10.00% | \$21,446.79 | \$21,296.30 |
| 9/24/2014 | 7500 | 2.7749 | 3.5100 | 10.00% | \$21,003.90 | \$20,853.45 |
| 9/30/2014 | 7497 | 2.8059 | 3.5300 | 10.00% | \$21,219.66 | \$21,069.27 |
| 10/6/2014 | 7501 | 2.7416 | 3.4500 | 5.00% | \$20,642.94 | \$20,667.47 |
| 10/9/2014 | 7499 | 2.7262 | 3.4900 | 5.00% | \$20,542.72 | \$20,567.24 |
| 10/14/2014 | 7502 | 2.7278 | 3.5200 | 5.00% | \$20,573.60 | \$20,598.13 |
| 10/15/2014 | 7498 | 2.6531 | 3.4300 | 5.00% | \$19,996.79 | \$20,021.31 |
| 10/23/2014 | 7501 | 2.7877 | 3.5100 | 5.00% | \$20,993.95 | \$21,018.48 |
| | 350657 | | | | \$1,055,257.96 | \$1,050,489.57 |

| | <u>Keck</u> | <u>REG</u> |
|-----------|-------------|------------|
| ULSD | -\$0.0021 | \$0.0245 |
| Biodiesel | -\$0.4600 | -\$0.9000 |

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 4, 2014

SUBJECT: BUS STOP IMPROVEMENT PLAN

BACKGROUND: In the fall of 2008, CyRide developed a *Bus Stop and Shelter Design Plan* for the purpose of guiding staff in how to systematically improve the 435 bus stops in CyRide's system, of which 39 stops currently have shelters and 24 have benches. This plan developed an inventory of each bus stop and then prioritized each stop based on criteria, such as the number of boardings, ADA accessibility, proximity to weather protection (building nearby), etc. Since that time, CyRide has completed 31 major and minor improvements at bus stop locations throughout the community.

Funding for this program is secured from federal Section 5310 funding on an annual basis (current year allocation is approximately \$231,000). This funding is provided to transit systems to improve transit services and systems within the community to allow greater access for elderly and disabled persons. As such, this funding requirement allows three types of expenditures:

- Up to 80% funding for **contracted** Paratransit service (Dial-A-Ride service in Ames)
- Up to 85% funding for the purchase of new buses to operate Dial-A-Ride service
- Up to 80% funding for bus stop improvements (shelter, bench, sidewalk, concrete pad, etc.)

CyRide has traditionally budgeted \$40,000 of the \$231,000 in federal 5310 funding for bus stop improvements annually. This represents 80% of the funding for these improvements (approximately \$50,000 per year is spent.) This dollar amount reflects the typical expenditure that CyRide has been able to expend annually as completion of improvements can often be challenging due to reasons beyond CyRide staff's control, such as contractor schedules, property owner coordination, etc. CyRide currently has a bus stop improvement balance of approximately \$196,000.

INFORMATION: CyRide's Bus Stop Plan is divided into two types of stop improvements – major and minor. Major modifications include such changes as adding or replacing a shelter (possibly

with solar lighting), constructing a large concrete pad and/or brick overlay (campus) and adding several amenities. Minor improvements include such changes as a small concrete pad, moving of an existing shelter to a new location, lower cost amenities. The typical costs of these improvements were shared with board members at the January 2014 board meeting and are generally estimated as follows:

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

One additional factor in determining how to improve bus stop locations is the federal Title VI requirement of non-discrimination in the delivery of transit services. This requirement states that a transit system must place equal bus stop amenities throughout the community on minority and non-minority routes. CyRide has determined the following routes to be considered minority routes, based on census data:

- #1 Red West
- #4 Blue North
- #3 Blue South
- #6 Brown North
- #7 Purple

Based on the Bus Stop Improvement Plan, Title VI federal requirements, budget constraints and process challenges, CyRide was able to complete the improvements on the following page in 2014 and anticipates the following improvements in 2015.

2014 Completed Improvements

| # | Stop # | Location | Description |
|----|--------|--|---|
| 1 | 1103 | Ontario & Delaware – North side of the road | Move stop and add a concrete pad to sidewalk |
| 2 | 1176 | Union Dr. & Student Services – North side of the road | New bus shelter, concrete pad and ADA access |
| 3 | 1177 | Beyer Hall – North side of the road | Moved stop, install old shelter and add concrete waiting area |
| 4 | 1192 | Mortensen & Dotson – South side of the road | Moved stop, concrete waiting area and connected to sidewalk |
| 5 | 1202 | Lincoln Way & Beedle – South side of the road | Add concrete waiting area, still need to install bus shelter |
| 6 | 1265 | Bloomington & Roy Key – South side of the road | Add a large concrete pad to the bike path |
| 7 | 1297 | Storm & Welch – North side of the road | Add large concrete pad to sidewalk for back door alighting |
| 8 | 1299 | Mortenson & Hayward – South side of the road | Add concrete waiting area and connect to sidewalk |
| 9 | 1326 | S. 16th & Creekside – North side of the road | Install old bus shelter |
| 10 | 1343 | S. Duff and Chestnut – West side of the road | Add concrete pad to sidewalk |

Planned Bus Stop Improvements for 2015

| # | Stop # | Location | Description |
|-------------|-------------------|--|--|
| 1 | 1110 | Ontario & Georgia – South side of the road | Add old bus shelter |
| 2 | 1174 | Lower Friley – East side of the road | Expand brick waiting area for alighting |
| 3 | 1191 | Mortensen & Coconino – South side of the road | Move stop, add concrete to make ADA accessible |
| 4 & 5 | 1194 & 1195 | Mortenson & Pinion/Coconino – North side of the road | Combine stop into one Add new bus shelter with solar lighting, concrete pad to sidewalk |
| 6 | 1203 | Lincoln Way & Marshall – South side of the Road | Add new bus shelter with solar lighting |
| 7 | 1211 | Welch Road & Friley Food Dock – West side of the road | Replace bench and brick waiting area |
| 8 | 1272 | General Services – East side of the road | ISU project – Replace brick with colored concrete |
| 9 | 1276 | Gerdin Hall – East side of the road | Expand brick for articulated buses |
| 10 | 1288 | Stange Road & Bloomington – West side of the road | Add new bus shelter with solar lighting |
| 11 | 1290 | Stange & Aspen – West side of the road | Add bench and trash can |

A brief presentation will be provided at the board meeting regarding this work.

Staff will continue to work with University staff, City staff, and landowners to continue discussions and develop final designs on the proposed improvements to the bus stop locations listed above.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 4, 2014

SUBJECT: 2015-2016 OPERATING BUDGET

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

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

- FY2014/15 Budget Status
- FY2015/16 Budget Assumptions and Options

FY2014/15 Budget Status (as of Oct. 31, 2014)

The 2014/15 budget, year-to-date, has experienced approximately 4% higher expenses and slightly lower revenues for the year. The line items contributing to these changes are described below.

Expenses

Expenses are higher, due primarily to two changes that were not anticipated when the Transit Board approved the 2014/15 budget in January 2014. First, CyRide had added ten additional hours of service per day in the 2013/14 budget and actually used more than 20 hours per day to address overcrowding on buses. This adjustment was funded by the Government of the Student Body for last fiscal year and was then added to the GSB cost in the 2014/15 budget in July 2014 to avoid a reduction in service. This will increase the 2014/15 expenses by \$86,000 and is reflected in the year-to-date higher expenses as well.

Second, the annual software hosting/maintenance cost of \$96,470 had been included in CyRide's capital budget, however, was moved to the operating budget to better reflect the nature of this expense. The net impact is an increase in the operating expenses and a reduction in capital expenses. This was completed after the adopted budget.

One expense that may provide a savings is in the fuel line item. The 2014/15 budget estimated fuel at \$3.50 per gallon. Fuel costs to date have averaged \$2.95 per gallon. If this trend continues for the remainder of the year, CyRide is anticipated to have more than an \$80,000 savings in this line item, if fuel usage remains stable.

All other expenses are relatively close to the 2014/15 budgeted expenses.

Revenue

On the revenue side, there are three categories that are experiencing higher/lower than anticipated revenue for the first four months of the fiscal year:

1. **State Funding** – 3.4% higher than budgeted year-to-date – year-end increase anticipated of \$22,000.
2. **Advertising Sales** – 13.1% higher than budgeted– year-end increase anticipated of \$18,000.
3. **Farebox/Pass Sales** – 15.1% lower year-to-date – year-end decrease anticipated of -\$52,000. (Staff is in the process of analyzing this trend to determine if this is truly a significant reduction or a timing issue.)

All other revenues are relatively close to budget expectations.

Closing Balances

CyRide has three closing balances: operating, GSB Trust Fund and capital. The following summarizes projected balances for the 2014/15 budget year.

Operating Balance - At the current time, the operating closing balance is anticipated to decrease from the adopted amount of \$1,429,545 to \$941,504, decreasing to a 9.6% fund balance.

Capital Balance – Currently, the capital closing balance is anticipated to decrease from the adopted balance of \$497,942 to \$410,248 due to timing of actual purchases and carryover balances.

GSB Trust Fund Balance – The 2014/15 budget is projected to end the fiscal year with a \$865,680 balance.

2015/16 Operating Budget Request

Budget Assumptions –

In the 2015/16 budget development, the following major assumptions were incorporated into each of the budget options discussed below.

- **Health Insurance** - The price of health insurance will increase 9% next year, increasing expenses by \$47,350.
- **Payroll Expenses** - Overall payroll expenses (wages and benefits) will increase 6.2% from the 2014/15 adopted to 2015/16 requested budget due to higher driver staffing levels to address increased ridership demands. This expense will increase by \$418,019. This includes the additional services paid for by GBS in the 2014/15 budget to address ridership increases, but now included in CyRide's 2015/16 operating budget as the baseline level of service paid for by GSB.
- **Fuel** – Fuel is budgeted at \$3.35 per gallon, reduced from the 2014/15 adopted budget of \$3.50 per gallon.
- **Federal/State Funding** – The FY2015/16 budget anticipates slightly higher federal operating funding (+\$82,658) to \$2,041,482 and no capital funding. State funding is anticipated to increase by +\$26,500 from \$650,000 in the 2014/15 adopted budget to \$676,500 in the 201/16 requested budget.
- **Funds Transferred to Capital** – The 2015/16 budget reflects a transfer of \$800,000 to the capital fund to purchase buses, shop equipment, repair the facility, etc. The 2014/15 transfer was also \$800,000, indicating a stable annual transfer of funds and the need to accumulate additional local dollars in the next two years to pay for new buses under grants.
- **State Revolving Loan Repayment** – In 2010, CyRide received a state loan in the amount of \$87,500 as local match to an Intermodal Facility design grant. The terms of the loan require repayment over five years at \$17,500 per year. The 2015/16 budget year represents the fifth and final year of this local repayment. The repayment is equally divided between the City of Ames and Iowa State University funding partners at an annual cost of \$8,750 each.
- **Additional Administrative Staff Wages/Benefits** – As the Transit Coordinator will be retiring at the end of September 2015, CyRide will payout unused benefits estimated at \$6,000. Additionally, CyRide will search for a new Transit Coordinator and anticipates at least three months overlap for training. However, the new Coordinator's wages are

anticipated to be lower for the year and the net result is not anticipated to significantly impact the budget.

FY2015/16 Budget Options -

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

- **Option 1 – Baseline + 5 Additional Hours Per Weekday** – Current service levels continued into the 2015/16 budget year, plus \$80,000 for five additional hours of service/weekday – Existing three-party split for current service levels, 100% GSB funding for additional hours of service.
- **Option 2 – Option 1 Plus An Additional Bus on #4 Gray Route Weekdays** – Option 1 plus additional service on the #4 Gray Route each weekday when school is in session, improving service frequency from its current 40-minute schedule to a bus arriving every 20-minutes. Buses providing this additional service would operate on the same route as the #4B route that operates between S. Duff and campus, excluding service to the hotels and DMACC at the end of this route. The service would directly serve the veterinary medicine facility. Current three-party split would be applied to the \$117,000 additional cost.

Each of the above options includes \$800,000 in local capital funding, divided between the three funding partners, at current funding shares.

In summary, the following division expenses changed from last year's approved budget (14-15 Adopted) to this year's requested budget (15-16 Request) for the two options.

Option 1 –

- Fixed Route Expenses increased 8.3%, additional \$615,169 (This includes Odyssey of the Minds service and NextBus expenses not included in the previous budget).
- Dial-A-Ride expenses increased 29.6%, additional \$46,232.
- Administrative/Support expenses increased 1.3%, additional \$24,047.
- Total expenses increased 7.3%, additional \$709,495

These expenses are supported by an increase in operating revenue of 7.7% or \$778,466.

Option 2 –

- Fixed Route Expenses increased 9.8%, additional \$732,169.
- Dial-A-Ride expenses increased 29.6%, additional \$46,232.
- Administrative/Support expenses increased 1.3%, additional \$24,047.
- Total expenses increased 8.5%, additional \$802,448.

These expenses are supported by an increase in revenue of 8.8% or \$895,466.

The impact each of these options has on the local expenses of the funding partners is detailed below.

Budget Impact

| Option | Operating Expenses | City Funding (including loan) | ISU Funding (including loan) | GSB Funding |
|---|---------------------|-------------------------------|------------------------------|--------------------|
| Current (adopted) Expenses/Funding Shares | \$9,390,805 | \$1,576,444 | \$696,245 | \$4,334,944 |
| 1 – Baseline + 5 Hrs. | \$10,076,253 | \$1,629,746 | \$719,620 | \$4,668,735 |
| Dollar Change | \$685,448 | \$62,052 | \$32,125 | \$333,791 |
| Percent Change | +7.3% | +3.4% | +3.4% | +7.7% |
| Trust Fund Contribution | | | | \$267,700 |
| Closing Balance | 9.9% | | | |
| 2 – Baseline + 5 Hrs. + Add'l Weekday Gray Rt. Bus | \$10,193,253 | \$1,657,746 | \$731,900 | \$4,746,135 |
| Dollar Change | \$802,448 | \$81,302 | \$35,655 | \$411,191 |
| Percent Change | +8.5% | +5.2% | +5.2% | +9.5% |
| Trust Fund Contribution | | | | \$354,000 |
| Closing Balance | 9.8% | | | |

ALTERNATIVES:

1. Table action at the December meeting and take final action at the January 2015 Transit Board meeting.
2. Approve **Option #1** for a total budget of \$10,076,253.
3. Approve **Option #2** for a total budget of \$10,193,253.
4. Request staff to develop an alternative option as directed by the Board of Trustees and present this option at the January meeting.

RECOMMENDATION:

The Transit Director recommends alternative #1 to defer action until January 2015, giving each of the three funding partner's time to discuss the options with their peers.

BUDGET ANALYSIS - 2015 Amended, 2016 Request

Base line with the assumption there will be an extra 5 hours per day of service to meet the projected ISU enrollment increase in FY2016

| | 10-11 Actual | 11-12 Actual | 12-13 Actual | 13-14 Actual | 14-15 Adopted | 14-15 Amended | 15-16 Request | % Chg. Am/Ad | % Chg. Am/Act | % Chg. Req./Ad. | % Chg. Req./Am. |
|---------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|-----------------|------------------|--------------------|--------------------|
| FIXED ROUTE | | | | | | | | | | | |
| 550-1221 Operations | \$4,097,972 | \$4,245,653 | \$4,476,908 | \$4,820,101 | \$5,218,109 | \$5,495,504 | \$5,656,943 | 5.3% | 14.0% | 8.4% | 2.9% |
| 550-1222 Maintenance | \$1,762,603 | \$1,863,033 | \$2,067,061 | \$2,146,625 | \$2,233,965 | \$2,316,588 | \$2,410,300 | 3.7% | 7.9% | 7.9% | 4.0% |
| FIXED ROUTE TOTAL | \$5,860,574 | \$6,108,686 | \$6,543,969 | \$6,966,725 | \$7,452,074 | \$7,812,092 | \$8,067,243 | 4.8% | 12.1% | 8.3% | 3.3% |
| DIAL-A-RIDE | | | | | | | | | | | |
| 550-1341 Operations | \$142,717 | \$172,077 | \$143,889 | \$175,671 | \$156,010 | \$195,345 | \$202,242 | 25.2% | 11.2% | 29.6% | 3.5% |
| 550-1342 Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| DIAL-A-RIDE TOTAL | \$142,717 | \$172,077 | \$143,889 | \$175,671 | \$156,010 | \$195,345 | \$202,242 | 25.2% | 11.2% | 29.6% | 3.5% |
| ADMINISTRATION/SUPPORT | | | | | | | | | | | |
| 550-1101 Administration | \$1,014,818 | \$1,059,330 | \$1,024,009 | \$1,131,713 | \$1,185,068 | \$1,171,753 | \$1,209,435 | -1.1% | 3.5% | 2.1% | 3.2% |
| 550-1102 Safety/Training | \$212,768 | \$211,616 | \$216,990 | \$231,879 | \$237,495 | \$238,650 | \$250,500 | 0.5% | 2.9% | 5.5% | 5.0% |
| 550-1103 Promotion | \$20,461 | \$14,443 | \$6,259 | \$2,594 | \$6,800 | \$6,800 | \$6,800 | 0.0% | 162.2% | 0.0% | 0.0% |
| 550-1105 Bldg/Grounds | \$291,784 | \$311,369 | \$288,282 | \$358,061 | \$353,358 | \$346,524 | \$340,033 | -1.9% | -3.2% | -3.8% | -1.9% |
| ADMIN/SUPPORT TOTAL | \$1,539,830 | \$1,596,759 | \$1,535,540 | \$1,724,247 | \$1,782,721 | \$1,763,727 | \$1,806,768 | -1.1% | 2.3% | 1.3% | 2.4% |
| FINANCE ADJUSTMENTS | | \$27,835 | | (\$125,106) | | | | | | | |
| TOTAL OPERATING EXPENSES | \$7,570,957 | \$7,963,833 | \$8,098,292 | \$8,866,643 | \$9,390,805 | \$9,771,164 | \$10,076,253 | 4.1% | 10.2% | 7.3% | 3.1% |
| TRANSFER TO GSB TRUST | \$424,305 | \$134,814 | \$140,800 | \$166,402 | \$150,000 | \$0 | \$0 | | | | |
| TRANSFER TO CAPITAL FUND | \$632,000 | \$208,812 | \$378,801 | \$800,000 | \$800,000 | \$800,000 | \$800,000 | | | | |
| TOTAL USED | \$8,627,261 | \$8,307,459 | \$8,617,893 | \$9,833,045 | \$10,340,805 | \$10,571,164 | \$10,876,253 | 2.2% | 7.5% | 5.2% | 2.9% |
| OPENING BALANCE | \$847,294 | \$563,240 | \$786,976 | \$1,149,006 | \$1,291,724 | \$1,166,901 | \$939,604 | -9.7% | 1.6% | -27.3% | -19.5% |
| OPERATING REVENUE | \$8,343,207 | \$8,531,195 | \$8,979,922 | \$9,850,940 | \$10,160,609 | \$10,343,867 | \$10,939,075 | 1.8% | 5.0% | 7.7% | 5.8% |
| TOTAL AVAILABLE | \$9,190,501 | \$9,094,435 | \$9,766,898 | \$10,999,946 | \$11,452,333 | \$11,510,768 | \$11,878,679 | 0.5% | 4.6% | 3.7% | 3.2% |
| CLOSING BALANCE | \$563,240 | \$786,976 | \$1,149,006 | \$1,166,901 | \$1,111,528 | \$939,604 | \$1,002,426 | -15.5% | -19.5% | -9.8% | 6.7% |
| Closing/Operating | 7.4% | 9.9% | 14.2% | 13.2% | 11.8% | 9.6% | 9.9% | | | | |
| REVENUE/EXPENSE RATIO | 110.2% | 107.1% | 110.9% | 111.1% | 108.2% | 105.9% | 108.6% | | | | |
| OPERATING FUND BALANCE | \$563,240 | \$786,976 | \$1,149,006 | \$1,166,901 | \$1,111,528 | \$939,604 | \$1,002,426 | | | | Increase |
| CAPITAL FUND BALANCE | \$1,491,769 | \$1,974,211 | \$1,124,525 | \$659,497 | \$497,942 | \$410,248 | \$633,898 | | | | 3.4% |
| TRUST FUND BALANCE | \$1,099,162 | \$1,325,474 | \$1,078,094 | \$993,083 | \$993,083 | \$865,680 | \$669,442 | | | | 3.4% |
| INTERMODAL BALANCE | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | 7.7% |
| TRANSIT FUND BALANCE | \$3,154,171 | \$4,086,660 | \$3,351,624 | \$2,819,481 | \$2,602,553 | \$2,215,532 | \$2,205,767 | | | | |

BUDGET ANALYSIS - 2015 Amended, 2016 Request

Base line with the assumption there will be an extra 5 hours per day of service to meet the projected ISU enrollment increase in FY2016
 Additional bus on S. 16th ISU class days 7:00am to 10:00pm

| 11/25/14 | 3:02 PM | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 14-15 | 14-15 | 15-16 | % Chg. Am/Ad | % Chg. Am/Act | % Chg. Req./Ad. | % Chg. Req./Am. |
|---------------------------------|-----------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|-----------------|-----------------|
| FIXED ROUTE | Actual | Actual | Actual | Actual | Adopted | Amended | Amended | Request | | | | | |
| 550-1221 | Operations | \$4,097,972 | \$4,245,653 | \$4,476,908 | \$4,820,101 | \$5,218,109 | \$5,495,504 | \$5,733,943 | 5.3% | 14.0% | 9.9% | 4.3% | |
| 550-1222 | Maintenance | \$1,762,603 | \$1,863,033 | \$2,067,061 | \$2,146,625 | \$2,233,965 | \$2,316,588 | \$2,450,300 | 3.7% | 7.9% | 9.7% | 5.8% | |
| FIXED ROUTE TOTAL | | \$5,860,574 | \$6,108,686 | \$6,543,969 | \$6,966,725 | \$7,452,074 | \$7,812,092 | \$8,184,243 | 4.8% | 12.1% | 9.8% | 4.8% | |
| DIAL-A-RIDE | | | | | | | | | | | | | |
| 550-1341 | Operations | \$142,717 | \$172,077 | \$143,889 | \$175,671 | \$156,010 | \$195,345 | \$202,242 | 25.2% | 11.2% | 29.6% | 3.5% | |
| 550-1342 | Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | |
| DIAL-A-RIDE TOTAL | | \$142,717 | \$172,077 | \$143,889 | \$175,671 | \$156,010 | \$195,345 | \$202,242 | 25.2% | 11.2% | 29.6% | 3.5% | |
| ADMINISTRATION/SUPPORT | | | | | | | | | | | | | |
| 550-1101 | Administration | \$1,014,818 | \$1,059,330 | \$1,024,009 | \$1,131,713 | \$1,185,068 | \$1,171,753 | \$1,209,435 | -1.1% | 3.5% | 2.1% | 3.2% | |
| 550-1102 | Safety/Training | \$212,768 | \$211,616 | \$216,990 | \$231,879 | \$237,495 | \$238,650 | \$250,500 | 0.5% | 2.9% | 5.5% | 5.0% | |
| 550-1103 | Promotion | \$20,461 | \$14,443 | \$6,259 | \$2,594 | \$6,800 | \$6,800 | \$6,800 | 0.0% | 162.2% | 0.0% | 0.0% | |
| 550-1105 | Bldg/Grounds | \$291,784 | \$311,369 | \$288,282 | \$358,061 | \$353,358 | \$346,524 | \$340,033 | -1.9% | -3.2% | -3.8% | -1.9% | |
| ADMIN/SUPPORT TOTAL | | \$1,539,830 | \$1,596,759 | \$1,535,540 | \$1,724,247 | \$1,782,721 | \$1,763,727 | \$1,806,768 | -1.1% | 2.3% | 1.3% | 2.4% | |
| FINANCE ADJUSTMENTS | | | | | | | | | | | | | |
| | | \$27,835 | \$86,312 | (\$125,106) | | | | | | | | | |
| TOTAL OPERATING EXPENSES | | \$7,570,957 | \$7,963,833 | \$8,098,292 | \$8,866,643 | \$9,390,805 | \$9,771,164 | \$10,193,253 | 4.1% | 10.2% | 8.5% | 4.3% | |
| TRANSFER TO GSB TRUST | | \$424,305 | \$134,814 | \$140,800 | \$166,402 | \$150,000 | \$0 | \$0 | | | | | |
| TRANSFER TO CAPITAL FUND | | \$632,000 | \$208,812 | \$378,801 | \$800,000 | \$800,000 | \$800,000 | \$800,000 | | | | | |
| TOTAL USED | | \$8,627,261 | \$8,307,459 | \$8,617,893 | \$9,833,045 | \$10,340,805 | \$10,571,164 | \$10,993,253 | 2.2% | 7.5% | 6.3% | 4.0% | |
| OPENING BALANCE | | \$847,294 | \$563,240 | \$786,976 | \$1,149,006 | \$1,291,724 | \$1,166,901 | \$939,604 | -9.7% | 1.6% | -27.3% | -19.5% | |
| OPERATING REVENUE | | \$8,343,207 | \$8,531,195 | \$8,979,922 | \$9,850,940 | \$10,160,609 | \$10,343,867 | \$11,056,075 | 1.8% | 5.0% | 8.8% | 6.9% | |
| TOTAL AVAILABLE | | \$9,190,501 | \$9,094,435 | \$9,766,898 | \$10,999,946 | \$11,452,333 | \$11,510,768 | \$11,995,679 | 0.5% | 4.6% | 4.7% | 4.2% | |
| CLOSING BALANCE | | \$563,240 | \$786,976 | \$1,149,006 | \$1,166,901 | \$1,111,528 | \$939,604 | \$1,002,426 | -15.5% | -19.5% | -9.8% | 6.7% | |
| Closing/Operating | | 7.4% | 9.9% | 14.2% | 13.2% | 11.8% | 9.6% | 9.8% | | | | | |
| REVENUE/EXPENSE RATIO | | 110.2% | 107.1% | 110.9% | 111.1% | 108.2% | 105.9% | 108.5% | | | | | |
| OPERATING FUND BALANCE | | \$563,240 | \$786,976 | \$1,149,006 | \$1,166,901 | \$1,111,528 | \$939,604 | \$1,002,426 | | | | | |
| CAPITAL FUND BALANCE | | \$1,491,769 | \$1,974,211 | \$1,124,525 | \$659,497 | \$497,942 | \$410,248 | \$633,898 | | | | | |
| TRUST FUND BALANCE | | \$1,099,162 | \$1,325,474 | \$1,078,094 | \$993,083 | \$993,083 | \$865,660 | \$492,042 | | | | | |
| INTERMODAL BALANCE | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | |
| TRANSIT FUND BALANCE | | \$3,154,171 | \$4,086,660 | \$3,351,624 | \$2,819,481 | \$2,602,553 | \$2,215,532 | \$2,128,367 | | | | | |

| | FY2015 | FY2016 | Increase |
|------|--------------|--------------|----------|
| City | \$ 1,567,694 | \$ 1,648,996 | 5.2% |
| ISU | \$ 687,495 | \$ 723,150 | 5.2% |
| GSB | \$ 4,334,944 | \$ 4,746,135 | 9.5% |

GSB Fees and Trust Fund Summary

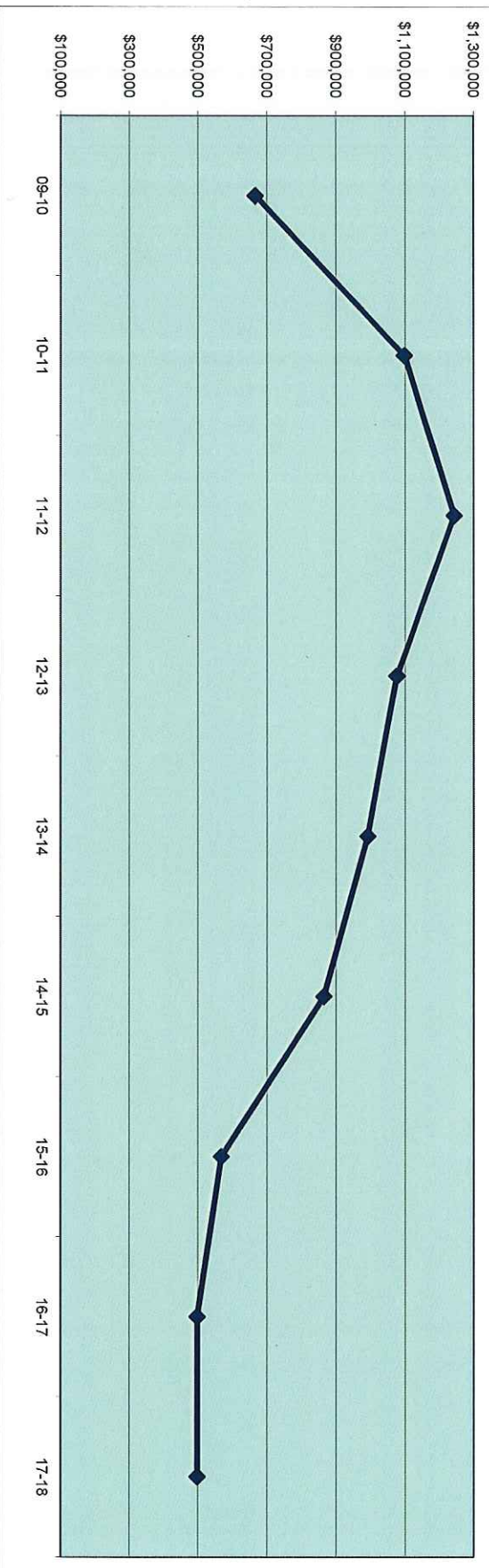
| | Actual | Actual | Actual | Actual | Actual | Actual | Amended | Projected | Projected | Projected |
|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| CAPITAL & OPERATIONS | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 |
| Budgeted Revenue | \$2,760,265 | \$2,898,278 | \$3,008,413 | \$3,204,263 | \$3,499,053 | \$3,726,491 | \$4,334,944 | \$4,668,735 | \$4,902,171 | \$5,147,280 |
| Actual Revenue | \$3,023,287 | \$3,290,692 | \$3,432,423 | \$3,339,076 | \$3,639,853 | \$3,892,893 | \$4,150,207 | \$4,363,991 | \$4,831,414 | \$5,139,811 |
| Surplus/(Deficit) | \$263,022 | \$392,414 | \$424,010 | \$134,813 | \$140,800 | \$166,401 | (\$19,737) | (\$304,744) | (\$70,758) | (\$7,469) |

TRUST FUND

| | | | | | | | | | | |
|-----------------------|-------------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|------------|-----------|
| Opening Balance | (\$182,848) | \$267,129 | \$667,188 | \$1,099,162 | \$1,244,080 | \$1,078,094 | \$1,065,587 | \$865,680 | \$569,442 | \$500,000 |
| Interest | \$806 | \$7,645 | \$7,964 | \$10,105 | (\$1,064) | \$9,758 | \$2,000 | \$8,506 | \$1,316 | \$7,469 |
| Payments | \$186,149 | | | | | | | | | |
| Transfers In (Out) | \$263,022 | \$392,414 | \$424,010 | \$134,813 | \$140,800 | \$166,401 | (\$19,737) | (\$304,744) | (\$70,758) | (\$7,469) |
| Ending Balance | \$267,129 | \$667,188 | \$1,099,162 | \$1,244,080 | \$1,078,094 | \$993,083 | \$865,680 | \$569,442 | \$500,000 | \$500,000 |
| % of Budgeted Revenue | 9.7% | 23.0% | 36.5% | 38.8% | 28.3% | 24.9% | 19.9% | 12.2% | 10.2% | 9.7% |

| | | | | | | | | | | |
|-----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Increase | \$3.85 | \$2.41 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1.50 | \$2.24 | \$6.75 | \$4.88 |
| Total Fees | \$60.20 | \$62.61 | \$62.61 | \$62.61 | \$62.61 | \$62.61 | \$64.11 | \$66.35 | \$73.10 | \$77.98 |
| Increase % | 6.8% | 4.0% | 0.0% | 0.0% | 0.0% | 0.0% | 2.4% | 3.5% | 10.2% | 6.7% |
| Student Semester FTEs | 50,221 | 52,559 | 54,822 | 53,331 | 58,135 | 62,177 | 64,736 | 65,773 | 66,092 | 65,910 |
| Official Enrollment | 26,856 | 27,945 | 28,685 | 29,887 | 31,040 | 33,241 | 34,732 | 35,277 | 35,526 | 35,626 |

GSB Trust Fund Balance



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: December 4, 2014
SUBJECT: FIVE YEAR CAPITAL IMPROVEMENT PLAN

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

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

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

If approved, CyRide staff would begin to purchase the items contained in the first year of the plan beginning July 1, 2015. The remaining years would not be purchased until the year approaches and are subject to modifications as they are more fluid in nature due to funding increases/decreases. The following information details the CIP's first year purchases, as well as purchases for four additional years.

First Year Purchases –

The purchase summary on the next page is recommended for procurement in the 2015-2016 budget year to ensure smooth operation of the transit system and is included in each of the budget options presented in the 2015-2016 operating budget, included as part of the previous agenda topic. A detailed explanation of each anticipated expenditure, by category, is detailed after the chart.

| Purchase | Other Share | | Local Share | Total Cost |
|----------------------------------|------------------|------------|------------------|--------------------|
| | Federal | State/GSB | CyRide | |
| Vehicle Replace. | | | | |
| 5-40' Used Buses | \$0 | \$0 | \$125,000 | \$125,000 |
| Articulated Bus Travel | \$1,700 | \$0 | \$300 | \$2,000 |
| Admin. Veh. | \$0 | \$0 | \$30,000 | \$30,000 |
| Dial-A-Ride Bus | \$73,950 | \$0 | \$13,050 | \$87,000 |
| SUBTOTAL | \$75,650 | \$0 | \$168,350 | \$244,000 |
| Bdg. Expan. & Modern. | | | | |
| HVAC Replac. (3) | \$0 | \$0 | \$60,000 | \$60,000 |
| Concrete Replac. | \$0 | \$0 | \$75,000 | \$75,000 |
| A & E Services | \$0 | \$0 | \$25,000 | \$25,000 |
| Bus Hoists | \$0 | \$0 | \$50,000 | \$50,000 |
| Oil/Water Separator Pits | \$300,000 | \$0 | \$75,000 | \$375,000 |
| SUBTOTAL | \$0 | \$0 | \$285,000 | \$585,000 |
| Shop/Office Eqt. | | | | |
| Computers (7) | \$0 | \$0 | \$14,000 | \$14,000 |
| Shop Equipment | \$0 | \$0 | \$48,000 | \$48,000 |
| SUBTOTAL | \$300,000 | \$0 | \$62,000 | \$62,000 |
| Bus Stop Improve. | | | | |
| Bus Stop Improve. | \$40,000 | \$0 | \$10,000 | \$50,000 |
| SUBTOTAL | \$40,000 | \$0 | \$10,000 | \$50,000 |
| Technology | | | | |
| Bus Security Cameras | \$0 | \$0 | \$45,000 | \$45,000 |
| Building Security System | \$0 | \$0 | \$30,000 | \$30,000 |
| SUBTOTAL | \$0 | \$0 | \$75,000 | \$75,000 |
| TOTAL | \$415,650 | \$0 | \$600,350 | \$1,016,000 |

After purchase of these items in 2015-2016, the local capital fund closing balance is estimated to be approximately \$643,898, which is higher than the 2014-2015 expected balance in order to have sufficient funding over the next two years for payment of new buses.

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

Purchase Five, Used 40' Buses – Without the ability to fund new buses through grants from dedicated bus procurement sources, CyRide would need to purchase five used buses each year to have an adequate number of vehicles available for anticipated growth and efficient operation, as well as replace vehicles that no longer are able to be operated safely.

Articulated Bus Travel – CyRide would need to travel to the bus manufacturing plant for pre-production meetings and to develop a bus specification for manufacturing of the four articulated buses. This expense would be funded with 80% federal dollars.

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

Dial-A-Ride Bus – CyRide leases a mini bus to its Dial-A-Ride contractor for use in delivery of its federally required ADA service. The existing bus is seven years old and it is in poor operating condition. Federal guidelines recognize the useful life of buses this size at four years. This vehicle would be funded with 85% federal dollars.

HVAC Replacement – CyRide’s bus storage area has ten HVAC units to keep the facility at a warm enough temperature for the buses to start in the winter. The 2015-2016 budget includes systematic replacement of these units, starting with three in this first year. These units would be 31-32 years old at replacement.

Concrete Replacement – A majority of CyRide’s failing parking lot was replaced under the 2013-2014 facility construction project. However, concrete at the east side of the facility was not included and remains in crumbling condition. CyRide would replace large sections of this concrete in the 2015-2016 capital budget.

A & E Services – Proposed 2015-2016 and 2016-2017 capital projects, “Oil/Water Separator Pits, Bus Hoists and Facility Security System” would require engineering services to identify the specific work to be completed and estimate their cost. As a result, CyRide would contract with an architectural and engineering firm to provide these services in preparation of this work.

Bus Hoists – CyRide’s facility has four bus hoists original to the building that were constructed in 1983 and are currently 31 years old. These hoists have become unreliable, expensive to repair, leave CyRide without adequate equipment to maintain buses at times and are beyond the useful life of the equipment. CyRide would work with the Architectural and Engineering firm to design a new system and, over several years, replace this equipment. The hoist pits are connected to the oil-water separator pits and, as a result, the two projects would be designed to most efficiently work together.

Oil/Water Separator Pits - CyRide’s original portion of the building has eight oil-water separator pits that are currently 31 years old. One pit began crumbling in 2012 and emergency repairs were required to allow buses to travel through the facility. Seven original pits remain and would be replaced in the 2015-2016 budget, after the Architectural and Engineering firm completes design and develops specifications for their replacement. CyRide would fund this project with 80% federal funding remaining after the 2013-2014 facility expansion project.

Computers - CyRide would replace seven computers during the 2015-2016 budget year in accordance with the City of Ames computer procurement schedule.

Shop Equipment – Four small shop equipment items are scheduled for purchase in the 2015-2016 Capital Plan as follows: installing additional lighting in the ceiling above the west end of the Maintenance shop to increase work space lighting (\$2,000), adding side lights on the walls of the fueling bay to increase work space lighting (\$2,000), purchasing a new diesel particulate filter system, which is a two-step heating and air system to maintain the new EPA equipment on the buses (\$12,000 and \$18,000, respectively). Currently CyRide is sending this equipment out-of-house to be completed, and with every new bus equipped with this system, it is now more cost-effective to purchase this equipment and complete the work with CyRide employees.

Bus Stop Improvements – This funding would improve existing bus stop locations with concrete pads, benches, shelters and lighting to make service more convenient to its riders. CyRide’s new shelter design would be used to replace three existing shelters, and two current shelters in better condition would be reused to expand CyRide’s shelter program. This project would be funded with 80% federal funds.

Bus Security Cameras – CyRide places interior and exterior cameras on its buses that are used to investigate customer complaints, accidents and identify operational issues. CyRide has developed a program to systematically replace these cameras on its existing buses. This program requires replacement/rehabilitation of these systems on five to thirteen buses next year. Currently the St. Paul buses do not have these systems; therefore, older systems would be rehabilitated so that CyRide’s entire fleet will be equipped with security cameras.

Building Security System – CyRide’s administrative office is the only portion of the facility that is currently equipped with a video surveillance system. This system is seven years old, not able to be expanded and is experiencing reliability issues. CyRide’s maintenance shop and bus storage areas would be added to a new system to complete coverage of the facility. This new system would be completed over a two-year period beginning in 2015-2016. Adequate safety and security of federal assets is an FTA priority and has been a recommendation in federal reviews completed on CyRide’s operations in the past.

Remaining Four Years (2016-2017 – 2019-2020):

Assumptions made for major purchases in future years of the Capital Improvement Plan include and are contained in the attached summary chart:

Bus Purchases – Representing approximately \$510,000 over the remaining 4-year period, this investment reflects the purchase of 20 used, large buses, maintaining a fleet between 90-100 large buses **to meet anticipated ridership growth**. Additionally, the plan anticipates funding of two 40’ buses under the ICAAP grant at 80% federal

funding and program funding for the Ladder's of Opportunity grant to purchase four articulated buses at 85% federal funding.

Other Vehicle Purchases – The plan assumes replacement of one administrative vehicle per year and two maintenance vehicles in years 2016-2017 and 2018-2019, for a total cost of \$245,000. Administrative vehicles are replaced every 4 – 6 years and maintenance trucks every 10 years.

Building Expansion & Modernization – This plan assumes the following:

2016-2017 – The second year of the hoist project would be completed (\$200,000), up to three additional HVAC units would be replaced (\$60,000), and the last year of the building security system project would be completed (\$30,000).

2017-2018 - Replacement of up to three additional HVAC units (\$60,000) and the last year of the hoist replacement project would be completed (\$250,000).

2018-2019 – CyRide's current bus washer would be 11 years old at the time of replacement and at the end of its useful life (typically 10 years). This project would replace or rehabilitate this major facility feature (\$250,000). Additionally, CyRide's roof would be replaced as the warranty on the original section of the building expired in 1994 and on the newest section in 2010 (\$160,000).

2019-2020 – CyRide would replace its fuel dispensing system with a high speed fueling system. The current system was installed in 2003 with used equipment at that time. The new system would allow for quicker, more efficient fueling and would significantly reduce fuel spillage due to the new design that sync's with the bus fuel intake (\$250,000).

Video Systems – CyRide currently has video systems in most of its buses. This equipment has a useful life of 4-5 years. As a result, CyRide would need to replace video systems on at least five buses each year to ensure that these systems are available for incidents that occur on the buses, for a four-year total of \$180,000. These systems have become a valuable tool in the management of CyRide's system, as well as, for law enforcement at the university and city.

Shop and Office Equipment – This plan assumes \$12,000 per year to upgrade computers and \$50,000 per year in shop equipment would be needed to ensure smooth operation in the administrative and maintenance areas.

Bus Stop Improvements – CyRide continues to emphasize its bus stop improvement program and has included a \$50,000 annual commitment in the plan through 2019-2020.

Additionally, in the 2014-2015 capital plan, the Transit Board approved \$200,000 in local grant match for expansion of CyRide's bus storage. This amount will be held in reserve until state or federal dollars and an expansion plan can be secured to begin a facility expansion project.

ALTERNATIVES:

1. Defer action on the Five Year Capital Plan until the January 2015 Transit Board meeting.
2. Approve the Five Year Capital Improvement Plan as presented.
3. Approve the Five Year Capital Improvement Plan, with board modifications.
4. Do not approve the Five Year Capital Improvement Plan.

RECOMMENDATION:

The Transit Director recommends alternative #1 to defer action until January in order to give board members time to review the plan or alternative #2 to approve the plan, dependent upon Transit Board comfort of the plan at the time of the December board meeting.

CyRide Capital - FY15 to FY20

| | | FY14 Act. | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 |
|---------------------------------|-----|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Capital Revenues | | | | | | | | |
| Beginning Balance | | \$ 920,854 | \$ 659,497 | \$ 410,248 | \$ 643,898 | \$ 664,098 | \$ 452,398 | \$ 540,398 |
| State/Federal Building | 80% | \$ 2,728,958 | \$ - | \$ 300,000 | | | | |
| State/Federal Bus | 80% | \$ 14,439 | | | \$ 651,200 | | | |
| State/Federal Bus | 83% | | \$ 2,026,860 | | | | | |
| State/Federal Bus | 85% | | | \$ 75,650 | | \$ 2,548,300 | | |
| State/Federal Bus | 90% | \$ 4,055 | \$ 91,284 | | | | | |
| State/Federal Bus Stops | 80% | \$ 47,276 | \$ 36,800 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 |
| State/Federal Needs Anal. | 80% | \$ 17,949 | \$ 95,063 | | | | | |
| ISU Parking | | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 |
| Interest | | \$ (2,052) | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| GSB | | \$ 96,170 | \$ 96,170 | | | | | |
| Capital Transfer | | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 |
| Capital Revenues | | \$ 3,723,795 | \$ 3,166,177 | \$ 1,235,650 | \$ 1,511,200 | \$ 3,408,300 | \$ 860,000 | \$ 860,000 |
| Total Available | | \$ 4,644,649 | \$ 3,825,674 | \$ 1,645,898 | \$ 2,155,098 | \$ 4,072,398 | \$ 1,312,398 | \$ 1,400,398 |
| Building (Grants) Pits in FY16 | | \$ 3,667,465 | \$ - | \$ 375,000 | | | | |
| Buses (Grants) | | \$ 22,558 | \$ 2,543,427 | \$ 2,000 | \$ 814,000 | \$ 2,998,000 | | |
| HIRTA Bus | | | | \$ 87,000 | | | | |
| Bus Stops | | \$ 59,097 | \$ 46,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Needs Analysis | | \$ 22,436 | \$ 118,829 | | | | | |
| NextBus | | \$ 90,157 | \$ 96,170 | | | | | |
| Building (Local) | | | | | | | | |
| Buses (Local) | | \$ 63,061 | \$ 211,939 | \$ 125,000 | \$ 125,000 | \$ 125,000 | \$ 125,000 | \$ 135,000 |
| Video Systems | | | \$ 135,000 | \$ 45,000 | \$ 45,000 | \$ 45,000 | \$ 45,000 | \$ 45,000 |
| Support Vehicle | | \$ 23,190 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| Shop Trucks | | | | | \$ 75,000 | | \$ 50,000 | |
| Shop Equipment | | \$ 21,901 | \$ 47,061 | \$ 34,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Computers/Office Equip. | | \$ 15,287 | \$ 12,000 | \$ 14,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 |
| HVAC Replacement (3/yr.) | | | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 | | |
| Fluid Management | | | \$ 35,000 | | | | | |
| Concrete | | | \$ 75,000 | \$ 75,000 | | | | |
| A&E Services | | | \$ 5,000 | \$ 25,000 | | | | |
| Hoists | | | | \$ 50,000 | \$ 200,000 | \$ 250,000 | | |
| Security System (Building) | | | | \$ 30,000 | \$ 30,000 | | | |
| Roof Replacement | | | | | | | \$ 160,000 | |
| Bus Wash Rehab | | | | | | | \$ 250,000 | |
| High Speed Fueling | | | | | | | | \$ 250,000 |
| Capital Expenses | | \$ 3,985,152 | \$ 3,415,426 | \$ 1,002,000 | \$ 1,491,000 | \$ 3,620,000 | \$ 772,000 | \$ 572,000 |
| Ending Balance | | \$ 659,497 | \$ 410,248 | \$ 643,898 | \$ 664,098 | \$ 452,398 | \$ 540,398 | \$ 828,398 |
| Building Reserve | | | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 |
| Balance without Building | | \$ 659,497 | \$ 210,248 | \$ 443,898 | \$ 464,098 | \$ 252,398 | \$ 340,398 | \$ 628,398 |

CYRIDE CAPITAL IMPROVEMENTS PLAN SUMMARY 2016-2020

November 2014

TRANSPORTATION - TRANSIT

| PROJECT/REVENUE DESCRIPTION | TOTAL | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
|------------------------------------|------------------|------------------|------------------|------------------|----------------|----------------|
| EXPENDITURES: | | | | | | |
| Vehicle Replacement | 4,811,000 | 244,000 | 1,044,000 | 3,153,000 | 205,000 | 165,000 |
| Building Expansion & Modernization | 1,815,000 | 585,000 | 260,000 | 310,000 | 410,000 | 250,000 |
| Shop & Office Small Capital | 296,000 | 48,000 | 62,000 | 62,000 | 62,000 | 62,000 |
| Bus Stop Improvements | 250,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Technology | 285,000 | 75,000 | 75,000 | 45,000 | 45,000 | 45,000 |
| Total Expenditures | 7,457,000 | 1,002,000 | 1,491,000 | 3,620,000 | 772,000 | 572,000 |
| REVENUES: | | | | | | |
| City: | | | | | | |
| Transit Fund | 3,757,500 | 662,000 | 799,800 | 1,031,700 | 732,000 | 532,000 |
| Other: | | | | | | |
| FTA - 5309 | 2,848,300 | 300,000 | 0 | 2,548,300 | 0 | 0 |
| Elderly/Disabled | 200,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| IDOT | 651,200 | 0 | 651,200 | 0 | 0 | 0 |
| GSB | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Subtotal | 3,699,500 | 340,000 | 691,200 | 2,588,300 | 40,000 | 40,000 |
| Total Revenues | 7,457,000 | 1,002,000 | 1,491,000 | 3,620,000 | 772,000 | 572,000 |

VEHICLE REPLACEMENT

PROJECT STATUS: Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide will replace/expand its bus fleet by five buses each year to meet ridership demand and replace vehicles that can no longer be operated in daily service. Additionally, CyRide received a federal grant for four, 60' articulated buses that will be delivered in 2017/2018 and has a pending grant application for two 40' buses, which, if approved, would be delivered in 2016/2017. CyRide's has four vehicles used for administrative support and in the operation's division for driver's to switch shifts. These vehicles are on a four to six-year replacement schedule, ultimately replaced when they no longer are mechanically sound. The two maintenance trucks are on a ten-year replacement cycle.

In total, these purchases are programmed as follows:

- 2015/16 – Purchase 5, 40' used buses (\$125,000); replace administrative vehicle 906 - Prius (\$30,000), replace Dial-A-Ride bus (\$87,000)
- 2016/17 – Purchase 5, 40' used buses (\$125,000); purchase 2, new, 40' buses (\$814,000), replace maintenance truck 999 (\$75,000); replace administrative vehicle 294 – Escape (\$30,000)
- 2017/18 – Purchase 5, 40' used buses (\$125,000); purchase 4, new 60' buses (\$2,998,000); replace administrative vehicle - Terrain (\$30,000)
- 2018/19 – Purchase 5, 40' used buses (\$125,000); replace administrative vehicle (\$30,000); replace maintenance truck 007 (\$50,000)
- 2019/20 – Purchase 5, 40' used buses (\$135,000); replace administrative vehicle (\$30,000)

COMMENTS

All vehicles, except the new buses, will be 100% locally funded. The new buses will be funded with 80-85% federal funding.

LOCATION

1700 University Boulevard

| FISCAL YEAR PRIORITY 1 | | 2 | 2 | 2 | 2 | 2 |
|--------------------------------|------------------|----------------|------------------|------------------|----------------|----------------|
| | TOTAL | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| COST: | | | | | | |
| Large Buses - 40' New | 3,814,000 | 2,000 | 814,000 | 2,998,000 | 0 | 0 |
| Minibuses | 87,000 | 87,000 | 0 | 0 | 0 | 0 |
| Used Buses | 635,000 | 125,000 | 125,000 | 125,000 | 125,000 | 135,000 |
| Administrative Vehicles | 275,000 | 30,000 | 105,000 | 30,000 | 80,000 | 30,000 |
| TOTAL | 4,811,000 | 244,000 | 1,044,000 | 3,153,000 | 205,000 | 165,000 |
| FINANCING: | | | | | | |
| Transit Fund | 1,609,800 | 242,300 | 392,800 | 604,700 | 205,000 | 165,000 |
| Federal Transit Administration | 2,550,000 | 1,700 | 0 | 2,548,300 | 0 | 0 |
| ICAAP | 651,200 | 0 | 651,200 | 0 | 0 | 0 |
| TOTAL | 4,811,000 | 244,000 | 1,044,000 | 3,153,000 | 205,000 | 165,000 |

PROGRAM - ACTIVITY:

Transportation – Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439

552-1165-439

BUILDING EXPANSION & MODERNIZATION

PROJECT STATUS: Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide's original bus storage building is 31 years old and major components of the building are at the end of their useful life. Additionally, the facility is housing with more vehicles than the building was originally designed for, creating higher wear and tear on the facility. As a result, the following plan has been developed to keep the facility in a state of good repair, as is required by the Federal Transit Administration:

- 2015/16** – Replace three of the ten HVAC units heating the bus storage area (\$60,000); replace portions of the exterior concrete, not part of the 2013/14 facility construction project (\$75,000); architectural/engineering services for pit and hoist replacement (\$25,000); replace bus hoists (\$50,000); replace the seven oil/water separation pits in the original section of CyRide's facility (\$375,000)
- 2016/17** – Replace three of the ten HVAC units heating the bus storage area (\$60,000); replace bus hoists (\$200,000)
- 2017/18** – Replace bus hoists (\$250,000); replace one of the ten HVAC units heating the bus storage area (\$60,000)
- 2018/19** – Replace a portion of CyRide's bus storage roof (\$160,000); replace bus wash (\$250,000)
- 2019/20** – Replace fueling system with a high-speed fueling system (\$250,000)

COMMENTS

The HVAC units and bus hoists are original to the building; the warranty on CyRide's current bus storage roofs expired in 1994 on the oldest section and in 2010 on the newest section; CyRide's current bus washer will be 11 years old at the time of replacement, which is past the expected 10-year life for this type of equipment, and the portion of the concrete park lot are crumbling under the weight of the buses.

This plan does not include bus storage expansion and assumes 13-20 buses, that are not able to fit within the facility, will be housed outdoors. However, the 2014/15 Capital Improvement Plan included a \$200,000 commitment to a state grant that was not approved. This funding will be retained in a reserve account until funding is secured for a building expansion project.

LOCATION

1700 University Boulevard

| FISCAL YEAR PRIORITY 2 | | 1 | 1 | 1 | 1 | 1 |
|--------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
| | TOTAL | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| COST: | | | | | | |
| Architect/Engineering | 25,000 | 25,000 | 0 | 0 | 0 | 0 |
| Storage Expansion | 0 | 0 | | | | |
| Repairs/Modifications | 1,790,000 | 560,000 | 260,000 | 310,000 | 410,000 | 250,000 |
| TOTAL | 1,815,000 | 585,000 | 260,000 | 310,000 | 410,000 | 250,000 |
| FINANCING: | | | | | | |
| Transit Fund | 1,515,000 | 285,000 | 260,000 | 310,000 | 410,000 | 250,000 |
| Federal Transit Administration | 300,000 | 300,000 | 0 | 0 | 0 | 0 |
| TOTAL | 1,815,000 | 585,000 | 260,000 | 310,000 | 410,000 | 250,000 |

| | | |
|--|------------------------------|--|
| PROGRAM - ACTIVITY: Transportation – Transit | DEPARTMENT: CyRide | ACCOUNT NO. 552-1159-439 552-1170-439 |
|--|------------------------------|--|

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project is to address replacement of shop and office equipment used for CyRide operations. Because 2016/17 – 2019/20 shop purchases in this category are smaller items where replacement need is less predictable, they have been generally described in this document. Specific shop needs will be identified annually to efficiently operate CyRide, and address OSHA, Department of Natural Resources, and other federal requirements as they are implemented at a total cost of approximately \$50,000 per year. Additionally, four to seven computers and equipment will be funded each year at an estimated cost of \$12,000-\$14,000 per year.

The 2015/16 shop and office equipment expenditures include the replacement of four computers and the following shop equipment:

- West End of Maintenance Shop - High Light (\$2,000)
- Fuel Lane Side Lights (\$2,000)
- Diesel Particulate Filter Equipment - Two-Step Process (Heat Cleaner - \$12,000 and Air Cleaner - \$18,000)

COMMENT

LOCATION

1700 University Boulevard

| FISCAL YEAR PRIORITY 5 | | 3 | 3 | 3 | 3 | 3 |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | TOTAL | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| COST: | | | | | | |
| Computers | 62,000 | 14,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Shop Equipment | 234,000 | 34,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Other Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 296,000 | 48,000 | 62,000 | 62,000 | 62,000 | 62,000 |
| FINANCING: | | | | | | |
| Transit Fund | 296,000 | 48,000 | 62,000 | 62,000 | 62,000 | 62,000 |
| FTA - Small Transit Intensive Cities | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal Transit Administration | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 296,000 | 48,000 | 62,000 | 62,000 | 62,000 | 62,000 |

PROGRAM - ACTIVITY:
Transportation – Transit

DEPARTMENT:
CyRide

ACCOUNT NO.
552-1159-439

BUS STOP IMPROVEMENTS

PROJECT STATUS: Scope Change

Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

One of the most frequently requested customer suggestions received by CyRide is regarding the condition or lack of amenities at its more than 435 bus stop locations throughout the city. Therefore, over the next five-year period (2015/16 through 2019/20), CyRide will install two-three new bus shelters and move existing bus shelters to new locations each year, thereby increasing the total number of bus shelters for CyRide’s customers. The specific locations will be identified each year based on CyRide’s ability to complete installation at sites that year and the bus stop priority list based on a previous bus stop improvements study. In addition to shelters, concrete pads, amenities and connections to sidewalks will be included to make using the bus easier for its customers. In total, approximately \$50,000 per year in improvements will be completed. Funding for these improvements will be provided by 80% federal dollars administered under a grant from the State of Iowa and 20% local funding from CyRide’s budget.

COMMENTS

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

LOCATION

1700 University Boulevard

| FISCAL YEAR PRIORITY | 4 | 4 | 4 | 4 | 4 | 4 |
|-----------------------------|--------------------|----------------|--------------------|----------------|----------------|----------------|
| | TOTAL | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| COST: | | | | | | |
| Pads, Benches, Shelters | 250,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| TOTAL | 250,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| FINANCING: | | | | | | |
| Transit Fund | 50,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Federal 5310 Grants | 200,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| TOTAL | 250,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| PROGRAM - ACTIVITY: | DEPARTMENT: | | ACCOUNT NO. | | | |
| Transportation – Transit | CyRide | | 552-1174-439 | | | |

TECHNOLOGY IMPROVEMENTS

PROJECT STATUS: Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide has equipped its bus fleet with video camera technology that have improved customer safety and information. As a result, CyRide has developed a bus video replacement system that replaces the video system on five buses each year at an annual cost of \$45,000. These systems must be replaced periodically as the existing equipment has become obsolete and is not supported by the vendor. CyRide currently has four different video systems on its bus fleet, which are used to investigate customer complaints and identify operational issues. The 2015/16 camera replacement funds will rehabilitate existing cameras and purchase several new cameras to complete camera systems in all CyRide buses due to fleet expansion that occur during the 2014/15 budget year.

CyRide's administrative offices are the only portion of the facility that is currently equipped with a video surveillance system. This system is currently seven years old, not able to be expanded and experiencing reliability issues. CyRide's maintenance shop and bus storage areas would be added to a new system to complete coverage of the facility. This new system would be completed over the two-year period of 2015/16 and 2016/17.

COMMENT

Adequate safety and security of federal assets is a priority and has been a recommendation in federal reviews completed of CyRide's operations.

LOCATION

1700 University Boulevard

| FISCAL YEAR PRIORITY 3 | | 5 | 5 | 5 | 5 | 5 |
|--------------------------------|----------------|--------------------|--------------------|----------------|----------------|----------------|
| | TOTAL | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| COST: | | | | | | |
| Bus Security Cameras | 225,000 | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| Building Security System | 60,000 | 30,000 | 30,000 | | | |
| TOTAL | 285,000 | 75,000 | 75,000 | 45,000 | 45,000 | 45,000 |
| FINANCING: | | | | | | |
| Transit Fund | 285,000 | 75,000 | 75,000 | 45,000 | 45,000 | 45,000 |
| Federal Transit Administration | 0 | 0 | 0 | 0 | 0 | 0 |
| GSB | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 285,000 | 75,000 | 75,000 | 45,000 | 45,000 | 45,000 |
| PROGRAM - ACTIVITY: | | DEPARTMENT: | ACCOUNT NO. | | | |
| Transportation – Transit | | CyRide | 552-1159-439 | | | |
| | | | 552-1166-439 | | | |

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 4, 2014

SUBJECT: QUARTERLY OPERATIONS REPORT

INFORMATION: The following information highlights significant variations or important performance benchmarks from the first quarter of the 2014-2015 fiscal year (July – September 2014).

System-Wide Trends –

- Ridership for the first quarter was +6.3% higher than the previous year.
- Revenue miles and hours were slightly higher (+0.6% and +1.4%, respectively). This is a result of adding extra buses to address overcrowding on specific scheduled trips throughout the system.
- Passengers/Revenue Mile and Hour were both higher (+5.6% and +4.8%, respectively) due to this increased ridership and selectively adding buses to handle passenger loads.
- Farebox revenue was -4.5% lower for the quarter, with the revenue/expense ratio decreasing -15.3% as a result of cash revenues and full semester passes declining more than other fare categories.
- Operating expenses are +13.6% higher for the quarter.
- Operating expenses/passenger were higher at \$1.13 per passenger as compared to \$1.06 per passenger last year at this time.

Maintenance Trends –

- The number of bus interiors that have been cleaned this year is slightly lower -13.5%; however, the maintenance division has modified its cleaning procedures to more aggressively clean buses by area, such as passenger seats on all buses as opposed to cleaning an entire bus at one time. It is believed that this will improve the overall fleet's interior cleanliness.
- Road Calls (switching out of buses due to mechanical problems) was lower for the quarter at -10.0%. Major mechanical failures continue to slightly increase +10.0% with minor mechanical issues lower by -40.9%. As the average fleet age continues to rise, this will be an area of emphasis to keep all buses in good working order.

- Total diesel miles driven increased by +8.3% as additional service was operated; with total gallons of diesel used increasing +27.1%.
- Average diesel miles per gallon was lower for the quarter at 4.1 miles per gallon.
- Total Maintenance Expenses were higher for the quarter (+10.7%) due to the increased usage of fuel and the timing of its purchase.

Fixed-Route/Operations Trends –

- Total accidents were lower for the quarter (-28.6%) with a total dollar loss to CyRide higher by 100.8% due to one major accident just prior to the beginning of ISU classes. Preventable accidents were lower at -36.4%. This is an area CyRide has been struggling with and is experiencing a positive one-quarter trend.
- The total number of comments from CyRide riders decreased slightly for the quarter down -6.4%.
- The number of hours employees are driving a bus was lower for the quarter (-1.2%).
- The number of drivers being late for work or not showing for work are mixed with late drivers -40.0% and drivers not coming in to work +100.0% higher.
- Farebox revenue for the fixed route system is lower for the quarter -5.1%.

Dial-A-Ride Trends –

- Dial-A-Ride ridership for the quarter significantly increased by +21.6%, providing 2,761 rides.
- Farebox revenue is significantly higher at +83.4%; with the revenue/expense ratio also higher by +74.0%. Increased revenue is due to higher 2014-2015 ridership. Ridership last year began slow and was significantly higher at the end of the year. This higher ridership trend is continuing into the first quarter of the new fiscal year.
- The operations expense for this service is higher as a result of additional rides provided, up 5.4%.
- The expense/passenger is lower at \$16.76, down -13.4% from one year ago.

Moonlight Express Trends –

- Moonlight Express ridership is lower for the year (-20.8%) mainly due to the Iowa State-Iowa game in Iowa City this last year.
- Miles and hours per passenger and total expenses are lower (-18.3%, -13.1%, -4.0%, respectively).

CYRIDE QUARTERLY OPERATIONS REPORT

July 1, 2014 to September 30, 2014 (1st Quarter)

| | <u>FY 2015</u> <u>1st Qtr</u> | <u>FY 2014</u> <u>1st Qtr</u> | <u>%</u> <u>CHANGE</u> | <u>FY 2015</u> <u>YTD</u> | <u>FY 2014</u> <u>YTD</u> | <u>%</u> <u>CHANGE</u> |
|----------------------------|----------------------------------|----------------------------------|---------------------------|------------------------------|------------------------------|---------------------------|
| MAINTENANCE | | | | | | |
| Interior Clean | 64 | 74 | -13.5% | 64 | 74 | -13.5% |
| Shop Road Calls | 18 | 20 | -10.0% | 18 | 20 | -10.0% |
| Miles per Shop Road Call | 20,867 | 17,368 | 20.1% | 20,867 | 17,368 | 20.1% |
| NTD Minor Mech. | 26 | 44 | -40.9% | 26 | 44 | -40.9% |
| NTD Major Mech. | 11 | 10 | 10.0% | 11 | 10 | 10.0% |
| Total NTD Mechanical Prob. | 37 | 54 | -31.5% | 37 | 54 | -31.5% |
| Miles per Major Mech. | 34,146 | 34,736 | -1.7% | 34,146 | 34,736 | -1.7% |
| Gasoline Vehicles | | | | | | |
| Gas Miles Driven | 47,295 | 44,170 | 7.1% | 47,295 | 44,170 | 7.1% |
| Total Gallons Gas | 6,319 | 6,672 | -5.3% | 6,319 | 6,672 | -5.3% |
| Total Gas Cost | \$18,803 | \$21,422 | -12.2% | \$18,803 | \$21,422 | -12.2% |
| Avg. Gas Cost/Gallon | \$2.98 | \$3.21 | -7.3% | \$2.98 | \$3.21 | -7.3% |
| Gas Cost per Mile | \$0.40 | \$0.48 | -18.0% | \$0.40 | \$0.48 | -18.0% |
| Average Gas MPG | 7.5 | 6.6 | 13.1% | 7.5 | 6.6 | 13.1% |
| Diesel Vehicles | | | | | | |
| Diesel Miles Driven | 328,306 | 303,188 | 8.3% | 328,306 | 303,188 | 8.3% |
| Total Gallons Diesel | 80,636 | 63,458 | 27.1% | 80,636 | 63,458 | 27.1% |
| Total Diesel Cost | \$244,954 | \$288,304 | -15.0% | \$244,954 | \$288,304 | -15.0% |
| Avg. Diesel Cost/Gallon | \$3.04 | \$4.54 | -33.1% | \$3.04 | \$4.54 | -33.1% |
| Diesel Cost per Mile | \$0.75 | \$0.95 | -21.5% | \$0.75 | \$0.95 | -21.5% |
| Average Diesel MPG | 4.1 | 4.8 | -14.8% | 4.1 | 4.8 | -14.8% |
| All Vehicles | | | | | | |
| Total Miles Driven | 375,601 | 347,358 | 8.1% | 375,601 | 347,358 | 8.1% |
| Total Gallons Fuel | 86,955 | 70,129 | 24.0% | 86,955 | 70,129 | 24.0% |
| Total Fuel Cost | \$263,757 | \$309,727 | -14.8% | \$263,757 | \$309,727 | -14.8% |
| Avg. Cost/Gallon | \$3.03 | \$4.42 | -31.3% | \$3.03 | \$4.42 | -31.3% |
| Total Cost per Mile | \$0.70 | \$0.89 | -21.2% | \$0.70 | \$0.89 | -21.2% |
| Avg. MPG all Vehicles | 4.3 | 5.0 | -12.8% | 4.3 | 5.0 | -12.8% |
| Small Bus/Sup. Mileage | 29,374 | 43,730 | -32.8% | 29,374 | 43,730 | -32.8% |
| Large Bus Mileage | 346,227 | 303,628 | 14.0% | 346,227 | 303,628 | 14.0% |
| % Rev. Mi./Total Miles | 76.9% | 82.6% | -6.9% | 76.9% | 82.6% | -6.9% |
| Percentage Small Bus | 7.8% | 12.6% | -37.9% | 7.8% | 12.6% | -37.9% |
| Maintenance Expense | \$428,514 | \$387,255 | 10.7% | \$428,514 | \$387,255 | 10.7% |

CYRIDE QUARTERLY OPERATIONS REPORT

July 1, 2014 to September 30, 2014 (1st Quarter)

| | FY 2015 1st Qtr | FY 2014 1st Qtr | % CHANGE | FY 2015 YTD | FY 2014 YTD | % CHANGE |
|---------------------------|--------------------|--------------------|--------------|--------------------|--------------------|--------------|
| OPERATIONS | | | | | | |
| Total Passengers | 1,343,283 | 1,264,247 | 6.3% | 1,343,283 | 1,264,247 | 6.3% |
| Average Drivers per Month | 131.3 | 131.0 | 0.2% | 131.3 | 131.0 | 0.2% |
| Driving Hours | 39,425 | 39,906 | -1.2% | 39,425 | 39,906 | -1.2% |
| Drivers Late | 6 | 10 | -40.0% | 6 | 10 | -40.0% |
| Drivers No Show | 6 | 3 | 100.0% | 6 | 3 | 100.0% |
| Late/No Show per Driver | 0.09 | 0.10 | -7.9% | 0.09 | 0.10 | -7.9% |
| Total Comments | 44 | 47 | -6.4% | 44 | 47 | -6.4% |
| Driver Fault | 11 | 12 | -8.3% | 11 | 12 | -8.3% |
| Undetermined | 12 | 9 | 33.3% | 12 | 9 | 33.3% |
| Passenger Fault | 0 | 1 | -100.0% | 0 | 1 | -100.0% |
| No Fault | 18 | 8 | 125.0% | 18 | 8 | 125.0% |
| System Complaints | 1 | 5 | -80.0% | 1 | 5 | -80.0% |
| Service Requests | 0 | 6 | -100.0% | 0 | 6 | -100.0% |
| Compliments | 2 | 5 | -60.0% | 2 | 5 | -60.0% |
| Passengers/Comment | <u>30,529</u> | <u>26,899</u> | <u>13.5%</u> | <u>30,529</u> | <u>26,899</u> | <u>13.5%</u> |
| Pass./Complaint (D & U) | 58,404 | 60,202 | -3.0% | 58,404 | 60,202 | -3.0% |
| Driving Hours/Comment | 896 | 849 | 5.5% | 896 | 849 | 5.5% |
| Driving Hrs/Comment (D&U) | 1,714 | 1,900 | -9.8% | 1,714 | 1,900 | -9.8% |
| Accident Reports | 20 | 28 | -28.6% | 20 | 28 | -28.6% |
| Preventable Accidents | 14 | 22 | -36.4% | 14 | 22 | -36.4% |
| Percent Preventable | 70.0% | 78.6% | -10.9% | 70.0% | 78.6% | -10.9% |
| Miles/Prev. Accident | 26,829 | 15,789 | 69.9% | 26,829 | 15,789 | 69.9% |
| Hours/Prev. Accident | 2,816 | 1,814 | 55.2% | 2,816 | 1,814 | 55.2% |
| Unreported Accidents | 2 | 0 | #DIV/0! | 2 | 0 | #DIV/0! |
| Damage to Buses/Equip. | | | | | | |
| Caused by CyRide | \$22,746 | \$11,327 | 100.8% | \$22,746 | \$11,327 | 100.8% |
| Caused by Others | \$5,611 | \$3,647 | 53.8% | \$5,611 | \$3,647 | 53.8% |
| Caused by Unreported | \$764 | \$0 | #DIV/0! | \$764 | \$0 | #DIV/0! |
| Claims by Others (#) | 0 | 1 | -100.0% | 0 | 1 | -100.0% |
| Claims by Others (\$) | \$0 | ? | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Personal Injury Claims | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Operations Expense | \$1,088,534 | \$958,588 | 13.6% | \$1,088,534 | \$958,588 | 13.6% |
| SYSTEM TOTAL | | | | | | |
| Passengers | 1,343,283 | 1,264,247 | 6.3% | 1,343,283 | 1,264,247 | 6.3% |
| Revenue Miles | 288,881 | 287,047 | 0.6% | 288,881 | 287,047 | 0.6% |
| Revenue Hours | 27,671 | 27,296 | 1.4% | 27,671 | 27,296 | 1.4% |
| Revenue Miles per Hour | 10.4 | 10.5 | -0.7% | 10.4 | 10.5 | -0.7% |
| Pass./Rev. Mile | 4.6 | 4.4 | 5.6% | 4.6 | 4.4 | 5.6% |
| Pass./Rev. Hour | 48.5 | 46.3 | 4.8% | 48.5 | 46.3 | 4.8% |
| Operations Expense | \$1,088,534 | \$958,588 | 13.6% | \$1,088,534 | \$958,588 | 13.6% |
| Maintenance Expense | <u>\$428,514</u> | <u>\$387,255</u> | <u>10.7%</u> | <u>\$428,514</u> | <u>\$387,255</u> | <u>10.7%</u> |
| Total Expenses | <u>\$1,517,049</u> | <u>\$1,345,843</u> | <u>12.7%</u> | <u>\$1,517,049</u> | <u>\$1,345,843</u> | <u>12.7%</u> |
| Farebox Revenue | \$95,850 | \$100,347 | -4.5% | \$95,850 | \$100,347 | -4.5% |
| Rev./Exp. Ratio | 6.3% | 7.5% | -15.3% | 6.3% | 7.5% | -15.3% |
| Oper. Exp./Passenger | \$1.13 | \$1.06 | 6.1% | \$1.13 | \$1.06 | 6.1% |
| Oper. Exp./Rev. Mile | \$5.25 | \$4.69 | 12.0% | \$5.25 | \$4.69 | 12.0% |
| Oper. Exp./Rev. Hour | \$54.82 | \$49.31 | 11.2% | \$54.82 | \$49.31 | 11.2% |

CYRIDE QUARTERLY OPERATIONS REPORT

July 1, 2014 to September 30, 2014 (1st Quarter)

| | FY 2015 1st Qtr | FY 2014 1st Qtr | % CHANGE | FY 2015 YTD | FY 2014 YTD | % CHANGE |
|--------------------------|--------------------|--------------------|--------------|--------------------|--------------------|--------------|
| FIXED ROUTE | | | | | | |
| Fixed Route Passengers | 1,323,836 | 1,241,150 | 6.7% | 1,323,836 | 1,241,150 | 6.7% |
| Shuttle Passengers | 1,814 | 2,047 | -11.4% | 1,814 | 2,047 | -11.4% |
| Total Passengers | <u>1,325,650</u> | <u>1,243,197</u> | <u>6.6%</u> | <u>1,325,650</u> | <u>1,243,197</u> | <u>6.6%</u> |
| Transfers | 8,007 | 14,207 | -43.6% | 8,007 | 14,207 | -43.6% |
| Revenue Miles | 274,772 | 273,627 | 0.4% | 274,772 | 273,627 | 0.4% |
| Revenue Hours | 26,416 | 26,093 | 1.2% | 26,416 | 26,093 | 1.2% |
| Revenue Miles per Hour | 10.4 | 10.5 | -0.8% | 10.4 | 10.5 | -0.8% |
| Pass./Rev. Mile | 4.8 | 4.5 | 6.2% | 4.8 | 4.5 | 6.2% |
| Pass./Rev. Hour | 50.2 | 47.6 | 5.3% | 50.2 | 47.6 | 5.3% |
| Operations Expense | \$1,031,189 | \$903,045 | 14.2% | \$1,031,189 | \$903,045 | 14.2% |
| Maintenance Expense | <u>\$420,028</u> | <u>\$378,497</u> | <u>11.0%</u> | <u>\$420,028</u> | <u>\$378,497</u> | <u>11.0%</u> |
| Total Expenses | <u>\$1,451,218</u> | <u>\$1,281,542</u> | <u>13.2%</u> | <u>\$1,451,218</u> | <u>\$1,281,542</u> | <u>13.2%</u> |
| Farebox Revenue | \$94,627 | \$99,680 | -5.1% | \$94,627 | \$99,680 | -5.1% |
| Rev./Exp. Ratio | 6.5% | 7.8% | -16.2% | 6.5% | 7.8% | -16.2% |
| Exp./Passenger | \$1.09 | \$1.03 | 6.2% | \$1.09 | \$1.03 | 6.2% |
| Exp./Rev. Mile | \$5.28 | \$4.68 | 12.8% | \$5.28 | \$4.68 | 12.8% |
| Exp./Rev. Hour | \$54.94 | \$49.11 | 11.9% | \$54.94 | \$49.11 | 11.9% |
| DIAL-A-RIDE | | | | | | |
| Passengers | 2,761 | 2,270 | 21.6% | 2,761 | 2,270 | 21.6% |
| Revenue Miles | 9,067 | 8,217 | 10.3% | 9,067 | 8,217 | 10.3% |
| Revenue Hours | 896 | 809 | 10.8% | 896 | 809 | 10.8% |
| Revenue Miles per Hour | 10.1 | 10.2 | -0.4% | 10.1 | 10.2 | -0.4% |
| Pass./Rev. Mile | 0.30 | 0.28 | 10.2% | 0.30 | 0.28 | 10.2% |
| Pass./Rev. Hour | 3.1 | 2.8 | 9.8% | 3.1 | 2.8 | 9.8% |
| Operations Expense | \$46,272 | \$43,918 | 5.4% | \$46,272 | \$43,918 | 5.4% |
| Maintenance Expense | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Total Expenses | <u>\$46,272</u> | <u>\$43,918</u> | <u>5.4%</u> | <u>\$46,272</u> | <u>\$43,918</u> | <u>5.4%</u> |
| Farebox Revenue | \$1,223 | \$667 | 83.4% | \$1,223 | \$667 | 83.4% |
| Rev./Exp. Ratio | 2.6% | 1.5% | 74.0% | 2.6% | 1.5% | 74.0% |
| Exp./Passenger | \$16.76 | \$19.35 | -13.4% | \$16.76 | \$19.35 | -13.4% |
| Exp./Rev. Mile | \$5.10 | \$5.34 | -4.5% | \$5.10 | \$5.34 | -4.5% |
| Exp./Rev. Hour | \$51.66 | \$54.31 | -4.9% | \$51.66 | \$54.31 | -4.9% |
| MOONLIGHT EXPRESS | | | | | | |
| Passengers | 14,872 | 18,780 | -20.8% | 14,872 | 18,780 | -20.8% |
| Revenue Miles | 5,042 | 5,203 | -3.1% | 5,042 | 5,203 | -3.1% |
| Revenue Hours | 359 | 394 | -8.8% | 359 | 394 | -8.8% |
| Revenue Miles per Hour | 14.0 | 13.2 | 6.3% | 14.0 | 13.2 | 6.3% |
| Pass./Rev. Mile | 2.9 | 3.6 | -18.3% | 2.9 | 3.6 | -18.3% |
| Pass./Rev. Hour | 41.4 | 47.6 | -13.1% | 41.4 | 47.6 | -13.1% |
| Operations Expense | \$11,072 | \$11,626 | -4.8% | \$11,072 | \$11,626 | -4.8% |
| Maintenance Expense | <u>\$8,486</u> | <u>\$8,757</u> | <u>-3.1%</u> | <u>\$8,486</u> | <u>\$8,757</u> | <u>-3.1%</u> |
| Total Expenses | <u>\$19,558</u> | <u>\$20,383</u> | <u>-4.0%</u> | <u>\$19,558</u> | <u>\$20,383</u> | <u>-4.0%</u> |
| Exp./Passenger | \$1.32 | \$1.09 | 21.2% | \$1.32 | \$1.09 | 21.2% |
| Exp./Rev. Mile | \$3.88 | \$3.92 | -1.0% | \$3.88 | \$3.92 | -1.0% |
| Exp./Rev. Hour | \$54.41 | \$51.69 | 5.3% | \$54.41 | \$51.69 | 5.3% |

CYRIDE QUARTERLY OPERATIONS REPORT

July 1, 2014 to September 30, 2014 (1st Quarter)

| | FY 2015 1st Qtr | FY 2014 1st Qtr | % CHANGE | FY 2015 YTD | FY 2014 YTD | % CHANGE |
|---------------------------|--------------------|--------------------|--------------|--------------------|--------------------|--------------|
| OPERATIONS REVENUE | | | | | | |
| Farebox | \$95,850 | \$100,347 | -4.5% | \$95,850 | \$100,347 | -4.5% |
| Transit Contracts | \$113,000 | \$0 | #DIV/0! | \$113,000 | \$0 | #DIV/0! |
| I.S.U. | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| G.S.B | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| City of Ames | \$123,165 | \$58,482 | 110.6% | \$123,165 | \$58,482 | 110.6% |
| IDOT - STA | \$182,256 | \$174,532 | 4.4% | \$182,256 | \$174,532 | 4.4% |
| Section 5307 | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Other Grants | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Other | \$9,954 | \$8,444 | 17.9% | \$9,954 | \$8,444 | 17.9% |
| Total Operating Revenue | <u>\$524,226</u> | <u>\$341,805</u> | <u>53.4%</u> | <u>\$524,226</u> | <u>\$341,805</u> | <u>53.4%</u> |
| TOTAL EXPENSES | | | | | | |
| Administration | \$281,238 | \$265,554 | 5.9% | \$281,238 | \$265,554 | 5.9% |
| Safety & Training | \$63,059 | \$64,350 | -2.0% | \$63,059 | \$64,350 | -2.0% |
| Promotion | \$500 | \$1,308 | -61.8% | \$500 | \$1,308 | -61.8% |
| Bldg. & Grounds | \$60,060 | \$52,017 | 15.5% | \$60,060 | \$52,017 | 15.5% |
| Fixed Route | \$1,451,218 | \$1,281,542 | 13.2% | \$1,451,218 | \$1,281,542 | 13.2% |
| Dial-A-Ride | \$46,272 | \$43,918 | 5.4% | \$46,272 | \$43,918 | 5.4% |
| Moonlight Express | \$19,558 | \$20,383 | -4.0% | \$19,558 | \$20,383 | -4.0% |
| Operating Total | <u>\$1,921,905</u> | <u>\$1,729,071</u> | <u>11.2%</u> | <u>\$1,921,905</u> | <u>\$1,729,071</u> | <u>11.2%</u> |
| Farebox Revenue | \$95,850 | \$100,347 | -4.5% | \$95,850 | \$100,347 | -4.5% |
| Farebox Rev./Exp. Ratio | 5.0% | 5.8% | -14.1% | 5.0% | 5.8% | -14.1% |
| Admin. Expense/Pass. | \$0.30 | \$0.30 | -0.6% | \$0.30 | \$0.30 | -0.6% |
| Admin. Exp./Rev. Mile | \$1.40 | \$1.34 | 5.0% | \$1.40 | \$1.34 | 5.0% |
| Admin. Exp./Rev. Hour | \$14.63 | \$14.04 | 4.2% | \$14.63 | \$14.04 | 4.2% |
| Total Expense/Passenger | \$1.43 | \$1.37 | 4.6% | \$1.43 | \$1.37 | 4.6% |
| Total Expense/Rev. Mile | \$6.65 | \$6.02 | 10.4% | \$6.65 | \$6.02 | 10.4% |
| Total Expense/Rev. Hour | \$69.46 | \$63.35 | 9.6% | \$69.46 | \$63.35 | 9.6% |

Transit Director's Report

December 2014

1. Iowa Public Transit Association State Legislative Platform

The Iowa Public Transit Association is working to raise awareness and garner financial support within the State Legislature for bus replacement funding. They have developed a campaign around the need for \$25 million dollars per year for the next five years to address the backlog of transit buses statewide (54%) that have exceeded their federal useful life standard. **The State of Iowa does not provide funding for bus replacement at the current time.** They do, however, receive two federal allocations totaling \$4.5 million per year that are provided to meet bus capital needs statewide. At this rate, bus fleets in the state will not keep pace and the percentage of Iowa's fleet, beyond its useful life, will continue to grow.

To prepare for these discussions during the legislative session, transit systems are being asked to meet with their state legislators the week of December 8 – 12 at their transit systems to show the condition of these older buses. CyRide is working with HIRTA to coordinate a meeting with our legislators. Support from students, the transit board, ISU and city officials would help show the severe need for buses at CyRide, as well as provide a broader perspective on this statewide issue.

2. Demand Response Meeting Update

The ASSET Administrative staff, with assistance by CyRide's Director, developed the attached charter for the requested meeting with human service agencies regarding demand response service in the Ames community. It was determined that it would be beneficial to hire a facilitator to assist the group in accomplishing the tasks outlined in the charter. The Ames City Council and Story County Board of Supervisor's funded a facilitator and the first meeting occurred on November 19, 2014. The second meeting, scheduled for December 3, 2014, will assemble transportation providers to categorize the comments and develop initial action plans. The third meeting, where the agencies and transportation providers jointly map out steps to improve service, will be scheduled for December 18, 2014. The draft plan that is developed from this third meeting will then be released for public comment and the group will meet after the first of the year to react to the comments and develop a final recommended plan. CyRide will provide a copy of the draft plan to board members at the public comment stage.

DEMAND RESPONSE TASK FORCE CHARTER

- Focus:** Demand Response Service (Non-ADA Door-to-Door transportation) in the City of Ames
- Project:** Identify barriers for human service agencies/organizations assisting the elderly and disabled, expectations for and solutions to demand response service in the community.
- Facilitator:** Nancy Franz
- Sponsors:** Melissa Mundt and Deb Schildroth
- Members:** **Task Force** - One representative from each of the following agencies:
- Mainstream Living
 - Lutheran Services of Iowa
 - Heartland Senior Services
 - McFarland Clinic
 - Mary Greeley Medical Center
 - ARC of Story County
 - Foster Grandparents
 - Riverside Manor
 - The Rose
- Transportation Providers –**
- HIRTA
 - CyRide
 - RSVP
- Meetings/Tasks:** **Meeting #1** – Presentation on transportation requirements (Iowa DOT representative?), discuss the group’s purpose, develop a list of challenges/constraints currently facing the agencies/organization’s clients in using demand response service in the Ames community, categorize the challenges/constraints into opportunities for improvement and develop a vision for demand response transportation service. (Task Force)
- Meeting #2** – Review challenges/constraints and opportunities for improvement and place into categories such as: legally not able to accommodate, can be accommodated within current charge/budget, improvements above current charge/budget. Brainstorm solutions, identify resources needed. (Transportation Providers)

Meeting #3 - Finalize possible solutions to the challenge categories. Other possible actions: develop service expectations; identify transportation gaps that are not possible for the transportation providers to accomplish; communications plan on how agencies/transportation providers can ensure meaningful dialog in the future. (Task Force and Transportation Providers)

Meeting #4 – Develop detailed, specific action plans including tasks, responsibilities and timelines as well as review draft written document that:

- Identifies opportunities for improvements and an action plan (agencies, transportation providers and others if appropriate) to address these opportunities
- Identifies resources needed to address the solutions, including personnel/volunteers
- Provides a financial plan with expenses and revenues

Importance for Customer's:

Increase awareness of agency needs and transportation provider requirements/constraints so that solutions can be developed that may be accomplished in the delivery of demand response service in the community.

Boundaries and Parameters:

- Task force meetings will be held bi-weekly over two months.
- Challenges, solutions and expectations will be consensus driven and achievable by the transportation providers.
- A global perspective will be maintained when making decisions.
- Discussions will be respectful of all individuals and organizations and focus on the challenges and not personalities.

End Product:

Report that identifies:

- Current transportation challenges/constraints experienced by human service agencies/organizations assisting the elderly and disabled
- Categorization of challenges/constraints into opportunities for improvement
- Action plans to address the opportunities for improvement
- Identification of costs/resources for action plan activities that are above the transportation providers current charge/budget
- Identification of transit provider expectations
- Development of a communication plan that addresses the protocol for future discussions

Starting and Ending Dates:

The task force start date is November 15, 2014 with recommendations prepared on or before December 30, 2014.

January

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2015

February

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Transit Board
Mtg. 8:00am
Tentative

2015

March

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Transit Board
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2015

April

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