

# AMES TRANSIT AGENCY BOARD OF TRUSTEES

## CYRIDE CONFERENCE ROOM

June 23, 2015

1. CALL TO ORDER: 8:00 A.M.
2. Approval of April 30, 2015 Minutes
3. CyRide Awards Recognition
4. Rick Sanders, Story County Board of Supervisors Presentation
5. Introduction of new CyRide Transit Scheduler/Administrative Analyst
6. Public Comments
7. CyRide Facility Construction Acceptance of Final Completion and Release of Retainage
8. Fuel Contract Termination for Convenience
9. CyRide Facility Discussion
10. Quarterly Operation's Report
11. Transit Director's Report
12. Set Meeting Time and Place:
  - July 30, 2015– 8 A.M.
  - August 20, 2015 – 8 AM
  - September 24, 2015 – 4 P.M.
  - October 29, 2015 – 8 A.M.
  - December 3, 2015 – 8 A.M.
13. Adjourn

The Ames Transit Agency Board of Trustees met on April 30, 2015 at 3:45 p.m. in the CyRide Conference room. President Haila called the meeting to order at 3:47 p.m. with Trustees Haila, Goodman, Abbas, Schainker, and Patwa were present. Absent: Trustee Madden.

**INTRODUCTION OF BOARD MEMBER:** President Haila recognized Matthew Teubert as the new student government representative, whose term will begin on May 15, 2015. Mr. Teubert indicated that he is a junior at Iowa State in Criminal Justice and Sociology, with a minor in Political Science. He also stated that he is involved in many organizations on campus, active in his fraternity, and in student government.

**OUTGOING BOARD MEMBERS:** President Haila recognized two trustees whose terms will expire on May 15, 2015. He indicated that Trustee Goodman had served on the Ames Transit Agency Board of Trustees for four and half years in total, and most recently for the last two years. Trustee Haila indicated that Trustee Goodman had helped guide the board through many transit challenges, including the struggles related to its ridership growth. Further, he indicated that Trustee Goodman had a passion and enthusiasm for transit service in Ames. He also recognized Trustee Goodman for his determination to make HIRTA a better system for their passengers and stated that CyRide is a better agency because of his efforts.

President Haila also recognized Trustee Patwa's time on the transit board as a student government representative, indicating that he had helped CyRide through challenging issues, which have allowed it to provide the best possible service for to students at ISU. Trustee Haila stated that the transit board acknowledged and appreciates student involvement and stated the importance of having students on the transit board.

**APPROVAL OF MINUTES:** Trustee Goodman made a motion to approve the March 26, 2015 transit board minutes as presented. Motion seconded by Trustee Patwa. (Ayes: Five. Nays: None.) Motion carried.

**RATE SETTING-FARES:** Director Kyras shared with transit board members that each April the Transit Board approves a fare structure for the upcoming fiscal year. She reminded board members that CyRide increased some fares in 2012 to address additional expenses as a result of rapidly increasing fuel prices that year. She stated that cash and ticket revenues are lower for the past year (through March) by approximately 13% compared to the previous year. However, she indicated that this lower revenue was largely made up by higher pass revenues, indicating that more passengers switched to passes. She shared staff's recommendation to remain with the same cash and ticket prices this next year.

Trustee Schainker asked if this figure was decreasing for the year and Director Kyras stated that the information represented three quarters of a year, so the annual amount was fairly comparable to the previous year. However, she indicated that revenues from this source continue to slightly decrease each year, as it was around \$300,000 last year compared to an estimate of \$275,000 for the next year. She indicated that the weather impacts this revenue category, with last winter being very mild thereby reducing ridership and consequently revenue.

Trustee Schainker made the motion to approve the 2015-2016 rates, which reflects no change from the 2014-2015 rate structure. Trustee Abbas seconded the motion.

Trustee Goodman shared his belief that fares are a complicated issue, but at some point he believes that CyRide needs to “right the fares.” Further, he stated that this is a point of frustration for him in the current CyRide funding model and that he believes the University needs to address this imbalance between student and non-student ridership revenue and encouraged the transit board to closely monitor the fares in the future.

(Ayes: Five. Nays: None.) Motion carried.

**RATE SETTING-PASSES:** Director Kyras informed board members that revenue from pass sales were higher this year as monthly and semester pass revenue has increased. She indicated that it is believed that this change reflects customer needs for a more convenient form of fare payment.

Trustee Schainker made a motion to approve the 2015-2016 rates, which reflects no change from the 2014-2015 rate structure. Trustee Abbas seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**STATE GRANT APPLICATION:** Director Kyras asked Shari Atwood, CyRide’s Transit Planner, to explain the grant state application process and funding opportunity. Ms. Atwood indicated that each year CyRide submits a grant to the Iowa DOT for state funding and, that this year, CyRide was applying for four projects - two operating and two capital projects. She indicated that the first project was for State Operating Assistance in the amount of \$764,383. The second one was for Federal Section 5310 elderly and disabled funding in the amount of \$205,163, which supports CyRide’s Dial-A-Ride service, contracted with HIRTA. The third project under the capital category is for a Federal 5339 Discretionary Grant in the amount of \$3,094,000 for eight buses with cameras. The fourth project, for \$40,000, is 5310 funding for elderly and disabled for transit improvements - bus stops. The total funding request for this state grant application is \$4,103,546. She indicated that no local funding match is required for the STA funding, but the 5310 funding is an 80 federal/20 local funding share. The Discretionary Grant for eight buses indicates CyRide’s need, but would only be funded if grant opportunities became available, such as an earmark or federal stimulus funding. If selected for funding under a discretionary grant, CyRide staff would come back to the board and

request approval of the local dollars at that time. Director Kyras added this is project is a wish list for buses and it is to CyRide's advantage to include a line item in this grant in case unanticipated funding becomes available or other transit system's pass on bus funding. Currently CyRide is 218th on the state's bus replacement list.

Trustee Goodman made a motion to approve Alternative #1 to approve the FY2016 State Grant Application subject to public hearing comments. Trustee Abbas seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**DIAL-A-RIDE ADDITIONAL BUS PROPOSAL:** Director Kyras shared with transit board members the Additional Dial-A-Ride Bus Proposal developed in conjunction with HIRTA, United Way of Story County, Story County and the City. She indicated that one of the more common complaints received from the Dial-A-Ride survey was that buses were not as timely as customers would like them to be and that the bus schedules were too tight for the drivers to efficiently and safely get passengers between point A and point B. The proposal developed was to fund a bus that was unscheduled each day to help with any problems bus drivers/customers were having on route. Members of the four funding bodies listed above indicated that the proposal could benefit customers and recommended proceeding with grant applications and other funding requests for the project. She indicated that a state grant for the operating costs of the first two years of service could provide 80% funding the first year and 50% the second year. She indicated that the 20% local share for the first year could be requested in a United Way of Story County grant application with the 50% local dollar match required for the second year split between local parties, other than CyRide. She indicated that CyRide's contribution would be for the capital, a small van, using CyRide's federal Section 5310 elderly and disabled funding (\$46,000) and local dollars (\$11,000) from CyRide's closing balance and then potentially in the third year of the budget (\$6,121). Director Kyras explained that CyRide currently has a balance of over \$200,000 in the 5310 funding that CyRide could use 85% to pay for cost of the minivan. A three year proposed budget was identified and explained to board members.

Director Kyras explained how the service would operate as follows:

- 1) Service would be provided for DAR and HIRTA customers within the city limits of Ames only, using a minivan. This will also help Story County residents due to the nature of the way trips are grouped together – in-town and out-of-town on the same bus.
- 2) Service would operate weekdays only.
- 3) The bus would not have pre-assigned trips, allowing for it to assist drivers to keep their schedule on-time.
- 4) Additional administrative duties could be "fit" within this service's need to assist drivers and passenger trips.
- 5) Service to be implemented July 1, 2015 or as soon after as possible.

Trustee Schainker asked about the mobile supervisor inquiring about what a mobile supervisor job was and who that supervisor would assist. Director Kyras said it is a supervisor in a bus that assists by picking up one or two passengers allowing the bus to skip these trips and get the bus back on schedule.

Trustee Schainker expressed concern about the mobile supervisor as the proposal lists at “driver’s” wage. Director Kyras explained that the wages and benefits reflect a HIRTA supervisor’s wage. Trustee Schainker inquired about the specific duties of this position asking whether it was similar to CyRide’s Mobile Dispatcher. Director Kyras indicated the project was designed to work similarly to a CyRide Mobile Dispatcher, also stating that customers had this type of service when CyRide operated Dial-A-Ride service.

Trustee Goodman expressed his thoughts about the \$200,000 balance in 5310 funding, indicating that he liked the idea of using the balance to deliver services to the community if it could be sustained into the future.

Trustee Schainker requested further clarification on the local funding sources and CyRide dollars proposed in the three year budget. Director Kyras explained that the budget was currently be discussed among the local funding partners for funding commitments so specific dollars for each were not available at the time of the meeting. She indicated that \$9,653 in local, non-CyRide dollars would be needed the first year and \$11,000 from CyRide. In the second year, \$21,306 from local, non-CyRide funders would be needed and \$37,602 in the third year. Also in the third year, CyRide would need to begin contributing its proportional share for the number of Dial-A-Ride rides compared to total HIRTA rides (14%) when grant funding was no longer available.

Trustee Goodman raised a concern about the sustainability of the service using 5310 dollars. He indicated that HIRTA had required a 4% increase in its contract for Dial-A-Ride service, which is funded with 5310 dollars, and if this percentage increase occurs every year, sufficient funding may not be possible in the future.

President Haila shared a concern about the ownership of the vehicle purchased with CyRide’s 5310 funding, inquiring about if the service did not become viable and was eventually terminated, who would own the vehicle. Director Kyras indicated that the vehicle would be CyRide’s vehicle, just as the currently leased vehicle for Dial-A-Ride remains with CyRide if HIRTA no longer provides this service.

Trustee Goodman asked if funding of this proposal would guarantee an improved service level. Director Kyras indicated that there was no guarantee, but the funding partners and HIRTA had a vested interest in using this additional bus to relieve the pressure on the current service. There was a general consensus among board members that the proposal for the first year capital dollars was worth pursuing if the budget could be fully funded – grants and local, non-CyRide funding. Director Kyras indicated that she

would inform the board if this was accomplished and the project was able to be implemented.

Trustee Goodman made a motion to approve Alternative #1 to support the addition of an unscheduled bus for HIRTA to provide Dial-A-Ride and demand response rides within Ames by committing \$46,000 in Federal 5310 funding and \$11,500 in local funding, as well as, a Letter of Support for the project to be included in the state grant application. Procurement of the vehicle would be contingent upon grant and local funds for the first-year operating expenses. Motion seconded by Trustee Patwa. (Ayes: Five. Nays: None.) Motion carried.

**ON-CALL ARCHITECTURAL-ENGINEERING SERVICES AWARD:** Director Kyras explained to transit board members that there are four major facility rehabilitation projects which require professional architectural and engineering services as follows:

- Heating, Ventilation, Air Conditioning Replacement
- Pit Replacement
- Hoist Replacement
- Parking lot improvements

Rich Leners, CyRide's Fleet & Facilities Director, stated that, as a result of these projects, CyRide requested proposals for these services. Three proposals were received from: Ask Studios, Brooks, Borg, Skiles Architectural Engineering, and RDG Planning and Design. He indicated that all three firms were quality companies that could provide the services requested; however, as a result of the criteria established for the evaluation of the proposals, ASK Studios rated the highest due to their previous experience with CyRide projects and knowledge of its facility. Further, he stated that since it is an on-call service request, that there is no proposal cost, but that he had evaluated their hourly rates and found it to be competitive at \$40 - \$115 per hour rate.

Trustee Goodman made a motion to approve Alternative #1 for On Call Architectural and Engineering Services to ASK Studios. Trustee Patwa seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Trustee Madden arrived at 4:35 p.m.

**FACILITY CONSTRAINTS DISCUSSION:** Director Kyras explained to the Transit Board that the facility discussion board item was added to the agenda to seek policy direction on how to address vehicle storage within the next 18-month period. She began by explaining the new vehicles that were currently on order to be delivered in this time period and used buses that would be refurbished and ready for operation as well. She then focused on ridership, fleet and site constraints from 2008-current during a period of rapid growth in CyRide's system, indicating that in each of these areas CyRide has surpassed the 20-year planning criteria in less than seven years. A summary of the issues facing

CyRide are: that ridership has increased by 50%, that it will have 11-13 buses parked outside with no indoor storage available and that the site is land-locked on 4.5 acres when transit standards would require a minimum of 15-20 acres.

Director Kyras provided a Power Point presentation relating past studies, board decisions at the completion of these studies, and the impact that current enrollment projects would have on ridership, CyRide's fleet and its facility. In summary, CyRide has grown faster than planned in these studies, has exceeded ridership/fleet size that was included in the past studies and will be without sufficient in-door and outdoor parking at the current site by the fall of 2016. She also indicated that it was staff's belief that the agency should be planning sufficient storage space for a fleet of 125 buses in ten years.

At the end of the presentation, she provided three options on how to proceed forward to address this facility shortfall:

1. Secure land to construct a satellite parking facility owned by CyRide
2. Rent a bus storage building or lot for a satellite facility from a private owner
3. Relocate the entire facility to a new site

Director Kyras asked the transit board for direction on how to move forward as the staff's conclusion from this presentation was that CyRide should be securing land to construct a satellite facility with the ability to eventually relocate the entire facility over time. In the short term, until funding and construction could be completed, a private surface lot or building should be rented.

President Haila shared his thoughts about the physical constraints of roadways and university facilities surrounding CyRide's site, as well as the amount of space needed for employee parking. He also shared a concern about the reality of being able to fund new construction in light of the lack of capital grants and local funding constraints. He questioned whether the current building was efficiently designed for transit use. Director Kyras shared that with the site constraints of the building, that it was not designed as a typical transit facility would normally be planned. She indicated that typically a rectangular box is the best design so that buses can flow from one end of the facility to the other without obstructions. An L-shaped facility like CyRide creates more opportunities for accidents, which is what CyRide is experiencing with its current tight configuration.

Trustee Goodman encouraged sustainability by pulling back ridership demand. He indicated that he believes that the options presented are expensive and encouraged the board to try something non-conventional, such as parking equipment outside. He shared with other board members his desire to have customers pay at the farebox to discourage non-essential use of the transit system. Another suggestion he offered was to limit the number of rides per student by keeping track of how many times a person

rides. Trustee Goodman believes not paying at the farebox is what is driving the increasing volume of rides.

Trustee Madden shared with board members that a fare free model improves the overall community's economy as students are contributing to this economy through purchases within the community as a result of being able to ride to destinations outside of campus by bus – indicating it is a shared investment. Further, he stated that it becomes a political issue to constrain how people get on campus. He indicated that using transit is a good way to manage travel demand into a concentrated area like campus, but when demand is constrained, it can create unintended consequences.

Director Kyras reiterated her question requesting policy direction from the Transit Board on the three options presented regarding how to address the fall 2016 need for additional bus storage space.

The Transit Board continued a lengthy discussion on the additional operating cost to operate two facilities versus a single facility, and how CyRide could determine the market value of the existing facility.

Trustee Goodman shared that as he leaves the Transit Board, he would like see the board identify a three-party funding model that each party is able to afford into the future for operating and capital needs. He further shared concerns that operating buses up to 21 years requires additional maintenance to keep these vehicles operating and parking buses outside would increase this cost for failure, such as rubber components that become brittle due to the elements. He encouraged board members to look at other types of structures, such as bubble-type buildings or less costly buildings in the future. He also indicated that if a majority of CyRide's ridership is located in west Ames, then maybe this is where a satellite storage building should be located.

Following a lengthy discussion, the transit board requested that the Transit Director meet with incoming Trustee Gartin prior to the June Transit Board meeting to provide the PowerPoint facility information to him and then to have this item included on the June agenda for further discussion with the new transit board members.

Trustee Madden shared that finding a location for covered bus storage might be difficult, but that outside parking might be available on ISU property.

Director Kyras shared that off-site, covered storage was preferable for the longer term due to the need to address buses that do not start for mechanical reasons or adverse weather conditions. This is more difficult off-site without the proper equipment to address this issue. She suggested looking at both options.

Trustee Goodman made a motion to investigate other sites, university or non-university locations, preferably with indoor bus storage, but including covered and uncovered



options, for implementation within the next one to three year period. Trustee Abbas seconded. (Ayes: Five. Nays: None.) Motion carried.

**TRANSIT DIRECTORS'S REPORT:**

- Director Kyras updated board members on the city's development process and how CyRide could quantify the impact of these developments on its service. She indicated that if a project requires City Council action on the development (Land Use Policy Plan or zoning amendment) that the City of Ames Planning staff will notify CyRide staff so that information can be developed for consideration by the planning staff and City Council before approval of any development action. She indicated that the city had developed a planning "checklist" and that transit impacts were part of that checklist for consideration of the project.
- Director Kyras indicated that the Iowa DOT has denied CyRide's grant application for state funding of the Blue and Brown route service enhancements, indicating that CyRide had received funding for the first year of this service in addition to two buses from the Iowa Clean Attainment Program (ICAAP) and, therefore, could not fund this service from State Transit funding as well.
- Director Kyras shared the city staff's report on shopping carts at SE 5<sup>th</sup> and S. Duff with board members. This memo indicated that consideration of a cart containment system could not be considered by Walmart until the city's intersection project was designed and Walmart could consider the impact of this project on their property. CyRide staff will keep the board up-to-date on this issue as the city and Walmart resolve these two issues.
- Director Kyras indicated that as CyRide staff was scheduling the additional bus in the S. 16<sup>th</sup> Street area, it was determined that an express-type service from this area would provide the greatest benefit to customers on a new route that staff has named the "Plum route" as opposed to adding additional resources to the Gray Route. No additional resources will be needed, but this change will provide a greater benefit to CyRide customers.

Director Kyras provided an update on the Copper Beech contract status. She indicated that the contract that was sent to Cooper Beech was different than the signed copy that was returned and that staff had not noticed that changes had been made prior to city action on the contract. CyRide staff had received verbal concurrence with the contract as it was originally sent to Copper Beech, with no communication to the contrary after that discussion. Upon legal review, it was determined that Copper Beech had missed the required March 15, 2015 notification in writing to terminate the contract as indicated on the revised version of the contract and, therefore, would be required to pay the \$113,000 for the second year of the contract (2015-2016 budget year). However, if Copper Beech sends written notification by March 15, 2016, CyRide would need to honor their termination request for the third year of the contract (2016-2017 budget year).

During an in-person conversation with the new owner's representatives, Director Kyras learned that Copper Beech had sold their complex to the Grove in December 2014 and were asked by

the Director to put any questions they had regarding the contract in writing to her so that she could discuss this with the City's Legal Department. The representatives agreed to this request. She also shared her concern that this request might not be honored, based on past requests made during phone conversations on this subject, but not honored. Their representatives also indicated that they could, and were preparing to, operate their own bus for their residents at a lower cost.

Trustee Madden asked Director Kyras if they had indicated where they would be dropping off their residents. Director Kyras indicated they had not shared this information. Trustee Madden indicated he had corporate contacts for the Copper Beech development as the Director did not have a contact with the new owners.

According to the existing contract, the new owners will need to remit to CyRide the \$133,000 payment no later than July 1, 2015. Upon board discussion, there was a consensus that if payment was not received by this date, that service on the new Plum Route would need to be decreased from a 20-minute service level to 40-minutes to reflect that lower funding of this route. Another possibility would be for students to fund this deficit.

The Ames Transit Board of Trustees directed Director Kyras to discontinue service if payment is not received by July 1, 2015. A memo has been written by Director Kyras to inform CyRide's drivers, who chose the Copper Beech route during CyRide's run pick, that this service might not operate.

President Haila had a conversation with Rick Sanders, Story County Supervisor, and felt there was benefit in having Mr. Sanders attend the June Transit Board meeting to discuss transportation needs within the county from the Supervisor's perspective.

Trustee Goodman left the meeting at 5:50 p.m.

**Set Summer/Fall Semester meeting Times:**

- June 9, 2015 – 8 A.M. (Tuesday)
- July 30, 2015 – 8 A.M. (Thursday)
- August 25, 2015 – 8 AM (Tuesday)
- September 24, 2015 – 8 A.M. (Thursday)
- October 29, 2015 – 8 A.M. (Thursday)
- December 3, 2015 – 8 A.M. (Thursday)

President Haila will be on vacation for the August 25, 2015 Ames Transit Board of Trustees meeting.

Trustee Hamad made a motion to adjourn the Ames Transit Board of Trustees meeting at 5:59 p.m. Trustee Patwa seconded. (Ayes: Six. Nays: None.) Motion carried.

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** June 23, 2015

**SUBJECT:** CyRide Awards Recognition

**INFORMATION:** The Iowa Public Transit Association's annual meeting and statewide bus rodeo was held the week of June 15<sup>th</sup>. CyRide had an exceptionally successful meeting and bus rodeo, garnering the following recognition for the Ames Transit Agency.

**Individual CyRide Employee Awards**

**Dan Lekin** – Professional Driver of the Year for CyRide

**Jenny Bethurem** – Four Photography Awards

- 1<sup>st</sup> Place – Urban Public Transit
- 2<sup>nd</sup> Place – Urban Public Transit
- 1<sup>st</sup> Place – Most Creative
- 3<sup>rd</sup> Place – Most Creative

**Kevin Gries** – 1<sup>st</sup> Place large bus Bus Rodeo Competition

Will represent the State of Iowa and CyRide at the national rodeo next May in Charlotte, North Carolina

**Gabe Wohlers** – 4<sup>th</sup> Place large bus Bus Rodeo Competition

**Nathan Shimanek** – 2<sup>nd</sup> Place small bus Bus Rodeo Competition

**Jason Bollman** – 3<sup>rd</sup> Place small bus Bus Rodeo Competition

## **CyRide System**

### **Federal Transit Administration - Award of Excellence**

Highest percentage increase in ridership of 12.3% among large urban public transit systems in Iowa – 2014

### **Iowa Department of Transportation – Most Improved Transit System 2014**

Most improved urban transit system in Iowa, based upon an increase in ridership and decrease in operating costs

CyRide staff will have the award plaques and, if available, employees receiving individual awards will be present at the Transit Board meeting.

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** June 23, 2015

**SUBJECT:** Rick Sanders, Story County Board of Supervisors Presentation

**INFORMATION:** At the April 30, 2015 Transit Board of Trustees meeting, President Haila indicated that he believed that it would be beneficial to have a presentation from Rick Sanders of the Story County Board of Supervisors regarding their board's perspective on transportation needs in Story County. Mr. Sanders has agreed to attend the June 23, 2015 meeting to discuss this issue with transit board members and CyRide staff.

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** June 23, 2015

**SUBJECT:** Introduce of new CyRide Transit Scheduler/Administrative Analyst

**BACKGROUND:** CyRide's current Transit Coordinator, Tom Davenport, will be retiring on September 30, 2015. In preparing for his replacement, CyRide worked with the City of Ames Human Resources Department to retitle his position to better reflect the major job duties of this position, which include scheduling bus service and financial responsibilities for the transit agency. It was hoped that this new title would attract not only internal, but qualified external candidates. The new title for this position is "Transit Scheduler/Administrative Analyst." This recruitment began in April and was completed on June 10, 2015.

**INFORMATION:** CyRide received thirteen applications for this position, with five internal candidates. The individual that was chosen is an internal candidate, Robert (Rob) Jennings, who has been working for CyRide since 2006 as a Bus Driver then Dispatcher and Summer Trainer over the last two summers. He is an Iowa State University graduate in Logistics and Supply Chain Management with strong skills in the transit operations field, particularly CyRide's operations, as well as educational and work experience in the accounting field. We are excited to begin working with Rob in his new role within the agency.

The 2015-2016 budget included a three-month overlap for Tom Davenport to train his replacement, so Rob Jennings will begin working with Tom to gain as much knowledge as possible over this time period.

Rob will be present at the Transit Board meeting for board members to meet.

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** June 23, 2015

**SUBJECT:** CyRide Facility Construction Acceptance of Final Completion and Release of Retainage

**BACKGROUND:** CyRide’s facility construction project began in March 2013 to include expansion of its bus storage area, construction of a flood wall/gate, and reconstruction of CyRide’s original bus storage area to raise the ducts, allowing use by all buses. Henkel Construction Company was awarded a contract for this work at a total price of \$4,489,000.

The project was substantially complete on January 29, 2014.

The following information details the original contract, change orders, actual payments, remaining balance and retainage amounts.

Original Contract Sum	\$4,489,000.00
Net Change with Change Order #1-43	\$ 496,642.70
New Contract Sum	\$4,985,642.70
Payment Made To-Date	\$4,793,985.08
Unpaid Balance - Retainage	\$249,282.14

All but the 5% retainage has been paid to-date.

**INFORMATION:** As of June 1, 2015, all conditions of the construction contract were met by Henkel Construction Company and the architectural firm for the project. One subcontractor claim had been filed against the project; however, this claim was successfully resolved, with receipt of this resolution to the City of Ames Legal Department in January 2015.

With completion of the project and resolution of the claims, the project is ready for close out. Close out requirements, and the status of each, for the facility construction project are described as follows:

- **Punch-List Items** – All items contained in the construction contract have been completed to the architect’s satisfaction.
- **Operating and Maintenance Manuals** – CyRide has received all manuals required to operate building equipment and for structural repairs as well as warranty information.
- **As Built Drawings** – CyRide has received all drawings of the building from Henkel Construction Company as it was actually constructed as opposed to the original facility drawings.
- **Lien Waivers** – Henkel Construction Company has submitted all lien waivers as required.
- **Final Pay Application** –CyRide has received two pay applications for partial retainage that total \$249,282,14, representing the retainage amount. These two applications are for \$57,624.52 (Pay Application #16) and \$191,657.62 (Pay Application #17).

**ALTERNATIVES:**

1. Accept final completion and approve final payments in the amounts of \$57,624.52 and \$191,657.62 to Henkel Construction Company for completion of the Ames Transit Agency facility construction.
2. Do not accept the Ames Transit Agency facility construction project as complete and withhold payment of the retainage to address Transit Board identified issues.

**RECOMMENDATIONS:**

The Transit Director recommends approval of Alternative #1 accepting the Ames Transit Agency facility construction project as complete and releasing the retainage amount of \$249,282.14 to Henkel Construction Company. With all claims, construction documents, lien waivers, punch list items completed, and final certificate of occupancy satisfactorily addressed, all conditions of the project are complete allowing for final acceptance of the project and payment of the retainage amount.



**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** June 23, 2015  
**SUBJECT:** Fuel Contract Termination for Convenience

**BACKGROUND:** Over the past ten years, CyRide has purchased fuel under predetermined price (futures) contracts and also under market rate contracts where the price is set at the time of purchase throughout the year. Each year the board and staff decide whether it would be advantageous to enter into predetermined price contracts that establish a rate upfront or to purchase fuel when it's needed at the market rate. 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 opposed to entering into a predetermined price (futures) contract. In completing this bid, when fuel is purchased at the time it is needed, the rate for the vendor to deliver the fuel is added or deducted and this add or deduct is the basis for selecting a vendor. 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.

**INFORMATION:** At the December 2014 Board Meeting, the board, upon recommendation from staff, awarded 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. This contract began on January 1, 2015 and will expire on December 31, 2015.

In May 2015, CyRide's previous vendor, Keck Energy informed CyRide that its previous contract with this firm for fuel, which was both a predetermined price (futures) contract and market rate contract, was still in effect. The original bid was for a three year period beginning January 1, 2014 and ending December 31, 2016. However, in reviewing the bids received at the end of 2013, only two national energy companies bid past the first eighteen months of the predetermined price portion of the procurement. As CyRide and City Purchasing staff reviewed these bids, it was decided that the first twelve months period (calendar year 2014) was advantageous to CyRide and the staff recommendation to the transit board, and their resulting approval, was to approve up to six, two-month fuel contracts (12 months total) at a total price not-to-exceed of \$1,764,000 and accept a market rate plus or minus delivery fee for the

remainder of CyRide’s fuel purchases. The intent was to constrict, and only accept, the contract to a twelve month period for calendar 2014; however, due to an oversight by the Purchasing Department and CyRide staff, the specific contract language did not reflect this constriction and reflected a contract through 2016. As this was not intentional and staff was unaware of this error, CyRide entered into a new market rate contract at the end of the twelve month period, which Keck Energy also bid on. The result is that CyRide currently has two contracts for fuel purchases for calendar 2015 as follows:

- **Contract #1 (RFP #2014-100)** – Keck Energy, for a predetermined price contract for calendar 2014 and then a market rate contract for calendar 2015 and 2016.
- **Contract #2 (RFP #2015-106)** – REG Energy, for a market rate contract for calendar year 2015

When this was brought to CyRide staff’s attention, CyRide, city purchasing and legal staff developed a plan that could be fair to both vendors as follows:

Since REG provided fuel from January – May 2015, it was decided to invoke a Federal Transit Administration (FTA) clause in their contract for “Termination for Convenience.” CyRide would then purchase fuel under the previous contract with Keck Energy from June – December 2015, at which time CyRide would invoke this same clause under the Keck Energy contract, thereby terminating all fuel contracts. CyRide will rebid fuel for delivery in calendar year 2016 at the end of 2015.

The specific federal clause in the Keck Energy and REG contracts that could be invoked is as follows:

**Termination**

- a. Termination for Convenience (General Provision) Ames Transit Agency may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to Ames Transit Agency to be paid the Contractor. If the Contractor has any property in its possession belonging to the Ames Transit Agency, the Contractor will account for the same, and dispose of it in the manner the Ames Transit Agency directs.

This approach provides benefit to both parties during calendar 2015 and allows both vendors to rebid at the end of the year for the next calendar year. CyRide has discussed this resolution with both parties, and while they each would prefer to abide by their full contract, the approach is acceptable to both parties.

In order to invoke this clause, both the Transit Board of Trustees and the Ames City Council will need to terminate the REG and Keck contract for convenience as provided for in the FTA contract clause. If approved by both bodies, the City’s Legal Department will draft written notification to REG and Keck.

**ALTERNATIVES:**

1. Terminate the REG Fuel Contract (RFP #2015-106) immediately and terminate the Keck Energy Fuel Contract (RFP #2014-100) effective December 31, 2015 as provided by the Termination for Convenience contract clause included in both fuel procurements. The total amount of \$1,200,506.20 budgeted for fuel remains the same.
2. Direct staff to develop an alternative approach based on direction from the Transit Board of Trustees.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to terminate REG's fuel contract immediately and terminate Keck Energy's fuel contract effective December 31, 2015. This approach fairly compensates both vendors and allows for timely delivery of fuel for daily transit service.

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** June 23, 2015

**SUBJECT:** CyRide Facility Discussion

**BACKGROUND:** At the April 30, 2015 Transit Board of Trustees meeting, current and future board members at that meeting were provided with an update on the status of CyRide's facility, including its space needs, previous facility studies and challenges in the next three-year period. After this update, board members had a lengthy discussion about the information presented. At the close of this discussion, board members directed staff to place this item on the next Transit Board meeting agenda so that the new board could provide staff direction on this issue. They also requested that any members of the new board, not present at the April 30, 2015 meeting, also be provided with the presentation material, so that everyone had the same information for the next meeting.

**INFORMATION:** The information provided to board members at the April 30, 2015 meeting is attached for reference. In summary:

- CyRide's ridership has increased more than 2 million rides in the past eight years, which has impacted CyRide's fleet size more than anticipated.
- Past studies designed facility modifications based on a maximum fleet of 90 buses through the year 2025. CyRide will have 92 buses in August 2015, with growth anticipated of at least 102 vehicles in the next ten years. Staff recommends planning for a site to accommodate a fleet of 125 buses.
- CyRide's past Transit Boards have indicated a desire to remain at the current site.
- In August 2016, with delivery of buses currently purchased, CyRide will have a fleet of 97 buses. Excluding employee vehicle parking, the maximum bus storage available on the current site is 80 buses inside and 14 outside, filling the entire site and leaving buses without a place to be stored overnight.

- Three options are available for short-term and long-term consideration:
  - Lease a surface lot or satellite structure
  - Purchase land to construct a surface lot and/or satellite structure
  - Purchase land to construct and relocate all CyRide operations from its current site to a new location able to accommodate current and future needs.

During the April board discussion, questions were raised about the relocation option. In discussions with the Federal Transit Administration (FTA) about their requirements if this option was chosen, they have provided the following information.

**FTA Facility Relocation Requirements**

In meeting with FTA representatives, they indicated that a more in-depth discussion would need to take place on this conversation; however, their initial direction on what would be required included the following:

1. A real estate appraisal would need to be completed for the current facility.
2. A spreadsheet would need to be developed that listed all grants that paid for any part of the building, the total federal dollars expended, year constructed and a depreciation schedule for each grant, based on the useful life of the building being 40 years.
3. The federal depreciated amount could be transferred to a new building, eliminating the need to physically pay back the Federal Transit Administration.

CyRide has started, but not finished item #2 above to determine a general idea of what level of federal dollars have been invested in the facility. While this is not complete yet, the table below should give board members the magnitude of funding that might need to be repaid.

<b>Grant #</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Total Cost</b>
<b>IA-09-0111 (Original Bldg.)</b>	<b>\$1,444,845</b>	<b>\$361,155</b>	<b>\$1,806,000</b>
<b>IA-03-0057 (Fuel, Bus Storage Lanes 9 -12 SW)</b>	<b>\$1,200,000</b>	<b>\$300,000</b>	<b>\$1,500,000</b>
<b>IA-03-0088, IA-04-0111 and IA-03-0092 (Fuel, Lanes 9-12 NW)</b>	<b>\$2,399,000</b>	<b>\$599,780</b>	<b>\$2,998,780</b>
<b>IA-04-0129-015-13 (Lanes 1 &amp; 2)</b>	<b>\$2,080,000</b>	<b>\$520,000</b>	<b>\$2,600,000</b>
<b>IA-04-0129-015-13 (Admin.)</b>	<b>\$2,726,322</b>	<b>\$681,580</b>	<b>\$3,407,902</b>
<b>IA-04-0111 (Flood Wall, Bus Storage, HVAC)</b>	<b>\$3,000,000</b>	<b>\$750,000</b>	<b>\$3,750,000</b>
<b>Fed. Stimulus Thru State Grant (Steam Clean Area)</b>	<b>\$305,174</b>	<b>\$76,294</b>	<b>\$381,468</b>
<b>Fed. Thru State Grant (Shop Exhaust)</b>	<b>\$102,860</b>	<b>\$25,715</b>	<b>\$128,575</b>
<b>TOTAL</b>	<b>\$13,258,201</b>	<b>\$3,314,524</b>	<b>\$16,572,725</b>

### **Potential Non-Local Funding Sources**

CyRide staff also discussed possible federal funding sources with the FTA for either a satellite or entirely new facility and found that the only available federal discretionary source remaining, after implementation of the MAP-21 bill, is the TIGER program. This program could fund facilities up to an 80% federal match; however, most projects are currently being funded at approximately a 60% federal funding share.

There could also be a possibility of state funding through the Public Transit Infrastructure Grant Fund (PTIG) with up to \$660,000 at 80% state funding. Additionally, other transit systems have received funding from the state under the Reinvest in Iowa Infrastructure (RIFF) program. Des Moines DART received \$4 million dollars from this program to assist in funding their DART Central Station.

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** June 23, 2015

**SUBJECT:** Facility Constraints Discussion

**BACKGROUND:** CyRide has been experiencing record and rapid ridership growth for more than six years since 2008-2009, which has required infrastructure adjustments as this growth occurred. Since 2008-2009, CyRide has enlarged its facilities by adding additional administrative office space and bus storage space. Likewise, the number of buses needed to keep pace with this ridership growth has increased CyRide's fleet by 18 vehicles and will increase another six vehicles during the 2015-2016 budget year. Currently, CyRide is storing six vehicles outside of the building and this outside bus storage is anticipated to increase to 11-13 buses in the fall of 2015.

Over the past six years, CyRide staff and the Transit Board of Trustees have discussed the opportunities and challenges that are related to this growth, including completing studies to help guide agency decisions: a facility space planning needs study and examination of possible satellite bus facility locations due to the physical constraints of its current site (4.5 acres) in regards to continued growth.

The decision of these past discussions was to remain at CyRide's current site and maximize its infrastructure within the property currently leased under a 99 year contract with Iowa State University. This philosophy was used to develop CyRide's current Facilities Master Plan that was completed in 2009 (attached site map). This plan anticipates a total fleet size of 90 buses; however, CyRide will surpass this size bus fleet in the fall of 2015 and will not be able to accommodate all transit functions within the current site as the fleet continues to grow.

In addition to the above plans and discussions, the Transit Board of Trustees, in the spring of 2014, discussed researching the possibility of expanding its leased property to adjacent pieces of Iowa State University (ISU) land, specifically indicating the recreational fields to the south of CyRide's current site and also ISU's parking lot to the west of CyRide's facility (see attached map). It has since been determined that the current recreational soccer fields to the south would not be available for CyRide's repurposing.

**INFORMATION:**

With delivery of six new buses this spring, five used buses to be completed in the fall 2015, and four articulated buses and three new 40’ buses within the next eighteen months, staff began analyzing where/how buses could be stored on CyRide’s existing site. This analysis was further expanded to the fleet size needed over the next ten year period as described in the report, determined by anticipated ridership and other anticipated facility needs over that same time period.

**Anticipated Ridership and Fleet Size**

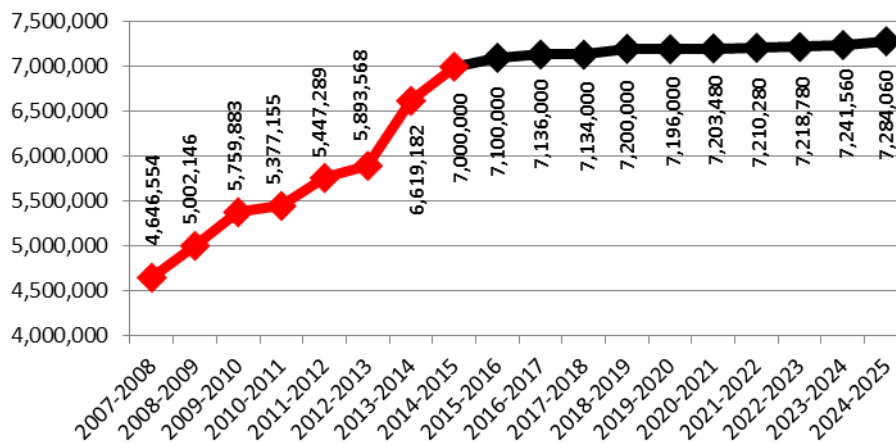
**Ridership**

The two largest ridership impacts result from ISU enrollment changes and weather. While the weather is unpredictable, ridership increases/decreases can be more predictable based on enrollment estimates as determined by ISU annually. The following ten-year projections for fall enrollment, as estimated in the fall of 2014, are included below.

Current	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
34,732	35,313	35,526	35,513	35,523	35,499	35,543	35,583	35,633	35,767	36,017
	+581	+213	-13	+10	-24	+44	+40	+50	+134	+250

Historically, for every student enrolled at ISU, approximately 170 rides are generated per year. Based on these enrollment predictions and historical averages, ridership can be estimated as illustrated on the following graph.

**Ridership History and Predicted 10-Yr. Trend**



Based on these projections, ridership will level off, beginning in the fall of 2017, at or above 7.1 million rides annually.



## **Fleet**

To provide service to a sustain level of service between 7.1 and 7.2 million riders over the next decade, CyRide estimates it will need a fleet of 102 vehicles. The table below delineates the number of buses CyRide currently operates, as well as a **conservative estimate** of the fleet needed to provide this service, including spare buses to allow for maintenance, training and buses for other operational functions. (The Federal Transit Administration allows 20% more buses than needed during peak service periods for these purposes.)

Year	Number of Peak		Total Fleet
	Buses	Spare Buses	
2014-2015	81	5 (6%)	86
2015-2016	83	9 (10%)	92
2016-2017	85	12 (12%)	97
2017-2018	85	12 (12%)	97
2018-2019	86	12 (12%)	98
2019-2020	86	12 (12%)	98
2020-2021	86	12 (12%)	98
2021-2022	87	12 (12%)	99
2022-2023	87	12 (12%)	99
2023-2024	89	14 (14%)	102
2024-2025	89	14 (14%)	102

## **Current Facility Space**

CyRide’s existing facility has been expanded five times since its original construction in 1984 to meet its growing space needs. Currently, the facility includes:

- 10,000 square feet of office space
- Approximately 70,000 square feet of maintenance/bus storage area
- 94 employee parking spaces.

Due to its growth in the number of buses and employees needed to support ridership levels, CyRide’s current facility/site are creating new challenges in meeting daily service requirements as described below, with the bus storage situation requiring near term discussion.

### **Bus Storage/Fueling Bay Needs -**

**Current** - CyRide’s current bus storage facility is able to house 82 buses, plus relief vehicles (vehicles primarily used by bus drivers to relieve other drivers for shift changes). CyRide’s current bus fleet includes 88 buses, leaving six buses currently parked outside. The attached map entitled, “Exterior Bus Parking Peak Time/Overnight School Year 2014-2015 (Current)” illustrates where buses are currently parked overnight (in red), and where buses must circulate through the property to be serviced each day (in purple) as well as parked in the morning to allow for timely bus departures for the beginning of service. Today, all buses parked outside

overnight, as well as queuing for drivers in the morning, circulate through the property without the need to use University Blvd.; however, the six buses parked outside overnight hinder access to the building if a fire were to occur.

**Fall 2015** - In May 2015, CyRide will take delivery of six more new buses, raising the total fleet to 92 buses. Five used buses will be refurbished for service during the 2015-2016 budget year and five buses are scheduled to be removed from service, leaving the 2015-2016 anticipated fleet at 92 buses. With this increase, 12 buses will be parked outside during the next year. The map entitled, "Exterior Bus Parking Peak Time/Overnight School Year 2015-2016" illustrates the overnight and queuing locations of the buses on the property with this larger fleet size. Overnight parking will be on the north and east sides of the facility, blocking the entrances/exits to the storage areas. To allow for adequate space to circulate buses, three buses will need to exit the property onto University Blvd. to be serviced daily. This will increase operating costs due to the additional time required to service each bus.

**Fall 2016** - Over the summer of 2016, CyRide is scheduled to take delivery of four articulated buses and three 40' buses, with the plan of retiring four 40' buses leaving a total fleet of 97 buses. This will require 14 buses to be parked outside of the facility building. The map entitled, "Exterior Bus Parking Peak Time/Overnight School Year 2016-2017" illustrates the overnight and queuing locations of the buses on the property with this larger fleet size, with the need for six buses to be stored off-site as all available on-site locations will be full. Additionally, due to vehicle congestion on CyRide's current site with this sized fleet, six vehicles will need to circulate on University Blvd. for daily servicing (fuel, fluids, wash), which will increase operating costs due to the additional time required to service each bus.

Currently, CyRide begins servicing buses at 3:30 pm daily and staff are able to complete this task in a little more than 9 hours, at around 12:30 – 1:00 am. To service a larger fleet, with circulation on University Blvd. and travel time to a second site, this function is anticipated to increase to approximately 11 hours, until 3:00 am, with the morning service worker starting work one hour later at 4:00 am to begin moving buses to start service the next day.

**In summary, in two years, CyRide's current 4.5 acre site will be unable to house (indoors and outdoors) CyRide's fleet of vehicles requiring a second site, rented or owned, to provide daily service to the community. Additionally, with only one fuel lane, the amount of hours in the day to perform this function will increase to virtually an around the clock operation, as well as increased operating costs with more staff needed to complete the daily bus servicing function.**

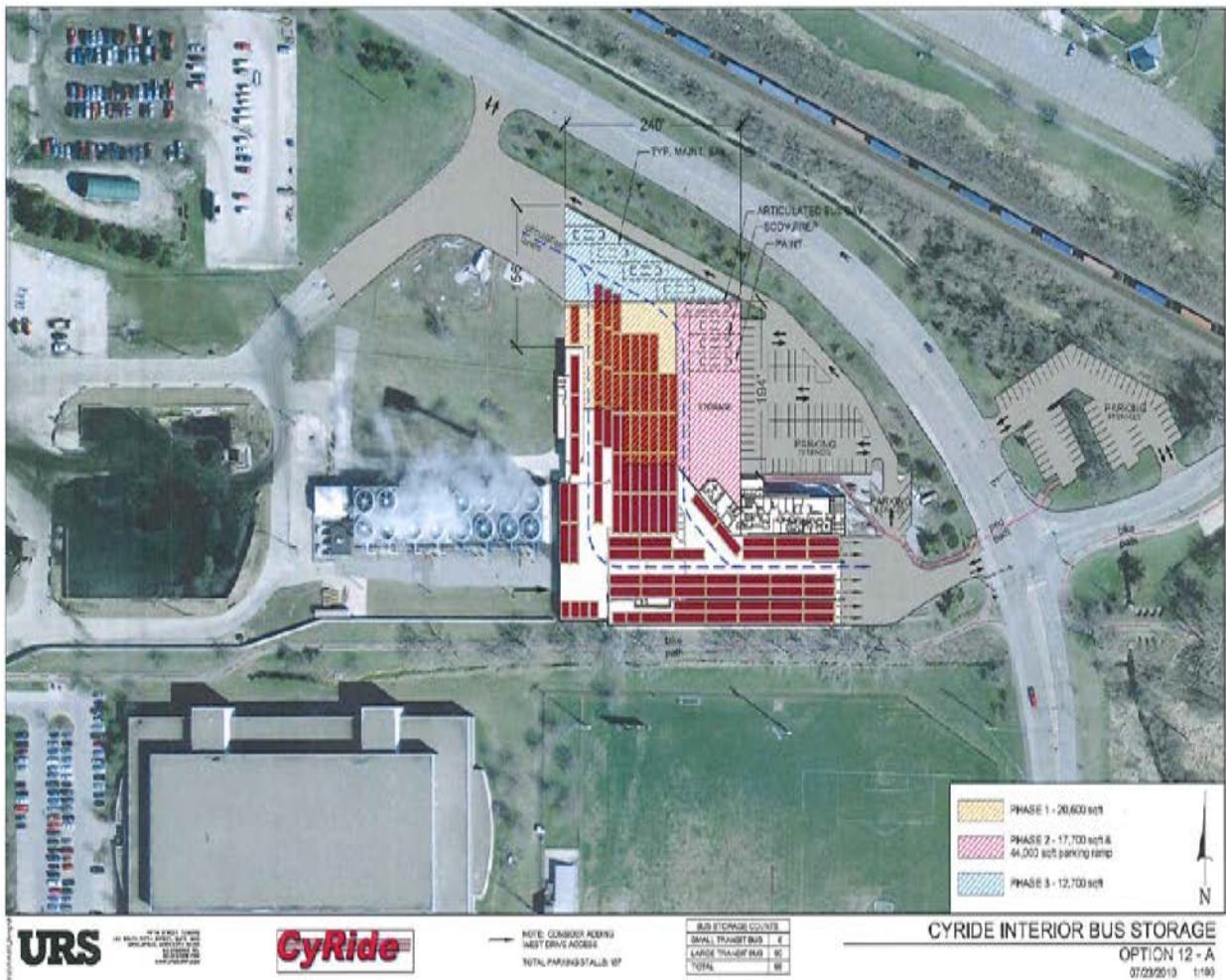
**Office Space Needs** - CyRide's current office area was designed for a staffing level of 142 employees while CyRide currently has 168 employees and is anticipated to increase to 188 employees in the next ten years. The staff increases have, and will occur, due to the need for additional drivers to meet higher service level requirements. This unplanned increase in employees has created a lack of space for employee lockers and break room areas (used by employees to wait in-between trips and for lunches/dinners). At peak times, these areas are filled with employees, leaving no room for activities or room for employee staffing growth to meet ridership/driver levels needed into the near future. Currently the break room can seat 25 employees at one time. To meet future needs, this would need to be increased to 35 seats, requiring an additional 300 square feet of break room and 200 square feet of locker room area.

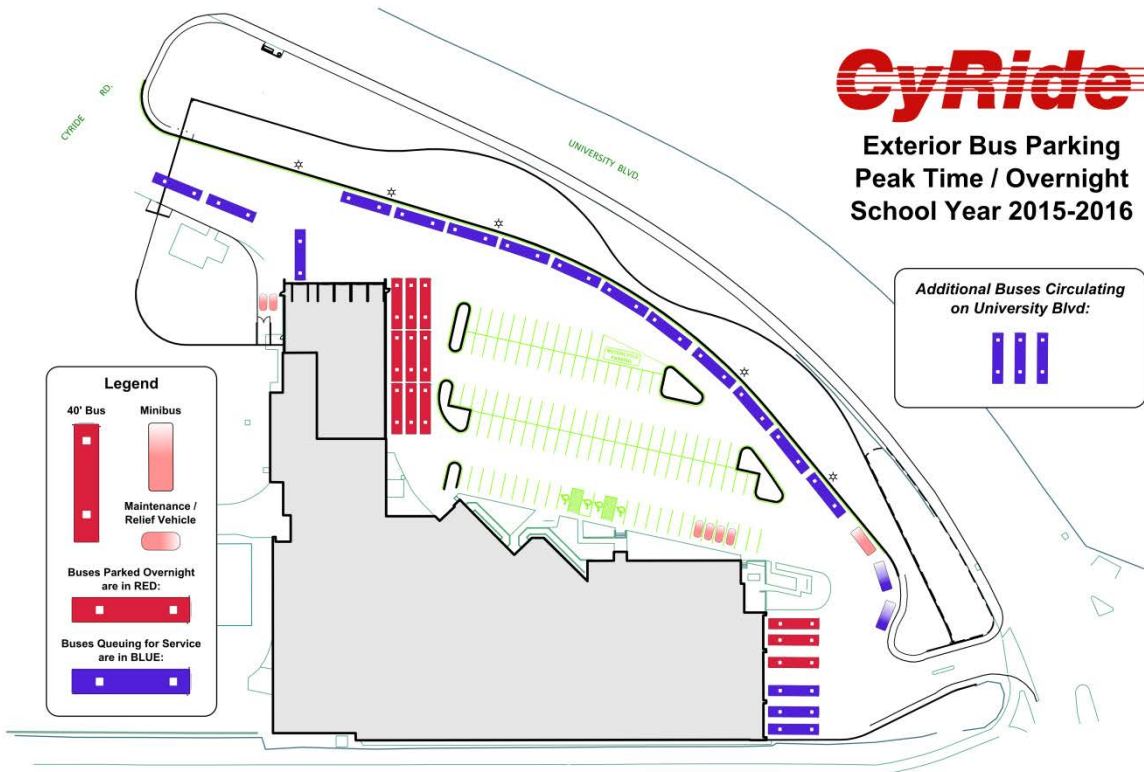
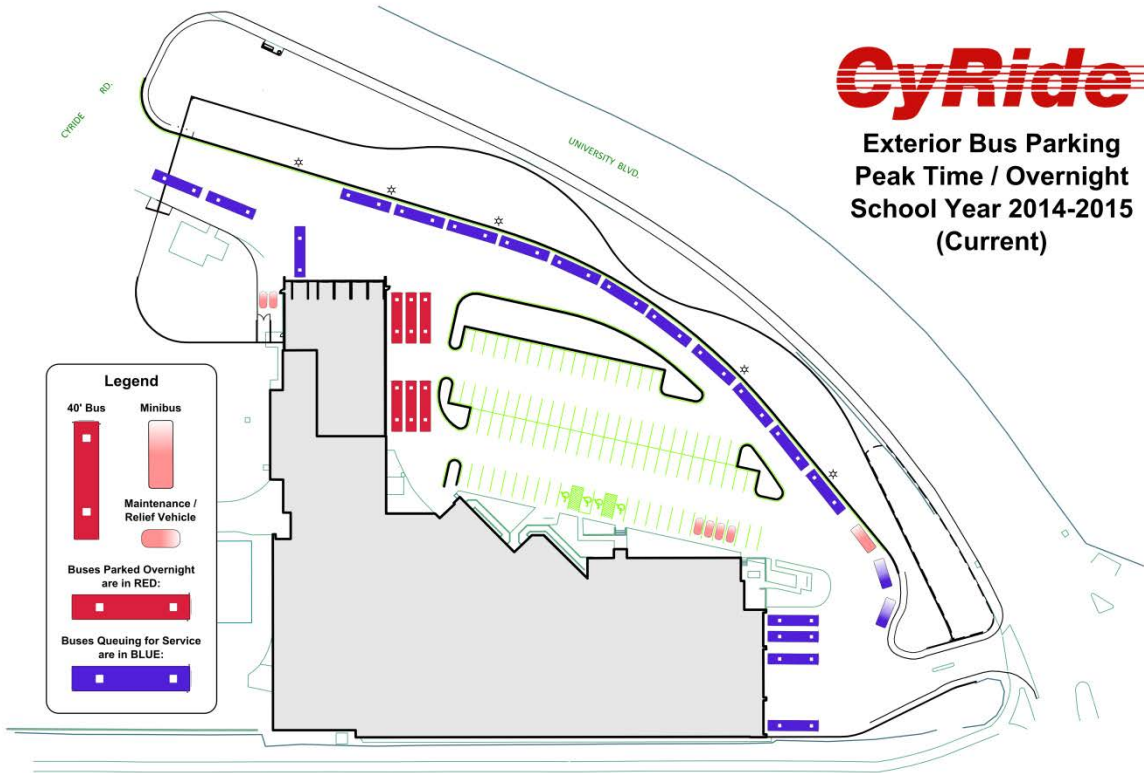
**Maintenance Shop Needs** - CyRide's maintenance shop is in the middle of the facility and surrounded by bus storage. When buses begin service for the day, the maintenance areas becomes land-locked and buses/equipment are not able to be accessed after approximately 4:00 to 5:00 each weekday and all day on the weekends. This leaves CyRide's service vulnerable when unanticipated maintenance issues arise in service that is operated well beyond this time period until 3:00 am. Originally the maintenance area was constructed at the south end of the building, at exterior of the building, which allowed access at all times; however, as the facility has grown, it has grown around the maintenance area, rendering it inoperable during evening/weekend periods.

**Parking Needs** - Currently CyRide has 94 parking spaces and at peak times, employees circle the parking lot seeking a parking space, even with special motorcycle parking that reduces the need for one motorcycle per parking space, as well as strong utilization of bike, bus and walking to work by employees. The most challenging times to locate parking are during cold weather months when utilization of these other modes of transportation are reduced. As a result, as part of CyRide's concrete program contained in the 2015-2016 capital projects, CyRide will be adding 10 parking spaces to a green area on its property bringing the total number of spaces to 104. With anticipated ridership and employee levels to meet anticipated ridership growth, CyRide believes that an additional 31 spaces are needed to meet its needs into the near future – 135 in total.

Staff is seeking board guidance on how to house its fleet within the next two year period - in locating a second site to own and construct a building, moving the entire facility to a new location or in renting a storage building from a private owner.

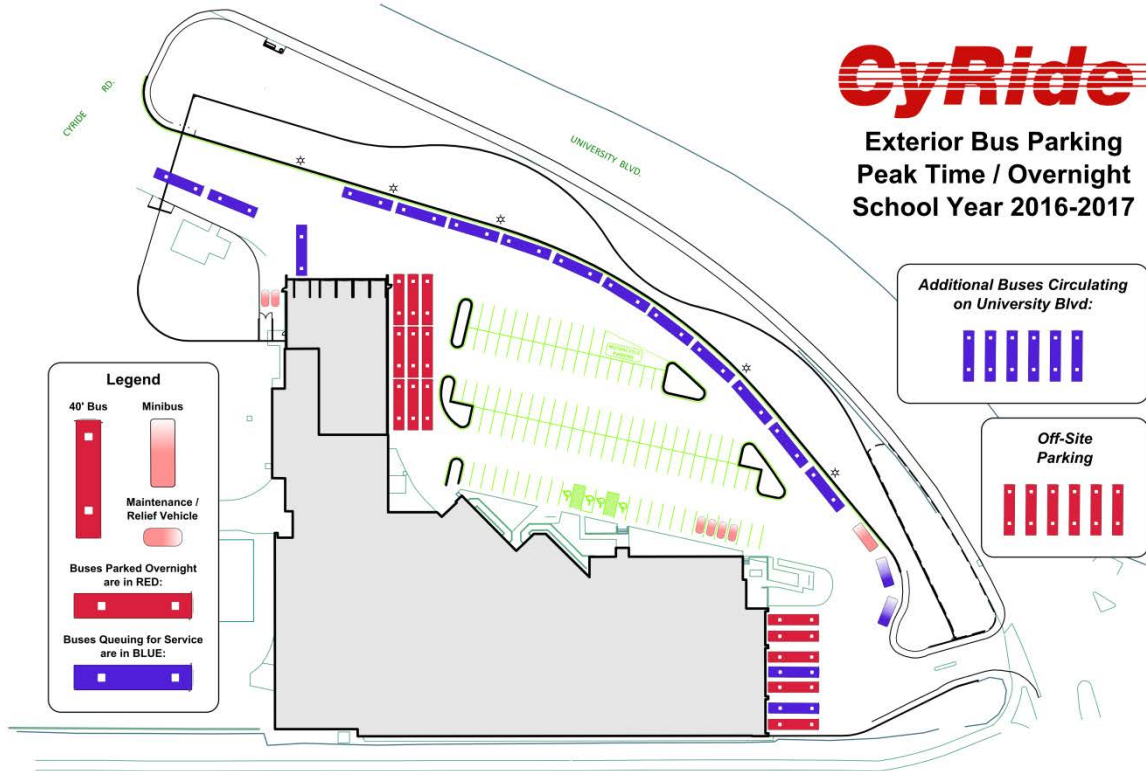
# CyRide Facility Master Plan

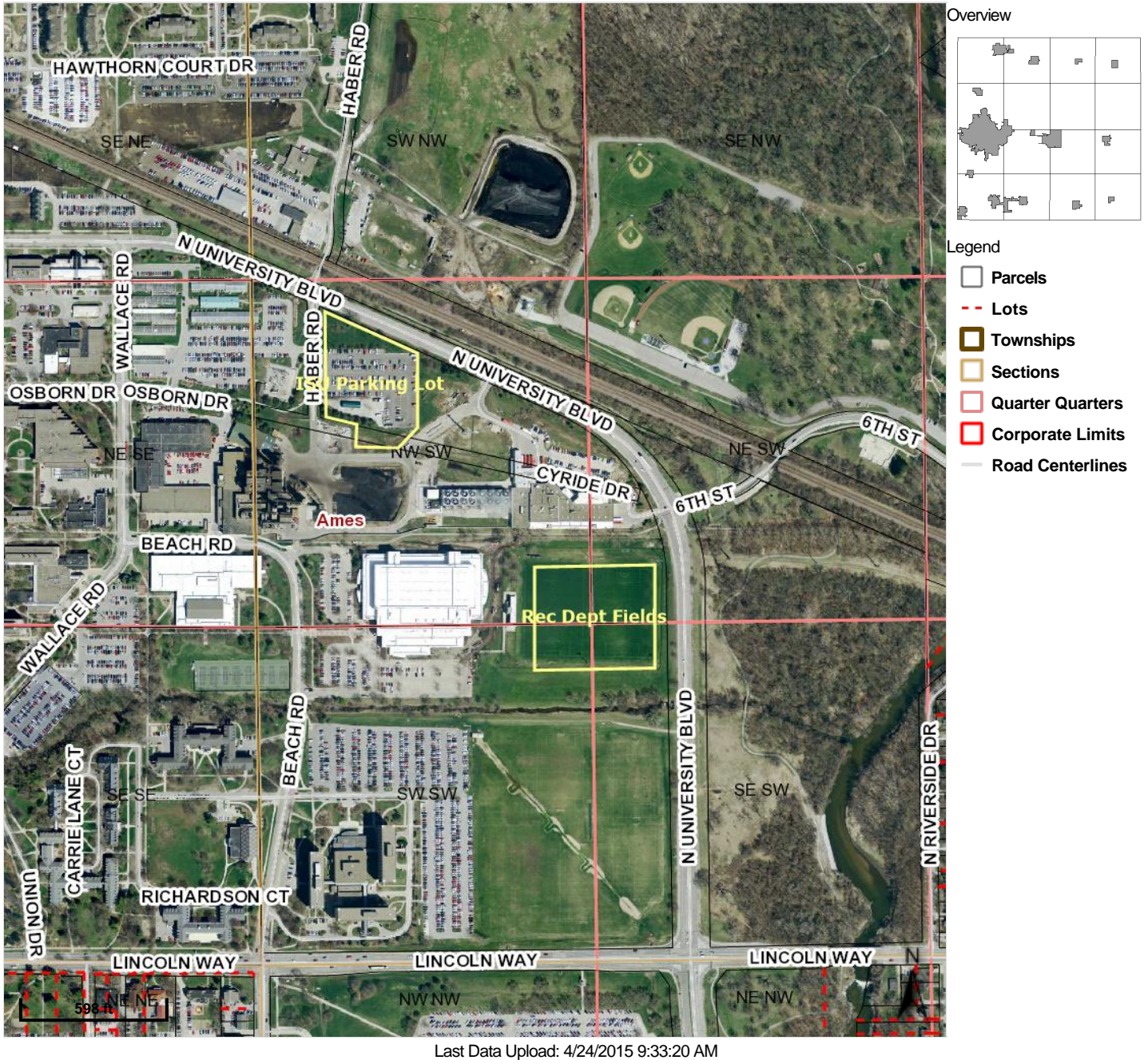






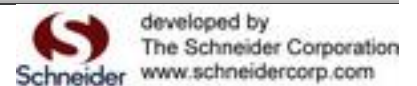
**Exterior Bus Parking  
Peak Time / Overnight  
School Year 2016-2017**





**Concerning Assessment Parcels and Platted Lots Within the City of Ames Jurisdiction:**

The solid parcel boundary lines represent the legal description as recorded and are not necessarily the official platted lot lines. Dashed lines are official platted lots. If a parcel contains dashed lines, please contact the Ames Planning & Housing Department (515-239-5400) to determine which lines can be recognized for building permit or zoning purposes. If you have questions regarding the legal description or parcel measurements, please contact the Story County Auditor's office (515-382-7210).



**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** June 23, 2015

**SUBJECT:** Quarterly Operation's Report

**INFORMATION:** The following information highlights significant variations or important performance benchmarks from the third quarter of the 2014-2015 fiscal year (January – March 2015).

**System-Wide Trends –**

- Ridership for the first three quarters of the fiscal year was +4.5% higher than the previous year and +3.2% for the quarter, which is lower than the first two quarters due to the milder winter weather.
- Revenue miles and hours were higher year-to-date with the quarter even higher as this quarter includes CyRide's highest ridership months of January and February (+5.7% and +6.4%, 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 slightly lower (-1.1% and -1.7%, respectively) year-to-date due to this increased ridership and selectively adding buses to handle passenger loads.
- Farebox revenue was -3.0% lower for the first three quarters of the year, with the revenue/expense ratio decreasing -9.5% as a result of cash revenues and full semester passes declining more than other fare categories.
- Operating expenses are +10.6% higher for the first three quarters as a result of the additional hours of service.
- Operating expenses/passenger is higher at \$1.02 per passenger as compared to \$0.99 per passenger last year at this time.

**Maintenance Trends –**

- The number of bus interiors that have been cleaned this year is lower -9.1% as a result of fewer buses able to be cleaned during the winter and spring break time period.



- Road Calls (switching out of buses due to mechanical problems) was higher for the quarter at +10.5%; however, only +3.6% higher for the three quarters. Major mechanical failures continue to increase +56.0% year-to-date with minor mechanical issues higher by +4.1%. 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 +8.7% year-to-date as additional service was operated; with total gallons of diesel used increasing +12.5%, which is higher, but at a lower increase compared to recent quarters in the previous year.
- Average diesel miles per gallon was slightly lower for the quarter at -3.4% at 3.9 miles per gallon.
- Total Maintenance Expenses were significantly lower for the quarter (-16.9%), but remains relatively stable year-to-date. The reason for this lower quarterly expense is mainly due to lower fuel costs.

#### **Fixed-Route/Operations Trends –**

- Total accidents were lower for the quarter (-9.7%) and down more than 20% for the year, with a total dollar loss to CyRide for the quarter significantly higher. Preventable accidents were lower at -25.0% for the quarter and year-to-date. This is an area CyRide has been struggling with and is experiencing a positive three-quarter trend.
- The total number of comments from CyRide riders decreased for the quarter down -31.8% and are significantly lower for the year as well (-25.5%).
- The number of hours employees are driving a bus was higher for the quarter (+12.1%).
- The number of drivers being late for work or not showing for work are both higher with late drivers +33.3% for the quarter and drivers not coming in to work higher by 300.0%; however, these are smaller numbers and one incident can make a large difference in percentage.
- Farebox revenue for the fixed route system is lower for the quarter -8.3%.

#### **Dial-A-Ride Trends –**

- Dial-A-Ride ridership for the quarter increased by +8.5%, providing 3,126 rides.
- Farebox revenue is significantly higher at +51.5%; with the revenue/expense ratio also higher by +42.1%. 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 current year as well.
- The operations expense for this service is higher as a result of additional rides provided during the quarter, +6.6%.
- The expense/passenger is lower at \$15.87 year-to-date, down -7.0% from one year ago.

### **Moonlight Express Trends –**

- Moonlight Express ridership is significantly higher for the quarter (+8.2%), and higher year-to-date (+2.7%).
- Passengers per mile and hour are both higher for the quarter (+9.6%, +9.5%, respectively).
- Operations expenses remained relatively stable for the quarter and year-to-date (-0.6% and +0.1%. respectively)

# CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2015 to March 31, 2015 (3rd Quarter)

	FY 2015 3rd Qtr	FY 2014 3rd Qtr	% CHANGE	FY 2015 YTD	FY 2014 YTD	% CHANGE
<b>MAINTENANCE</b>						
Interior Clean	103	138	-25.4%	301	331	-9.1%
Shop Road Calls	21	19	10.5%	58	56	3.6%
Miles per Shop Road Call	20,241	20,668	-2.1%	21,346	20,448	4.4%
NTD Minor Mech.	61	42	45.2%	127	122	4.1%
NTD Major Mech.	14	10	40.0%	39	25	56.0%
Total NTD Mechanical Prob.	75	52	44.2%	166	147	12.9%
Miles per Major Mech.	30,362	39,270	-22.7%	31,746	45,803	-30.7%
<b>Gasoline Vehicles</b>						
Gas Miles Driven	32,083	34,163	-6.1%	116,459	113,377	2.7%
Total Gallons Gas	4,328	5,415	-20.1%	14,775	15,920	-7.2%
Total Gas Cost	\$8,422	\$15,271	-44.8%	\$37,564	\$47,279	-20.5%
Avg. Gas Cost/Gallon	\$1.95	\$2.82	-31.0%	\$2.54	\$2.97	-14.4%
Gas Cost per Mile	\$0.26	\$0.45	-41.3%	\$0.32	\$0.42	-22.7%
Average Gas MPG	7.4	6.3	17.5%	7.9	7.1	10.7%
<b>Diesel Vehicles</b>						
Diesel Miles Driven	392,983	358,535	9.6%	1,121,627	1,031,690	8.7%
Total Gallons Diesel	102,275	96,211	6.3%	283,958	252,340	12.5%
Total Diesel Cost	\$187,967	\$312,068	-39.8%	\$709,910	\$848,407	-16.3%
Avg. Diesel Cost/Gallon	\$1.84	\$3.24	-43.3%	\$2.50	\$3.36	-25.6%
Diesel Cost per Mile	\$0.48	\$0.87	-45.0%	\$0.63	\$0.82	-23.0%
Average Diesel MPG	3.8	3.7	3.1%	3.9	4.1	-3.4%
<b>All Vehicles</b>						
Total Miles Driven	425,066	392,698	8.2%	1,238,086	1,145,067	8.1%
Total Gallons Fuel	106,603	101,626	4.9%	298,733	268,260	11.4%
Total Fuel Cost	\$196,390	\$327,339	-40.0%	\$747,474	\$895,686	-16.5%
Avg. Cost/Gallon	\$1.84	\$3.22	-42.8%	\$2.50	\$3.34	-25.1%
Total Cost per Mile	\$0.46	\$0.83	-44.6%	\$0.60	\$0.78	-22.8%
Avg. MPG all Vehicles	4.0	3.9	3.2%	4.1	4.3	-2.9%
Small Bus/Sup. Mileage	44,478	47,141	-5.6%	121,183	139,438	-13.1%
Large Bus Mileage	380,588	345,557	10.1%	1,116,903	1,005,629	11.1%
% Rev. Mi./Total Miles	82.8%	82.8%	-0.1%	80.1%	81.9%	-2.2%
Percentage Small Bus	10.5%	12.0%	-12.8%	9.8%	12.2%	-19.6%
Maintenance Expense	\$499,711	\$601,447	-16.9%	\$1,563,309	\$1,581,109	-1.1%

# CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2015 to March 31, 2015 (3rd Quarter)

	FY 2015 3rd Qtr	FY 2014 3rd Qtr	% CHANGE	FY 2015 YTD	FY 2014 YTD	% CHANGE
<b>OPERATIONS</b>						
Total Passengers	2,124,950	2,058,287	3.2%	5,548,393	5,309,080	4.5%
Average Drivers per Month	140.3	124.0	13.1%	136.5	127.0	7.5%
Driving Hours	47,987	42,797	12.1%	139,521	129,411	7.8%
Drivers Late	20	15	33.3%	50	35	42.9%
Drivers No Show	4	1	300.0%	13	7	85.7%
Late/No Show per Driver	0.17	0.13	32.6%	0.46	0.33	39.5%
Total Comments	30	44	-31.8%	105	141	-25.5%
Driver Fault	9	10	-10.0%	33	33	0.0%
Undetermined	5	2	150.0%	22	15	46.7%
Passenger Fault	0	0	#DIV/0!	0	2	-100.0%
No Fault	7	20	-65.0%	32	46	-30.4%
System Complaints	5	3	66.7%	8	16	-50.0%
Service Requests	0	4	-100.0%	1	11	-90.9%
Compliments	4	5	-20.0%	9	17	-47.1%
Passengers/Comment	<u>70,832</u>	<u>46,779</u>	<u>51.4%</u>	<u>52,842</u>	<u>37,653</u>	<u>40.3%</u>
Pass./Complaint (D & U)	151,782	171,524	-11.5%	100,880	110,606	-8.8%
Driving Hours/Comment	1,600	973	64.5%	1,329	918	44.8%
Driving Hrs/Comment (D&U)	3,428	3,566	-3.9%	2,537	2,696	-5.9%
Accident Reports	28	31	-9.7%	65	82	-20.7%
Preventable Accidents	15	20	-25.0%	41	55	-25.5%
Percent Preventable	53.6%	64.5%	-17.0%	63.1%	67.1%	-6.0%
Miles/Prev. Accident	28,338	19,635	44.3%	30,197	20,819	45.0%
Hours/Prev. Accident	3,199	2,140	49.5%	3,403	2,353	44.6%
Unreported Accidents	4	2	100.0%	6	2	200.0%
Damage to Buses/Equip.						
Caused by CyRide	\$12,309	\$4,457	176.2%	\$37,586	\$33,063	13.7%
Caused by Others	\$6,739	\$11,860	-43.2%	\$26,716	\$20,802	28.4%
Caused by Unreported	\$1,038	\$151	586.5%	\$1,802	\$151	1091.5%
Claims by Others (#)	0	4	-100.0%	0	7	-100.0%
Claims by Others (\$)	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Personal Injury Claims	\$0	?	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,546,883	\$1,427,939	8.3%	\$4,091,820	\$3,698,358	10.6%
<b>SYSTEM TOTAL</b>						
Passengers	2,124,950	2,058,287	3.2%	5,548,393	5,309,080	4.5%
Revenue Miles	351,832	325,205	8.2%	991,579	938,003	5.7%
Revenue Hours	34,538	31,759	8.8%	96,683	90,895	6.4%
Revenue Miles per Hour	10.2	10.2	-0.5%	10.3	10.3	-0.6%
Pass./Rev. Mile	6.0	6.3	-4.6%	5.6	5.7	-1.1%
Pass./Rev. Hour	61.5	64.8	-5.1%	57.4	58.4	-1.7%
Operations Expense	\$1,546,883	\$1,427,939	8.3%	\$4,091,820	\$3,698,358	10.6%
Maintenance Expense	\$499,711	\$601,447	-16.9%	\$1,563,309	\$1,581,109	-1.1%
Total Expenses	<u>\$2,046,594</u>	<u>\$2,029,386</u>	<u>0.8%</u>	<u>\$5,655,129</u>	<u>\$5,279,467</u>	<u>7.1%</u>
Farebox Revenue	\$68,296	\$73,890	-7.6%	\$233,744	\$241,078	-3.0%
Rev./Exp. Ratio	3.3%	3.6%	-8.3%	4.1%	4.6%	-9.5%
Oper. Exp./Passenger	\$0.96	\$0.99	-2.3%	\$1.02	\$0.99	2.5%
Oper. Exp./Rev. Mile	\$5.82	\$6.24	-6.8%	\$5.70	\$5.63	1.3%
Oper. Exp./Rev. Hour	\$59.26	\$63.90	-7.3%	\$58.49	\$58.08	0.7%

# CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2015 to March 31, 2015 (3rd Quarter)

	FY 2015 3rd Qtr	FY 2014 3rd Qtr	% CHANGE	FY 2015 YTD	FY 2014 YTD	% CHANGE
<b>FIXED ROUTE</b>						
Fixed Route Passengers	2,098,275	2,033,614	3.2%	5,476,091	5,239,146	4.5%
Shuttle Passengers	<u>1,265</u>	<u>1,192</u>	<u>6.1%</u>	<u>3,079</u>	<u>3,239</u>	<u>-4.9%</u>
Total Passengers	<u>2,099,540</u>	<u>2,034,806</u>	<u>3.2%</u>	<u>5,479,170</u>	<u>5,242,385</u>	<u>4.5%</u>
Transfers	10,185	10,297	-1.1%	28,413	35,026	-18.9%
Revenue Miles	333,382	308,468	8.1%	941,170	892,056	5.5%
Revenue Hours	32,899	30,302	8.6%	92,185	86,889	6.1%
Revenue Miles per Hour	10.1	10.2	-0.5%	10.2	10.3	-0.6%
Pass./Rev. Mile	6.3	6.6	-4.5%	5.8	5.9	-0.9%
Pass./Rev. Hour	63.8	67.2	-5.0%	59.4	60.3	-1.5%
Operations Expense	\$1,483,389	\$1,367,247	8.5%	\$3,909,227	\$3,521,437	11.0%
Maintenance Expense	<u>\$486,670</u>	<u>\$588,234</u>	<u>-17.3%</u>	<u>\$1,528,532</u>	<u>\$1,545,955</u>	<u>-1.1%</u>
Total Expenses	<u>\$1,970,059</u>	<u>\$1,955,481</u>	<u>0.7%</u>	<u>\$5,437,759</u>	<u>\$5,067,391</u>	<u>7.3%</u>
Farebox Revenue	\$66,866	\$72,945	-8.3%	\$229,782	\$238,601	-3.7%
Rev./Exp. Ratio	3.4%	3.7%	-9.0%	4.2%	4.7%	-10.3%
Exp./Passenger	\$0.94	\$0.96	-2.4%	\$0.99	\$0.97	2.7%
Exp./Rev. Mile	\$5.91	\$6.34	-6.8%	\$5.78	\$5.68	1.7%
Exp./Rev. Hour	\$59.88	\$64.53	-7.2%	\$58.99	\$58.32	1.1%
<b>DIAL-A-RIDE</b>						
Passengers	3,126	2,880	8.5%	8,655	7,719	12.1%
Revenue Miles	10,702	8,887	20.4%	29,747	25,061	18.7%
Revenue Hours	1,096	908	20.7%	3,003	2,512	19.5%
Revenue Miles per Hour	9.8	9.8	-0.3%	9.9	10.0	-0.7%
Pass./Rev. Mile	0.29	0.32	-9.9%	0.29	0.31	-5.5%
Pass./Rev. Hour	2.9	3.2	-10.1%	2.9	3.1	-6.2%
Operations Expense	\$46,824	\$43,918	6.6%	\$137,387	\$131,753	4.3%
Maintenance Expense	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>	<u>\$0</u>	<u>\$0</u>	<u>#DIV/0!</u>
Total Expenses	<u>\$46,824</u>	<u>\$43,918</u>	<u>6.6%</u>	<u>\$137,387</u>	<u>\$131,753</u>	<u>4.3%</u>
Farebox Revenue	\$1,431	\$945	51.5%	\$3,962	\$2,477	60.0%
Rev./Exp. Ratio	3.1%	2.2%	42.1%	2.9%	1.9%	53.4%
Exp./Passenger	\$14.98	\$15.25	-1.8%	\$15.87	\$17.07	-7.0%
Exp./Rev. Mile	\$4.38	\$4.94	-11.5%	\$4.62	\$5.26	-12.2%
Exp./Rev. Hour	\$42.73	\$48.39	-11.7%	\$45.76	\$52.44	-12.7%
<b>MOONLIGHT EXPRESS</b>						
Passengers	22,284	20,601	8.2%	60,568	58,976	2.7%
Revenue Miles	7,748	7,850	-1.3%	20,662	20,886	-1.1%
Revenue Hours	543	550	-1.2%	1,496	1,493	0.2%
Revenue Miles per Hour	14.3	14.3	-0.1%	13.8	14.0	-1.2%
Pass./Rev. Mile	2.9	2.6	9.6%	2.9	2.8	3.8%
Pass./Rev. Hour	41.0	37.5	9.5%	40.5	39.5	2.5%
Operations Expense	\$16,670	\$16,775	-0.6%	\$45,206	\$45,168	0.1%
Maintenance Expense	<u>\$13,041</u>	<u>\$13,213</u>	<u>-1.3%</u>	<u>\$34,777</u>	<u>\$35,154</u>	<u>-1.1%</u>
Total Expenses	<u>\$29,711</u>	<u>\$29,988</u>	<u>-0.9%</u>	<u>\$79,983</u>	<u>\$80,322</u>	<u>-0.4%</u>
Exp./Passenger	\$1.33	\$1.46	-8.4%	\$1.32	\$1.36	-3.0%
Exp./Rev. Mile	\$3.83	\$3.82	0.4%	\$3.87	\$3.85	0.7%
Exp./Rev. Hour	\$54.71	\$54.55	0.3%	\$53.48	\$53.79	-0.6%

# CYRIDE QUARTERLY OPERATIONS REPORT

January 1, 2015 to March 31, 2015 (3rd Quarter)

	FY 2015 3rd Qtr	FY 2014 3rd Qtr	% CHANGE	FY 2015 YTD	FY 2014 YTD	% CHANGE
<b>OPERATIONS REVENUE</b>						
Farebox	\$68,296	\$73,890	-7.6%	\$233,744	\$241,078	-3.0%
Transit Contracts	\$300,494	\$295,014	1.9%	\$414,397	\$295,014	40.5%
I.S.U.	\$687,495	\$658,561	4.4%	\$687,495	\$658,561	4.4%
G.S.B	\$1,890,119	\$1,761,912	7.3%	\$3,926,316	\$3,657,370	7.4%
City of Ames	\$81,358	\$73,769	10.3%	\$901,553	\$856,929	5.2%
IDOT - STA	\$198,012	\$148,517	33.3%	\$566,586	\$495,976	14.2%
Section 5307	\$0	\$0	#DIV/0!	\$1,970,542	\$1,901,771	3.6%
Other Grants	\$35,432	\$38,136	-7.1%	\$72,449	\$61,918	17.0%
Other	\$51,246	\$43,920	16.7%	\$144,383	\$111,966	29.0%
Total Operating Revenue	<u>\$3,312,451</u>	<u>\$3,093,719</u>	<u>7.1%</u>	<u>\$8,917,464</u>	<u>\$8,280,582</u>	<u>7.7%</u>
<b>TOTAL EXPENSES</b>						
Administration	\$301,472	\$306,972	-1.8%	\$865,771	\$839,876	3.1%
Safety & Training	\$55,723	\$52,255	6.6%	\$184,663	\$168,892	9.3%
Promotion	\$0	\$0	#DIV/0!	\$500	\$1,308	-61.8%
Bldg. & Grounds	\$357,195	\$177,334	101.4%	\$484,193	\$285,064	69.9%
Fixed Route	\$1,970,059	\$1,955,481	0.7%	\$5,437,759	\$5,067,391	7.3%
Dial-A-Ride	\$46,824	\$43,918	6.6%	\$137,387	\$131,753	4.3%
Moonlight Express	\$29,711	\$29,988	-0.9%	\$79,983	\$80,322	-0.4%
Operating Total	<u>\$2,760,984</u>	<u>\$2,565,947</u>	<u>7.6%</u>	<u>\$7,190,256</u>	<u>\$6,574,606</u>	<u>9.4%</u>
Farebox Revenue	\$68,296	\$73,890	-7.6%	\$233,744	\$241,078	-3.0%
Farebox Rev./Exp. Ratio	2.5%	2.9%	-14.1%	3.3%	3.7%	-11.3%
Admin. Expense/Pass.	\$0.34	\$0.26	29.0%	\$0.28	\$0.24	13.4%
Admin. Exp./Rev. Mile	\$2.03	\$1.65	23.1%	\$1.55	\$1.38	12.1%
Admin. Exp./Rev. Hour	\$20.68	\$16.89	22.4%	\$15.88	\$14.25	11.4%
Total Expense/Passenger	\$1.30	\$1.25	4.2%	\$1.30	\$1.24	4.6%
Total Expense/Rev. Mile	\$7.85	\$7.89	-0.5%	\$7.25	\$7.01	3.5%
Total Expense/Rev. Hour	\$79.94	\$80.79	-1.1%	\$74.37	\$72.33	2.8%

# Transit Director's Report

June 2015

## 1. Commercial Driver's License Changes

On June 9, 2015, CyRide staff was made aware of a new Department of Transportation (DOT) law change, effective July 9, 2015, for Commercial Driver's License (CDL) holders and individuals seeking a CDL license, which covers individuals in public transit, motor truck, charter bus and private sector businesses operating vehicles larger than 14 passengers. This new rule will impact virtually all CyRide employees. Two of the changes that will significantly impact CyRide are as follows:

- **CDL Permits/Licenses** – Currently CDL requirements allow a person with a CDL permit, accompanied by a valid CDL licensed individual, to carry passengers. This works well for CyRide as CyRide drivers are paired with current drivers as on-street instructors to learn the routes and policies necessary for daily operation of the bus as well as gain additional skill level during this period. Under the new law, the DOT has made the requirements of receiving the permit more rigorous, which also do not allow passengers to be picked up until they have their full CDL license and require a 2 week waiting period after receiving the permit before they are allowed to test for their full CDL license. ***In short, this process will lengthen CyRide's training period by five weeks to meet this new law as skill building will need to be separated from learning the requirements of carrying passengers and safely driving CyRide routes.***
- **CDL License Renewals** – To renew a CDL license, there will no longer be a 30-day grace period like automobile licenses. If a CDL license holder does not renew their license by the expiration date, they will have to start the entire process over and retest for their license. This is a minimum 3-week period that CyRide will lose this driver for daily service as this is how long it takes to get a testing appointment.

This new law comes a difficult time for staff as it is working toward hiring and training 35 new drivers by the start of the school year in August. To lengthen the training period for all new hires after July 9<sup>th</sup> by five weeks, will most likely leave CyRide unable to meet staffing requirements for the fall service level without significant overtime expenditures. CyRide Operations and Training staff are currently in the process of reworking the training schedule to try to minimize the impact; however, for the longer term future, this may have a financial impact requiring additional training staff or possible wage increases to encourage more driver-instructors in order to fully staff CyRide.

## 2. Possible Legislative Meetings

At several recent Transit Board meetings, the issue of relaying CyRide's needs to our legislative representatives has been discussed. Therefore, staff is currently considering the

possibility of setting up meetings at CyRide this fall/winter to meet with state and federal legislators to discuss funding challenging for the transit system. Specifically, at the state level there was a request during the last legislative session, through the Iowa Public Transit Association (IPTA), for state legislators to fund \$25 million per year over the next five years to address the backlog of transit buses statewide that are presently over their useful life. Currently, 53% of CyRide's fleet exceeds this standard.

At the federal level, there are a number of changes to the current MAP-21 transportation bill that have been detrimental to CyRide:

- The designation from a "designated-recipient" of federal funds to a "direct-recipient," reduces CyRide's opportunity to apply for federal grants when/if they become available again.
- The loss of federal discretionary programs used to fund CyRide's fleet and facility has resulted in a loss of federal capital dollars annually of approximately \$2 million dollars.
- The need to increase the federal program, "Small Transit Intensive Cities" (STIC) program from 1.5% of total federal transit funds to 3%, providing almost one million in additional dollars for CyRide.

Staff is seeking board concurrence in setting these meetings with the hope that a united city-university-CyRide effort will demonstrate the importance of these issues locally.

### **3. Copper Beech Update**

As of the distribution of this Transit Board material, no response has been received from *The Grove* regarding their contract with CyRide for services along S. 16<sup>th</sup> Street. The City's Legal Department and CyRide are in the process of discussing next steps and will provide an update at the board meeting.

### **4. HIRTA Additional Bus Update**

At the April 30, 2015 Transit Board meeting, board members agreed to fund the capital cost of operating an additional bus with a HIRTA supervisor to improve service delivery within Ames if operational funding for the project could be secured through two grants – one from United Way of Story County for local matching dollars and a second state grant. To date, both grants have been submitted; however it is unknown at this time if these have been approved. If both grants are approved, CyRide's Transit Board will be asked to formally approve the capital funding secured with 85% federal funds and 15% from CyRide's Closing Balance. A special Transit Board meeting may be called if this occurs between meetings so that the service can begin as soon as possible.



# July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
Sheri Vacation	←—————→					
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	
				Transit Board Mtg. – 8:00am		

2015

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Transit Board Mtg. – 8:00am	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

**2015**