

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

July 30, 2015

1. CALL TO ORDER: 8:00 A.M.
2. Approval of June 23, 2015 Minutes
3. Public Comments
4. Orange Route Study Presentation
5. School Year 2015-2016 Operations Contract
6. Ames Area MPO Long Range Transportation Transit Projects
7. Transit Director's Report
8. Set Meeting Time and Place:
  - August 20, 2015 – 8 AM
  - September 24, 2015 – 4 P.M.
  - October 29, 2015 – 8 A.M.
  - December 3, 2015 – 8 A.M.
9. Adjourn

**AMES, IOWA**

**June 23, 2015**

The Ames Transit Agency Board of Trustees met on June 23, 2015 at 8:00 a.m. in the CyRide Conference room. President Haila called the meeting to order at 8:00 a.m. with Trustees Abbas, Teubert, Schainker, Madden, Haila and Gartin present.

**APPROVAL OF MINUTES:** President Haila made a correction to the Transit Director's report stating that the amount Copper Beech is to remit is \$113,000, not \$133,000.

Trustee Abbas made a motion to approve the April 30, 2015 minutes as amended and seconded by Trustee Teubert. (Ayes: Six. Nays: None.) Motion carried to approve the corrected minutes.

**CYRIDE AWARDS RECOGNITION:** Director Kyras shared that CyRide had an extraordinarily successful IPTA Annual Meeting and state bus rodeo the previous week. She then shared the results of the state bus rodeo by introducing, Kevin Gries, CyRide driver, who took first place in the large bus competition and will represent CyRide and the State of Iowa at the APTA National Rodeo in Charlotte, North Carolina in May of 2016, and Jason Bollman, CyRide driver, who took third place in the small bus competition. She also shared that Nathan Shimanek, CyRide driver, also took second place in the small bus competition and that CyRide was represented in three out of the six place possible bus rodeo awards.

Director Kyras then shared with board members the awards the Federal Transit Administration presented CyRide: the Award of Excellence for the highest ridership increase, 12.3%, among the large urban transit systems in the state. She stated that this award represented the hard work that all CyRide employees had made over the past year to meet the rapidly increasing needs of the community within a short period of time.

CyRide also received the State of Iowa award as the most improved transit system in the State of Iowa, with an increase in ridership and decrease in operating costs.

Trustee Madden asked what the driver's competition entailed. Jason Bollman, CyRide driver, explained to the transit board that the rodeo is a competitive, precision obstacle course where drivers drive through barrels and make various maneuvers simulating situations they encounter in daily driving. The Transit Board members congratulated the drivers on their outstanding work.

**RICK SANDERS, STORY COUNTY BOARD OF SUPERVISORS PRESENTATION:** President Haila introduced Rick Sanders, Supervisor with the Story County Board, who shared his transportation vision for the future and discussed his thoughts on the county's perspective regarding HIRTA services. First, he provided his insight on the transportation gaps throughout the county. He indicated that with the renovation of the

county court house and moving county jobs to Nevada, that there will be a growing need for travel between Ames and Nevada in the next several years.

The transit board asked Mr. Sanders to provide additional details about the types of service needed between the two communities - all day service or certain times only. Mr. Sanders indicated a need for morning, midday and afternoon trips. He further explained that it is a targeted population, primarily those with business in the court house. Further, he indicated that transportation between the two communities could improve affordable housing options for individuals working in Ames. Trustee Schainker asked if this type of service was possible. Director Kyras indicated that CyRide could contract with another entity for service, similar to the contract with Copper Beech for service.

Trustee Madden mentioned the vanpool service Iowa State University has, but that the demand fluctuates and that he does not know how compatible this transportation would be for these patrons to use. Further, he indicated that if the core develops along Highway 30, this type of service could support these businesses, but that the economics of a service of this type is a challenge.

The discussion then turned to the paratransit/Dial-A-Ride service provided by HIRTA. Director Kyras explained the concept behind the proposal - to add an unscheduled bus each day as a way to help keep the service within the city on time. This would, in turn, help to keep service outside of the city more timely as well. Director Kyras reminded board members that the Transit Board had approved the capital funding for this project and that the State had recently approved a portion of the operating funding. She indicated that they were still waiting to find out if United Way would be able to fund the remaining piece of the project.

Mr. Sanders shared his thought that since Heartland Senior Services contract was terminated, HIRTA had struggled in providing paratransit/Dial-A-Ride service within the county. He also indicated that he believes they have a genuine desire to improve the service and to meet individual transportation needs. He also acknowledged the number of people commuting between Ames/Nevada and Des Moines.

President Haila shared his thoughts that the paratransit/Dial-A-ride service would be an appropriate topic to discuss with CyRide's legislative partners, both federal and state representatives. Mr. Sanders agreed and used the transit issue of significantly higher federal funding for Des Moines versus Ames as an example of the type of issues that could be discussed.

The discussion returned to the need for service between Nevada and Ames. Trustee Madden asked if CyRide could provide this additional service. Director Kyras indicated that CyRide could secure the capital needed for the service and, with enough notice, could implement the service.

Mr. Sanders inquired about CyRide's budgeting process for new services. Director Kyras explained CyRide's budget process, indicating that beginning discussions in September would allow for a budget option for the Nevada to Ames service to be included for consideration in the next year's budget.

Trustee Gartin said it would be helpful if Story County could provide more detailed information regarding needs, such as an estimated number of clients that would use this service. He suggested the possibility of working with legal aid and the public defender's office regarding a survey of travel needs between the two communities.

Trustee Madden offered the possibility of, at least initially, providing some service with ISU's Help Van.

Mr. Sanders acknowledged the discussion and indicated that the two governing bodies could discuss service from Nevada to Ames through the budgeting process in the future.

**INTRODUCTION OF NEW CYRIDE TRANSIT SCHEDULER/ADMINISTRATIVE ANALYST:** Director Kyras reminded board members that Tom Davenport, CyRide's Transit Coordinator, had submitted his resignation, retiring effective September 30, 2015. She indicated that Rob Jennings had been hired to replace Mr. Davenport, under a new job title, "Transit Scheduler/Administrative Analyst." Director Kyras asked Mr. Jennings to provide background information regarding his job experience and education.

Rob Jennings stated that he began as a driver with CyRide in 2006 and moved to a dispatching position. Further, he indicated that he had finished his ISU degree in accounting and Transportation and Logistics/Supply Chain Management. He indicated that he has experience in accounting, employed by a John Deere dealership.

**PUBLIC COMMENTS:** None

**CYRIDE FACILITY CONSTRUCTION ACCEPTANCE OF FINAL COMPLETION AND RELEASE OF RETAINAGE:** Director Kyras shared with board members the history of the last CyRide construction project, including its improvements, original construction cost and retainage amounts of \$249,282.14. She also indicated that there was one subcontractor's claim that was resolved, all lien waivers have been received and two pay applications remain to be paid, totaling the retainage amount.

Trustee Madden made a motion to adopt Alternative #1 to accept final completion and approve final payments in the amounts of \$57,624.52 and \$192,657.62 to Henkel Construction Company for completion of the Ames Transit Agency facility construction. Trustee Abbas seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Trustee Madden asked if CyRide staff was periodically training staff on the flood gates and ensuring that they are working correctly. Director Kyras stated CyRide knows that they work as they were inadvertently raised last year when the drains below the gates became blocked and water pooled over the gates, causing them to raise. Mr. Leners shared CyRide's standard operating procedures for flood protection, indicating that CyRide will request help from a construction company to periodically check the flood doors and gates, and staff will consistently review the facility flood plan.

**FUEL CONTRACT TERMINATION FOR CONVENIENCE:** Director Kyras shared with board members that CyRide is currently purchasing fuel at the market (rack) rate plus a vendor mark-up contract approved by the board in December of 2014 and awarded to REG Energy Group. However, prior to this recent award and subsequent contract, CyRide had a predetermined rate contract with Keck Energy, which sets the price throughout the year. She further explained that original the bid for this contract was for a three-year period, but when evaluating bids, it was determined that a one-year period was most advantageous to the transit system. However, the contract language for this shorter term was not reflected, resulting in CyRide currently having two fuel contract in effect simultaneously. This fact was brought to staff's attention in May 2015, approximately half way through the current REG contract. Therefore, CyRide, the City Attorney's office and City of Ames Purchasing Department developed a plan that would be fair, and provide benefit to both parties. This plan will terminate the contract for convenience with REG upon approval by the Transit Board and City Council, with remaining purchases for the calendar year with Keck Energy. At the end of the year, the Keck Energy contract will also be terminated for convenience and the fuel rebid for the 2016 calendar year, allowing both parties to seek the new contract.

Trustee Madden made a motion to adopted Alternative #1, to 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. Trustee Abbas seconded the motion. Board members then discussed the motion.

President Haila inquired if Keck Energy had requested any type of compensation. Director Kyras stated that they had not and were satisfied with the plan developed. Further, she stated that both vendors believe that the plan was a fair agreement, under the circumstances.

Trustee Gartin requested further explanation on how the situation occurred. Director Kyras said this is a unique situation for CyRide and the City's Purchasing Department as CyRide has typically only bid 12 month fuel contracts prior to the Keck Energy contract, but had tested the market to see what kind of rates CyRide could receive for a longer term contract. When receiving the bids, it was apparent that only national firms had the flexibility to competitively contract beyond a 12 month period. It was determined at

that time that a longer term contract was not a competitive bid for all fuel contractors and then determined that a twelve-month contract was the only option. She indicated that, unfortunately, both CyRide and the Purchasing Department did not follow this change through to the contract language stage. It was simply an unfortunate oversight.

Trustee Gartin shared that he believes that CyRide can learn from this and suggested an electronic/master calendar when completing an annual contract and asked the transit board's perspective on this to keep track to manage our contractual obligations to protect CyRide. Directory Kyras stated that there are tracking processes currently in place though the City Clerk's office and with CyRide staff responsible for each contract, but that staff could look into a master calendar.

President Haila said the motion on the floor to adopt Alternative #1 had been made and seconded and, therefore, called for the vote. (Ayes: Six. Nays: None.) Motion carried.

**CYRIDE FACILITY DISCUSSION:** Director Kyras indicated that the facility discussion agenda item was included on the June agenda after a request from the April board meeting to have the new board representatives discuss the issue and provide staff with direction. She briefly referenced the materials presented at the April meeting, which referenced the fleet size and ability to house vehicles at the current site and possible future facility options. She emphasized that in August 2016, CyRide's projected fleet of 97 buses will not have enough bus storage space (indoor and outdoor) on this current site to house all vehicles. She indicated the three options presented in April included:

- Lease a surface lot or satellite structure
- Purchase land to construct a surface lot and/or satellite structure
- Relocate the facility to a new location

Since the April meeting, staff has had several conversations with FTA regarding the last option to relocate the facility. She indicated that the following processes would need to be completed and approved by FTA in order to proceed with this option

- A real estate appraisal
- A spreadsheet that lists all federal grants used to construct the current facility, year each was constructed and a depreciation schedule for each grant, based on the useful life of the building at 40 years

Further, she indicated that the federal remaining useful life of the facility could be transferred to a new facility, eliminating the need to physically pay back the Federal Transit Administration.

Director Kyras further explained that staff had begun assembling the numerous pieces of grant information needed to determine the potential federal interest in the current facility. The information contained in the board write up illustrates the estimated

information identified to date and she shared that when completed, she believes that the total undepreciated amount will be between \$16 and \$20 million dollars.

Director Kyras then shared with board members possible state and federal funding sources that could be used to partially support the three options presented. Federal sources include only one - the TIGER program, with up to an 80% federal funding share. State funding could be secured up to approximately \$660,000 per year under the Public Transit Infrastructure grant program. She also indicated that discretionary state funding could be sought under the Reinvest In Iowa Infrastructure grant program as well, and that the Des Moines DART system had secured funding through this program.

President Haila asked if the local share is funded by all three funding partners. Director Kyras indicated that the local dollars are supported by CyRide's capital budget, which is funded by all three parties.

Director Kyras provided a scenario of how the FTA might consider how to apply the federal share of the current building to a new facility, using a new building estimate of \$40 million. She stated that if the depreciated value of the current building was \$20 million, then the FTA would reduce their contribution by this amount (\$20 million) and then any grants that might be received would be for a maximum percentage of the remaining cost (80% of the remaining \$20 million dollars.) She also explained how FTA would treat the federal interest if the building were to be sold outright and not applied to a new facility. Shari Atwood, CyRide's Transit Planner, provided further clarification indicating that FTA either required the remaining depreciated federal interest or 80% of the sale price, whichever is higher. Director Kyras shared FTA's comment that transferring federal share between two facilities does not happen often due to the larger local contribution needed for this option.

Director Kyras shared staff's recommendation to find a satellite location where a building can be built in the long term and, in the short term, a surface lot to house the remainder of the fleet.

Trustee Teubert inquired if CyRide staff was comfortable with the estimated fleet size of 125 buses and what this estimate was based upon as he was concerned about not planning for the correct facility size in the future. Director Kyras indicated that it was an estimate based upon ISU's last "official" ten-year enrollment projection released in the fall of 2014 and with no new services included.

Trustee Schainker shared his thoughts regarding CyRide's current employee parking lot and reusing this space for bus parking instead, with creative options like a stand-alone building, parking ramps with employee cars on top of the facility, below-ground parking, etc. Director Kyras shared that the current facility master plan, completed in 2008 had designed the facility for a maximum of 90 buses and the current projection was 125 buses. She is concerned that this large of a fleet cannot be housed on the 4.5 acres

available and still be able to maneuver buses as needed. Brent Schipper, Principal Architect for ASK Studios, shared with board members his perspective on ramps and below ground parking options, indicating that these options required too much space to accommodate the vertical rise needed for these options within the limited area CyRide currently leases.

Trustee Schainker shared that CyRide needs to be more creative on where employees park their cars - whether it is a half a block away, at the Iowa State Center, roof parking, or a one story ramp facility. He indicated he believes the priority for the current site is for buses.

Trustee Madden shared his thought regarding employee parking at ISU lots to the west of CyRide's current facility. He indicated the issue with this surface parking is that the spray radiating from the cooling towers is harmful to the finish on a vehicle. Director Kyras said the surface parking at ISU could only be considered temporary, as ISU has long term power plant expansion plans on that site.

Trustee Schainker indicated that he recommends that an analysis of different employee parking options be accomplished. Further, he shared concerns with a satellite facility option in the higher cost to operate two facilities for a virtual 24-hour operation.

President Haila shared his concern of how to fund any option as the facility needs grow.

Director Kyras shared FTA's perspective regarding housing fleets at single versus multiple sites and at what point other transit systems begin contemplating two facility sites. She indicated that they indicated that when a fleet reaches approximately 100 vehicles, most systems look toward two sites as the area needed to house a fleet of this size is usually too large for one location.

Trustee Gartin asked about the enrollment/ridership projections and what they were based upon. He indicated that the impact of higher education funding in surrounding states could significantly impact ISU enrollment and consequently CyRide ridership and buses needed. He shared the case of State of Illinois tuition costs and the state of its budget as an example.

Trustee Madden shared with board members how ISU projects enrollment changes over the next ten-year period – in-state graduation numbers, percentage of high school graduates that desire to stay within Iowa, International student interest and surrounding state student trends. He shared that current predictions are that enrollment will increase modestly, in part due to the new Board of Regents performance-based funding model. Current trends that he shared:

- With the hiring of a new president, the University of Iowa could become more aggressive at capturing a larger percentage of Iowa high school students



- Iowa State University is the largest institution receiving between 1,800 to 2,000 transfer students.
- ISU is primarily an engineering and agriculture school and as the research park continues to grow to 6,000 employees in the next 10 years, CyRide will be asked to provide bus service.
- With the rest of Ames growth, there will be more pressures all around.

Trustee Madden agreed with Director Kyras that he believes that a satellite location is the best alternative, possibly some areas on State Street for a building site. He reminded the Transit Board about that CyRide facility study approximately eight years ago that identified 11 sites as potential satellite locations and that this list had been narrowed to three sites. Further, he shared that some of these sites had flaws after listing the pros and cons and were not conducive to a transit facility, and others were no longer available.

Trustee Schainker stated it was important to give CyRide staff direction to plan on both long and short term facility space so the transit board could put together a budget.

Trustee Abbas shared that he believes that it is important to find potential locations first, and then determine the feasibility of funding and building on a site. He suggested identifying two sites, evaluate them and then allow the board to provide staff further direction at that time.

Brent Schipper suggested the transit board include previous sites and list the pros and cons for that site, because it may appear to be the perfect site but has flaws.

Trustee Abbas made a motion to direct staff to research sites, both long and short term, and report back to the transit board at the August meeting. Seconded by Trustee Tuebert.

Trustee Gartin inquired if the CyRide staff has time to complete this request or whether a consultant would be needed.

Trustee Schainker suggested amending the motion to direct staff to research sites, both long and short term, and report back to the transit board at the August meeting and insert that staff include an operating cost with the satellite location.

Trustee Gartin further amended the motion on the floor to direct staff to research sites, both long and short term, and report back to the transit board at the August meeting and that staff include an operating cost with the satellite location and add that CyRide staff refer to the City Engineering staff, Damion Preigitzer, about the viable sites and to take into account the structure of the roads and how it impacts traffic. Trustee Abbas agreed to the amendment.

President Haila called for the vote on the floor.. (Ayes: Six. Nays: None.) Motion carried.

**QUARTERLY OPERATION'S REPORT:** President Haila asked Director Kyras, due to length of the meeting, to provide only highlights regarding the Quarterly Operations Report and Transit Director's Report.

Director Kyras highlighted the number of road calls, stating they continue to be higher in light of an aging bus fleet with fewer new buses being purchased as a result of the loss of federal capital grant opportunities.

**TRANSIT DIRECTORS'S REPORT:**

- Effective July 9, 2015, federal changes were made in the Commercial Driver's License requirements, which will significantly impact CyRide's ability to train an adequate number of drivers for the beginning of the fall term. This new rule will impact most all CyRide employees and will require more staff to get drivers through the training process as it lengthens this period. Director Kyras highlighted this issue as it will have an impact on future budgets. The impact on the current budget is that it will require higher overtime costs as CyRide will most likely be short drivers to meet demand this fall and drivers will be asked to work longer hours and on their days off to compensate for this shortage.
- Director Kyras asked the board on their thoughts regarding inviting state and federal legislators to CyRide's facility for a meeting to discuss CyRide needs. Meeting participants could include: Ames Transit Board of Trustees, CyRide staff, students, ISU and City of Ames. Trustee Gartin thought it would be a great idea to invite Iowa Senators and Representatives, but also to invite leadership for both houses, as well as the Governor's office so they can have a fundamental understanding of what CyRide is dealing with. Director Kyras will develop a presentation for these meetings and begin organizing meetings.

Trustee Teubert mentioned that in early July, the GSB student government will be meeting to begin formulating plans on what and how to effectively communicate students' needs, with CyRide being one of these topics. Director Kyras offered to be part of these discussions so that student government and CyRide worked together to improve services.

- Copper Beech, as of the end of May, has not remitted payment for the next school year. If payment is not received by July 1, the transit board has agreement to reduce the Plus Route service from 20 minutes to 40 minutes and this that will be reflected in bus schedule information.

Trustee Teubert asked if a notice could be sent to the Copper Beech management asking them to notify residence that service will be reduced.

President Haila strongly encouraged the notice be carefully written and that the City of Ames Legal Department approve any text before placing it in a bus shelter to avoid liability issues. The Transit Board asked that a letter be sent to Copper Beech identifying CyRide's reduction in service as a result of their non-payment.

- CyRide and its consultant will provide the Transit Board with a presentation at the next board meeting on the Orange Route Study. The final service recommendation could then be included as a service option for possible inclusion as a budget option the next year.

**Set MEETING TIME AND PLACE:**

- July 30, 2015 – 8 A.M. (Thursday)
- August 20, 2015 – 8 AM (Thursday)
- September 24, 2015 – 4 P.M. (Thursday)
- October 29, 2015 – 4 P.M. (Thursday) change to 4:00pm
- December 3, 2015 – 8 A.M. (Thursday)

Trustee Hamad made a motion to adjourn the Ames Transit Board of Trustees meeting at 9:43 a.m. Trustee Teubert seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** January 12, 2015  
**SUBJECT:** Orange Route Study Presentation

**BACKGROUND:** The Transit Board of Trustees approved a contract with URS Corporation (who is currently subcontracting this work to SRF Consulting) at their December 10, 2012 meeting to conduct a study of CyRide's #23 Orange Route. The purpose of this study was to determine how CyRide can efficiently and effectively operate the busiest route in the State of Iowa in light of its continued ridership increases. This route is currently close to capacity. The study began in January 2013 and is funded 80% by a federal grant. The total project cost is \$201,880.

The study was temporarily halted from November 2013 until October 2014 to allow time for university discussions regarding Osborn Drive to occur as the impact of these discussions could have a significant impact on the Orange Route alternatives. Since last fall, the project's study team has worked to narrow the three remaining alternatives, as well as develop further details about each of the alternatives, with the ultimate goal of recommending a preferred alternative to the Transit Board and completing the study this coming fall.

**INFORMATION:** A summary of the project work to-date is provided below. The SRF project manager for the study, Bill Troe, will be present at the July 30<sup>th</sup> transit board meeting to provide more detail and discuss the project tasks, findings and recommendations with board members. The project's study team will meet the previous day, on July 29<sup>th</sup>, in an effort to select a preferred alternative for recommendation to the Transit Board.

### **Definition of the Problem/Study Purpose**

The Orange Route is the busiest route in the State of Iowa averaging 13,000 rides per day and, during winter months, exceeds 14,000 rides. To put this level of ridership into perspective, the Federal Transit Administration recognizes that a traditional bus route is challenged at 3,000 rides per day. Additionally, during peak periods of the day, buses operate every two minutes on the short, three-mile, round-trip route. Finally, this ridership level continues to grow at a rate between 2% and 7% per year.

The purpose of the study is fourfold:

- To reduce wait time at bus stops along the route, overcrowding on the bus and being passed up by full buses.
- To provide a peak period average bus occupancy of less than 150% of its seated capacity (60 people on a 40-seat vehicle)
- Reduce the potential for vehicle-pedestrian-bicycle conflicts on the route in campus
- Maximize the cost effectiveness of the route under current and future conditions

### Data Collection/Analysis

Five types of data were collected and analyzed to determine the route's current condition as follows:

- **Passenger Boarding's/Alightings** - For a one week period from March 11-15, 2013, URS and their subconsultant recorded the number of people that boarded and alighted from each bus stop along the Orange Route. A map was developed that indicated that the busiest stops in the system were: ISU Center, Maple-Willow-Larch residence hall and the library. Close behind are Beardshear and Kildee Halls. (see Illustration #1 attached)
- **Commuter Lot Passenger Survey** - During the same week as the passenger count, URS and subconsultant employees handed out surveys to riders boarding at the ISU Center lot to determine if they were in-town residents or commuting from out-of-town, why they chose to ride the bus from the lot and if they were receptive to paying to park their car at the lot (currently parking is free). The study found that 2/3rd's of the riders lived within Ames and 1/3 commute from outside of Ames. Also, that most people drove to the lot because parking was free, followed by a quicker trip and that it was on their way to campus. Last, most people preferred free parking, but would consider a nominal charge for parking such as \$10 or \$20 per year.
- **Classroom Activity by Building** - Data supplied by the university on the amount of classroom activity at each building found that major activity occurred at Carver Hall, , Gillman Hall, Ross Hall, Troxell Hall, the library and Hoover Hall. With the exception of Hoover Hall, each of these areas is currently served directly on the Orange Route. (See Illustration #2)
- **Osborn Drive Vehicle Count** - A review of vehicles on March 26, 2013 that entered the Osborn Dr. gates from the east and west found that 53.5% of the vehicles using this street were CyRide buses (835). The next largest group was a combination of other vehicles (217), followed by department vehicles (135).
- **Orange Route Statistics** - The consultant and subconsultant gathered a large quantity of data regarding CyRide's current Orange Route, such as ridership by trip and time of day, number of buses in operation throughout the day, total miles travelled, etc.

## **Identification of Possible Alternatives**

After reviewing the data above, the consultant identified the realm of possible solutions to meet the goals identified in the purpose of the study. These solutions were as follows:

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

## **Public Input Meeting #1**

On April 10, 2013, a public meeting was held in the Memorial Union. The meeting was very sparsely attended with just a few individuals not affiliated with the university, CyRide or the city attending. Comments received regarded more about the process that would be used to determine a direction as opposed to input on how to improve the routes. One individual believed that the street car option would benefit the community and would like to see an elevated rail system.

A meeting was also held on April 11, 2014 and again over the summer of 2013 with senior ISU administration. The purpose of these meetings was to gain information on each alternative's impact on university operations and insight into alternatives that have more potential from their viewpoint.

## **Narrowing of the Alternatives**

Six alternatives were chosen for consideration and rated according to evaluation criteria important to CyRide, the community and Iowa State University (see "Orange Route Alternatives Screening" – Illustration #3). The light rail option was eliminated from this analysis as a cost-prohibitive option from a capital and operating standpoint. The criteria included:

- **Rider experience** - Travel time, bus frequency, capacity, etc.
- **Traffic operations/safety** - Vehicles on street, intersection operations, bike/pedestrian conflicts
- **Environmental/Community benefits** - neighborhood, vehicles miles of travel, etc.
- **Financial** - Capital, operating cost

As a result of this initial screening, the “No Change” option, three of the four route alignment options, and the streetcar options were eliminated, as well as the "add more standard buses" alternative was retained as only a short-term solution. As a result, the following long-term options were considered for final evaluation:

1. **All articulated buses**
2. **Two routes** - with express route from ISU Center lot and one beginning/ending at Maple-Willow-Larch
3. **Bus Rapid Transit route**

The specific alignments, as compared to ISU’s classroom activity, are included in Illustration #4.

### **Public Input Meeting #2**

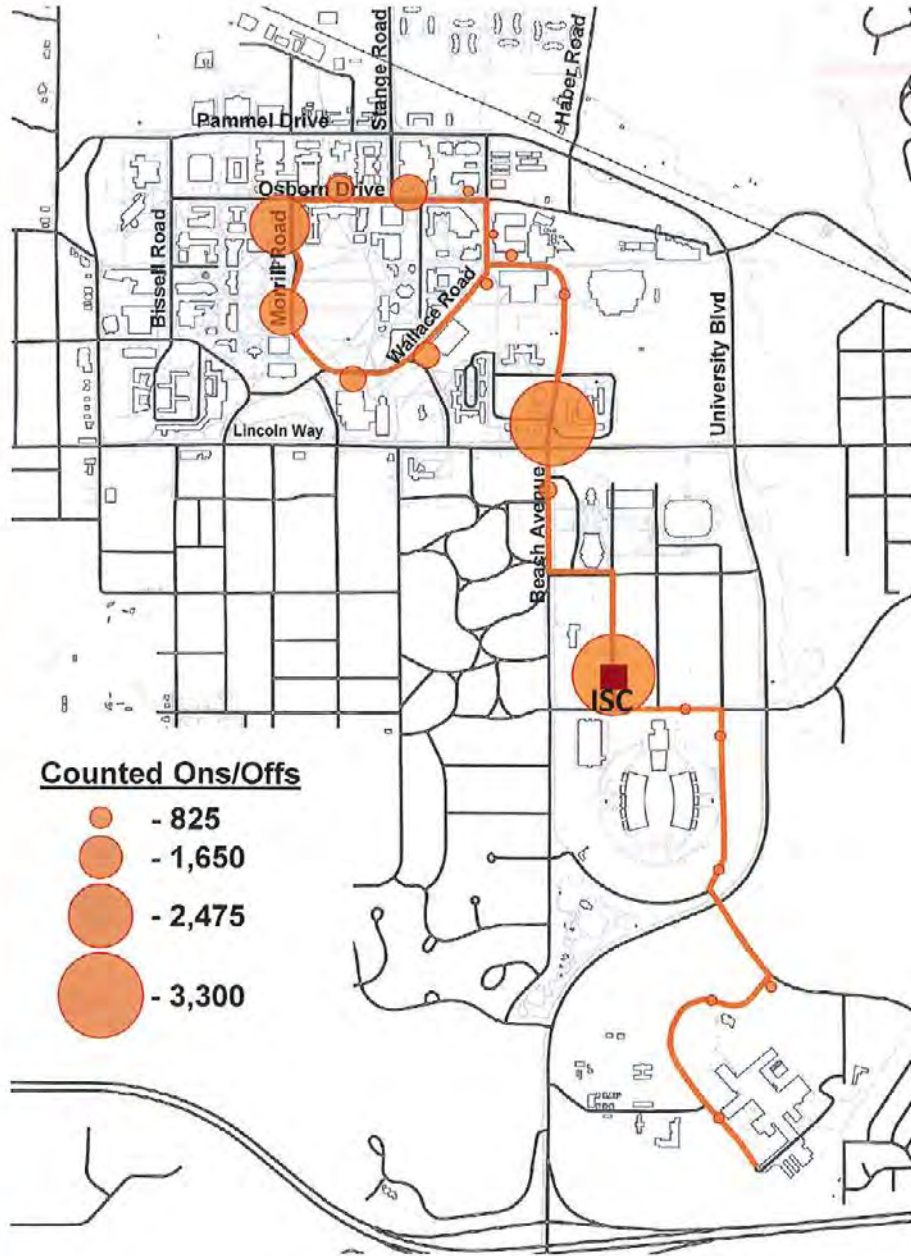
Upon reinstating the study in early 2015, a second public input session, using an open house format and an online vote for their favorite alternative, was completed where interested individuals provided their thoughts on the three remaining alternatives.

The SRF consultant and staff discussed the three alternatives with more than 100 individuals during the public comment session and had 292 votes provided on the alternatives survey. Two options received a majority of the votes - the “all articulated bus” and “splitting the route into two” options.

### **Study Team’s Recommendation**

The project’s study team has met several times over the past few months to further vet the three remaining options, in light of the public input received. Through these discussions, two alternatives have been determined to be the most beneficial to CyRide – the all articulated bus and BRT options. Upon further discussion among the team members, the BRT alternative would provide the greatest benefit for the community; however, the higher cost of this option and the need for and, the question of the possibility of receiving approval for a different source of federal funds than CyRide has previously accessed, will become a determining factor in the decision to select a preferred alternative. As a result, CyRide staff and the consultant met with Federal Transit Administration staff to discuss CyRide’s project and the possibility of federal funding requirements. The results of this discussion, additional refinement of the costs and the study team’s action, just prior to the board meeting, will be discussed at the meeting.

# Illustration #1 Current On/Off Activity by Bus Stop



**Figure 1  
Current Orange Route Alignment/On-Off Activity  
by Stop**



# Illustration #2 Classroom Activity



## Illustration #3 Narrowing of Alternatives

**TABLE 1: ORANGE ROUTE ALTERNATIVES SCREENING – SUMMARY OF INITIAL ALTERNATIVES**

ALTERNATIVE	Evaluation Criterion											Screening Recommendation/Comments				
	Rider Experience				Traffic Operations/ Safety			Environmental/ Community Benefits-Support			Cost (See End Notes)					
	Travel Time	Service Frequency	Walk Distance	Handles Demand	Safety	Traffic Operations	Addresses City Goals	Addresses ISU Goals	Pollutant Emissions	Capital	Operating					
BASELINE – No Change to Current Operations (Same number of buses operated)	⊖	⊕	⊕	⊖	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	Not a viable alternative for future demand – Customers will need to wait 2-3 buses or more during peaks.
Add More Standard Buses (Number of new is recalculated over time to maintain max occupancy of 150% of seating capacity)	⊕	⊕	⊕	⊕	⊖	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	Retain Only as SHORT TERM alternative. Does not support Citywide or ISU long-term goals for transit/campus environment.
All Articulated Buses	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	Retain as alternative. Fewer total vehicles required for Orange – Reduces operating costs (fewer drivers)
Option 1 – ISC Lot Express-MWL Circulator - Maintain Current Alignment FIGURE 1	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	Retain as alternative ISC Express – No stops at MWL, Forker Hall, Science Hall
Option 2 – ISC Lot Express-MWL Circulator – Knoll Road and Lincoln Way Loop FIGURE 2	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	Eliminate – Concept is similar to Option 1, but adds left turn delay (less efficient)
Option 3 – ISC Lot Express-Clockwise Campus Circulator on Lincoln Way and Osborn Drive FIGURE 3	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	Eliminate – Reduced access to core. MWL – Longer ride to Osborn stops.
Option 4 – Relocate Buses to Fammel Drive-Bissell Road FIGURE 4	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕	Ratings assume 3-lane Fammel Drive. Retain – Takes buses off Osborn Drive. Based on transit service only - Eliminate.



Performance of the Alternatives Relative to Evaluation Criteria  
 ⊖ - Very Poor   ⊕ - Poor   ⊖ - Neutral   ⊕ - Good   ⊖ - Very Good

ALTERNATIVE	Evaluation Criterion										Screening Recommendation/Comments		
	Rider Experience			Traffic Operations/Safety		Environmental/Community Benefits-Support			Cost (See End Notes)				
	Travel Time	Service Frequency	Walk Distance	Handles Demand	Safety	Traffic Operations	Addresses City Goals	Addresses ISU Goals	Pollutant Emissions	Capital		Operating	
Option 5 - Bus Rapid Transit (BRT) Following Orange Route Through Osborn Drive FIGURE 5													Retain - Reduces operating costs, more efficient service relative to current.
Option 6 - Streetcar Following Orange Route Through Osborn Drive FIGURE 6													Retain - Provides very unique type of service to campus.

**INCREMENTAL Cost Notes:**

0 - No incremental cost other than those associated with inflation.

\$ - Lower Cost (Less than \$250,000 Annual Operating/\$1,000,000 Capital)

\$\$ - Low-Moderate Cost (Less than \$500,000 Annual Operating/\$2,000,000 Capital)

\$\$\$ - Moderate Cost (Less than \$1,000,000 Annual Operating/\$4,000,000 Capital)

\$\$\$\$ - Moderate-High Cost (Less than \$1,500,000 Annual Operating/\$8,000,000 Capital)

\$\$\$\$\$ - Higher Cost (More than \$1,500,000 Annual Operating/\$8,000,000 Capital)

**Performance of the Alternatives Relative to Evaluation Criteria**

- Very Poor

- Poor

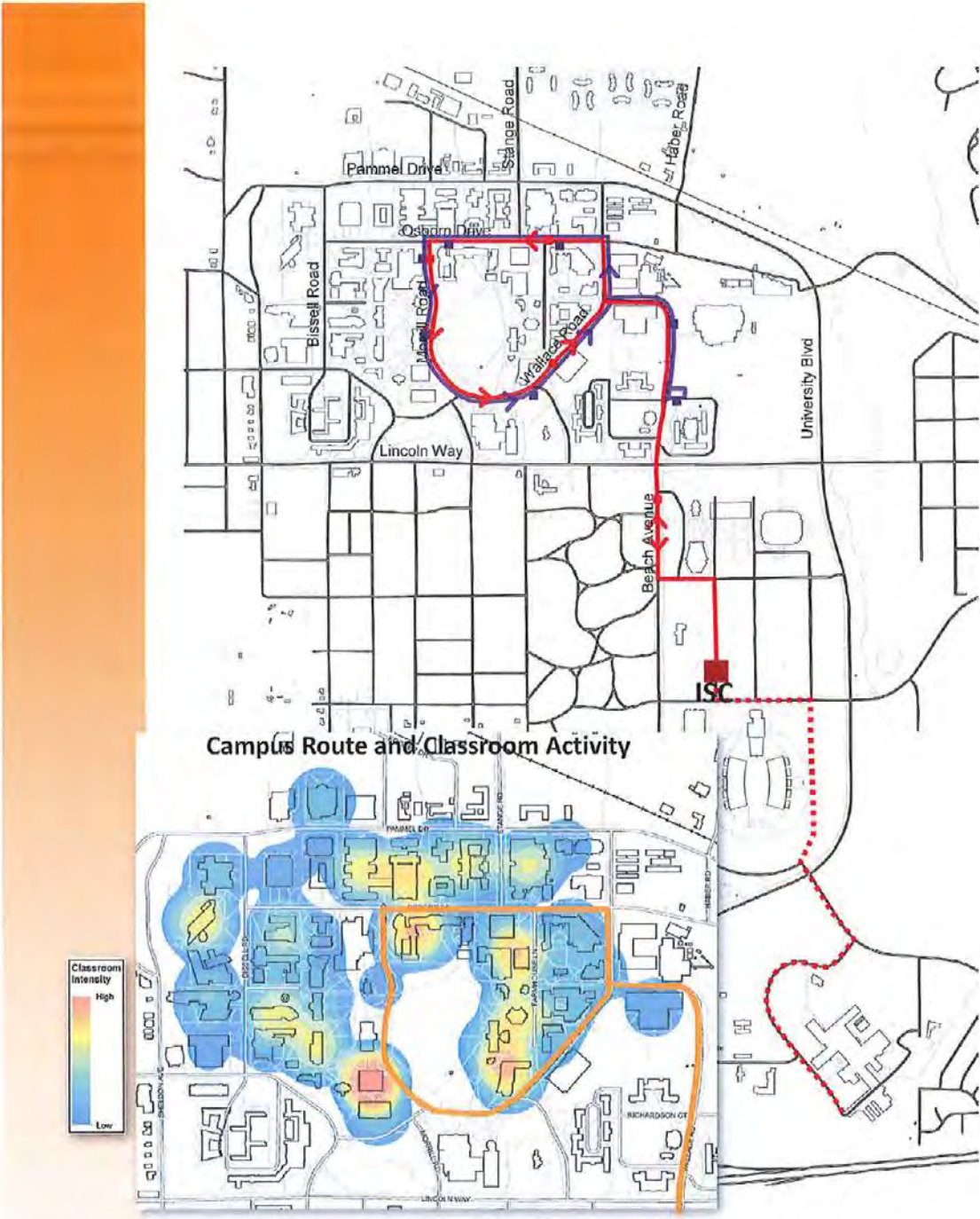
- Neutral

- Good

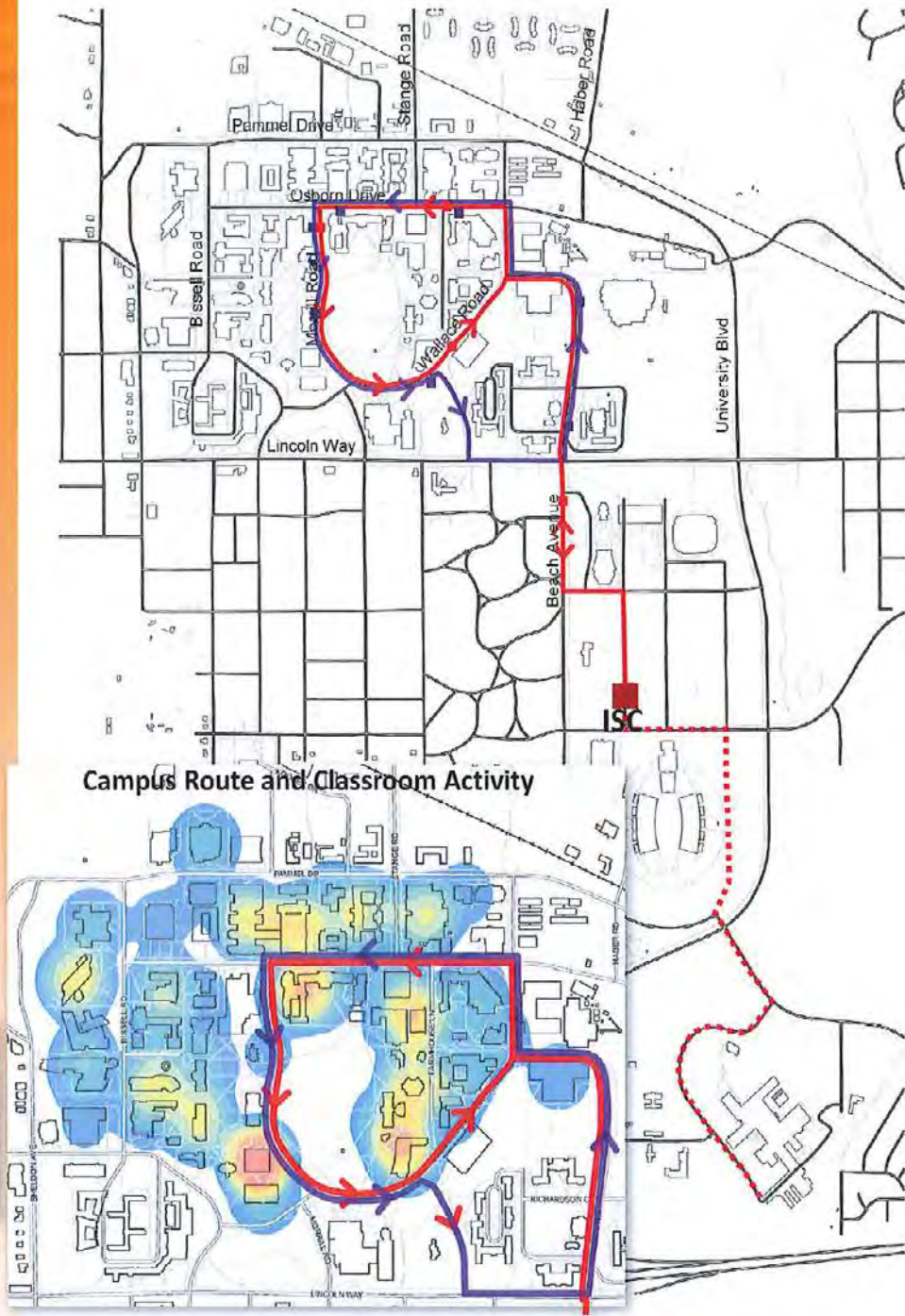
- Very Good



# Illustration #4 Alternatives Remaining

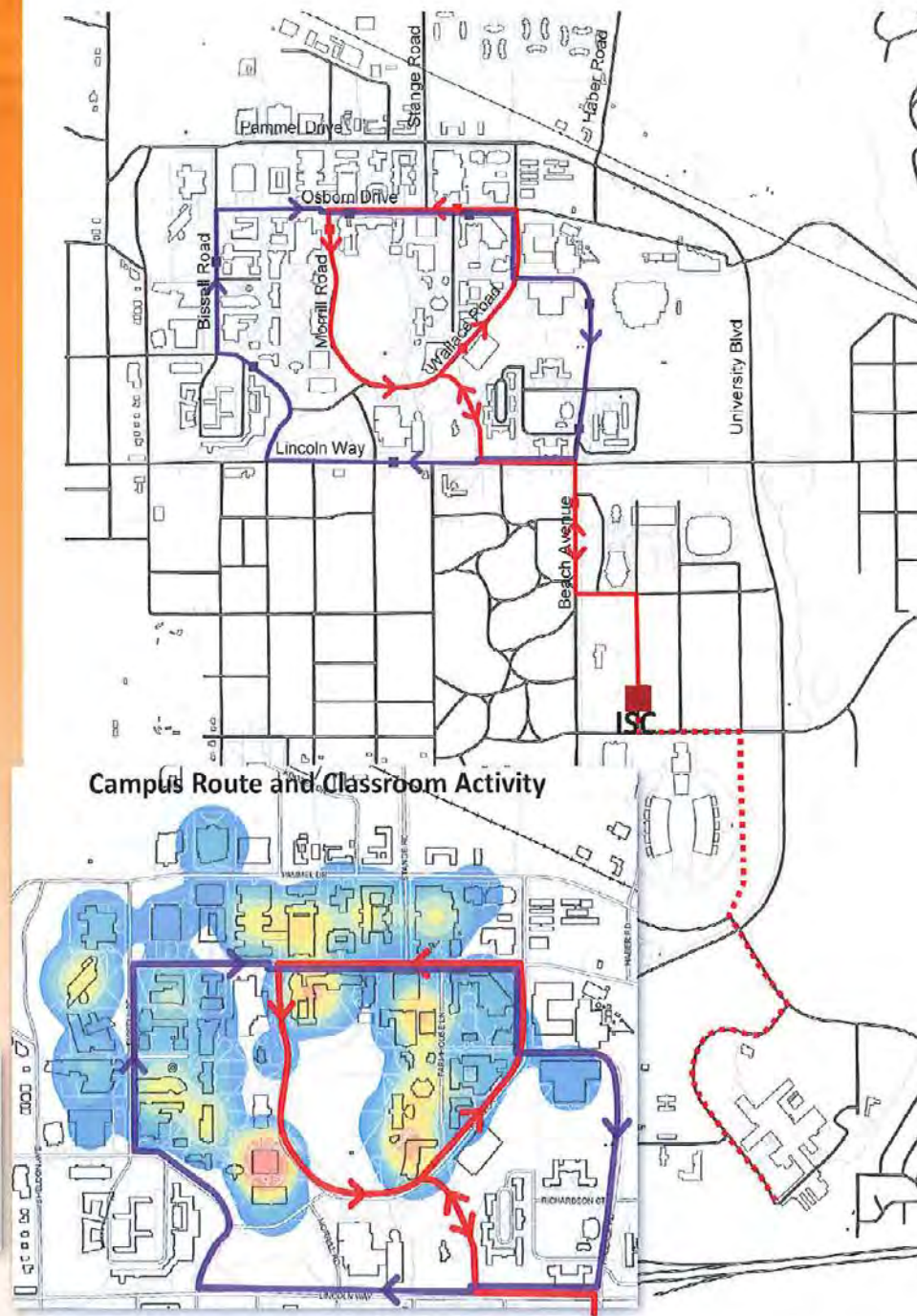


**Figure 1**  
Alternate Routing Option 1/Current On-Off  
Activity by Stop



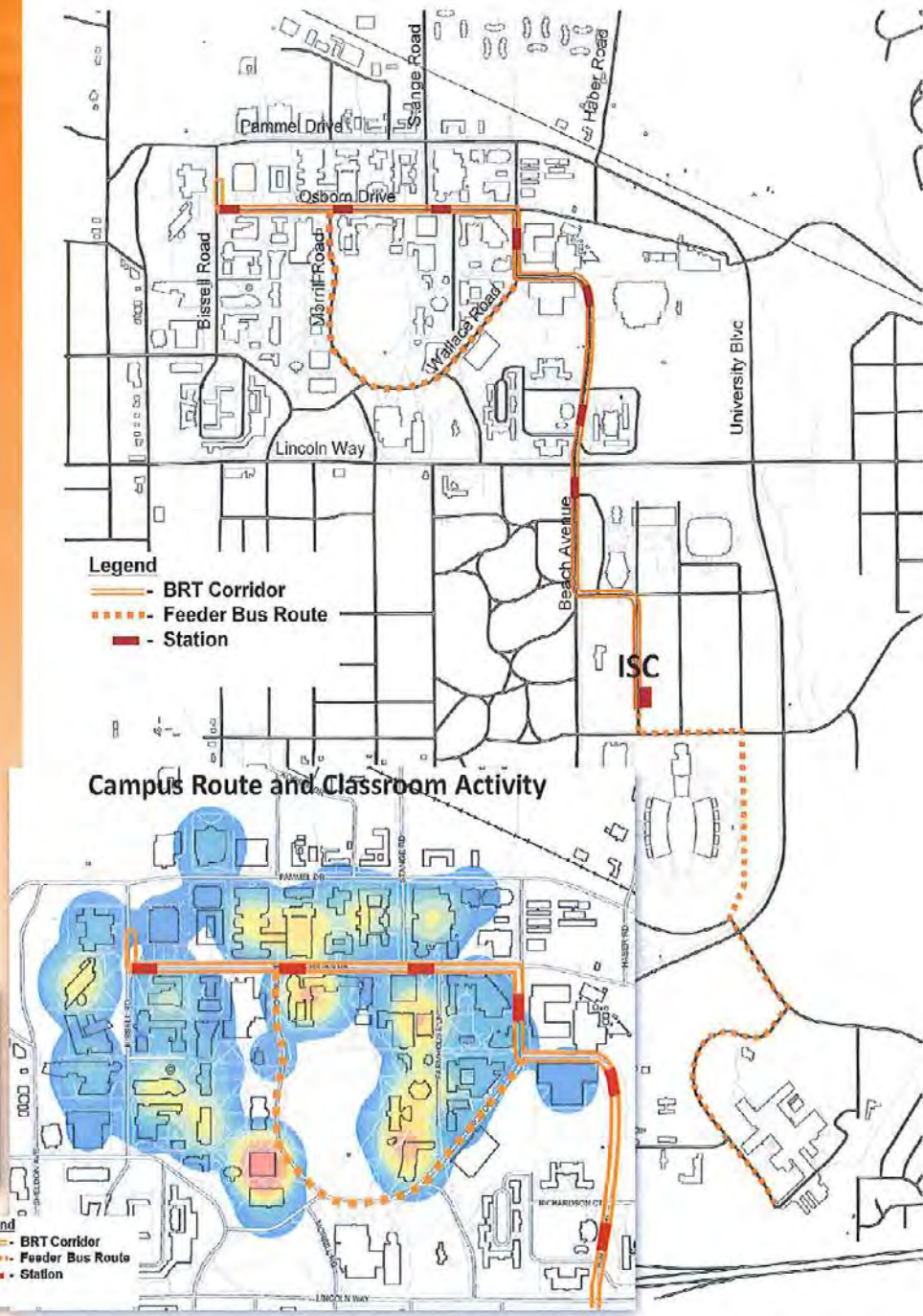
Campus Route and Classroom Activity

**Figure 2**  
**Alternate Routing Option 2/Current On-Off**  
**Activity by Stop**



Campus Route and Classroom Activity

**Figure 3**  
**Alternate Routing Option 3/Current On-Off**  
**Activity by Stop**



**Figure 5**  
**BRT Concept Alignment (Option 5)/Current On-Off Activity by Stop**

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** January 12, 2015  
**SUBJECT:** School Year 2015-2016 Operations Contract

**BACKGROUND:** Recently CyRide became aware that a private operator in Ames (CIT Transportation, Inc.) had purchased transit-style buses, making it possible for the private sector to provide an equivalent level of service for CyRide customers. Therefore, last summer, CyRide staff began investigating the possibility for a private operator to operate a portion of CyRide's service in an effort to reduce its peak hour bus and driver requirement, and ultimately ease the challenge it was experiencing in housing a larger bus fleet and hiring sufficient driving staff.

CyRide staff began developed a scope of work for a spring semester 2015 demonstration project, which was presented to the Transit Board at the August 2014 board meeting. As a result of these positive conversations, a formal bid was released in December, with one bid received from CIT Transportation, Inc. A contract was awarded to CIT at the January 2015 board meeting.

The spring semester demonstration project allowed CIT to operate "extra" trips for CyRide to address overcrowding on the campus circulator, Cardinal route – allowing CyRide to operate one less bus/driver during its heaviest peak service time during the semester. CyRide paid CIT \$65.25 per trip under this contract. CyRide staff believes this was a successful collaboration between CyRide and a private bus operator in that it met the transit system's goal of reducing the need for buses/drivers/facility space, while at the same time continuing a quality service to its customers.

**INFORMATION:** As a result of this successful spring project, CyRide prepared a bid for a more substantial piece of CyRide's peak period service for its "regularly-scheduled" service on the Cardinal Route campus circulator as opposed to only "extra" trips on this route. CyRide received only one bid again from CIT Transportation, Inc. for a cost of \$711.13 per day for two five hour pieces of work. CyRide's estimated cost to provide this same service would be \$439.90 per day for direct operating costs, not including capital expenses for the bus and facility. CyRide's fully allocated cost has been calculated at \$86 per hour, compared to the CIT bid at \$85.68 per hour. Therefore, this cost has been determined to be a reasonable expense for the operation of this service.



It is anticipated that the total value of this contract for the 2015-2016 school year will be approximately \$114,000.

The impact that this contract will have on CyRide's service will be to reduce its peak bus requirement by two less vehicles and an equivalent of two drivers to provide daily service.

**ALTERNATIVE:**

1. Approve a contract with CIT Charters, Inc. at \$711.13 per day for service as directed by CyRide for the 2015-2016 school year.
2. Do not approve a contract with CIT Charters, Inc. for CyRide services.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to approve a contract with CIT Charters, Inc. This contract will help to reduce CyRide's infrastructure and employee challenges for this next school year in a cost-effective manner.

## **CyRide Fixed Route Service Contract #3 Scope of Work Fiscal Year 2015/16**

CyRide seeks a contractor to provide bus service on ISU School days on regularly-scheduled trips on the #21 Cardinal Route to address overcrowding on this route during the 2015-2016 school year.

### **Vehicles:**

The contractor will provide a **transit type vehicle** that is wheelchair accessible and drivers to provide the service. Transit buses shall be 1990 or newer models. All vehicles will be maintained in a clean and safe condition.

### **Equipment:**

Vehicles operated under this agreement will need to be equipped with the following:

- Portable or Two-way radio (supplied by CyRide)
  - Electronic Destination sign programmed with “#21 Cardinal Route to Campus”
  - Ride counter (supplied by CyRide)
  - NextBus vehicle location equipment
- Cost for installing equipment will be the contractor’s responsibility.

### **Drug and Alcohol Testing:**

The contractor will comply with drug and alcohol testing regulations for bus operators. The contractor will provide a copy of their Drug and Alcohol testing policy. The contractor will also supply a copy of their annual Drug and Alcohol MIS no later than February 15, 2016.

### **Insurance:**

The contractor, at their expense, shall procure and maintain during the entire term of the agreement, for the benefit of the contractor and the City of Ames, the insurance required in this section and agreement.

#### Comprehensive General Liability

Commercial General Liability, occurrence form only with owner’s and contractor’s protective  
\$1,000,000 per occurrence

## Comprehensive Automobile Liability

Automobile Liability including hired and non-owned vehicles either rented, leased, or borrowed by contractor or employees of contractor. Contractual coverage not excluded.

\$5,000,000 per occurrence

\$5,000,000 per aggregate

Statutory Worker's Compensation as required by the State of Iowa

The City of Ames shall be named as an additional insured on the CGL and Auto policy.

On or before the effective date and thereafter during the contract term, the contractor shall provide CyRide with current certificates of insurance, executed by a duly authorized representative of each insurer, as evidence of all insurance policies required under this Section. No insurance policy may be canceled, materially revised or non-renewed without at least 90 days prior written notice to CyRide. Insurance must be maintained without lapse in coverage while the service agreement is in force. Insurance allowed to lapse without CyRide's consent shall be deemed an immediate default under a service contract.

### **Driver Qualifications:**

Drivers shall not be listed on the Iowa Sex Offender Registry or have a suspended/revoked driver's license. Drivers are not permitted to have more than three traffic convictions or accidents in the last three years and no record of OWI on their driving record, suspension or revocation. Drivers shall maintain an Iowa CDL license with appropriate endorsements and have passed a DOT physical. Driver shall not be former CyRide employees who have left employment involuntarily.

Drivers will be required to wear casual pants (no jeans) and a solid colored short or long-sleeved shirt of any color that is clean and in good repair. Toed shoes (no sandals) and socks are also required.

### **Driver Training:**

The contractor will be required to hire/train all drivers for the service and ensure adequate staffing on a daily basis and will assign a pool of drivers for operation of this service.

All drivers operating trips under this agreement will be required to be knowledgeable in CyRide routes, schedules, policies and procedures to provide quality customer service to CyRide riders. Therefore, each driver will be required to attend a three hour CyRide driver orientation session to familiarize contract drivers with situation they will experience in daily operation of service under this agreement. This training will be conducted by CyRide training staff.

### **Customer Complaints:**

If a customer complaint is received by the contractor for service under this agreement, the contractor will notify CyRide within 24 hours and work with the transit agency staff to resolve the concern.

**Service:**

Service will operate on ISU Schooldays only during the 2015-16 school year (August 24, 2015 – May 6, 2016), which excludes the following days:

- Labor Day Holiday (September 7, 2015)
- Thanksgiving Break ( November 23-27, 2015)
- Winter Break (December 21, 2015 – January 8, 2016)
- Martin Luther King Jr. Holiday (January 18, 2016)
- Spring Break (March 14-18, 2016)
- If Iowa State University classes are cancelled

The tentative, Monday – Friday, #21 Cardinal Route schedule from ISU’s building #33 is:

**Bus #1 (C1)** – 7:10 am to 11:29 am (11 trips)

**Bus #2 (C2)** – 7:26 am to 11:21 am (10 trips)

The attached schedule details the specific schedule for each bus. The above assignment and schedule may be changed by CyRide with 12 hours written notice to the Contractor. Buses shall be at the starting point at least three minutes before the scheduled departure time.

**Reports:**

Drivers shall count passengers and record the number of passengers on each trip each day. The contractor will submit the daily ridership reports once a week and will also submit total miles operated in the service.

**Federal Transit Administration Requirements:**

The contractor will comply with Federal Transit Administration regulations which are attached in Appendix A.

**Basis of Award:**

The contract will be awarded on a per day cost basis to the lowest bidder.

**CITY OF AMES, Iowa**

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

**FROM:** Sheri Kyras

**DATE:** January 12, 2015

**SUBJECT:** Ames Area MPO Long Range Transportation Transit Projects

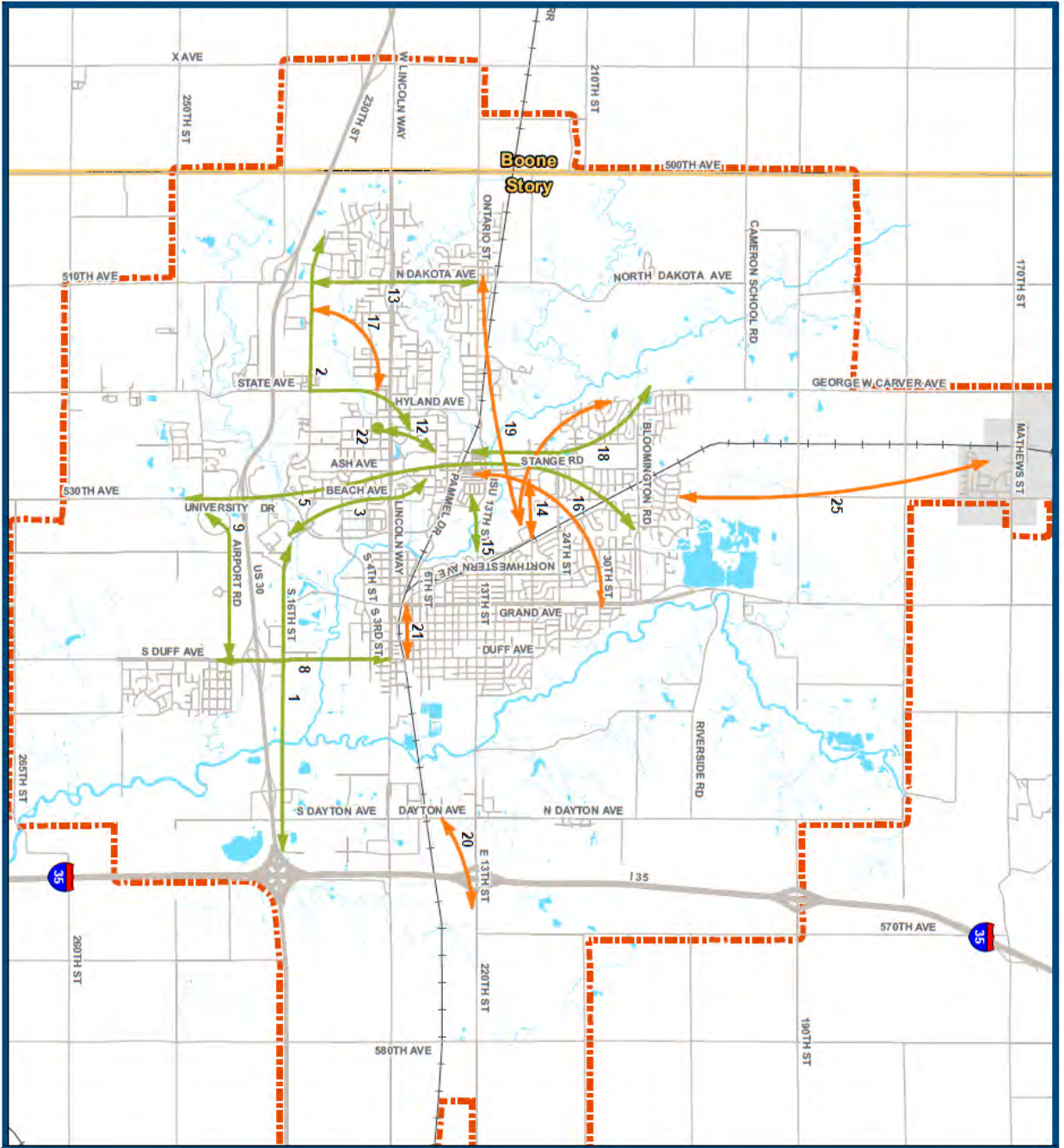
**BACKGROUND:** The Ames Area Metropolitan Planning Organization is currently in the process of completing its federally-mandated Long Range Transportation Plan, which includes transit projects along with highway, pedestrian and bicycle needs. This plan is designed to look 25 years into the future to determine what will be needed, requiring a financially-constrained plan. CyRide staff has been working with the MPO staff and their consultant (HDR Inc.) on developing the transit portion of this plan, as well as providing input on the other modes of transportation as it relates to transit. The MPO plan, which will include recommended future operating and capital projects, will be reviewed and approved by the Policy Committee of the MPO and must be completed, by October 1, 2015.

**INFORMATION:** CyRide staff has worked with the consultant to identify short and long-term potential operating and capital transit projects (over the next 25 years) that will help CyRide meet future needs of the Ames and ISU community. The attached list identifies the projects and their priority based upon criteria developed by the consultant for all projects – highway, pedestrian, bicycle and transit. As funding has not been identified for these projects, they all could be considered “illustrative” and would need to be funded to be implemented in the future.

Staff is seeking transit board input on whether the projects should be included in this plan along with the priority that has been placed on them.

**Ames Area MPO  
Long Range Transportation Plan  
Transit Candidate Projects and Priority**

Alternative Number		Description	Score	Priority
1	Alternative 1	S. 16th Corridor Service Improvements	10	High/ Short Term
2	Alternative 2	Mortensen/ State Street Corridor Service Improvements	12	High/ Short Term
3	Alternative 3	Orange Route Corridor Service Improvements	10	High/ Short Term
4	Alternative 4	Automatic Passenger Counters	2	High/ Short Term
5	Alternative 5	Brown Route North/South Corridor Service Improvements	10	High/ Short Term
6	Alternative 6	Buses (Expansion/ Replacement)	2	High/ Short Term
7	Alternative 7	Bus stop improvements	2	High/ Short Term
8	Alternative 8	S. Duff Corridor Service Improvements	12	High/ Short Term
9	Alternative 9	Airport Road Corridor Service Improvements	12	High/ Short Term
10	Alternative 10	CyRide Facility Expansion	1	High/ Short Term
11	Alternative 11	Farebox system	2	Medium/ Long Term
12	Alternative 12	Intermodal Circulator	13	Medium/ Long Term
13	Alternative 13	North/South Dakota Corridor Service Improvements	14	Medium/ Long Term
18	Alternative 18	New transit service between North Ridge/ Somerset/ Valley View via Stange Rd/Bloomington Rd/ GW Carver Ave	11	Medium/ Long Term
22	Alternative 22	Intermodal facility Improvements	2	Medium/ Long Term
23	Alternative 23	Automatic Vehicle Location Technology	2	Medium/ Long Term
24	Alternative 24	Regional commuter study (North Ames, Nevada, Gilbert, Boone, etc.)	1	Low/ Regional
27	Alternative 27	Des Moines to Ames Transit Corridor Improvements	2	Low/ Regional
28	Alternative 28	Bus Thruway- Ames to Amtrak in Osceola	0	Low/ Regional



**Potential  
Transit  
Alternatives**  
*Alternatives on  
6/2/2015*

- Legend**
- Carry Forward
  - Carry Forward
  - Eliminate
  - Railroad
  - - - MPO Planning Boundary
  - - - County Boundary
  - Rivers / Streams



# Transit Director's Report

July 2015

## 1. Rider Policy Changes

In reviewing CyRide's rider policies that allow the system to safely and comfortably provide service to every customer, staff will be implementing a change to one section of these policies, which will further clarify behaviors while riding CyRide. These changes are highlighted in red and address the new popularity of e-cigarettes (vaping) as well as clarifying use of alcohol and drugs on the bus.

### Food, Beverage, Alcohol, Tobacco and Drugs

Food and Beverages are allowed on the buses, as long as they have a closeable lid. Pop cans will be allowed, but any other beverage must have a closable lid. We ask that you not eat food items on the buses, as they can be messy. **Also, the following will be prohibited on the bus or in a bus shelter for customer safety and comfort:**

- Drinking an alcoholic beverage or possessing an open container
- Smoking, vaping or carrying of any type of lit pipe, cigar, cigarette etc.
- Possessing an illegal drug or substance

## 2. Possible Facility Expansion Sites

In response to the Transit Board's direction to begin identifying suitable options for CyRide's facility expansion, staff met with ISU Facility's Planning & Management staff over this past month to begin discussions on possible short-term and long-term university-owned land that might be available for CyRide use. Based on a **preliminary** discussion, the following ISU sites were identified for further discussion/study:

### Short Term

- 925 Airport Rd. (Former VanWall Equipment) – parking lot only, on the south side of the building

### Long-Term

- 601 State Street (Breckenridge parcel to be sold to ISU) – possible 17 acres
- 2215 State Street (south of Hwy. 30, Curtis Farm) – possible 3.5 acres

Other long-term possibilities, not owned by ISU, were discussed as follows:

- 3300/3800 S. Riverside Dr. (east side of road on airport property) – City of Ames current owner
- 2404 S. Duff Ave. (State Nursery) – State of Iowa current owner

Staff will be following up on these locations and providing information to the board regarding their possibility for CyRide use later this fall, in conjunction with other private sector locations possible for lease or purchase.



# 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**