

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

August 20, 2015

1. CALL TO ORDER: 8:00 A.M.
2. Approval of July 30, 2015 Minutes
3. Public Comments
4. Federal Grant Application
5. Iowa Clean Air Attainment (ICAAP) Grant Application
6. CyRide Driver Position Staffing Trends
7. Transit Director's Report
8. Anticipated Closed Session Regarding Labor Negotiations
9. Set Meeting Time and Place:
 - September 24, 2015 – 4 P.M.
 - October 29, 2015 – 4 P.M.
 - December 3, 2015 – 8 A.M.
10. Adjourn

The Ames Transit Agency Board of Trustees met on July 30, 2015 at 8:00 a.m. in the CyRide Conference room. President Haila called the meeting to order at 8:02 a.m. with Trustees Haila, Gartin, Abbas, Madden, and Teubert being present. Absent: Trustee Schainker.

APPROVAL OF MINUTES: Trustee Abbas made a motion to approve the June 23, 2015 minutes and seconded by Trustee Madden. (Ayes: Five. Nays: None.) Motion carried to approve the minutes.

ORANGE ROUTE STUDY PRESENTATION: Director Kyras explained the background of why the Orange Route was being evaluated, mentioning that historically the route has continued to grow by 2-7% each year, with approximately 14,000 rides per day, making it the busiest route in the State of Iowa. She then explained that the FTA approved funding for an Alternatives Analysis study to improve the route. The project was awarded to URS through a bid process in 2012. Director Kyras introduced Bill Troe of SRF formerly of URS, who is staying on this project through its completion, and guest Mark Bechtel, of the Federal Transit Administration Region VII Office. She added the goal is to examine how CyRide can efficiently provide future needs in light of the route's high ridership and continued demand. Director Kyras then asked Mr. Troe to recap the work completed to-date and to provide information on the remaining route alternatives.

Mr. Troe started his presentation by reviewing the purpose of the Orange Route Study, stating that four steps were taken in the Alternatives Analysis study process: purpose and need, range of alternatives, evaluation of the identified alternatives, and selection of a preferred alternative. Mr. Troe stated that the purpose and need were defined by the amount of wait time for passengers, overcrowded buses, pedestrian safety with increased vehicle activity, greenhouse gas emissions and that the current method to increase route capacity adds buses, creating inefficiency and safety concerns.

Mr. Troe said that a broad range of alternatives were evaluated, including adding more 40' buses, using all articulated buses, split or modified routes, Bus Rapid Transit, and light rail transit. Mr. Troe stated that simply adding more 40' buses did not solve the capacity issues, as they only hold 65 people and often times leave the ISC parking lot full, while the articulated buses hold 105 people. Director Kyras added that the project was based on a 10-year study period, with the intent of providing 1,800 rides per hour and that our current operations provide 1,500 rides per hour. Mr. Troe said that the two remaining alternatives that were identified as possibilities by the committee include the use of all articulated buses and the implementation of BRT (Bus Rapid Transit). Mr. Troe further explained why the alternatives of a split route and light rail, were eliminated as viable options, stating that the operating costs of a split route and the implementation costs of light rail were too substantial and that the addition of more traditional 40' buses to the route would increase the negative effects of the route's current situation.

Trustee Gartin asked what the role of the Transit Board would be in the decision to implement one of these concepts. Director Kyras said that the intent was to have the Transit Board review information developed by the study, decide on the best alternative and then consider implementation of this alternative through the budget process. President Haila asked if Iowa State officials had been informed about the options and if they supported the remaining options. Director Kyras shared that Iowa State University, CyRide, City of Ames and student representatives were part of a study committee that reviewed these options. She also stated the meetings had been held with ISU Administrative staff on the range of options to determine if any alternatives were not feasible from their perspective.

Trustee Gartin asked why so many people use the Orange Route. Director Kyras answered that there are three basic traffic generators on this route: people that park and ride for free from the commuter lot, large residence halls are on the west side of campus that contain a high number of students and people that use the route to circulate throughout campus. Trustee Madden added that there are a lot of people coming from outside of Ames that drive and ride into campus, as well as people within the city who do not want to pay for parking on campus. Trustee Gartin asked how much ridership is attributable to commuters. Mr. Troe stated that this had been identified in the study through a rider survey and it was found that 40% of the demand comes from the commuter lot, 40% from the MWL/Richardson Court area and 20% from circulation within campus. Mr. Troe added that 25% of the commuter demand is coming from outside Ames, predominantly from the Des Moines area.

Trustee Gartin questioned whether or not other parking options on campus had been evaluated before the light rail option was considered. Mr. Troe stated that the light rail option has been dismissed for consideration. Trustee Gartin asked if other parking places had been considered aside from the current commuter lot for parking. Director Kyras said that transit is most efficient from one route as opposed to service from multiple lots because operating costs double. She indicated the current Orange Route is highly efficient as it operates on a three mile loop that carries 14,000 people per day. She also indicated that parking decisions were made by Iowa State University representatives.

Mr. Troe continued reviewing his presentation, stating that the remaining alternatives under consideration were: splitting the current Orange Route into two routes, Bus Rapid Transit (BRT) and using all articulated buses to service the route. Mr. Troe further elaborated on all of these options, sharing a map of the split route option. He explained the two routes, indicating the first route would be an express route into campus, with less stops, maintaining connectivity to the Veterinary Medicine area and the second route would be referred to as the Maple-Willow-Larch (MWL) Circulator. He explained that this route would loop around campus starting at MWL, staying north of Lincoln Way, as MWL is one of the most active locations on the route. Mr. Troe stated that this option would be less efficient because it would utilize more vehicles and drivers and also add more trips into campus – particularly along the currently congested Osborn Drive.

Mr. Troe shared information about the option of using all articulated buses. Currently, the Orange Route uses 12 buses, 10- 40' buses and two articulated buses needed in service. This number would be reduced to eight articulated buses needed under this option. Trustee Haila asked what the current hours of operation are for the Orange Route. Tom Davenport, CyRide's Transit Coordinator, stated that the first bus starts at 6:30am and that at around 7:30am there are 10 buses servicing the route; increasing to 12 buses between 8:30am and 1pm; afternoons require 10 buses. Mr. Davenport added that there is one bus between 6pm and 10pm due to the lower demand.

Mr. Troe reviewed the option of Bus Rapid Transit. Mr. Troe shared that the BRT concept would start at the ISC Parking Lot, stopping on the hill on Beach Rd., at MWL, at Lied Recreation and at three stops along Osborn and then turn around at Osborn Dr. and Bissell Rd. He explained that this shortens the travel time by having fewer stops, speeding up entry and exit by having lower boarding, and enhanced stations. In addition, technology such as the NextBus digital signs, shelters and signal priority at intersections will further reduce travel time. He further elaborated on the signal priority technology and contrasted it with a queue jumper lane to pass through the Beach and University Blvd. intersection, indicating that the priority technology was preferable for this application than the que jumper.

Mr. Troe shared that there is an FTA program called "New Starts", which could fund much of the BRT capital start-up costs. Director Kyras introduced Mark Bechtel of the FTA's Region VII office. Mr. Bechtel shared some information on the implementation process for the BRT option. Mr. Bechtel stated that normally the process to implement a BRT option takes about two years. He stated that the following activities must be completed prior to submitting a grant request under this program: NEPA (National Environmental Protection Agency) documentation, must be included in the Ames Area Metropolitan Planning Organization's Long Range Transportation Plan, Local and State Funding must be secured and engineering/design plans must be completed.

Mr. Bechtel further elaborated on the process, stating that Maurice Foushee with the FTA's Washington DC office would be a great resource for project development advice. Mr. Bechtel suggested that Director Kyras, Mr. Foushee and he hold a conference call prior to Mr. Forshee's visit to Iowa later this year. He explained that Kansas City has two BRT routes in place and is looking to implement a third, so they could also be a valuable resource in project development for CyRide's possible project. Mr. Bechtel stated that things such as economic development, ridership and age of the fleet would be evaluated during the determination.

Trustee Madden asked what the level of competitiveness was for this grant program. Mr. Bechtel replied that CyRide would be competing nationally. Trustee Teubert asked if Ames would be given preference due to its high ridership over other agencies that already have a BRT route. Mr. Bechtel said he would have to ask this question to those reviewing the grants and that Eugene, OR (University of Oregon) would be a good comparison of a college community with BRT service. Mr. Bechtel left the meeting at 8:40am.

Mr. Troe returned to his presentation on the Orange Route Study, stating that in the BRT alternative, the traffic would follow a bi-directional path, requiring a turnaround or roundabout at Bissell and Osborn. He elaborated that this would eliminate the current three-way stop, benefiting all users of the intersection, but would have some land use implications. He explained that the BRT alternative could include rehabilitation of a portion of the ISC Parking Lot where commuters are parking. Specifically, he indicated that the funding program could provide rehabilitation to around 900 parking spaces in the C5 and C6 parking lots, with the funding share at 80% federal and 20% local.

Mr. Troe reviewed the range of alternatives, which has been narrowed down to two alternatives - using all articulated buses and the BRT concept. Mr. Troe explained that under the New Starts Program, BRT is an eligible option for funding and, that even though there are several items to account for, he does feel it could be done in a shorter implementation timeline, closer to the six month goal used by Kansas City.

Trustee Gartin asked what the costs are for each remaining alternative. Bill referred to a handout that listed the estimated capital costs for each option, stating that the all articulated bus option would be an estimated at \$3 million and BRT would be \$8.57 million; however the difference between the local share needed for each option was not significantly higher for the BRT option. Director Kyras clarified that eight articulated buses would be needed for service and two additional buses needed for spares buses. She elaborated that currently CyRide has two articulated buses, four are on order, leaving four additional articulated buses needing to be purchased under either of the remaining options. Trustee Madden asked if each articulated buses already on order was \$750,000. Director Kyras stated that this was an estimate of the future cost of these buses, after completing all the requirements of a New Starts grant.

President Haila questioned whether or not boarding time was considered in maintaining the all articulated buses option. Mr. Troe stated that it was a consideration and that boarding through both doors would be anticipated using automatic passenger counters (APC) to collect ridership data. Director Kyras added that CyRide has tried using APC's on its current articulated buses, but has been unsuccessful to-date in getting the technology to accurately count all passengers through the extra wide doors of the articulated buses. CyRide staff will continue to work on this technology. Trustee Teubert suggested looking into the idea of having ISU students scan a card when they enter. Director Kyras said that staff is currently working with NextBus to try to resolve the current APC issues as this technology is already on the buses.

Trustee Madden asked if the platform bus stop option would be used in the all articulated concept. Mr. Troe explained that near level boarding usually involves at least one step. President Haila asked if the current buses comply. Director Kyras replied that CyRide's current low floor buses do comply.

Mr. Troe explained that the stops would have shelters and NextBus signs according to their activity/demand at locations under the BRT concept, but not under the all articulated concept. President Haila asked why shelters are required. Mr. Troe replied that it is an integral part of

the BRT defined service according to FTA officials. Trustee Madden added that the recent rain issues could make shelters very useful for people waiting for the bus.

Trustee Gartin asked what the initial capital investment was for the project and what the operating costs would be going forward. Mr. Troe replied that the current operating costs are at estimated \$1.6 million in year 2024 and that converting to the all articulated bus or BRT options would cost about \$1.1 million, resulting in approximately \$500,000 in savings per year. President Haila asked where the savings came from. Mr. Troe replied that both concepts have fewer buses operating (eight versus 12), resulting in lower costs.

Trustee Teubert asked if using Pammel Dr. had been considered, rather than Osborn Dr. Mr. Troe replied that significant changes to the Osborn Drive corridor are being implemented for this fall to reduce conflicts along this corridor and that placing students further away from the core of campus would result in students walking further. Trustee Madden shared that a group on campus has been working to identify ways to address the congestion on Osborn Dr. and that there is a pilot plan that will be implemented this fall that will modify stops, not allow parking and reduce traffic on Osborn Dr. by limiting gate access. Trustee Madden stated that these Orange Route alternative concepts fit the idea of less traffic on Osborn Dr.

Mr. Troe continued his presentation, stating that costs for the BRT street improvements would be around \$500,000 for the turnaround, \$60,000 for a transit signal priority system and approximately \$4.5 million for the rehabilitation of 900 parking spaces. Mr. Troe explained that using the 80/20 funding structure, the local cost for the all articulated bus option would be \$1.5 million and \$1.7 million for the BRT option.

Mr. Troe said that the grant for the BRT option is very competitive; showing a list of other places that have received grant approval for their BRT project. He pointed out that in comparison, CyRide's request of approximately \$6 million is far less than other communities (\$24-160 million) who were awarded the funding at the 80% level as opposed to a lower federal participation percentage. Mr. Troe said that the Orange Route Study Committee is leaning toward the BRT option as the locally preferred option, but Board input is needed regarding the possibilities of the local funding required for this option. Director Kyras stated that there are some things that are not included in the BRT option price, including design costs and a contingency budget. Trustee Madden shared that he believes that this is a good return on investment. Trustee Teubert added that there are benefits of this project that could positively impact other routes.

Director Kyras said a major concern of hers regarding the BRT alternative is whether or not ISU is comfortable with the turnaround that is necessary for the concept to function. Trustee Teubert asked what the roundabout looks like. Tom Davenport referred to the City of Gilbert's roundabout as a comparison. Director Kyras also stated that the BRT alternative could be impacted if a decision were made to have individuals parking at the commuter lot were required to pay a parking fee; thereby significantly reducing ridership on this route. She indicated that if the parking infrastructure improvements (900 spaces) were no longer needed

to support the Orange Route, that FTA could request repayment of their share of the improvement. Trustee Madden asked if payment for parking in the commuter lot would result in a lower grant application ranking with the FTA. Mr. Troe replied that parking fees would lower the demand for the route, which the grant application would be based upon, so could be looked at negatively by the FTA.

President Haila asked if moving service from Osborn Dr. to Pammel Dr. was still under possible consideration. Director Kyras indicated that there was some discussion by ISU representatives participating in the Osborn Dr. Study to consider this as a long-term solution. She indicated that this would be a major change for CyRide for its route structure and financially, and said that a future Transit Board discussion on hiring a consultant to complete a redesign of CyRide current route structure could incorporate this option. Further, she indicated that the system is currently design to comfortably carry 4 million passengers; however, as CyRide approaches 7 million rides, it may be time to relook at this structure and make sure it works for the future. She indicated that she will include this discussion as a future Transit Board agenda item.

President Haila asked if the BRT alternative would have to be maintained for a required amount of time to satisfy FTA requirements. Director Kyras stated that use of the infrastructure would be required within CyRide's system, but the Orange route could be moved around or adjusted.

Trustee Madden mentioned that ISU enrollment is expected to be up an additional 1,500 students for this fall, so continual growth will be something to consider. Director Kyras explained that she wanted to bring the board up-to-date on the information regarding the Orange Route Study by presenting the two remaining alternatives and that she will bring Trustee Schainker up-to-date by the next meeting.

President Haila asked what the local funding model would be for the alternatives. Director Kyras stated that it could follow the standard 65% student, 24% city and 11% ISU model if board members were comfortable with this approach, but there are some groups benefiting directly from the improvements, such as ISU Athletics, that could contribute to the local share as well. She indicated that the sources and funding splits would need to be negotiated. Trustee Madden added that since this is a community system, the growth and benefits would be felt by a lot people.

Trustee Gartin asked if benchmarking had been done and what would happen if we did nothing. Mr. Troe said that this has been reviewed through the study. Director Kyras stated that she would provide a "cheat sheet" at the next discussion of this topic that contains the information for the two remaining options and a "do nothing" option for comparison.

Trustee Gartin asked if looking at additional parking structures on campus had been explored, including adding more levels to existing parking ramps. Trustee Gartin said that he has concern for the long-term funding of this project. He added that the payback seems almost unbelievable for the BRT option. Trustee Gartin also stated that self-sufficiency is "key" and that less funding by the FTA in the future is inevitable.

President Haila asked Tom Davenport, CyRide's Transit Coordinator, for his input on the BRT concept. Mr. Davenport said that he is not sure of the \$500,000 savings stating that further refinement of this level of this savings should be studied. He also indicated that the "wait time" at a bus stop would increase from 2 – 5 minutes and that he believes this could have a negative impact on ridership.

Director Kyras added that two articulated buses in use now create a "bottle neck" for the other shorter buses being used on the route because the longer buses take longer for loading and that she believes this situation could be remedied by either the all articulated bus option or the BRT option. It would also help in having fewer buses on campus and would benefit service at the Veterinary Medical facility. Trustee Teubert said that he didn't believe students would view a five-minute service on the Orange Route as a negative aspect of service. Trustee Madden said that he doesn't believe walking more is a goal or desire on campus.

Based upon the discussion at the meeting, Director Kyras will provide more detailed information regarding these options at a future board meeting.

SCHOOL YEAR 2015-2016 OPERATIONS CONTRACT: Director Kyras shared that Central Iowa Transit (CIT) provided service last spring under a contract for service on CyRide's Cardinal Route. She indicated that the service had operated successfully and, based on previous board discussion and interest to further continue this project, that discussion had progressed regarding a larger project this fall for CIT to operate more service on this route. As a result, a new project was placed out for bid for two buses providing service from 7:30-11:30am on the Cardinal Route with only one bid received from CIT Transportation. She explained that their cost was \$711.13 per day, which is comparative to CyRide's hourly service charge of \$86 per hour. She also shared that CyRide's direct operating costs totaled \$439.90 to operate this same service. Tom Davenport stated that this amount did not include overhead or capital costs in that figure. The total amount of the contract is estimated to be \$114,000 for the school year. Director Kyras stated that staff recommended Alternative #1, to approve a contract with CIT Charters at \$711.13 per day for service as directed by CyRide for the 2015-2016 School Year as this will reduce the number of drivers and buses needed to operate daily service and is at a comparable fully-allocated cost.

Trustee Haila asked if the amount of the excess expense was budgeted. Director Kyras said it was not in the budget approved by the Transit Board in January 2015, but that fuel cost savings can offset this expense, as CyRide is currently experiencing a significant budget savings due to the lower price of fuel than budgeted. She also shared that CyRide is struggling to find drivers, stating that the goal was for 35 new drivers to be hired/trained during the summer and that CyRide has hired only 23 to-date. She indicated the new CDL requirements enacted in July are hindering the hiring process. Trustee Gartin asked what CyRide is paying drivers. Barb Neal, Operations Supervisor stated that for the first 120 hours CyRide pays a training wage of \$8.00 per hour, those working less than 20 hours per week start at \$11.96 per hour and those over 20 hours are paid \$14.05 per hour as a starting wage. Director Kyras stated that she doesn't necessarily believe that the hiring challenge is related to the wage rates, but rather due to the

fact that unemployment is low in the Ames area. Director Kyras said that staff was in the process of reassessing the training wage and would provide the board with more information on this issue at a future meeting.

Trustee Haila shared his concern about the higher cost of contracting this service as opposed to CyRide's direct cost.

Trustee Madden said that he sees this as a practical near-term solution and made the motion to approve Alternative #1, seconded by Trustee Abbas. President Haila said he would like to reevaluate this in the future. (Ayes: 5, Nays: 0). Motion carried to approve Alternative #1.

AMES AREA MPO LONG RANGE TRANSPORTATION TRANSIT PROJECTS: Director Kyras stated that the Ames Area MPO is in the process of completing a 25 year Long Range Transportation Plan that is required by the federal government. That the list of transit projects included in the board packet were potential projects that had been identified through reviewing previous discussions at the Board level and staff's understanding of current development patterns. She is seeking input from board members as to the transit board's comfort level in including these projects in the plan.

Trustee Teubert asked about the Story County Supervisor's thoughts about regional commuter services, such as the Nevada service he recommended in the future. Director Kyras replied that it was included in the plan under regional services. Trustee Madden asked if CyRide could be a regional transit system. Director Kyras answered that CyRide could potentially contract with outlying communities or that it could go to a regional structure, such as Des Moines has done by creating a Transit District. Trustee Madden asked if it would make a difference in the qualifications for funding. Tom Davenport, Transit Coordinator stated that under Section 5307, the population density funding formula would be negatively affected if CyRide increased its service area to include lower populated areas of Story County. He also added that when CyRide added the Pink Route, the transit system lost approximately \$25,000 per year due to this area's lower population density.

Trustee Haila asked if this is more of a "wish list". Director Kyras confirmed that it was and that if CyRide was not ask for funding of any of these projects stating that they were "illustrative" and if deemed desirable would need to be brought forward through the budget process and included in other planning documents. Shari Atwood, Transit Planner, commented that CyRide would specifically have to add the BRT project to the document if this was approved. Trustee Haila asked when this plan is approved. Director Kyras replied that it was scheduled for September for approval by the Ames City Council.

DIRECTOR'S REPORT:

- Due to increased usage of e-cigarettes and other vaping devices, a change in CyRide's Rider Policy was being contemplated by staff to add smoking of e-cigarettes or vaping as not permissible on the bus. She also indicated that several other changes were being made to strengthen the written policy to match current practices on drugs and alcohol

usage on the bus. This change will be effective at the beginning of the School Year. Trustee Madden shared that there was language in a policy that ISU has drafted that addresses the use of e-cigarettes and vaping devices. Trustee Gartin said he was supportive of whatever ISU was doing in regards to this policy. Trustee Teubert confirmed that vaping and e-cigarette devices are included in the policy at ISU.

Trustee Haila asked if the rider policy addressed firearms and if they were allowed. Barb Neal said that they were not allowed and that she thought that this may have been previously addressed due to an incident with BB guns and would confirm that it is already addressed. A further discussion on weapons ensued and the consensus was to leave the policy as is unless there are issues that arise as a result of behaviors around this issue.

- Staff, along with ISU Facilities Planning & Management, has identified a possible short-term parking solution for the increased number of buses that will be in use beginning next school year (fall 2016) - south parking lot at 925 Airport Rd, the former Van Wall Equipment location. Possible long-term solutions identified for sight expansion include: Breckenridge Parcel on State Street that ISU is in the process of obtaining, ISU's Curtis Farm on State Street (south of Hwy 30), S. Riverside Dr. by the airport owned by the City of Ames and the State Nursery, which is owned by the State of Iowa and is just south of the Ames Fire Department House #3.

Director Kyras stated that these were the options that had been identified thus far. Trustee Haila stated he would like to see the costs associated with each of these options. Trustee Madden stated that the State Nursery was under discussion and that the Breckenridge property should be removed from the list due to neighborhood issues.

- Director Kyras shared that overall ridership for last year was 6,711,635, increased from the previous year by 92,453.
- Director Kyras stated that Copper Beech had not complied with the contract that they had signed by delivering a check by July 1, 2015 for the 2nd year of a three year contract for additional service in the area of their development and is currently in default of their contract. She added that the service for the Plum Route to S. 16th Street has been reduced to reflect the lack of payment and is not listed in the printed route schedule. Trustee Gartin asked if there have been any communication attempts made to reach out to someone at the Copper Beech organization. Director Kyras stated that she has reached out to the local managers of the Grove, who state that they are now responsible for Copper Beech, but they are unwilling to pay for the service. She added that communications was sent on August 1, 2015 via the City Attorney's Office to the person listed in the contract and that they have until August 20, 2015 to produce a check for the amount listed in the contract.

Trustee Haila asked if the service had already been amended. Director Kyras confirmed that it is already been reduced from the 20 minute service to 40 minute service and that staff has prepared for the reduction in service. Trustee Madden asked if there is documentation of a land contract sale. Director Kyras replied that the City Attorney's office has not found such a document, but in researching other Copper Beech developments, it appears that ownership is often transferred between properties owned by the same individuals.

SET MEETING TIME AND PLACE:

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

Trustee Madden stated that he may need the meeting on August 20th changed to 4 PM, rather than 8 AM. President Haila confirmed that 4 PM on the 20th works for his schedule. Trustee Gartin stated that he would not be in attendance at the September 24th meeting.

President Haila made a motion to adjourn the Ames Transit Board of Trustees meeting at 9:59 a.m. Trustee Gartin seconded the motion. (Ayes: 5 Nays: None.) Motion carried.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 20, 2015

SUBJECT: Federal Grant Application

INFORMATION: Each year, CyRide submits a federal grant application (Section 5307) to receive formula funding that has been allocated to CyRide. This year, CyRide may apply to the Federal Transit Administration for the dollars listed below, based on a federal formula calculation. In the FY2016 budget that began July 1, 2015, CyRide included \$2,041,482 in federal dollars. The total formula dollars are lower than what was previously budgeted by \$90,306. The difference between the total apportionment between FFY2014 and FFY2015 is shown below:

	<u>FFY2014</u>	<u>FFY2015</u>	<u>% Change</u>
<i>Formula 5307 Funding/Growing States</i>	\$1,010,461	\$1,007,756	- 0.3%
<i>Small Transit Intensive Cities (STIC) funding</i>	\$960,081	\$943,420	- 1.7%
TOTAL Apportionment	\$1,970,542	\$1,951,176	- 1.0%

Formula 5307 funding is based solely on population and population density of an Urbanized Area (UZA). Small Transit Intensive Cities (STIC) funds are allocated to UZA's between 50,000 and 200,000 in population that operate a level of transit service equal to or above the industry average for cities with populations 200,000 – 999,999. Transit systems are rated within the following six categories receiving STIC funding per category they meet/surpass.

1. Passenger miles traveled per vehicle revenue mile,
2. Passenger miles traveled per vehicle revenue hour,
3. Vehicle revenue miles per capita,
4. Vehicle revenue hours per capita,
5. Passenger miles traveled per capita, and
6. Passengers per capita.

CyRide has historically achieved five of the six STIC categories and this year is no expectation obtaining an additional \$943,420 in federal formula funding. The STIC allocation for small urban transit agencies was increased from 1% to 1.5% in FFY2013 under the transportation bill MAP-21. As a result, there was a significant increase, 37.2%, between FFY2012 and FFY2013. For FFY2015, agencies exceeded the performance criteria five more times throughout the

nation so there were less dollars per achieved criteria. Overall, CyRide achieved \$943,420 in meeting five of the six STIC criteria for FFY2015.

	FFY2011	FFY2012	FFY2013	FFY2014	FFY2015
# of Performance Criteria Exceeded	321	317	352	336	341
STIC Funding per Criteria	\$129,606	\$131,515	\$180,461	\$192,016	\$188,684
# of STIC categories (6 available)	5	5	5	5	5
TOTAL CyRide STIC Funding	\$648,030	\$657,574	\$902,303	\$960,081	\$943,420

To reference the six STIC categories, CyRide has never achieved category #2 - Passenger miles traveled per vehicle revenue hour. In addition, CyRide has fallen short of criteria #1 - the passenger miles traveled per vehicle revenue mile category between FY2008 - FY2010. CyRide attained this 1st category back beginning in FFY2011.

CyRide will request 100% of its formula funding in operating funds to make the grant process administratively easier. The grant requires a 50% local match, of which CyRide more than meets within its operating budget. While administratively the funds are placed in CyRide's operating budget, a portion of this funding will be transferred to the capital budget to support projects approved within the CIP. The specific federal request is as follows:

Section 5307 Operating Assistance

\$1,951,176

ALTERNATIVES:

1. Authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$1,951,176 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an application for federal operating assistance. Approval of this application will allow CyRide to continue operating its transit services within the Ames community and meet demand for more service within the community, particularly as Iowa State University enrollment increases.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 20, 2015
SUBJECT: Iowa Clean Air Attainment (ICAAP) Grant Application

BACKGROUND: The State of Iowa receives federal Congestion Mitigation and Air Quality funding, which it in turn uses to fund the State's Iowa Clean Air Attainment Program. This program can fund *new* transportation projects/services (highway, transit, bicycle, etc.) throughout the State of Iowa, at an 80% funding level for up to three years, that either reduces congestion or improves air quality within the State. In the past, CyRide has funded expanded services within its system, as well as the buses that are needed to operate these expanded services.

Last January, as part of the 2014-2015 operating budget, the Transit Board of Trustees approved improved route frequencies for several routes, with 100% funding from the student government. In reviewing possible grant sources to help underwrite the cost of these service improvements, CyRide staff identified two potential sources of state funding: State Special Project funding for the first year and Iowa Clean Air Attainment Program (ICAAP) funding for the second and third years of these services. Subsequently, the Transit Board approved the improved services in grant applications at their May 2014 meeting. The State Special Project funding (below) was denied by state officials stating that they believed that STA funding would jeopardize the potential approval of an ICAPP application. However, the ICAPP application for both operating and capital funding (year 2 only) was approved as follows:

2014 GRANTS SUBMITTED	State Special	
	Projects - Year 1 (Denied)	ICAAP - Year 2 (Approved)
Operating		
Green/Brown Weekday Service Frequency Expansion	\$ 146,480	\$ 150,408
Blue Sunday Service Frequency Expansion	\$ 7,610	\$ 7,925
SUBTOTAL OPERATING	\$ 154,090	\$ 158,333
Capital		
Two buses for Brown/Green Service Expansion	\$ -	\$ 702,400
SUBTOTAL CAPITAL	\$ -	\$ 702,400
TOTAL FEDERAL REQUEST	\$ 154,090	\$ 860,733

As a result, \$158,333 in operating savings will be realized in the 2015-2016 operating budget, which will be credited to the student government trust fund.

With approval of Year 2 of the service under the ICAAP program, CyRide is now eligible to apply for the third year of the improvement on October 1, 2016.

INFORMATION: In reviewing services for the 2016-2017 budget against the eligibility criteria for the ICAAP program, CyRide could apply for the third year of the services funded in the last round of the ICAAP program, year two for the new #9 Plum Route serving S. 16th Street and one bus to service the new Plum route. The specific services that could be included are as follows:

- **Operating Expenses** - Annual operating expenses for the following additional, transit board approved services:
 - Brown and Green Route Weekdays (Year 3) – Green route: 2 additional buses between 11:30 am and 6:00 pm Monday – Friday; Brown route: 1 additional bus between 11:30 am and 6:00 pm Monday - Friday
 - Blue Route Sundays (Year 3) – 1 additional bus between 11:00 am and 5:00 pm on Sundays from Friley to S. 5th St./S. Duff Ave.
 - Plum Route Weekday (Year 2) – 2 buses operating a 20-minute frequency between 7:00 am and 10:30 pm on Weekdays from S. 16th/Buckeye to ISU campus.
- **Capital Expenses** - Capital expenses for one new 40’ bus to support the #9 Plum route.

The chart below details a project budget that utilizes ICAAP funding for these services. Two grant applications would be submitted: one for Year 3 of the Brown, Green and Blue service improvements and a second one for the Plum route.

Expenditure Category	Operating		Capital		Total Cost
	ICAAP	Local	ICAAP	Local	
Brown/Green Route – Yr. 3	\$8,000	\$2,000	\$0	\$0	\$10,000
Blue Route Sunday – Yr. 3	\$154,578	\$38,645	\$0	\$0	\$193,223
Plum Route – Yr. 2	\$221,542	\$55,385	\$0	\$0	\$276,927
One 40’ New Bus (Plum)	\$0	\$0	\$364,000	\$91,000	\$455,000
TOTAL	\$384,120	\$96,030	\$364,000	\$91,000	\$935,150

In total, the local operating dollar savings would be \$384,120 if all projects were fully funded. In addition, the ICAAP grant could provide capital funding (\$364,000) for a new bus that is not available from any other non-local source. Again, the ICAAP grants are funded at 80%, requiring a 20% local match. A more detailed local funding requirement for all capital needs for the next several years, as programmed in the Capital Improvement Plan, will be provided at the Transit Board meeting.

In summary, the following would be requested from the two grant applications:

Expense	ICAAP	Local
Operating	\$384,120	\$96,030
Capital	\$364,000	\$91,000
Total	\$748,120	\$187,030

ALTERNATIVES:

1. Approve submission of an Iowa Clean Air Attainment Program grant application in an amount not to exceed \$748,120 for operating and capital expenses.
2. Approve submission of an Iowa Clean Air Attainment Program grant application for operating expenses for all service improvements in an amount not to exceed \$384,120.
3. Approve submission of an Iowa Clean Air Attainment Program grant application for service improvements, excluding the Plum route, in an amount not to exceed \$162,578 (Green/Brown & Blue) for Year 3 funding.
4. Do not submit an ICAAP application for funding.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an ICAAP grant application to support additional services likely to be approved in the upcoming 2016-2017 operating budget and to fund one new bus. If approved, these grants would reduce local funding and provide an opportunity to receive a new bus, while lowering the local dollars needed to support current service levels.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 20, 2015
SUBJECT: CyRide Driver Position Staffing Trends

BACKGROUND: CyRide has experienced nine consecutive years of ridership growth with a 61% increase since FY06, rising from 4.1 million rides to over 6.7 million annual rides. Likewise, the Ames area is experiencing low unemployment hovering around 2.5% (a 3% unemployment rate is considered “full employment”) and, within larger urban centers around the State of Iowa, Ames has the lowest unemployment for June 2015. The average unemployment rate in Iowa is 3.7% and nationally 5.3%.

As a result of these factors, CyRide is finding it more and more difficult to hire and train a sufficient number of bus drivers to support the transit system each year.

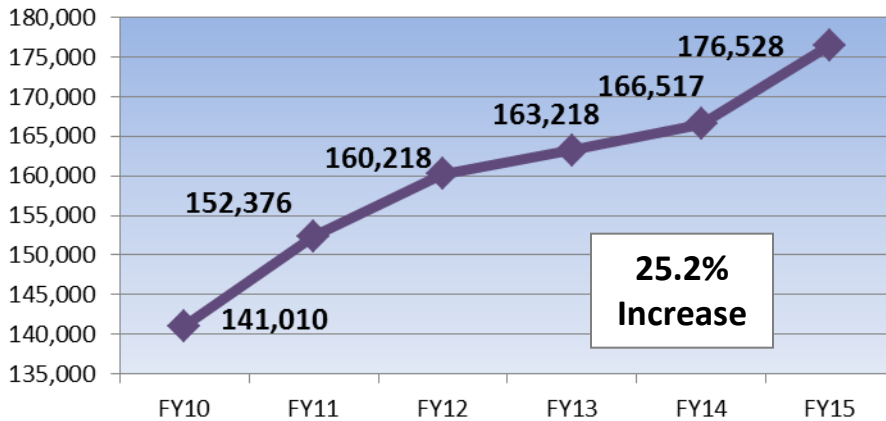
INFORMATION: CyRide staff prepared historical data over the past five to six years to provide information regarding its driving position, staffing levels. The information examined included:

- The increase in driving hours and number of drivers needed to provide service;
- Financial impact of employing a less than "full" level of driving staff
- Hiring/training/retention trends

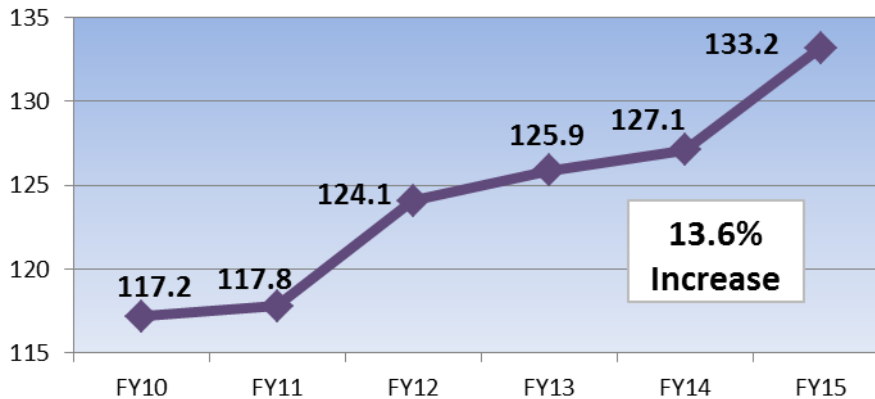
Driving Hours/Number of Drivers/Overtime

The two charts below illustrate the increased number of driving hours that have been required to support CyRide services annually between the 2009-2010 and 2014-2015 fiscal years, as well as, the number of drivers that were hired to support this service level. In summary, the number of driving hours has exceeded the number of drivers that have been hired (25.2% versus 13.6%, respectively). Additionally, the increase in the number of drivers has not steadily increased to mirror the driving hours required each year, making it difficult to meet driver staffing requirements in some years and in other years "playing catch-up" to try to hire an equivalent number of drivers over a two-year period.

Driving Hours



Number of Drivers



In looking at the change from one year to the next in both the driving hours and number of driver categories, the following variations were found:

Year Comparison	Driver Hr. Change	Driver Change
FY11 vs. FY10	11,366	.6
FY12 vs. FY11	7,842	6.3
FY13 vs. FY12	3,000	1.8
FY14 vs. FY13	3,299	1.2
FY15 vs. FY14	10,011	6.1

The impact to CyRide of not being able to “mirror” the number of drivers to the increase in driving hours is that overtime costs increase and employees become "burnt out" as drivers are asked to pick up extra pieces of work throughout the week and on their days off that do not have a driver assigned to the work. The chart below details the number of overtime hours over the last six years and the cost to CyRide annually. In years where CyRide has been unable to hire/retain driving staff to match its growth in the number of driving hours required to meet customer needs, overtime has increased significantly.

Fiscal Year	Overtime Hours	Overtime Cost
FY10	948	\$16,874
FY11	2,507	\$59,430
FY12*	686	\$18,313
FY13	2,490	\$69,067
FY14	3,149	\$87,350
FY15	3,655	\$101,238

* Funding challenge, fare increase

Hiring/Training/Retention

The following information details the demographics of current CyRide drivers on two criteria: the number of students versus non-students and the number of part-time versus full-time employees.

Student Versus Non-Student - CyRide relies upon student and non-student employees to fill driving positions, with the following breakdown as of Fall 2016:

- Number of Students –44 (30%)
- Number of Non-Students – 103 (70%)

Part-Time Versus Full-Time - All drivers are hired as part-time drivers, which is due to peak service requirements in transit and, through seniority can become full-time drivers; however, it can take as long as six years before a driver can be offered full-time work as CyRide has only 24 full-time positions as opposed to approximately 120-125 part-time drivers. The reason for this large difference between employment status is due to CyRide's "lop-sided" school year to summer ridership levels. During the school year between 145-150 drivers are needed for daily service. During the summer, this staffing level is reduced to 40-55, with only 24 pieces of full-time work available that span the entire year.

These characteristics of CyRide's driving position combined with external factors, such as low unemployment and increasing driving hours, are making it more challenging to attract qualified individuals to fill driving positions. Three factors impact CyRide's success each year in this area - hiring, training and retention.

Hiring/Training

To support the daily operations, CyRide hires/trains driving staff throughout the year, but predominantly during the summer months in preparation for the upcoming school year. Driving staff openings are advertised in numerous ways, which include:

- CyRide Website and e-notification system
- City of Ames Website

- ISU Job Board
- Twitter and Facebook
- Interior Bus Signage
- Destination Signage
- Current Drivers (bonus of \$50 per new hire referral, FY15 paid \$350 to seven drivers)
- ISU's June Orientation Booth

The hiring process consists of several challenges: attracting sufficient applicants to driving positions, selecting sufficient qualified applicants and then having applicants accept the position. Several recent trends have made this process more challenging. CyRide typically would attract 20-25 applicants to apply for each monthly driver's test. Within the last year, this has dwindled to 2-6 applicants per session. Likewise, CyRide is offering positions to many applicants that are turning down the offer, which was not as prevalent in previous years. These trends have led to fewer drivers starting at CyRide.

The following table provides information regarding CyRide's hiring, training and retention experience over the last five *calendar* years.

Five Year Hiring/Training History

Calendar Year	# of Job Summer Offers	# Drivers Hired/Trained	# Drivers Leaving CyRide	# of Open Hours (Fall)
2010-2011	--	44	42	351.8
2011-2012	--	43	37	273.5
2012-2013	--	42	45	256.6
2013-2014	29	45	37	415.3
2014-2015	35	49	29	472.7

Summer 2015 Hiring/Training

# of Summer Job Offers/Hired	Summer 2015 Goal	# of Drivers Needed	# of Fall Open Hours
41/24	35	15-20	756.2

The above tables indicate that CyRide has been successful in increasing the number of individuals hired and trained over the course of the year; however, each fall the transit system has had to increase its overtime until enough drivers are hired/trained once school begins to begin to get "caught up". Typically, it is early October before new trainees are released to drive without an instructor. This fall will be a particularly difficult challenge with the large number of "open hours" and lower hiring achieved.

Retention

CyRide's average number of voluntary terminations compared to total drivers over the last six year period is approximately 25%. The reasons that drivers have provided for voluntarily leaving CyRide employment over the last six year period is listed below, with the more prevalent reasons listed first.

- Student graduates
- Driver finds full-time employment
- Part-time drivers are not able to schedule desired time off
- Student finds work and school to be too much
- Student desires to concentrate on school only and not work
- Driver moves out-of-state/town
- Retirement
- Student finds employment within their field of study
- Medical disability

Of the above reasons, there are only two that CyRide has control over - the number of full-time positions and the ability for part-time employees to take time off during the school year; however, the number of full-time positions is determine by the amount of work available year around and the ability for part-time operators to take time off during the year is a challenge when CyRide is not able to be fully staffed.

Information contained in this report should be considered by staff and board members during the labor negotiations and future budget processes to better situate CyRide to meet its increasing challenge to find qualified driving staff.

Transit Director's Report

August 2015

1. Joint City Council-Transit Board Meeting

During the 2014-2015 budget discussions last winter, the Ames City Council expressed concerns about CyRide's long-term funding outlook and ridership growth. At their meeting, they requested that the City Council and Transit Board members meet in a joint session to discuss these issues. This meeting has tentatively been scheduled by the City Council for October 20, 2015. Staff requests a discussion on any information items that the Transit Board would like for staff to prepare/present for this meeting.

2. Meeting with the Governor

The Iowa Public Transit Association was able to schedule a meeting on August 26, 2015 with the Governor/Governor's staff to discuss transit challenges, state funding levels for transit and proposals to improve service delivery to Iowa residents. CyRide's Director will be one of a handful of transit representatives that will help the Governor and his office understand the financial challenges facing transit systems around the state, as well as for CyRide.

3. Orange Route Update

CyRide staff is working on information requested as part of the Orange Route discussion, at the July Transit Board meeting, and anticipates presenting this information at the September Transit Board meeting.

4. System Redesign Consideration

Within the last several years, conversations regarding the route structure CyRide is currently operating has begun to rise as ridership growth continues to increase. These questions have come internally from drivers who are experiencing routes that are increasingly busy and at times at capacity; to staff, and transit board members concerns about the impact of this growth. University representatives have also expressed a concern about the impact that the increasing number of buses on campus is having on its congestion and the ability to travel through campus.

As a result, staff is requesting transit board input regarding the possibility of conducting a full-scale system redesign to determine if the route structure today is the most efficient design to operate into the future. CyRide has grown from a system carrying 4 million riders to one that is carrying approximately 7 million riders and revisiting the system designed to deliver almost 3 million more riders will ensure a quality service to all customers, as well as an efficient system delivery. A consultant would need to be hired to assist staff through this process due to the magnitude of this study.

If this study is deemed desirable, CyRide staff could prepare a draft scope of work and determine an estimated budget for discussion just prior to or during the 2016-2017 budget process.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 20, 2015

SUBJECT: Anticipated Closed Session Regarding Labor Negotiations

BACKGROUND: CyRide employees are part of the larger IUOE Blue Collar bargaining unit, which covers numerous city departments. Among other city employees, the contract covers bus drivers, mechanics and lane workers, approximately 160 CyRide employees. The current two-year agreement with the union will expire on June 30, 2016; therefore, labor negotiations will begin this fall in preparation of a new contract.

INFORMATION: In preparation for these negotiations, CyRide staff recommends adjourning to a closed session to discuss these negotiations. If the Transit Board of Trustees desires a closed session, the following motion will need to be made.

“Move approval for a closed session pursuant to Section 20.17, Subsection 3, *Code of Iowa*, to discuss matters relating to contract negotiations.”

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
2015		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Transit Board Meeting 4:00 P.M.	25	26
27	28	29	30		Upcoming Transit Board Mtgs: Oct 29- 4:00pm and Dec 3- 8:00am	