

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

September 24, 2015

1. CALL TO ORDER: 4:00 P.M.
2. Approval of August 20, 2015 and August 25, 2015 Minutes
3. Public Comments
4. Financial Reports (2014-2015 Year End & 2015-2016 Update)
5. Transit Director's Report
6. Anticipated Closed Session Regarding Labor Negotiations
7. Set Meeting Time and Place:
 - October 29, 2015 – 4 P.M.
 - December 3, 2015 – 8 A.M.
8. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 20, 2015

The Ames Transit Agency Board of Trustees met on August 20, 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, Gartin, Madden, Schainker, Haila and Teubert present.

APPROVAL OF MINUTES: Trustee Abbas made a motion to approve the July 20, 2015 minutes and seconded by Trustee Madden. (Ayes: Six. Nays: None.) Motion carried.

PUBLIC COMMENTS: None.

FEDERAL GRANT APPLICATION: Shari Atwood explained to the Transit Board that the application for consideration contained CyRide's federal operating dollars provided under Section 5307, which was submitted every year. She further explained that the funding request contained in the application was \$90,306 less than budgeted, as a result of the actual dollars generated by the formula allocation.

She then provided a brief explanation of the Small Transit Intensive Cities (STIC) funding program and how this program impacts CyRide. CyRide has historically achieved five of the six STIC categories and did again this year by obtaining an additional \$943,420 in federal formula funding, for a total of \$1,951,176. CyRide requests this allocation be placed in CyRide's operating program, with a portion of the funding then transferred to the capital budget to fund projects approved in the Capital Improvement Plan.

Director Kyras explained that, in light of the lower federal funding than anticipated, Trustee Gartin had requested that CyRide staff prepare a summary of budgeted revenues versus actual revenues known at this time for the current budget year. She further explained that the federal dollars were estimated at the time the budget was developed in November- December 2014 and, when the actual allocation was released in August 2015, it was lower due mainly to the lower STIC per criteria amount. She also relayed that state funding will be \$40,000 higher as well as fuel prices being favorable. She relayed that the end of the year 2014-2015 financial data was still being compiled by the City of Ames Finance Department, but that it appears CyRide's closing balance will grow to 12.9%, to a little over a million dollars to begin the current budget year.

Trustee Madden made a motion to approve Alternative #1 authorizing the Transit Director to execute and file a Section 5307 grant application in the amount of \$1,951,176 to the Federal Transit Administration. Motion seconded by Trustee Abbas. (Ayes: Six. Nays: None.) Motion carried.

Trustee Gartin mentioned that the City Council had a meeting scheduled with Congressman King for August 27, 2015 and asked CyRide staff if there were issues that the Council could discuss with Congressman King on behalf of the Transit Board.

Director Kyras stated that she would provide information to Trustee Gartin and Trustee Schainker regarding CyRide's STIC funding opportunity and the transit system's capital needs.

IOWA CLEAN AIR ATTAINMENT (ICAAP) Grant Application: Director Kyras informed the Transit Board that ICAAP grants are due in October 2015 and that CyRide will need to decide if it will be preparing an application this year. She provided an explanation of the source of ICAAP funding and its limitation that the federal dollars could be utilized for up to 80% of the cost for three years of a new service. Director Kyras said CyRide has funded expanded services, as well as the buses needed to operate these expanded services, with the use of ICAAP funding.

Director Kyras explained last year's ICAAP application and subsequent award - Green/Brown Route expansion, Blue Sunday service and two buses to support these services. These services/buses were approved by the Transit Board in the 2014-2015 budget and Capital Improvement Plan, as well as their continuation for a second year of the two operating projects as a part of the 2015-2016 budget. These services were to be funded 100% with student government funding, if the grant was not approved.

She then provided a history of the ICAAP and State Transit Assistance grants that CyRide staff had applied for last year to assist in financing the first three years of these services - state special project funding for the first year and ICAPP funding for the second and third years of these services. One year of the route improvements and funding for two buses was approved for implementation retroactively to October 1, 2015. As a result, \$158,333 in operating savings will be credited to the student government trust fund in the 2015-2016 budget. CyRide is eligible to apply for another year of these services in the October 2015 round of ICAAP applications. In addition, the new Plum Route would be eligible for this funding. Funding for these services could potentially provide a \$384,120 savings to the 2016-2017 budget and again reduce student government funding requirements.

In addition to the operating projects discussed for inclusion in a new ICAAP application, Director Kyras also indicated that one additional new 40' bus could be eligible for funding as well. She then provided information at the meeting showing a Capital Plan budget, which highlights the dollars that need to be transferred from the operating budget to the capital budget to fund CyRide's capital needs over the next three-year period. She indicated that traditionally \$800,000 per year had been transferred to support CyRide's annual capital needs. She indicated that this transfer amount would need to be increased to \$890,000 one year to fund an additional bus, if an additional bus was requested and approved in an ICAAP application submitted in October 2015.

Trustee Gartin asked why the Transit Board would not want to do this. Director Kyras responded that CyRide funding for both operating and capital needs was challenging and that including this in a request would require additional local funding, but, at the

same time, access federal dollars for bus capital at a time when other non-local funding sources are not available.

Trustee Madden shared his thoughts on the operating and capital challenge. He stated that lower fuel costs should save CyRide money in the current budget and that the operating balance will be increasing, but that he believes that the demand for service will continue to increase with enrollment increases. However, he indicated that these enrollment changes will also generate more student fee dollars. He also shared that the ISU student fee committee had approved the \$2 fee increase for next school year.

Trustee Teubert asked about the fuel contract and Director Kyras said CyRide does not have a fuel contract at this time and that CyRide purchases fuel at the market rate due to currently favorable fuel prices.

Trustee Schainker questioned the board's commitment to the new services contained in the ICAAP grant and approval of the Green/Brown weekday and Sunday Blue service costs. Director Kyras stated that the ICAAP grant last year provided a 2015-2016 budget year savings of \$158,333 and, if approved in a new ICAAP grant submitted this October, would provide a \$384,120 savings in the 2016-2017 budget year as well. She indicated that staff had planned on providing a credit to the GSB Trust Fund since these funds would be born 100% by the students under the approved Transit Board agreement. Discussion on the appropriate way to address this savings ensued – the appropriate amount of funding to credit each local partner and the method to accomplish this.

Trustee Madden shared his thoughts that CyRide should ask for a new bus in the proposed ICAAP grant because of the age of the fleet and the fact that operating costs will decrease with a new bus. Trustee Madden supports requesting a bus in the new application and that applying last year's savings as a result of the 2014 ICAAP grant would free up dollars to fund the additional local dollars needed to purchase a new bus if this was approved in a 2015 ICAAP grant application.

Trustee Gartin shared that on the surface leveraging \$91,000 in local dollars to receive \$364,000 in ICAAP federal funding was an easy decision. However, in a complex budget this may be more challenging to address. He shared a request for additional information in the future to make decisions of this nature, such as the impact on property taxes and student fees. He shared that he was uncomfortable in making decisions of this nature in a vacuum. Director Kyras indicated that it would be difficult to assess the impact of this single request on these levels as there were many revenue, expense and service level variables that set these rates.

Board members further discussed the appropriate level of funding from the three funding partners. Trustee Madden's shared a concern regarding how various parts of CyRide's service could/should be funded by the three local funding partners. He stated that the local dollars are placed in one account and, therefore, he believes discussion on who benefits from different parts of the service is counterproductive to CyRide's overall

needs. Further, he stated that having an uncommitted line item in the CyRide's capital budget to take advantage of unexpected funding opportunities could benefit CyRide. He indicated he could support this kind of commitment as offered by the Director as a solution to the unanticipated increase in local dollars.

Trustee Gartin reiterated his concern for looking at this request in isolation. Further, he stated that in the future he would like information on how it affects the operating budget.

Trustee Abbas assured Transit Board members of the student's commitment to continued funding for the operating projects in the approved and proposed ICAAP grants. He further stated that students support CyRide services in general and the funds required to meet its needs.

President Haila offered that this discussion could be brought back next month if more information was needed before the board voted on an alternative.

Trustee Abbas offered a motion to approve Alternative #1 to approve submission of an Iowa Clean Air Attainment Program grant application in an amount not-to-exceed \$748,120 for operating and capital expenses and motion seconded by Trustee Schainker. (Ayes: Six. Nays: None.) Motion carried.

CYRIDE DRIVER POSITION STAFFING TRENDS: Director Kyras informed the Transit Board that CyRide had more difficulty than usual in hiring an adequate number of drivers to meet its fall service demands. She then presented information on past ridership increases, the low unemployment level in Ames, which is 2.5%, and contrasted this with the increase in need for drivers. She provided insight into the historical increase in the number of driving hours, number of drivers hired and overtime pay.

President Haila questioned the amount of overtime that was typical compared to current levels. Tom Davenport stated that CyRide was currently paying around a \$30,000 premium at current levels for overtime compared to a full driving staff level.

Director Kyras then presented demographic information regarding CyRide's driving staff. She indicated that out of approximately 140 drivers, only 24 are full-time employees as a result of CyRide's reduced service level in the summer without ISU student ridership, that it takes five to six years to become eligible for full-time employment, and that 30% of CyRide's drivers are ISU students.

Director Kyras then described CyRide's hiring and training program indicating the locations where/how CyRide advertised open positions and CyRide's five-year hiring/training history. She indicated that the summer hiring/training goal continues to increase every year to keep pace with CyRide's growing ridership, which is a challenge in a small community with low unemployment.

Recent trends have further challenged the process as fewer applicants are choosing to apply, accept employment once they have completed their interview and then more employees have left CyRide employment during the training process. She shared the current summer hiring statistics - 41 job offers, 24 started with an average of 2-6 applicants per hiring period. She indicated that CyRide currently needed an additional 15 – 20 drivers to be fully employed. She expressed concern that management staff would need to drive during periods of the day until more drivers could be hired/trained.

She then provided information on CyRide's driver retention and reasons for employees to terminate their employment. With 25% turnover in the driver's position each year, employees left CyRide because student driver's graduated, drivers found full-time employment, challenges with getting time-off when needed, etc.

Trustee Gartin asked two questions – average age of CyRide drivers and if student drivers continue their employment after graduating from ISU. Director Kyras indicated that the average age was approximately 30 and that many students continue to drive for CyRide until they secured a job in their field or some have made CyRide their employment of choice after college.

Trustee Madden asked if CyRide's collective bargaining agreement covers student drivers. Director Kyras indicated that all drivers, student and non-student, are covered by a collective bargaining agreement.

Trustee Madden mentioned that Iowa State University gives work study students a pay increase of 25 cents an hour for every semester they continue employment with Iowa State University. Further, he stated that they know their pay is going to increase because they are committed. He suggested that perhaps CyRide should think about a tuition or scholarship program for drivers that is tax-free income.

Trustee Madden also shared that Iowa State has a priority class scheduling program where drivers could possibly be included in this plan, which would allow them to sign up for classes before other students. Trustee Teubert said this would interest him if he could get priority scheduling and perhaps it would provide an incentive for others to apply for work at CyRide. Trustee Madden said that he would be receptive to exploring this as an option for student employment. Trustee Schainker stated that the union agreement covers all employees that work 20 hours or more per week and since almost all drivers work at least 20 hours, per CyRide's encouragement, student drivers would be covered by the union agreement.

President Haila asked Director Kyras to provide additional information that could help address the issue of having an adequate number of drivers: current tuition reimbursement options for employees, allowing CyRide driver's priority for classes; average age for full time employees, retirements and the average length of time drivers were employed at CyRide.

Trustee Gartin asked Director Kyras if there were any trends seen by CyRide staff such as: more rapid turnover; pay for full-timers; what the average length of time is for drivers. She indicated that some of this information would be addressed in the closed session discussion leading to union negotiations.

President Haila shared that he believes the biggest challenge is that only 24 full-time drivers can be employed out of 140 drivers.

TRANSIT DIRECTOR'S REPORT:

The City Council is scheduling their workshops sessions and the Transit Board is scheduled for a joint meeting with the Council on October 20, 2015 at 6:00 pm. Director Kyras asked if there is any information the Transit Board would like staff to prepare for this meeting.

President Haila inquired about identifying areas for prime development and determining how these areas compared to CyRide's route structure. Trustee Gartin indicated that the City Council has had previous discussions about development's impact on transit.

Trustee Teubert mentioned that he believes it would be interesting to map student's addresses to determine where the concentration of students are located as compared to where they are moving to. Trustee Madden stated that the University could provide this information. Further, he believes this would benefit the Mayor and City Council as they make development decisions and perhaps provide an incentive for developers to locate in areas where transit services are adequate. Trustee Schainker shared that he believes this map would allow for the community to be more proactive and to strategically make development and transit decisions.

Trustee Abbas shared his perspective that developers tend to gravitate to available land in the outskirts of the city, as land is less costly to develop in these areas. This then forces commercial retail development to other areas and creates a challenge for transit to serve all the community's needs. He shared the example of the Super Wal-Mart on South Duff in Ames.

President Haila asked about a system redesign. Director Kyras said CyRide could hire a consultant to help complete this task, but studies of this nature would require a financial commitment from the Transit Board.

Trustee Gartin thought it important that the Transit Board consider the discussion with Rick Sanders about developing a route to Nevada for Ames residents to make court appointments and complete business. CyRide staff told Trustee Gartin that CyRide would lose federal dollars if they travelled to Nevada due to the manner in which the federal dollars are distributed to transit systems the size of CyRide. By travelling in lower density areas of the county, CyRide would lose federal dollars. Director Kyras said

HIRTA would be able to transport passengers to Nevada for their appointments, instead of CyRide, without this same impact.

Board members discussed CyRide's service levels and how this impacts CyRide's ability to employ individuals throughout the year. Director Kyras indicated that since the summer time employment is so much smaller, it is a challenge to retain non-students. She indicated that since CyRide has grown significantly from 4.1 to almost 7 million riders over a few years, it might be time to revisit CyRide's route structure through a System Redesign project where a consultant could assist staff and the board in determining if the current system provides the most efficient method of service delivery in a higher demand environment. President Haila shared his support for being proactive on this issue.

Trustee Gartin asked if CyRide has enough internal staff to complete this project or whether there is a need for outside expertise. Director Kyras said that because the project is beyond CyRide staff's workload ability, she would suggest hiring a consultant for the study. She also indicated that a consultant can bring experiences from other communities into the design process. She indicated that staff could develop a scope of work and cost estimate upon completion of the Orange Route Study.

Trustee Gartin moved to start the process of developing an RFP and encouraged CyRide staff to talk with their peers in other transit systems and to take advantage of their knowledge.

President Haila inquired what the cost would be for a System Redesign project and if there were planning grants available to offset the consultant cost. Director Kyras indicated that staff would need to research the cost and that she was not aware of any grants to support this expenditure.

Trustee Abbas seconded the motion on the floor. (Ayes: Six: Nays: None.) Motion carried.

ANTICIPATED CLOSED SESSION REGARDING LABOR NEGOTIATIONS: Trustee Abbas moved approval for a closed session pursuant to Section 20.17, Subsection 3, Code of Iowa, to discuss matters relating to contract negotiations and motion seconded by Trustee Teubert.

Trustee Gartin asked for clarification on the legal authority for the closed session. Director Kyras informed the Transit Board that the Assistant City Attorney, Mark Lambert, researched the section of the Iowa Code that would address discussions regarding labor negotiations. Trustee Madden shared concerns about not having legal representation to guide board members through a closed session. After a discussion about these concerns, the Transit Board motioned to postpone this item for one month. (Ayes: Six. Nays: None.) Motion carried.

Board members then discussed questions they would like clarified or direction for the next meeting:

- Does an agency of the city have the authority to go into a closed session?
- Trustee Gartin suggested following the League of City, City Council process and advised that legal counsel be present to keep the meeting on topic.
- Are ISU students covered by the collective bargaining agreement as they are exempt from ISU labor agreements?

An informal discussion of issues related to CyRide's struggle for drivers ensued. A discussion of the CDL regulation change in July 2015 and its impact was discussed. Barbara Neal, CyRide's Operation's Supervisor, indicated that this change has extended the driver training period from approximately 54 days to a little over two months. Director Kyras shared one suggestion to begin to address this issue - raise the instructor pay rate, which could encourage more drivers to become instructors; however, this would require changing the collective bargaining agreement. She indicated that it is challenging to encouraging CyRide drivers to become instructors because of the stress of driving a scheduled trip and trying to teach at the same time. The Transit Board asked staff to provide information on ideas that would impact the budget as well.

President Haila shared his concern regarding CyRide Administration driving buses and being unavailable for other important tasks of the agency. Barbara Neal explained that the availability of overtime work for the drivers had recently been posted and that drivers had just begun signing up for this work, so she was unsure of the extent to which administrative assistance would be needed. Further, she shared that typically the first two weeks are the busiest and after two weeks, CyRide can reduce the number of extra buses needed for the service. Director Kyras indicated that in her discussion with peer transit agencies in Iowa, that the driver shortage was affecting the entire state, indicating that CAMBUS, which serves the University of Iowa, reduced services last year as a result of their driver shortage. Barbara Neal informed the Transit Board that CyRide will not need to cut a scheduled route.

President Haila called for a motion to adjourn.

Director Kyras shared that before the meeting was adjourned, that she would need to schedule a Transit Board conference call meeting the following week to discuss a bid for a capital improvement project. The Transit Board set the conference call meeting date/time for Tuesday, August 25, 2015 at 8:00 a.m.

Meeting adjourned at 9:36 a.m.

John Haila, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 25, 2015

The Ames Transit Agency Board of Trustees met on August 25, 2015 at 8:00 a.m. in the CyRide Conference room. Vice President Abbas called the meeting to order at 8:04 a.m. with Trustees Gartin, Madden, Schainker, Abbas and Teubert present. Absent: Trustee Haila.

PUBLIC COMMENTS: None.

CYRIDE FLUIDS MANAGEMENT SYSTEM PROCUREMENT: Director Kyras began by explaining the purpose and need for replacing CyRide's Fluids Management System. She stated that a Fluids Management System monitors and records the fuel and fluid usage as well as records odometers readings. She indicated that the current system failed four years ago and since then this information has been manually recorded. This manual system is susceptible to human error, which is problematic for federal and state reporting, as well as for CyRide's records management requirements.

Director Kyras explained that the replacement for this fluids system was included in the Capital Improvement Plan (CIP) at a cost of \$35,000 for the 2015-2016 budget year. She further explained that in July CyRide solicited bids for the replacement of this system. CyRide received five proposals that were evaluated based on the following criteria: pricing, installation lead time, warranty, hardware, software, and upgradability. Director Kyras explained that the evaluation team selected Unified Contracting Services at a cost of \$62,500. She explained that the main difference between each of the bids was the installation cost included in the bids. This system will require reconstructing parts of the building, so CyRide is recommending adding a 10% contingency to the total project cost for a not-to-exceed price of \$68,750.

Director Kyras explained that the cost of this system is more than CyRide had included in the Capital Improvement Plan, (CIP), but that CyRide will reduce another building line item in CyRide's budget for concrete work. The result will not increase the cost of the two line items combined. Specifically, \$33,750 will be reprogrammed from the concrete project with the Fuels Management System budget increased by this same amount.

Vice President Abbas asked if adequate funding would be available for the concrete work required for construct additional parking spaces. Director Kyras said that \$42,000 would remain in this line item, which would cover recently received bids for this work.

Trustee Madden made a motion to approve Alternative #1 awarding a bid to Unified Contracting Services at a cost not-to-exceed \$68,750 for purchase and installation of a fluids management system and seconded by Trustee Teubert. (Ayes: Five. Nays: None.) Motion carried.

Motion to adjourn at 8:12 a.m. was unanimous.

NEXT MEETING: Thursday, September 24, 2015 at 4:00 p.m.

Hamad Abbas, Vice President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: September 24, 2015

SUBJECT: Financial Reports (2014-2015 Year End & 2015-2016 Update)

BACKGROUND: Budget year 2014-2015 ended on June 30, 2015. Since that time, pre-audit, financial reports have been completed delineating expenses, revenues and closing balances for the year.

The 2015-2016 budget year began on July 1, 2015 and CyRide has compiled data for the first two months of the fiscal year (July and August).

INFORMATION: The following information will provide information on the year ending on June 30, 2015 as well as an update on CyRide's financial status for the current budget year, 2015-2016 as of August 31, 2015.

Budget Year 2014-2015 Recap

The following information summarizes the attached year-end Budget Analysis chart for the 2014-2015 budget year, based on a comparison between the "14-15 Amended" and "14-15 Actual" expenses.

Total Operating Expenses

Overall, Fixed-Route and Dial-A-Ride actual expenses were lower than the amended budget, with administrative expenses slightly higher.

CyRide ended the year \$262,027 under budget in total operating expenses (\$9,412,967 actual compared to \$9,674,994 amended) **for a -2.71% change**. Specifically, **fixed-route operating/maintenance expenses were \$261,022 or -3.38% lower** than the amended budget (\$7,454,900 actual compared to \$7,715,922 amended) primarily due to the following reasons:

- The fuel line item was lower, with a lower than budgeted price per gallon (average of \$2.39 per gallon compared to \$3.50 per gallon in the amended budget); however, more

gallons of fuel were utilized with the additional services provided, resulting in a \$267,596 savings to the budget.

- Additional services provided (\$86,000 additional)
- Overtime paid (\$101,238 additional) as a result of lower than desired driver staffing levels; however, a portion of this additional expense was offset in a reduction of regular hours paid.

Dial-A-Ride expenses were also under the amended budget by \$2,958 or -1.51% (\$192,387 actual compared to \$195,345 in the amended budget) mainly due to lower-than-anticipated ridership during the year. CyRide's payment for Dial-A-Ride services is on a per trip basis. With fewer rides provided than was estimated in the amended budget, the actual expenses were lower.

Administrative expenses were over budget by \$1,953 or +.11% (\$1,765,680 actual compared to \$1,763,727 amended) with no major variations in a single line item.

Total Operating Revenue

Total operating revenue was higher by \$108,999 or +1.07% (\$10,287,866 actual compared to \$10,178,867 amended). The following details reasons for this higher year-end revenue.

- State operating assistance was \$37,250 higher than budget
- GSB provided \$86,000 more than included in the amended budget to fund the additional services provided

Closing Balances

Between CyRide's three closing balance accounts (Student Trust Fund, operating and capital), CyRide has \$2,841,386 available for future commitments and unanticipated expenses as follows:

- **Student Trust Fund balance is \$804,635**, lower than the 2013-2014 balance at \$993,083. This balance is scheduled to decrease to approximately \$500,000 per the student government's desire to use dollars in this fund to provide services as opposed to accumulating larger balances.
- **Operating Fund balance is \$1,241,800**, representing a reserve of 13.2%. This amount is higher than the amended budget of \$870,774, which represented a 9.0% balance.
- **Capital Fund balance** began the year with \$659,497 available, \$2,768,400 in revenue due mainly to state/federal sources was generated with \$2,924,684 in expenses incurred, leaving an **\$794,951** ending balance (see attached "Capital Purchases Summary Sheet")

2015-2016 Budget Update

While CyRide is in the first quarter of the fiscal year, which began on July 1, 2015, there have been or are anticipated to be several significant variations from the adopted budget to-date-two revenue and two expense changes. These are as follows:

Revenues –

<u>Category</u>	<u>Adopted Budget</u>	<u>Projected Budget</u>	<u>Difference</u>
Federal Assistance	\$2,041,482	\$1,951,245	(\$90,237)
State Assistance	<u>\$676,500</u>	<u>\$764,383</u>	<u>\$87,883</u>
TOTAL	\$2,717,982	\$2,715,628	(\$2,354)

Expenses –

<u>Category</u>	<u>Adopted Budget</u>	<u>Projected Budget</u>	<u>Difference</u>
Fuel	\$1,256,250	\$956,250	(\$300,000)
CIT Operating Contract	<u>\$0</u>	<u>\$113,780</u>	<u>\$113,780</u>
TOTAL	\$1,256,250	\$1,070,030	(\$186,220)

CyRide staff will present another update regarding the status of the 2015-2016 budget in December 2015 (based on four months data) in conjunction with budget discussions for the 2016-2017 year.

BUDGET ANALYSIS - 2015 Actual, 2016 Request

Base line with the assumption there will be an extra 5 hours per day of service to meet the projected ISU enrollment increase in FY21

08/14/15	12:44 PM	10-11	11-12	12-13	13-14	14-15	14-15	14-15	14-15	14-15	14-15	15-16
		Actual	Actual	Actual	Actual	Adopted	Amended	Final	Actual	Diff	% Diff	Request
FIXED ROUTE												
550-1221	Operations	\$4,097,972	\$4,245,663	\$4,476,908	\$4,820,101	\$5,218,109	\$5,399,334	\$5,487,963	\$5,380,485	(\$18,849)	-0.35%	\$5,733,790
550-1222	Maintenance	\$1,762,603	\$1,863,033	\$2,067,061	\$2,146,625	\$2,233,965	\$2,316,588	\$2,086,470	\$2,113,273	(\$203,315)	-8.78%	\$2,451,243
	FIXED ROUTE TOTAL	\$5,860,574	\$6,108,686	\$6,543,969	\$6,966,725	\$7,452,074	\$7,715,922	\$7,574,433	\$7,493,758	(\$222,164)	-2.88%	\$8,185,033
DIAL-A-RIDE												
550-1341	Operations	\$142,717	\$172,077	\$143,889	\$175,671	\$156,010	\$195,345	\$195,345	\$181,875	(\$13,470)	-6.90%	\$202,242
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
	DIAL-A-RIDE TOTAL	\$142,717	\$172,077	\$143,889	\$175,671	\$156,010	\$195,345	\$195,345	\$181,875	(\$13,470)	-6.90%	\$202,242
ADMINISTRATION/SUPPORT												
550-1101	Administration	\$1,014,818	\$1,059,330	\$1,024,009	\$1,131,713	\$1,185,068	\$1,155,053	\$1,159,487	\$1,141,576	(\$13,477)	-1.17%	\$1,209,435
550-1102	Safety/Training	\$212,768	\$211,616	\$216,990	\$231,879	\$237,495	\$238,650	\$258,524	\$251,212	\$12,562	5.26%	\$250,500
550-1103	Promotion	\$20,461	\$14,443	\$6,259	\$2,594	\$6,800	\$6,800	\$500	\$3,148	(\$3,652)	-53.70%	\$6,800
550-1105	Bldg/Grounds	\$291,784	\$311,369	\$288,282	\$358,061	\$353,358	\$346,524	\$348,769	\$351,877	\$5,353	1.54%	\$340,033
	ADMIN/SUPPORT TOTAL	\$1,539,830	\$1,596,759	\$1,535,540	\$1,724,247	\$1,782,721	\$1,747,027	\$1,767,280	\$1,747,813	\$786	0.04%	\$1,806,768
FINANCE ADJUSTMENTS												
		\$27,835	\$86,312	(\$125,106)								
	TOTAL OPERATING EXPENSES	\$7,570,957	\$7,963,833	\$8,098,292	\$8,866,643	\$9,390,805	\$9,658,294	\$9,537,058	\$9,423,445	(\$234,849)	-2.43%	\$10,194,043
TRANSFER TO GSB TRUST		\$424,305	\$134,814	\$140,800	\$166,402	\$150,000	\$0	\$0	\$8,278	\$8,278	#DIV/0!	\$0
TRANSFER TO CAPITAL FUND		\$632,000	\$208,812	\$378,801	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$0	0.00%	\$800,000
	TOTAL USED	\$8,627,261	\$8,307,459	\$8,617,893	\$9,833,045	\$10,340,805	\$10,458,294	\$10,337,058	\$10,231,723	(\$226,571)	-2.17%	\$10,994,043
OPENING BALANCE		\$847,294	\$563,240	\$786,976	\$1,149,006	\$1,291,724	\$1,166,901	\$1,166,901	\$1,166,901	\$0	0.00%	\$887,474
OPERATING REVENUE		\$8,343,207	\$8,531,195	\$8,979,922	\$9,850,940	\$10,160,609	\$10,178,867	\$10,191,052	\$10,283,248	\$104,381	1.03%	\$10,876,105
	TOTAL AVAILABLE	\$9,190,501	\$9,094,435	\$9,766,898	\$10,999,946	\$11,452,333	\$11,345,768	\$11,357,953	\$11,450,149	\$104,381	0.92%	\$11,763,579
CLOSING BALANCE		\$563,240	\$786,976	\$1,149,006	\$1,166,901	\$1,111,528	\$887,474	\$1,020,895	\$1,218,426	\$330,952	37.29%	\$769,536
Closing/Operating		7.4%	9.9%	14.2%	13.2%	11.8%	9.2%	10.7%	12.9%			7.5%
REVENUE/EXPENSE RATIO		110.2%	107.1%	110.9%	111.1%	108.2%	105.4%	106.9%	109.1%			106.7%
OPERATING FUND BALANCE		\$563,240	\$786,976	\$1,149,006	\$1,166,901	\$1,111,528	\$887,474	\$1,218,426	\$1,218,426			\$769,536
CAPITAL FUND BALANCE		\$1,491,769	\$1,974,211	\$1,124,525	\$659,497	\$497,942	\$410,248	\$835,441	\$835,441			\$633,898
TRUST FUND BALANCE		\$1,099,162	\$1,325,474	\$1,078,094	\$993,083	\$993,083	\$804,635	\$804,635	\$804,635			\$429,208
INTERMODAL BALANCE		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
TRANSIT FUND BALANCE		\$3,154,171	\$4,086,660	\$3,351,624	\$2,819,481	\$2,602,553	\$2,102,357	\$2,858,502	\$2,858,502			\$1,832,642

Capital Purchases Summary Sheet
FY2015 Amended, FY2016 Request

FY2015 Description	Notes	Item Cost	Fed	Qty	Adopt	Amend	Actual Fed Share	Local	Type	Source	Grant #
Building			80%			\$101,427	\$186,145	\$96,477			
Buses		\$7,956	90%	6	Carry over	\$47,733	\$35,071	\$28,057	Build	5309	IA-04-0111-01
Automatic Pass. Counters		\$49,500	90%		Carry over	\$49,500	\$53,283	\$47,599	Bus	SGR	IA-04-0121
Buses		\$699	90%	6	Carry over	\$4,194	\$49,649	\$44,684	Bus	SGR	IA-04-0121
Buses		\$407,000	83%	6	\$1,221,000	\$2,442,000	\$4,660	\$4,194	Bus	CF	IA-04-0120
Bus stops (12976)	2nd	\$799	80%	1	\$799	\$799	\$2,449,000	\$2,031,840	Bus	SGR	IA-04-0128-00
Bus stops (14769)	1st	\$45,201	80%	1	\$45,201	\$45,201	\$13,745	\$10,995	Improv	5310	IA16-X002-015-12
Needs Analysis		\$118,829	80%	1	Carry over	\$118,829	\$55,835	\$44,667	Improv	5310	IA16-X001-015-13
Rebuild pits	A&E	\$5,000	0%	1	\$5,000	\$5,000	\$29,847	\$5,972	Bus	SGR	IA-04-0121
Concrete outside		\$75,000	0%	1	\$75,000	\$75,000	\$0	\$0	Rehab	Local	
Computers		\$2,000	0%	6	\$12,000	\$12,000	\$11,285	\$11,285	Office	Local	
Storage racks		\$10,000	0%	1	\$10,000	\$8,500			Shop	Local	
Railing replacement		\$7,000	0%	1	\$7,000	\$7,000			Rehab	Local	
Sign Post Install/Remove		\$4,300	0%	1	\$4,300	\$4,300			Shop	Local	
2-Stage Snow Blower		\$1,500	0%	2	\$3,000				Shop	Local	
Wheel/Barrel Hoist		\$1,200	0%	1	\$1,200	\$1,200			Shop	Local	
Custom E-Motor Mount		\$1,000	0%	1	\$1,000	\$1,000			Shop	Local	
Bus Video Systems	Fresno	\$9,000	0%	5	Carry over	\$45,000			Bus	Local	
Bus Video Systems	Des Moines	\$9,000	0%	5	Carry over	\$45,000			Support	Local	
Bus Video Systems	Replacements	\$9,000	0%	5	\$45,000	\$45,000			Bus	Local	
HVAC replacement		\$20,000	0%	3	\$60,000	\$60,000			Rehab	Local	
Hot Water Parts Washer		\$8,500	0%	1	Carry over	\$13,061	\$13,061	\$13,061	Shop	Local	
Used Buses		\$25,000	0%	5	\$125,000	\$125,000	\$99,206	\$99,206	Bus	Local	
Used Buses	Finish last year				Carry over	\$86,939	\$86,939	\$86,939	Bus	Local	
Support Vehicle	Replace Impala	\$30,000	0%	1	\$30,000	\$30,000	\$23,102	\$23,102	Support	Local	
Fluid Management System	Replacement	\$23,000	0%	1	Carry over	\$35,000			Shop	Local	
Eye Wash & Shower Station		\$5,000	0%	1	\$5,000	\$5,000			Shop	Local	
AC Refrigerant Rec. Sys.		\$7,000	0%	1	\$7,000	\$7,000			Shop	Local	
					\$1,657,500	\$3,319,256	\$2,924,684	\$2,235,911			
NextBus Operating					\$82,260	\$82,260	\$83,220	\$0	Office	GSB	
NextBus Warranty			0%		\$13,910	\$13,910	\$13,910	\$0	Office	GSB	
					\$1,753,670	\$3,415,426	\$3,021,814	\$2,333,041			\$688,773

Description	Notes	Item Cost	Fed Qty	Adopt	Amend	Actual Fed Share	Local	Type	Source	Grant #
Rebuild Storage Area Pits		\$375,000	80%	\$375,000		\$300,000	\$75,000	Build	5309	IA-04-0111-01
Articulated buses		\$500	85%	\$2,000		\$1,700	\$300	Bus	Ladders	IA04-0132
HIRTA Replacement Bus		\$87,000	85%	\$87,000		\$73,950	\$13,050	Bus	5310	
Bus stops (12976)	2nd	\$50,000	80%	\$50,000		\$40,000	\$10,000	Improv	5310	IA16-X001-015-12
Pits/Hoists/Security A&E		\$25,000	0%	\$25,000		\$0	\$25,000	Rehab	Local	
Concrete outside		\$30,000	0%	\$75,000			\$75,000	Rehab	Local	
West Bay High Light		\$2,000	0%	\$2,000			\$2,000	Shop	Local	
Lane 13 Side Lights		\$2,000	0%	\$2,000			\$2,000	Shop	Local	
Bus Video Systems	Replacements	\$9,000	0%	\$45,000			\$45,000	Bus	Local	
HVAC replacement		\$20,000	0%	\$60,000			\$60,000	Rehab	Local	
Replace 2 Hoists		\$50,000	0%	\$50,000		\$0	\$50,000	Rehab	Local	
Security System Upgrade		\$30,000	0%	\$30,000			\$30,000	Rehab	Local	
DPF Cleaner - Heat Clean		\$12,000	0%	\$12,000			\$12,000	Shop	Local	
DPF Cleaner - Air Clean		\$18,000	0%	\$18,000			\$18,000	Shop	Local	
Used Buses		\$25,000	0%	\$125,000			\$125,000	Bus	Local	
Support Vehicle	Replace Prius	\$30,000	0%	\$30,000			\$30,000	Support	Local	
Partial Gillig Buses more	Local Share	\$14,000	0%	\$14,000			\$14,000	Shop	Local	
Computers	6 office, 1 shop	\$2,000	0%	\$14,000			\$14,000	Office	Local	
				\$1,016,000	\$0	\$415,650	\$600,350			

	2014 Actual	2015 Adopt	2015 Amend	2015 Actual	2016 Request
Opening Balance	\$920,854	\$483,212	\$659,497	\$659,497	\$397,112
State/Federal	\$2,812,677	\$1,850,230	\$2,235,911	\$2,235,911	\$415,650
ISU Parking	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Interest	(\$2,052)	\$5,000	\$3,000	\$7,227	\$7,000
Shuttle		\$0			
GSB	\$96,170	\$96,170	\$97,130	\$97,130	
Transfer from Oper.	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
Total Revenues	\$3,723,795	\$2,768,400	\$3,153,041	\$3,157,268	\$1,239,650
Total Available	\$4,644,649	\$3,251,612	\$3,812,538	\$3,816,765	\$1,636,762
Expenses	\$3,985,153	\$2,753,670	\$3,415,426	\$3,021,814	\$1,016,000
Finance Adjustment					
Closing Balance	\$659,497	\$497,942	\$397,112	\$794,951	\$620,762
Building Reserve		\$200,000	\$200,000	\$200,000	\$200,000

Transit Director's Report

August 2015

1. Ridership for the First Two Weeks of School

The table below details ridership for the first two weeks of class for the current year (2015) versus last year (2014), except for the second Monday of each school year. In 2014, the second Monday was Labor Day and CyRide does not operate service on this day. By excluding this day from both years, the remaining days accurately compare the two-week period.

Route	2015	2014	Difference
Red	96,171	90,377	+6.4%
Green	19,109	18,885	+1.2%
Blue	52,953	55,587	-4.7%
Orange	100,502	110,330	-8.9%
Yellow	755	864	-12.6%
Brown	44,677	43,812	+2.0%
Purple	2,261	2,141	+5.6%
Cardinal	29,951	28,463	+5.2%
Plum	6,733	0	NA
Pink	141	96	+46.9
Silver	22	42	-48.0%
Gold	3,664	3,973	-7.8%
Gray	5,081	0	NA
Moonlight Exp.	4,782	5,743	-16.7%
Total	362,020	360,313	+5%

2. Meeting with Iowa DOT Director

CyRide's Director met with the Iowa DOT Director, along with representatives of the Iowa Public Transit Association, to discuss transit needs at the state level and to investigate possible support from the department to address bus capital needs. Through these discussions it was shared that the next legislative session will be difficult to find a solution that would be acceptable in an election year and after a large transportation tax increase with the gas tax during the last session. While transit does not benefit from this increase, it is viewed as a benefit to transportation in the state. Those present were counseled to educate legislators this coming session, with the goal of seeking changes in future years.

3. **Materials for Joint Transit Board/City Council Meeting**

CyRide staff is working on three pieces of information for the joint Transit Board/City Council meeting on October 20, 2015 starting at 6 pm as follows:

- **Development Map** – Current and future apartment complexes with CyRide’s routes overlaid on the map.
- **Map of Student Residences in Ames** – From a list provided by ISU, all known Ames residences of students – on campus and off-campus. CyRide routes will also be included on this map.
- **Five-Year Financial Pro Forma** – CyRide will prepare a five-year pro forma of anticipated revenues and capital/operating expenses.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: September 24, 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: CyRide staff recommends adjourning to a closed session to prepare for and 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.”

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
October				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2015				Transit Board Meeting 8:00am		

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3 Transit Board Meeting 8:00am	4	5
6	7	8	9	10	11	12
13	14 Finals Weeks ←	15	16	17	18	19 ISU Com- mencement →
20	21	22	23	24 City and University Holiday	25 City and University Holiday	26
27	28	29	30	31		

2015