

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

January 13, 2016

1. CALL TO ORDER: 8:00 A.M.
2. Approval of December 3, 2015 Minutes
3. Public Comments
4. 2016-2017 Operating Budget
5. Orange Route Study
6. System Redesign Scope of Work
7. Calendar Year 2016 Proposed Bus Stop Improvements
8. Transit Director's Report
9. Set Spring Semester Meeting Times and Place:
 - February 17, 2016, 8:00 AM
 - March 23, 2016, 8:00 AM
 - April 29, 2016, 8:00 AM
10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

December 3, 2015

The Ames Transit Agency Board of Trustees met on December 3, 2015 at 8:00 a.m. in CyRide's Conference room. President Haila called the meeting to order at 8:07 a.m. with Trustees Abbas, Gartin, Haila, Madden, Schainker, Haila and Teubert present.

APPROVAL OF OCTOBER 21, 2015 and NOVEMBER 12, 2015 MINUTES: Trustee Abbas made a motion to approve the minutes from the October 21, 2015 and November 12, 2015 meetings. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried unanimously.

PUBLIC COMMENTS: None.

FUEL PURCHASE BIDS: Director Kyras explained to the Transit Board that CyRide's current fuel contract expires on December 31, 2015 and the transit system will need to consider how to purchase fuel for the next calendar year. She indicated that there are three different methods from which to purchase fuel and that CyRide has historically purchased fuel using all three methods: No Contract - Market Rate, Contract - Lock in Vendor, and Contract - Lock in Price.

CyRide staff recommends continuing the 2015 fuel purchasing method of entering into a contract for vendor services and paying for fuel at market rates (Contract – Vendor Loc In or fixed rate plus markup/deduct). CyRide staff shared that fuel pricing is at a downward trend, which is not an advantageous time to lock in fuel prices; however, that not having a vendor contract is administratively burdensome. Therefore, the City Purchasing staff and Rich Leners, CyRide's Asst. Director Fleet & Facilities, solicited fuel bids for a fixed rate plus markup/deduct, with bids received on November 19, 2015. CyRide received six bids with Keck Energy submitting the lowest overall bid, based on CyRide's budgeted fuel amount and estimates on diesel and biodiesel pricing next year. She indicated that CyRide staff is seeking board approval to award a fuel contract to Keck Energy.

President Haila indicated that the two lowest bids were very similar and inquired about the possibility of the second lowest bid being the lowest if different fuel amounts were needed next year. Director Kyras shared that for the second lowest bidder to be low, larger amounts of biodiesel would need to be utilized in the buses. She indicated that the bids reflect the maximum amount that can be used in buses, which is CyRide's current policy. A discussion regarding local preference ensued. Director Kyras indicated that the federal government does not allow transit systems to consider local preferences. President Haila asked for confirmation that this was a legitimate contract and that no other contract was currently in place. Director Kyras assured President Haila that CyRide's current contract expires on December 31, 2015.

Trustee Abbas made a motion to approve an award to Keck Energy as the overall lowest bidder for CyRide fuel. Trustee Teubert seconded the motion. (Ayes: Six. Nays: None.) Motion carried unanimously.

2016-2017 OPERATING BUDGET: Director Kyras shared that the financial information included in the board packet provided transit board members with an initial budget and, that according to the Intergovernmental Agreement between Iowa State University, the Student Government (SG), and the City of Ames, a final budget must be approved no later than January 21, 2016. She indicated that the information provided was divided into two topics: current budget status (through October 31, 2015) and next year's baseline budget, along with additional services/staffing for consideration.

Director Kyras began with the current budget status. She indicated that CyRide expenses are 1% below anticipated levels and also that revenue projections were slightly lower, down 1.1%. She then provided information on the only significant expense variation – fuel. She indicated that CyRide had budgeted \$3.50 per gallon and that fuel was averaging \$1.80 for the year, and as a result, staff anticipates a \$300,000 savings at the end of the year, if current fuel prices remain stable.

She shared that on the revenue side there are four categories that have a significant variance:

- State funding is higher by 6.8%; \$50,000 increase to the budget
- Federal funding decreased \$90,000
- An unexpected settlement of approximately \$20,000 from a damage claim
- Farebox and cash sales are down 8.7% year to-date and if that trend continues, CyRide anticipates approximately \$30,000 less than what was anticipated for revenue.

President Haila inquired if CyRide had incurred \$20,000 in expenses from the accident. Director Kyras indicated this included parts and labor; therefore, only the parts expenses would constitute out-of-pocket expenses.

Trustee Gartin questioned if the \$20,000 settlement should be claimed as revenue and Trustee Schainker clarified that it is considered revenue above expenditures.

A question was raised about where CyRide's state revenues are generated from. Director Kyras explained that the state provides an equivalent amount of 140th of 1% of the fuel tax; however, this is generated through vehicle licensing fees. Further, she indicated that as more vehicles are purchased during good economic times, the higher state revenue CyRide receives.

A question was raised about why CyRide's federal funding was lower. Director Kyras indicated that the main reason was due to the Small Transit Intensive Cities (STIC) funding, which can vary when more transit systems become eligible for the program or qualify for more of the six criteria. This past year eligible transit systems qualified for more of the criteria, which lowered the per criteria amount and CyRide's overall funding from this source.

Trustee Madden inquired about the new Federal transportation bill passed by Congress the previous day. Director Kyras provided a brief history of the bill and what she had gleaned about the bill in the early hours of its passage. She indicated that it was a five-year bill, overall funding increased 10% over that time period with a 2% increase in operating funding the first year of the bill. She indicated that it included a new discretionary capital program to replace buses, which was based on mileage and condition of the vehicles. She indicated that CyRide's federal funding was delayed one year so that the 1st year funding would impact CyRide's 2016-2017 budget. She cautioned board members that the actual impact on CyRide cannot be determined until the individual transit system's allocations are published in the Federal Register.

Trustee Schainker shared his thoughts that an increase in federal funding was not included in the baseline budget presented to the board. Director Kyras indicated that it reflected a 2% decrease. Trustee Schainker suggested that higher federal revenue be included in the final baseline budget, specifically recommending it remain at current budget levels.

Director Kyras provided further explanation on the lower farebox year-to-date trend. She indicated that the disabled fares were at or above projections and that "regular" fares were lower, especially semester pass sales.

Director Kyras then explained CyRide's balances. She indicated that there are three closing balances: operating balance, which will increase with the fuel savings to just under \$1.4 million, capital balance, which has decreased due to timing of purchases, and the Student Government Trust Fund balance that will be approximately \$518,000 and nearing the half million dollar desired level. Overall, she indicated that CyRide was in a strong financial situation approaching the next budget year.

Trustee Madden asked if CyRide had ever examined the possibility of payroll deduction for ISU employees. Director Kyras indicated that Iowa State University currently subsidizes 30% of the cost of an employee's bus pass, but indicated that payroll deduction had not been discussed to further encourage transit ridership. Trustee Madden indicated that he would be supportive of these discussions to assist employees in spreading the cost of a pass over months, instead of all at one time.

Director Kyras then began discussing next year's baseline budget. She began by explaining the nine assumptions that significantly impacted the budget as detailed in the board packet. She also explained that the Amoco Loan would be paid in full this year so this expense was not included in next year's baseline budget.

Director Kyras said the baseline budget reflects a 2% increase over this year's adopted budget. President Haila questioned whether \$3.00 a gallon for fuel was an appropriate price to reflect in the budget. Director Kyras shared staff's justification for this dollar amount in light of the volatility of this large expense – belief that fuel prices would not, for the next 18 months, remain as low as they currently are today. Trustee Madden pointed out there was no trend that fuel prices will increase. She also indicated that CyRide staff had had discussions on this figure with the City's Finance Department.

Director Kyras then explained that the baseline budget would require a 2.8% local share increase for the next budget year. She then directed the board's attention to the closing balance, which is anticipated to over \$1.4 million dollars and would be 13.5% of the operating budget. President Haila asked why maintenance expenses were lower and Director Kyras responded because of the lower fuel price per gallon.

Trustee Gartin questioned what the basis for the closing balance amount was and what it was used for. Director Kyras replied it is a reserve, taking money in excess of expenditures and putting it into reserve funds to be used for unanticipated expenses. She shared past studies and Transit Board directives on the appropriate amount of dollars to have in reserve. Trustee Gartin suggested that a CPA provide the Transit Board with a recommendation of what the reserve/closing balance level should be. Director Kyras indicated that she had discussed this with the City's Finance Director and after the budget process is completed this could be developed. Trustee Gartin recommended ISU finance personnel assist with this project so that it meets the board's obligation to make sure its balances are appropriate.

Director Kyras clarified that the review would address the operating closing balance only and not the capital or student government trust fund balances. She clarified that the capital closing balance was not a reserve as its balance reflected only what was needed for the next several years to purchase capital items and that the trust fund balance was decided by the students/ISU, as it was funded solely by student fee dollars.

Trustee Madden shared that he was not opposed to what Trustee Gartin was suggesting, however, felt these individuals would not be able to provide any new advice other than what CyRide has already developed. Further, he shared that CyRide is a nonprofit entity and that the balance should reflect the dollars CyRide needs for a sufficient cash flow and to pay the bills. He also stated that it should cover several months or a percentage of operating funds. He also mentioned that CyRide has an additional safety factor as both the city and ISU could choose to financially assist CyRide

if the closing balance was not sufficient for unexpected circumstances as public transit is important to the community.

Trustee Schainker shared his thoughts on the closing balance indicating that it should be based upon cash flow needs and its violability because there is little impact from a lower customer base or soft economy. However, fuel costs are a significant factor and should be considered in the balance.

President Haila shared that if fuel remains steady at approximately \$1.80, that CyRide's closing balance could rise above 15%. Trustee Madden added that the additional dollars above 15% could be used to build up a reserve for building a new building or more buses.

President Haila asked board members to discuss the merit of having staff work with the city/ISU on a study of what the closing balance level should be. Trustee Gartin shared that he believes that expenses have a potential for fluctuation, and with CyRide's fuel fluctuations, a sufficient closing balance could take pressure off CyRide's financial situation.

Trustee Gartin also encouraged CyRide staff to visit with its peers to see what their closing balance/reserve target is. Director Kyras shared that CyRide had completed a peer analysis on this topic a few years ago and that each transit system approached the reserve level differently. Some held a three to six month cash flow amount, where others held a percentage of the operating budget while others were more comfortable with a specific dollar amount. She indicated it depended on the risk level of the staff and policymakers. Trustee Gartin shared that he would like to see an industry best practice on this topic. Director Kyras shared that staff could work with others and prepare a closing balance analysis after the budget process was completed in early 2016.

Director Kyras also shared that when fuel prices increased significantly in a short period of time a few years ago to approximately \$4.00 per gallon, it had about a \$200,000 impact on CyRide's budget. With a \$1,400,000 closing balance anticipated at the end of the 2016-2017 budget year, an impact of this nature could be accommodated.

Trustee Gartin inquired about the source of CyRide's health insurance costs and if its employees were under the City of Ames policy. Trustee Schainker shared that they were and that the increase was 7% higher for the next year.

Director Kyras then directed board members to the chart indicating additional services, policies and staffing requirements that could be added to the baseline budget to meet next years' service requirements and provided a brief explanation of each. She

indicated which changes were recommended by staff, indicating that they would increase the local share requirement to 5.27%.

Trustee Teubert asked about the research park change that was presented at the October board meeting, but was not included on the chart as it was a \$0 change. He shared his concern about what this change could mean for students. Director Kyras explained this did not need to be considered with the budget and that CyRide staff, along with President Haila, had met with research park representatives to discuss this proposal. Based on that meeting, staff will conduct passenger counts when the roundabout is open and the research park staff will examine possible additional concrete to connect CyRide's bus stop to businesses on the north side of the Research Park and Airport Road. Staff will get back together with the research park representatives in January and can report back to the board with more information at that time. President Haila said the research park is very interested in having bus service at their new hub building and will interact with the businesses in the business park, realizing that to serve both areas would significantly increase CyRide's cost.

Trustee Madden shared the timing of development at the research park, indicating that most changes could impact CyRide in a year.

President Haila asked how the Copper Beech contract could impact next year's budget. Director Kyras shared the timeline as outlined in the contract and indicated that CyRide could again potentially be making a decision in August of 2016 on whether to run the bus funded in their contract.

Shari Atwood shared with board members that CyRide will find out in January if its ICAPP grant application for service on the Plum Route and the purchase of two buses will be approved, which could provide additional funding for this route.

Trustee Madden discussed several larger apartment complexes that will be open next year and asked what kind of impact this will have on CyRide service. Director Kyras indicated that there would be an impact and, further, indicated that several smaller complexes would also be added along the Red Route that would, cumulatively, have an impact.

Trustee Teubert shared that students would be interested in increasing bus stop shelters to have quality housing for passengers waiting for buses and asked for additional information on bus shelter/bus stops so he could work on this project over the holiday break. Director Kyras said typically CyRide budgets \$50,000 for these improvements each year, which includes the bus stop pad, sidewalk, or any other type of amenities for a bus stop/shelter and that staff could provide him with information on CyRide's planned improvements.

Director Kyras briefly explained CyRide staff's recommendations for additional service above the baseline budget. She further shared that staff's recommendations reflected only minimal service changes as staff will need to resolve its driver staffing issue before its believe they can adequately staff new services.

Trustee Gartin asked about several characteristics of CyRide's drivers to gain an understanding on whether it was difficult to find full-time drivers. Director Kyras indicated that CyRide has 24 full-time drivers and approximately 125 part-time drivers and that it takes about eight to nine years for part-time drivers to be offered full-time employment. Therefore, filling full-time driver vacancies was no problem.

Trustee Madden shared ISU administration conversations regarding safety of students at night, indicating that additional bus services in the evening could possibly help address these issues. He indicated that the University will most likely add an additional ISU HELP van to assist with late night service needs.

Trustee Teubert asked about the status of the priority class registration for CyRide drivers and felt CyRide would have more students apply if this was addressed. Director Kyras indicated that she and Trustee Madden were scheduled to discuss this after the Transit Board meeting. Trustee Teubert also indicated that he supported including the "eliminating the training wage" option as it would be an incentive for students to drive for CyRide.

President Haila questioned the additional cost for the services recommended by staff above the baseline budget. Director Kyras clarified that staff's recommendation increased the baseline budget's local share requirement of 2.8% by an additional 2.7%, for a total of 5.27%.

Trustee Schainker shared his thoughts that the 5.27% increase was high for the city, but suggested that staff adjust the budget's federal revenues higher, therefore lowering the local share increase. Trustee Madden supported this approach further sharing that the Regent's approved a 3% tuition increase, a little less for graduate students and was requesting a 4% increase from the state. Therefore, he was comfortable with a 4% increase.

Trustee Schainker shared his concerned about adding an express route from the Mortenson area stating that he was concerned about what impact this route would have on other routes in the system. Trustee Madden said there are a large number of students that that drive to the Iowa State Center parking lot and ride Orange route into campus that live in this area. Director Kyras shared staff's thought on this express route. She indicated that with very heavy demand on Mortensen today, that dividing it between current service and a new express route that operated less frequency would

divide ridership and allow for fewer buses on the current route. The result will be full buses on both routes; however fewer buses on the current Red route from Mortenson.

Trustee Madden made a motion for Alternative #1 to table action on the 2016-2017 budget until the January 2016 board meeting and to reflect in this budget the same level of federal funding as is in the current budget, as well as staff's recommended additions. Motion seconded by Trustee Gartin. (Ayes: Six. Nays: None.) Motion carried unanimously.

FIVE YEAR CAPITAL IMPROVEMENT PLAN: Director Kyras explained that the Five Year Capital Improvement Plan reflected capital purchases that would be included in the next budget, as well as anticipated purchases for the following four years. Based on a consensus of board members, Director Kyras answered questions about the CIP as opposed to providing a detailed explanation of each item.

A question was asked by Trustee Teubert about the cost of bus stop improvements. Barbara Neal shared that bus stop improvement costs vary up to \$35,000 per bus stop location. She indicated that she would provide Trustee Teubert with CyRide's Bus Stop Improvement Plan after the meeting.

Trustee Schainker asked about the cost of storing camera footage taken on buses. Karen Jamison, CyRide's Assistant Director of Operations, indicated that CyRide does not store video unless it is achieved due to a situation on the bus. Therefore, there is very little storage cost for this system.

President Haila shared his belief that delaying the purchase of flood pumps seems short sighted and wondered why this was not included in part of the building construction completed in 2014. Further, he shared that a pump costing \$80,000 should be moved up in priority. A discussion ensued about this modification. Rich Leners, CyRide's Assistant Director of Fleet & Facilities, assured board members that CyRide had researched the availability of renting pumps and believed that this could be acquired temporarily if the situation arose; however, eventually purchasing this equipment would allow for a shorter response time in the long term.

Trustee Schainker made a motion to approve Alternative #1. Trustee Abbas seconded the motion. (Ayes: Six. Nays: None.) Motion carried unanimously.

TRANSIT DIRECTOR'S REPORT:

Used Buses. Director Kyras shared the results of the most recent used bus purchase, which netted CyRide three more buses for a total cost of \$5,110. A board member discussion ensued regarding CyRide's ability to purchase more used buses, as needed, using the online auction method of the last used bus purchase. Board members were

supportive of this method and discussed ways that board could provide authorization in advance due to the short timeframe available for on-line auctions.

Trustee Madden made a motion to authorize CyRide staff to purchase up to eight buses during the fiscal year. Trustee Abbas seconded the motion. (Ayes: Six. Nays: None.) Motion carried unanimously.

Orange route study. Director Kyras shared that CyRide staff will bring additional information to the Transit Board in January for the three Orange route alternatives, as discussed during the November 12, 2015 Transit Board meeting. Director Kyras explained the additional information and requested board member input on other information that might be helpful to selecting a preferred alternative.

System Redesign Scope of Work. Director Kyras shared that CyRide staff is in the process of drafting a preliminary scope of work for the system redesign study for consideration by board members. She indicated that this will be included on the board's agenda for the January 2016 meeting.

Trustee Gartin inquired as to what kind of training CyRide drivers received regarding acts of terrorism. Director Kyras said CyRide has a safety plan that details plans for each type of risk, including terrorism acts. She indicated that staff periodically reviewed these plans, however, more effort could be given to refresh staff on the plans. Barbara Neal, CyRide's Operations Supervisor, said drivers are trained if an instance were to arise. Further, she indicated that the plans and activities have been coordinated with public safety officials, such as how to handle a hostage situation on the bus or procedures if an active shooter was on campus.

Trustee Gartin asked for a safety procedures update for the next meeting to make sure appropriate measures are being taken and that a plan is integrated into the training.

Director Kyras shared that the federal government is working on new regulations in this area and after they are released, CyRide will make modifications at that time to bring CyRide's current program into compliance with the new regulations.

NEXT MEETING TIME AND PLACE:

- January 13, 2016 at 8 A.M.

MEETING ADJOURNED: Trustee Abbas made at motion 9:53 a.m. to adjourn the meeting. Motion seconded by Trustee Teubert.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: January 13, 2016

SUBJECT: 2016-2017 Operating Budget

BACKGROUND: At the December 3, 2015 Transit Board meeting, staff presented the baseline budget and ten additional services/staffing expenses that could be added to the budget to ensure CyRide services match demand for the 2016-2017 budget year (see attached “2016-2017 CyRide Budget Options”). At that meeting, board members tabled action until the January 2016 meeting, with staff direction to develop a new budget option that increased federal funding, based upon a recently approved Transportation bill, and include staff recommended changes to the baseline budget.

INFORMTION: At the December meeting, the following additions/changes were requested for consideration in the final 2016-2017 budget.

- Increasing federal funding revenues from the originally budgeted \$1,930,000 to \$1,970,542, reflecting no decrease in federal funding in the next budget year.
- Adding five additional hours of service per weekday (\$82,240)
- Additional preparation time for drivers in the morning (\$15,000)
- Increasing the referral bonus for current employees from \$50 to \$500 and adding a \$250 hiring bonus (total cost for both bonuses of \$17,500)
- Eliminating the training wage and beginning each new employee at the bottom of their wage range (\$24,000)
- Increasing the summer trainer position to a full-time Trainer (\$42,354)

The attached Budget Analysis (Budget Option 2) reflects the above changes. The 2016-2017 baseline budget (Budget Option 1) reflected a 2.0% increase in the budget from the previous

year's adopted budget, requiring a 2.8% increase in local funding. With the above additions in Budget Option 2, the total budget increase is 3.8% and requires a 5.1% increase in local funding.

In addition to the Budget Analysis information, staff has attached additional background information for consideration of a final budget for the 2016-2017 budget year. This information includes:

- ISU Student Fees and Trust Fund Summary
- CyRide Three Party Revenue History
- CyRide Revenue Expense Consolidation

If the Transit Board approves Budget Option 2, which includes hiring incentives, staff requests the board's consideration to implement the following changes immediately in an effort to be better staffed in CyRide's driving position for fall 2016. The financial impact on the current budget is as follows:

- Increasing the referral bonus for current employees from \$50 to \$500 – anticipated at 5 referrals (estimated additional cost of \$2,250)
- Adding a \$250 hiring bonus – anticipated new employees to receive bonus at 20 (estimated additional cost of \$5,000)
- Eliminating the training wage and beginning each new employee at the bottom of their wage range (estimated additional cost of \$12,000)
- Hiring a full-time Trainer – anticipated starting date March 15 (estimated additional cost of \$12,000)

The cost of each has been estimated above and would total an estimated \$31,250 additional from the current, 2015-2016 budget. With a fuel savings estimated between \$200,000 and \$300,000 this budget year, the budget should still have a substantial savings even with these immediate changes.

ALTERNATIVES:

1. Approve the baseline budget with increased federal revenues, plus staff's recommendations (**Budget Option 2**) for a total budget of \$10,621,536, **immediately implementing** the bonuses, elimination of the training wage and hiring of another full-time Trainer.
2. Approve the baseline budget with increased federal revenues, plus staff's recommendations (**Budget Option 2**) for a total budget of \$10,621,536, with **implementation of all changes on July 1, 2016.**

3. Approve the baseline budget (**Budget Option 1**) of \$10,440,442.
4. Approve the baseline budget plus board selected options.

RECOMMENDATION:

The Transit Director recommends alternative #1 as this option will allow CyRide's organization to better meet the requirements of a transit system carrying approximately 7 million annual riders and meet the demand created by new development and enrollment increases.

2016-2017 CyRide Budget Options

Expense	Total Exp.	Tot. Local Cost	City Cost (24%)	ISU Cost (10%)	SG Cost (66%)	% Tot. Incr.	City Incr.	ISU Incr.	SG Incr.
2015-2016 Expense	\$10,193,253	\$7,118,281	\$1,648,996	\$723,150	\$4,746,135	-----	-----	-----	-----
2016-2017 Baseline	\$10,437,169	\$7,317,593	\$1,695,168	\$743,398	\$4,879,027	2.8%	\$46,171.89	\$20,248.20	\$132,891.78
5 Additional Hours of Service		\$82,240	\$19,738	\$8,224	\$54,278	1.1%	1.2%	1.1%	1.1%
Add'l Prep Time for Drivers		\$15,000	\$3,600	\$1,500	\$9,900	0.2%	0.2%	0.2%	0.2%
Add'l Night Service - 3 Routes		\$77,753	\$18,661	\$7,775	\$51,317	1.1%	1.1%	1.0%	1.1%
Add'l Night Service - 2 Routes		\$37,657	\$9,038	\$3,766	\$24,854	0.5%	0.5%	0.5%	0.5%
Mortenson Rd. Exp. Route		\$175,000	\$42,000	\$17,500	\$115,500	2.4%	2.5%	2.4%	2.4%
Late Night Service Extension		\$34,289	\$8,229	\$3,429	\$22,631	0.5%	0.5%	0.5%	0.5%
Late Night Service Extension - No Sat		\$26,707	\$6,410	\$2,671	\$17,627	0.4%	0.4%	0.4%	0.4%
Referral & Hiring Bonus		\$17,500	\$4,200	\$1,750	\$11,550	0.2%	0.2%	0.2%	0.2%
Eliminate Training Wage		\$24,000	\$5,760	\$2,400	\$15,840	0.3%	0.3%	0.3%	0.3%
Increase Summer Trainer to Full-Time		\$42,354	\$10,165	\$4,235	\$27,954	0.6%	0.6%	0.6%	0.6%
Staff Recommendation									
Incremental Dollar Increase		\$181,094	\$43,463	\$18,109	\$119,522				
Incremental Percentage						2.47%			
Total Percentage Increase						5.27%			

BUDGET ANALYSIS - 2015 Actual, 2016 Amended, 2017 Requested, 2017 Requested

FY2017 Baseline Budget

	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Actual	15-16 Adopted	15-16 Amended	16-17 Request	% Chg. Am/Ad	% Chg. Am/Act	% Chg. Req./Ad.	% Chg. Req./Am.	FY2015			FY2016			FY2017																					
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12/15/15 3:30 PM																																								
FIXED ROUTE																																								
550-1221 Operations	\$4,097,972	\$4,245,653	\$4,476,908	\$4,820,101	\$5,335,159	\$5,734,790	\$5,879,143	\$5,994,346	2.5%	10.2%	4.5%	2.0%																												
550-1222 Maintenance	\$1,782,603	\$1,863,033	\$2,067,061	\$2,146,625	\$2,119,741	\$2,488,743	\$2,142,023	\$2,398,148	-13.9%	1.1%	-3.6%	12.0%																												
FIXED ROUTE TOTAL	\$5,880,574	\$6,108,686	\$6,543,969	\$6,966,725	\$7,454,900	\$8,223,533	\$8,021,166	\$8,392,494	-2.5%	7.6%	2.1%	4.6%																												
DIAL-A-RIDE																																								
550-1341 Operations	\$142,717	\$172,077	\$143,889	\$175,671	\$192,387	\$202,242	\$202,390	\$203,536	0.1%	5.2%	0.6%	0.6%																												
550-1342 Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																																
DIAL-A-RIDE TOTAL	\$142,717	\$172,077	\$143,889	\$175,671	\$192,387	\$202,242	\$202,390	\$203,536	0.1%	5.2%	0.6%	0.6%																												
ADMINISTRATION/SUPPORT																																								
550-1101 Administration	\$1,014,818	\$1,059,330	\$1,024,009	\$1,131,713	\$1,159,442	\$1,209,435	\$1,202,788	\$1,246,612	-0.5%	3.7%	3.1%	3.6%																												
550-1102 Safety/Training	\$212,768	\$211,616	\$216,990	\$231,879	\$251,212	\$250,500	\$249,650	\$259,559	-0.3%	-0.6%	3.6%	4.0%																												
550-1103 Promotion	\$20,461	\$14,443	\$6,259	\$2,594	\$3,148	\$6,800	\$6,800	\$6,800	0.0%	116.0%	0.0%	0.0%																												
550-1105 Bldg/Grounds	\$291,784	\$311,369	\$288,292	\$358,061	\$348,335	\$340,033	\$332,627	\$331,441	-2.2%	-4.5%	-2.5%	-0.4%																												
ADMIN/SUPPORT TOTAL	\$1,539,830	\$1,596,759	\$1,535,540	\$1,724,247	\$1,782,138	\$1,806,768	\$1,791,865	\$1,844,412	-0.8%	1.7%	2.1%	2.9%																												
FINANCE ADJUSTMENTS	\$27,835	\$86,312	(\$125,106)																																					
TOTAL OPERATING EXPENSE	\$7,570,957	\$7,963,833	\$8,098,292	\$8,866,643	\$9,409,425	\$10,232,543	\$10,015,421	\$10,440,442	-2.1%	6.4%	2.0%	4.2%																												
TRANSFER TO GSB TRUST	\$424,305	\$134,814	\$140,800	\$166,402	\$0	\$0	\$0	\$0																																
TRANSFER TO CAPITAL FUND	\$652,000	\$208,812	\$378,801	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000																																
TOTAL USED	\$8,627,261	\$8,307,459	\$8,617,893	\$9,833,045	\$10,209,425	\$11,032,543	\$10,815,421	\$11,240,442	-2.0%	5.9%	1.9%	3.9%																												
OPENING BALANCE	\$847,294	\$563,240	\$786,976	\$1,149,006	\$1,166,901	\$957,471	\$1,245,342	\$1,393,487	30.1%	6.7%	45.5%	11.9%																												
OPERATING REVENUE	\$8,343,207	\$8,531,195	\$8,979,922	\$9,850,940	\$10,287,866	\$11,056,778	\$10,963,566	\$11,252,910	-0.8%	6.6%	1.8%	2.6%																												
TOTAL AVAILABLE	\$9,190,501	\$9,094,435	\$9,766,898	\$10,999,946	\$11,454,766	\$12,014,249	\$12,208,908	\$12,646,397	1.6%	6.6%	5.3%	3.6%																												
CLOSING BALANCE	\$563,240	\$786,976	\$1,149,006	\$1,166,901	\$1,245,342	\$981,706	\$1,393,487	\$1,405,955	41.9%	11.9%	43.2%	0.9%																												
Closing/Operating	7.4%	9.9%	14.2%	13.2%	13.2%	9.6%	13.9%	13.5%																																
REVENUE/EXPENSE RATIO	110.2%	107.1%	110.9%	111.1%	109.3%	108.1%	109.5%	107.8%																																
OPERATING FUND BALANCE	\$563,240	\$786,976	\$1,149,006	\$1,166,901	\$1,245,342	\$981,706	\$1,393,487	\$1,405,955																																
CAPITAL FUND BALANCE	\$1,491,769	\$1,974,211	\$1,124,525	\$659,497	\$794,609	\$1,018,259	\$1,018,259	\$664,051																																
TRUST FUND BALANCE	\$1,099,162	\$1,325,474	\$1,078,094	\$993,083	\$804,635	\$518,747	\$518,747	\$464,787																																
INTERMODAL BALANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																																
TRANSIT FUND BALANCE	\$3,154,171	\$4,086,660	\$3,351,624	\$2,819,481	\$2,844,586	\$2,518,712	\$2,930,493	\$2,534,793																																

BUDGET ANALYSIS - 2015 Actual, 2016 Amended, 2017 Requested

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

	12/22/15 9:19 AM	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Actual	15-16 Adopted	15-16 Amended	16-17 Request	% Chg. Am/Adg	% Chg. Am/Act	% Chg. Req/Ad.	% Chg. Req/Am.
FIXED ROUTE													
550-1221 Operations		\$4,097,972	\$4,245,653	\$4,476,908	\$4,820,101	\$5,335,159	\$5,734,790	\$5,879,143	\$6,082,586	2.5%	10.2%	6.1%	3.5%
550-1222 Maintenance		\$1,762,603	\$1,853,033	\$2,067,061	\$2,146,625	\$2,119,741	\$2,488,743	\$2,142,023	\$2,448,648	-13.9%	1.1%	-1.6%	14.3%
FIXED ROUTE TOTAL		\$5,860,574	\$6,108,686	\$6,543,969	\$6,966,725	\$7,454,900	\$8,223,533	\$8,021,166	\$8,531,234	-2.5%	7.6%	3.7%	6.4%
DIAL-A-RIDE													
550-1241 Operations		\$142,717	\$172,077	\$143,889	\$175,671	\$192,387	\$202,242	\$202,390	\$203,536	0.1%	5.2%	0.6%	0.6%
550-1242 Maintenance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
DIAL-A-RIDE TOTAL		\$142,717	\$172,077	\$143,889	\$175,671	\$192,387	\$202,242	\$202,390	\$203,536	0.1%	5.2%	0.6%	0.6%
ADMINISTRATION/SUPPORT													
550-1101 Administration		\$1,014,818	\$1,059,330	\$1,024,009	\$1,131,713	\$1,159,442	\$1,209,435	\$1,202,788	\$1,246,612	-0.5%	3.7%	3.1%	3.6%
550-1102 Safety/Training		\$212,768	\$211,616	\$216,990	\$231,879	\$251,212	\$250,500	\$249,650	\$301,913	-0.3%	-0.6%	20.5%	20.9%
550-1103 Promotion		\$20,461	\$14,443	\$6,259	\$2,594	\$3,148	\$6,800	\$6,800	\$6,800	0.0%	116.0%	0.0%	0.0%
550-1105 Bldg/Grounds		\$291,784	\$311,369	\$288,282	\$358,061	\$348,335	\$340,033	\$332,627	\$331,441	-2.2%	-4.5%	-2.5%	-0.4%
ADMIN/SUPPORT TOTAL		\$1,539,830	\$1,596,759	\$1,535,640	\$1,724,247	\$1,762,138	\$1,806,768	\$1,791,865	\$1,886,766	-0.8%	1.7%	4.4%	5.3%
FINANCE ADJUSTMENTS													
		\$27,835	\$86,312	(\$125,106)									
TOTAL OPERATING EXPENSES													
		\$7,570,957	\$7,963,833	\$8,098,292	\$8,886,643	\$9,409,425	\$10,232,543	\$10,015,421	\$10,621,536	-2.1%	6.4%	3.8%	6.1%
TRANSFER TO GSB TRUST													
		\$424,305	\$134,814	\$140,800	\$166,402	\$0	\$0	\$0	\$0				
TRANSFER TO CAPITAL FUND													
		\$632,000	\$208,812	\$378,801	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000				
TOTAL USED													
		\$8,627,261	\$8,307,459	\$8,617,893	\$9,833,045	\$10,209,425	\$11,032,543	\$10,815,421	\$11,421,536	-2.0%	5.9%	3.5%	5.6%
OPENING BALANCE													
		\$847,294	\$563,240	\$788,976	\$1,149,006	\$1,166,901	\$957,471	\$1,245,342	\$1,393,487	30.1%	6.7%	45.5%	11.9%
OPERATING REVENUE													
		\$8,343,207	\$8,531,195	\$8,979,922	\$9,850,940	\$10,287,866	\$11,056,778	\$10,963,566	\$11,457,173	-0.8%	6.6%	3.6%	4.5%
TOTAL AVAILABLE													
		\$9,190,501	\$9,094,435	\$9,766,898	\$10,999,946	\$11,454,766	\$12,014,249	\$12,208,908	\$12,850,660	1.6%	6.6%	7.0%	5.3%
CLOSING BALANCE													
		\$563,240	\$786,976	\$1,149,006	\$1,166,901	\$1,245,342	\$981,706	\$1,393,487	\$1,429,124	41.9%	11.9%	45.6%	2.6%
Closing/Operating													
		7.4%	9.9%	14.2%	13.2%	13.2%	9.6%	13.9%	13.5%				
REVENUE/EXPENSE RATIO													
		110.2%	107.1%	110.9%	111.1%	109.3%	108.1%	109.5%	107.9%				
OPERATING FUND BALANCE													
		\$563,240	\$786,976	\$1,149,006	\$1,166,901	\$1,245,342	\$981,706	\$1,393,487	\$1,429,124	City			
CAPITAL FUND BALANCE													
		\$1,491,769	\$1,974,211	\$1,124,525	\$659,497	\$794,609	\$1,018,259	\$1,018,259	\$664,051	ISU			
TRUST FUND BALANCE													
		\$1,099,162	\$1,325,474	\$1,078,094	\$993,083	\$804,635	\$518,747	\$518,747	\$499,602	GSB			
INTERMODAL BALANCE													
		\$0	\$0	\$0	\$0	\$0							
TRANSIT FUND BALANCE													
		\$3,154,171	\$4,086,660	\$3,351,624	\$2,619,481	\$2,844,586	\$2,518,712	\$2,930,493	\$2,592,777				
FY2015													
FY2016													
FY2017													
Increase													

ISU Student Fees and Trust Fund Summary

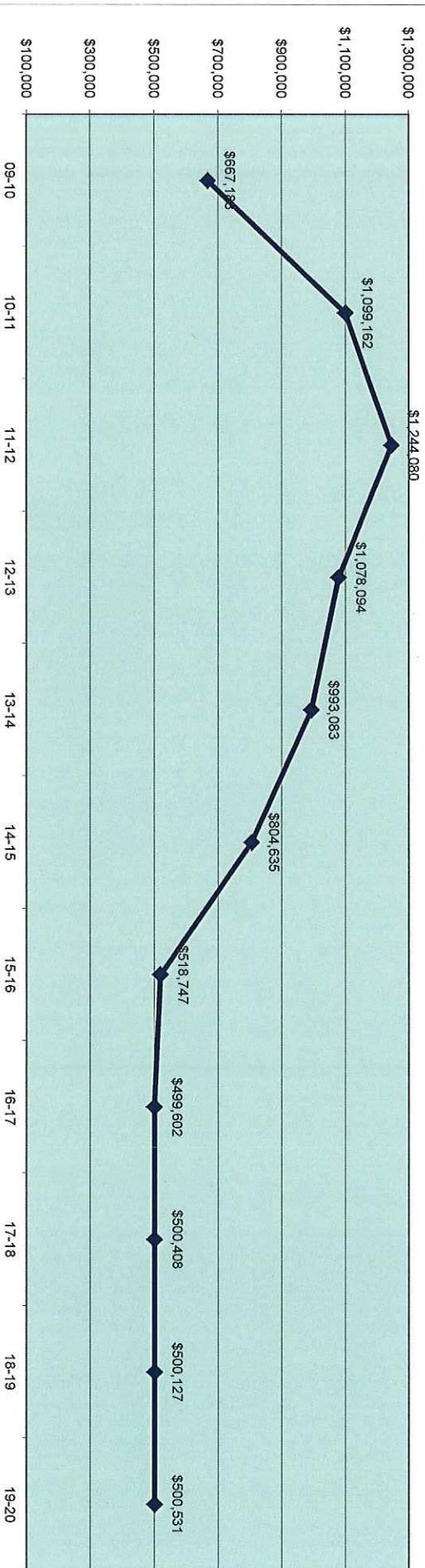
	5.0%	3.8%	4.0%	4.0%	6.5%	11.9%	13.8%	5.1%	5.0%	5.0%	5.0%
CAPITAL & OPERATIONS	Actual	Actual	Actual	Actual	Actual	Actual	Adopted	Projected	Projected	Projected	Projected
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Budgeted Revenue	\$2,898,278	\$3,008,413	\$3,204,263	\$3,499,053	\$3,726,491	\$4,169,944	\$4,746,135	\$4,988,188	\$5,237,597	\$5,499,477	\$5,774,451
Actual Revenue	\$3,290,692	\$3,432,423	\$3,339,076	\$3,639,853	\$3,892,893	\$4,161,666	\$4,452,341	\$4,967,754	\$5,230,789	\$5,494,196	\$5,769,855
Surplus/(Deficit)	\$392,414	\$424,010	\$134,813	\$140,800	\$166,401	(\$8,278)	(\$293,794)	(\$20,434)	(\$6,809)	(\$5,281)	(\$4,596)

TRUST FUND

Opening Balance	\$267,129	\$667,188	\$1,099,162	\$1,244,080	\$1,078,094	\$993,083	\$804,635	\$518,747	\$499,602	\$500,408	\$500,127	\$500,127
Interest	\$7,645	\$7,964	\$10,105	(\$1,064)	\$9,758	\$2,000	\$7,906	\$1,289	\$7,615	\$5,000	\$5,000	\$5,000
Payments												
Transfers In (Out)	\$392,414	\$424,010	\$134,813	\$140,800	\$166,401	(\$8,278)	(\$293,794)	(\$20,434)	(\$6,809)	(\$5,281)	(\$4,596)	(\$4,596)
Ending Balance	\$667,188	\$1,099,162	\$1,244,080	\$1,078,094	\$993,083	\$804,635	\$518,747	\$499,602	\$500,408	\$500,127	\$500,127	\$500,531
% of Budgeted Revenue	23.0%	36.5%	38.8%	28.3%	24.9%	19.9%	10.9%	10.0%	9.6%	9.1%	8.7%	8.7%

Increase	\$2.41	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$2.24	\$6.75	\$3.75	\$3.87	\$4.05	\$4.05
Total Fees	\$62.61	\$62.61	\$62.61	\$62.61	\$62.61	\$64.11	\$66.35	\$73.10	\$76.85	\$80.72	\$84.77	\$84.77
Increase %	4.0%	0.0%	0.0%	0.0%	0.0%	2.4%	3.5%	10.2%	5.1%	5.0%	5.0%	5.0%
Student Semester FTEs	52,559	54,822	53,331	58,135	62,177	64,914	67,104	67,957	68,064	68,064	68,064	68,064
Official Enrollment	27,945	28,685	29,887	31,040	33,241	34,732	36,001	36,541	36,807	36,961	37,027	37,027

ISU Student Government Trust Fund Balance



CYRIDE THREE PARTY REVENUE HISTORY Budgeted Amount

YEAR	City Total	Tax Lev	Intermodal	ISU Total	ISU Basic	Intermodal	GSB Total	GSB Basic	GSB MLX	3 Parties	Parking	Shuttles	Total Local
1981-82	\$271,160	\$271,160		\$100,000	\$100,000		\$355,600	\$355,600		\$726,760			\$726,760
1982-83	\$307,412	\$307,412		\$125,000	\$125,000		\$355,600	\$355,600		\$788,012			\$788,012
1983-84	\$324,610	\$324,610		\$133,000	\$133,000		\$424,180	\$424,180		\$881,790	\$37,200		\$918,990
1984-85	\$324,610	\$324,610		\$133,000	\$133,000		\$424,180	\$424,180		\$881,790	\$38,883		\$920,673
1985-86	\$324,610	\$324,610		\$133,000	\$133,000		\$489,391	\$489,391		\$947,001	\$39,253		\$986,254
1986-87	\$357,071	\$357,071		\$146,300	\$146,300		\$538,330	\$538,330		\$1,041,701	\$41,275		\$1,082,976
1987-88	\$368,140	\$368,140		\$150,835	\$150,835		\$555,018	\$555,018		\$1,073,993	\$44,509		\$1,118,502
1988-89	\$381,246	\$381,246		\$156,252	\$156,252		\$585,028	\$585,028		\$1,122,526	\$44,706		\$1,167,232
1989-90	\$396,496	\$396,496		\$162,502	\$162,502		\$608,429	\$608,429		\$1,167,427	\$43,637		\$1,211,064
1990-91	\$401,254	\$401,254		\$170,952	\$170,952		\$619,949	\$619,949		\$1,192,155	\$45,469		\$1,237,624
1991-92	\$418,909	\$418,909		\$178,474	\$178,474		\$647,227	\$647,227		\$1,244,610	\$50,265		\$1,294,875
1992-93	\$428,963	\$428,963		\$182,757	\$182,757		\$662,760	\$662,760	\$20,453	\$1,274,480	\$55,555		\$1,330,035
1993-94	\$458,990	\$458,990		\$195,550	\$195,550		\$761,496	\$741,043	\$21,578	\$1,416,036	\$67,177		\$1,483,213
1994-95	\$484,185	\$484,185		\$206,286	\$206,286		\$803,378	\$781,800	\$21,578	\$1,493,849	\$88,223		\$1,582,072
1995-96	\$503,552	\$503,552		\$214,537	\$214,537		\$835,513	\$812,847	\$22,666	\$1,553,602	\$128,662		\$1,723,985
1996-97	\$537,700	\$537,700		\$229,100	\$229,100		\$880,920	\$857,000	\$23,920	\$1,647,720	\$151,768		\$1,855,488
1997-98	\$561,897	\$561,897		\$264,410	\$264,410		\$947,065	\$920,565	\$26,500	\$1,773,372	\$157,034		\$1,966,405
1998-99	\$616,394	\$616,394		\$279,410	\$279,410		\$1,004,202	\$1,004,202		\$1,900,006	\$161,745		\$2,119,431
1999-2000	\$653,378	\$653,378		\$296,175	\$296,175		\$1,064,454	\$1,064,454		\$2,014,006	\$169,126		\$2,250,290
2000-01	\$702,381	\$702,381		\$318,388	\$318,388		\$1,144,288	\$1,144,288		\$2,165,057	\$182,702	\$71,266	\$2,419,025
2001-02	\$755,060	\$755,060		\$342,267	\$342,267		\$1,374,531	\$1,374,531		\$2,471,857	\$198,727		\$2,670,584
2002-03	\$811,689	\$811,689		\$355,957	\$355,957		\$2,125,842	\$2,125,842		\$3,293,488	\$208,000		\$3,501,488
2003-04	\$897,728	\$897,728		\$393,689	\$393,689		\$2,427,167	\$2,427,167		\$3,718,584	\$208,700		\$3,927,284
2004-05	\$925,558	\$925,558		\$405,893	\$405,893		\$2,470,955	\$2,470,955		\$3,802,406	\$213,390		\$4,015,406
2005-06	\$1,018,113	\$1,018,113		\$446,483	\$446,483		\$2,425,000	\$2,425,000		\$3,889,596	\$219,390		\$4,108,986
2006-07	\$1,080,218	\$1,080,218		\$473,718	\$473,718		\$2,572,925	\$2,572,925		\$4,126,861	\$226,450		\$4,353,311
2007-08	\$1,143,951	\$1,143,951		\$501,667	\$501,667		\$2,608,946	\$2,608,946		\$4,254,565	\$236,640		\$4,491,205
2008-09	\$1,210,300	\$1,210,300		\$530,764	\$530,764		\$2,760,265	\$2,760,265		\$4,501,329	\$246,106	\$60,931	\$4,808,366
2009-10	\$1,270,815	\$1,270,815		\$557,302	\$557,302		\$2,898,278	\$2,898,278		\$4,726,396	\$246,106	\$63,368	\$5,036,870
2010-11	\$1,315,294	\$1,315,294		\$576,808	\$576,808		\$3,008,118	\$3,008,118		\$4,900,220	\$253,489	\$63,368	\$5,189,809
2011-12	\$1,367,906	\$1,367,906		\$608,630	\$608,630		\$3,204,263	\$3,204,263		\$5,172,049	\$261,094	\$36,100	\$5,468,743
2012-13	\$1,472,409	\$1,472,409		\$650,622	\$650,622		\$3,499,053	\$3,499,053		\$5,604,584	\$268,927	\$36,100	\$5,927,110
2013-14	\$1,510,464	\$1,510,464		\$667,311	\$667,311		\$3,726,491	\$3,726,491		\$5,886,766	\$275,650	\$36,100	\$6,216,016
2014-15	\$1,576,444	\$1,576,444		\$696,245	\$696,245		\$4,169,944	\$4,169,944		\$6,425,133	\$281,852	\$36,100	\$6,767,585
2015-16	\$1,657,746	\$1,657,746		\$731,900	\$731,900		\$4,746,157	\$4,746,157		\$7,118,303	\$288,193	\$36,100	\$7,460,096
2016-17	\$1,695,168	\$1,695,168		\$743,398	\$743,398		\$4,879,049	\$4,879,049		\$7,317,615	\$294,678	\$36,100	\$7,648,393
Total	\$28,540,571	\$28,496,821		\$12,458,582	\$12,414,832		\$62,603,993	\$62,488,876	\$115,117	\$103,515,646	\$5,474,190	\$726,823	\$109,804,159
Since '86	5.7%	5.7%		6.0%	6.0%		8.9%	7.6%			4.4%		

CYRIDE REVENUE & EXPENSE CONSOLIDATION

FY 2015-2016

OPERATING REVENUE

State & Fed.	\$2,871,582
City of Ames	\$1,648,996
ISU	\$723,150
GSB	\$4,746,157
GSB - NextBus	
Other	\$1,066,893
Total	\$11,056,778

IMPROVEMENT REVENUE

State & Fed.	\$2,963,950
City of Ames	\$185,325
ISU	\$81,272
GSB	\$533,403
Park. Systems	\$17,000
Other	\$7,000
Total	\$3,787,950

OPERATING EXPENSES

Personnel	\$7,205,594
Contractual	\$1,329,521
Commodities	\$1,658,328
Capital	\$0
Other	\$600
Total	\$10,194,043

IMPROVEMENT EXPENSES

Services	\$0
Construction	\$455,000
Equipment	\$272,000
Vehicles	\$3,244,000
Shelters/Benches	\$50,000
Total	\$4,021,000

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: January 13, 2016

SUBJECT: Orange Route Study

BACKGROUND: At the October 2015 Transit Board of Trustees meeting, board members discussed the remaining three options for the Orange Route, as identified in the Orange Route Study. At that time, Bill Troe, CyRide’s consultant, presented a side-by-side comparison of the three options based on criteria identified as important characteristics of bus service serving current riders on this route, as well as the community and Iowa State University (see attached comparison). After a thorough discussion, board members requested additional information prior to selecting a “preferred alternative” for this route.

INFORMATION: Staff and CyRide’s consultant have prepared three pieces of additional information from questions/concerns raised at the October meeting. These are as follows:

- Five-Year Pro Forma for each alternative
- Additional student input on the Bus Rapid Transit alternative
- New Start Program requirements/timeline

Five-Year Pro Forma

The three attached Pro Formas estimate the impact that the final Orange Route alternatives will have over the next 5 – 7 year period. The Pro Formas are based upon the previously developed Pro Forma that estimated a baseline level of service + 5 additional hours per weekday of service. The local share that would be required for this over the next five-year time period was then calculated. **Under the previous Pro Forma, a 2.8% increase per year was required by local funding partners.** The following summarizes the impact of this Pro Forma under three scenarios -adding the costs of each remaining Orange Route alternative.

Existing Service (Option #1) – This alternative estimates the impact that adding more buses to the Orange Route will have on CyRide’s operating budget, which includes more 40’ buses and estimates an annual operating cost of \$1,618,000. The local share requirement under this scenario predicts a **3.3% increase each year.**

All Articulated Buses (Option #2) – This alternative estimates the impact of purchasing four more articulated buses and two minibuses, with an annual operating cost of \$1,172,000. The local share requirement under this scenario predicts a **3.2% increase each year**.

Bus Rapid Transit (Option #3) – This alternative estimates the impact of purchasing four more articulated buses, two minibuses, construction of a roundabout at Bissel and Osborn and reconstructing two parking lots at the Commuter lot, with an annual operating cost of \$1,091,000. The local share requirement under this scenario is estimated at **3.6% increase each year and slightly higher if a 15% closing balance is desired. However, the longer term (more than 7 years) costs will be reduced once the capital project is completed, as this option has the lowest annual operating cost.**

The three Pro Formas are CyRide staff's best estimate of each year's costs, including all capital needs except for facility expansion.

Student Input on BRT

CyRide, in cooperation with the Student Government, will be holding a student focus group to gain input on the Bus Rapid Transit option as a possible "preferred alternative" on Monday, January 11, 2016 at 4 pm. These options will be thoroughly explained at this meeting, including the change to services on campus, and student's opinions on this possible change will be sought. The results of this meeting will be shared with board members at the Transit Board meeting.

New Start Program Requirements/Timeline

The attached memo from SFR provides additional information regarding the federal New Start process, as well as what it means to choose BRT as the "preferred alternative." In summary, if this alternative is chosen under the premise that it is the best alternative for the community, CyRide could enter the application process to find out whether its project could qualify for the federal funding, and through this process, could work to determine how it could secure the local match required. If, at some point during this process it is determined that CyRide could not secure the local dollars, CyRide could back out of its commitment.

Staff is seeking board member adoption of a preferred alternative from the three remaining options for the Orange Route.

ALTERNATIVES:

1. Approve the Bus Rapid Transit alternative as the preferred solution for efficiently operating the Orange Route service into the future and request staff to begin the process of developing material (budgets, timelines, etc.) for a possible federal New

Start/Small Start grant request, ultimately submitting a letter of request to the Federal Transit Administration to enter into a Project Development agreement.

2. Approve the all articulated bus alternative as the preferred solution for efficiently operating the Orange Route service into the future. Direct staff to develop a plan to identify all funding opportunities and sources needed to purchase four additional articulated buses as required by this alternative.
3. Select the “No Change” option to continue operating the Orange Route as CyRide currently does today, with its current route structure and addressing additional demand by adding more standard buses to the route.

RECOMMENDATION:

From a technical standpoint, the Orange Route Study team comprised of city, ISU and CyRide staff recommended the Bus Rapid Transit option as the “preferred alternative” as has CyRide’s staff. Therefore both groups believe that this option will provide the greatest benefit for the community at the best price. However, the challenge will be to fund the local dollars needed to complete the project if it were to be selected by the federal government as a New Start project.

**CyRide Five Year Pro Forma
Option #1 Continue Existing Orange Service**

Operations	Incr.	FY16 Am	FY17	FY18	FY19	FY20	FY21
Beginning Balance		\$ 1,241,800	\$ 1,390,545	\$ 1,534,426	\$ 1,622,519	\$ 1,702,720	\$ 1,772,737
State Operating	2.0%	\$ 676,500	\$ 690,030	\$ 703,831	\$ 717,907	\$ 732,265	\$ 746,911
FTA Operating	2.5%	\$ 1,951,176	\$ 1,999,955	\$ 2,049,954	\$ 2,101,203	\$ 2,153,733	\$ 2,207,577
Elderly/Disabled	2.5%	\$ 153,600	\$ 157,440	\$ 161,376	\$ 165,410	\$ 169,546	\$ 173,784
ICAAP			\$ 158,334	\$ 158,334			
ISU	3.3%	\$ 723,150	\$ 746,724	\$ 771,067	\$ 796,204	\$ 822,160	\$ 848,962
City	3.3%	\$ 1,648,996	\$ 1,702,753	\$ 1,758,262	\$ 1,815,581	\$ 1,874,768	\$ 1,935,885
Student Govt.	3.3%	\$ 4,746,157	\$ 4,900,880	\$ 5,060,647	\$ 5,225,623	\$ 5,395,976	\$ 5,571,883
St. Gov. ICAAP Credit			\$ (158,334)	\$ (158,334)			
St. Gov. Extra service			\$ 80,000	\$ 164,000	\$ 246,000	\$ 328,000	\$ 410,000
St. Gov. Used Buses							
Other Revenue	2.5%	\$ 1,063,987	\$ 1,090,587	\$ 1,117,851	\$ 1,145,798	\$ 1,174,443	\$ 1,203,804
Operating Revenues		\$ 10,963,566	\$ 11,368,369	\$ 11,786,989	\$ 12,213,726	\$ 12,650,891	\$ 13,098,805
Wages	3.0%	\$ 5,695,725	\$ 5,866,597	\$ 6,042,595	\$ 6,223,872	\$ 6,410,589	\$ 6,602,906
5 Hours extra per day	2.5%		\$ 80,000	\$ 164,000	\$ 246,000	\$ 328,000	\$ 410,000
Benefits (no Health Ins.)	3.0%	\$ 954,127	\$ 982,751	\$ 1,012,233	\$ 1,042,600	\$ 1,073,878	\$ 1,106,095
Health Insurance	7.0%	\$ 587,000	\$ 628,090	\$ 672,056	\$ 719,100	\$ 769,437	\$ 823,298
Payroll		\$ 7,236,852	\$ 7,557,438	\$ 7,890,884	\$ 8,231,573	\$ 8,581,904	\$ 8,942,299
Internal Services	3.0%	\$ 274,138	\$ 282,362	\$ 290,833	\$ 299,558	\$ 308,545	\$ 317,801
Insurance	5.0%	\$ 237,131	\$ 248,988	\$ 261,437	\$ 274,509	\$ 288,234	\$ 302,646
Contractual	3.0%	\$ 921,422	\$ 949,065	\$ 977,537	\$ 1,006,863	\$ 1,037,069	\$ 1,068,181
Commodities (no fuel)	3.0%	\$ 409,278	\$ 421,556	\$ 434,203	\$ 447,229	\$ 460,646	\$ 474,465
Fuel (\$2.40/Gallon)	3.0%	\$ 936,000	\$ 964,080	\$ 993,002	\$ 1,022,792	\$ 1,053,476	\$ 1,085,081
Other		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Services/Commodities		\$ 2,777,969	\$ 2,867,051	\$ 2,958,012	\$ 3,051,951	\$ 3,148,970	\$ 3,249,174
Operating Expenses		\$ 10,014,821	\$ 10,424,488	\$ 10,848,896	\$ 11,283,524	\$ 11,730,874	\$ 12,191,472
Capital Transfer		\$ 800,000	\$ 800,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
Ending Balance		\$ 1,390,545	\$ 1,534,426	\$ 1,622,519	\$ 1,702,720	\$ 1,772,737	\$ 1,830,070
		13.9%	14.7%	15.0%	15.1%	15.1%	15.0%
Capital							
Beginning Balance		\$ 793,246	\$ 613,039	\$ 253,831	\$ 517,180	\$ 272,180	\$ 348,020
State/Federal		\$ 3,093,965	\$ 1,380,832	\$ 1,377,039	\$ 2,272,000	\$ 888,640	\$ 591,840
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Capital Transfer		\$ 800,000	\$ 800,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
Capital Revenues		\$ 3,913,965	\$ 2,200,832	\$ 2,247,039	\$ 3,142,000	\$ 1,758,640	\$ 1,461,840
Building (Grants)		\$ 330,000	\$ 375,000	\$ 755,000	\$ 810,000		
Building (Local)		\$ 225,000	\$ 360,000	\$ 420,000	\$ 125,000	\$ 250,000	\$ -
Buses (Grants)		\$ 3,000,000	\$ 1,301,040	\$ 496,690	\$ 2,090,000	\$ 1,110,800	\$ 580,400
HIRTA Vehicles		\$ 137,500					\$ 159,400
Buses (Local)		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 135,000	\$ 135,000
Bus Stops		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Needs Analysis		\$ 69,672					
Shop Equipment		\$ 68,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Video Systems		\$ 45,000	\$ 180,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Computers/Office Equip.		\$ 14,000	\$ 14,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Support/Shop Vehicle		\$ 30,000	\$ 105,000	\$ 30,000	\$ 80,000	\$ 30,000	\$ 30,000
Capital Expenses		\$ 4,094,172	\$ 2,560,040	\$ 1,983,690	\$ 3,387,000	\$ 1,682,800	\$ 1,061,800
Ending Balance		\$ 613,039	\$ 253,831	\$ 517,180	\$ 272,180	\$ 348,020	\$ 748,060

CyRide Five Year Pro Forma Option #2 All Articulated Buses

Operations	Incr.	FY16 Am	FY17	FY18	FY19	FY20	FY21
Beginning Balance		\$ 1,241,800	\$ 1,390,545	\$ 1,530,587	\$ 1,131,419	\$ 1,166,013	\$ 1,199,182
State Operating	2.0%	\$ 676,500	\$ 690,030	\$ 703,831	\$ 717,907	\$ 732,265	\$ 746,911
FTA Operating	2.5%	\$ 1,951,176	\$ 1,999,955	\$ 2,049,954	\$ 2,101,203	\$ 2,153,733	\$ 2,207,577
Elderly/Disabled	2.5%	\$ 153,600	\$ 157,440	\$ 161,376	\$ 165,410	\$ 169,546	\$ 173,784
ICAAP			\$ 158,334	\$ 158,334			
ISU	3.2%	\$ 723,150	\$ 746,334	\$ 770,262	\$ 794,957	\$ 820,444	\$ 846,747
City	3.2%	\$ 1,648,996	\$ 1,701,863	\$ 1,756,426	\$ 1,812,737	\$ 1,870,854	\$ 1,930,834
Student Govt.	3.2%	\$ 4,746,157	\$ 4,898,320	\$ 5,055,362	\$ 5,217,439	\$ 5,384,711	\$ 5,557,347
St. Gov. ICAAP Credit			\$ (158,334)	\$ (158,334)			
St. Gov. Extra service			\$ 80,000	\$ 164,000	\$ 246,000	\$ 328,000	\$ 410,000
St. Gov. Used Buses							
Other Revenue	2.5%	\$ 1,063,987	\$ 1,090,587	\$ 1,117,851	\$ 1,145,798	\$ 1,174,443	\$ 1,203,804
Operating Revenues		\$ 10,963,566	\$ 11,364,530	\$ 11,779,062	\$ 12,201,451	\$ 12,633,996	\$ 13,077,004
Wages	3.0%	\$ 5,695,725	\$ 5,866,597	\$ 6,042,595	\$ 5,911,672	\$ 6,089,023	\$ 6,271,693
5 Hours extra per day	2.5%		\$ 80,000	\$ 164,000	\$ 246,000	\$ 328,000	\$ 410,000
Benefits (no Health Ins.)	3.0%	\$ 954,127	\$ 982,751	\$ 1,012,233	\$ 1,042,600	\$ 1,073,878	\$ 1,106,095
Health Insurance	7.0%	\$ 587,000	\$ 628,090	\$ 672,056	\$ 719,100	\$ 769,437	\$ 823,298
Payroll		\$ 7,236,852	\$ 7,557,438	\$ 7,890,884	\$ 7,919,373	\$ 8,260,338	\$ 8,611,086
Internal Services	3.0%	\$ 274,138	\$ 282,362	\$ 290,833	\$ 299,558	\$ 308,545	\$ 317,801
Insurance	5.0%	\$ 237,131	\$ 248,988	\$ 261,437	\$ 274,509	\$ 288,234	\$ 302,646
Contractual	3.0%	\$ 921,422	\$ 949,065	\$ 977,537	\$ 1,006,863	\$ 1,037,069	\$ 1,068,181
Commodities (no fuel)	3.0%	\$ 409,278	\$ 421,556	\$ 434,203	\$ 313,429	\$ 322,832	\$ 332,517
Fuel (\$2.40/Gallon)	3.0%	\$ 936,000	\$ 964,080	\$ 993,002	\$ 1,022,792	\$ 1,053,476	\$ 1,085,081
Other		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Services/Commodities		\$ 2,777,969	\$ 2,867,051	\$ 2,958,012	\$ 2,918,151	\$ 3,011,156	\$ 3,107,225
Operating Expenses		\$ 10,014,821	\$ 10,424,488	\$ 10,848,896	\$ 10,837,524	\$ 11,271,494	\$ 11,718,311
Capital Transfer		\$ 800,000	\$ 800,000	\$ 1,329,333	\$ 1,329,333	\$ 1,329,333	\$ 800,000
Ending Balance		\$ 1,390,545	\$ 1,530,587	\$ 1,131,419	\$ 1,166,013	\$ 1,199,182	\$ 1,757,875
		13.9%	14.7%	10.4%	10.8%	10.6%	15.0%
Capital							
Beginning Balance		\$ 793,246	\$ 613,039	\$ 253,831	\$ 517,180	\$ 272,180	\$ 348,020
State/Federal		\$ 3,093,965	\$ 1,380,832	\$ 1,377,039	\$ 2,272,000	\$ 888,640	\$ 591,840
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Capital Transfer		\$ 800,000	\$ 800,000	\$ 1,329,333	\$ 1,329,333	\$ 1,329,333	\$ 800,000
Capital Revenues		\$ 3,913,965	\$ 2,200,832	\$ 2,726,372	\$ 3,621,333	\$ 2,237,973	\$ 1,411,840
Building (Grants)		\$ 330,000	\$ 375,000	\$ 755,000	\$ 810,000		
Building (Local)		\$ 225,000	\$ 360,000	\$ 420,000	\$ 125,000	\$ 250,000	\$ -
Buses (Grants)		\$ 3,000,000	\$ 1,301,040	\$ 976,024	\$ 2,569,333	\$ 1,590,133	\$ 530,400
HIRTA Vehicles		\$ 137,500					\$ 159,400
Buses (Local)		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 135,000	\$ 135,000
Bus Stops		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Needs Analysis		\$ 69,672					
Shop Equipment		\$ 68,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Video Systems		\$ 45,000	\$ 180,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Computers/Office Equip.		\$ 14,000	\$ 14,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Support/Shop Vehicle		\$ 30,000	\$ 105,000	\$ 30,000	\$ 80,000	\$ 30,000	\$ 30,000
Capital Expenses		\$ 4,094,172	\$ 2,560,040	\$ 2,463,024	\$ 3,866,333	\$ 2,162,133	\$ 1,011,800
Ending Balance		\$ 613,039	\$ 253,831	\$ 517,180	\$ 272,180	\$ 348,020	\$ 748,060

**CyRide Five Year Pro Forma
Option #3 Bus Rapid Transit**

	Incr.	FY16 Am	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Operations										
Beginning Balance		\$ 1,241,800	\$ 1,390,545	\$ 1,555,967	\$ 1,738,612	\$ 1,937,921	\$ 2,153,225	\$ 1,812,397	\$ 1,485,841	\$ 1,172,479
State Operating	2.0%	\$ 676,500	\$ 690,030	\$ 703,831	\$ 717,907	\$ 732,265	\$ 746,911	\$ 761,849	\$ 777,086	\$ 792,828
FTA Operating	2.5%	\$ 1,951,176	\$ 1,999,955	\$ 2,049,954	\$ 2,101,203	\$ 2,153,733	\$ 2,207,577	\$ 2,262,766	\$ 2,319,335	\$ 2,377,318
Elderly/Disabled	2.5%	\$ 153,600	\$ 157,940	\$ 161,376	\$ 165,410	\$ 169,546	\$ 173,784	\$ 178,129	\$ 182,582	\$ 187,147
ICAAP		\$ 723,150	\$ 748,913	\$ 775,593	\$ 803,225	\$ 831,840	\$ 861,475	\$ 892,166	\$ 923,950	\$ 956,867
ISU	3.6%	\$ 1,648,995	\$ 1,707,743	\$ 1,768,583	\$ 1,831,590	\$ 1,896,842	\$ 1,964,418	\$ 2,034,402	\$ 2,106,880	\$ 2,181,939
City	3.6%	\$ 4,746,157	\$ 4,915,243	\$ 5,090,352	\$ 5,271,701	\$ 5,455,509	\$ 5,654,009	\$ 5,855,438	\$ 6,064,043	\$ 6,280,079
Student Govt.	3.0%	\$ (158,334)	\$ (158,334)	\$ (158,334)	\$ (158,334)	\$ (158,334)	\$ (158,334)	\$ (158,334)	\$ (158,334)	\$ (158,334)
St. Gov. ICAAP Credit		\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
St. Gov. Extra service		\$ 1,063,987	\$ 1,090,587	\$ 1,117,851	\$ 1,145,798	\$ 1,174,443	\$ 1,203,804	\$ 1,233,899	\$ 1,264,746	\$ 1,296,365
Other Revenue	2.5%	\$ 10,963,566	\$ 11,389,911	\$ 11,831,541	\$ 12,282,833	\$ 12,748,178	\$ 13,221,978	\$ 13,710,649	\$ 14,212,622	\$ 14,728,343
Operating Revenues		\$ 22,100,000	\$ 22,600,000	\$ 23,100,000	\$ 23,600,000	\$ 24,100,000	\$ 24,600,000	\$ 25,100,000	\$ 25,600,000	\$ 26,100,000
Wages	3.0%	\$ 5,695,725	\$ 5,866,597	\$ 6,042,595	\$ 6,223,872	\$ 6,410,589	\$ 6,602,906	\$ 6,800,994	\$ 7,005,023	\$ 7,215,000
5 Hours extra per day	2.5%	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Benefits (no Health Ins.)	3.0%	\$ 954,127	\$ 982,751	\$ 1,012,233	\$ 1,042,600	\$ 1,073,878	\$ 1,106,095	\$ 1,139,278	\$ 1,173,456	\$ 1,208,660
Health Insurance	7.0%	\$ 587,000	\$ 628,090	\$ 672,056	\$ 719,100	\$ 769,437	\$ 823,298	\$ 880,929	\$ 942,594	\$ 1,008,575
Payroll		\$ 7,236,852	\$ 7,557,438	\$ 7,890,884	\$ 8,231,573	\$ 8,581,904	\$ 8,942,299	\$ 9,313,200	\$ 9,695,073	\$ 10,087,909
Internal Services	3.0%	\$ 274,138	\$ 282,382	\$ 290,833	\$ 299,558	\$ 308,545	\$ 317,801	\$ 327,335	\$ 337,155	\$ 347,270
Insurance	5.0%	\$ 237,131	\$ 248,988	\$ 261,431	\$ 274,509	\$ 288,234	\$ 302,646	\$ 317,778	\$ 333,667	\$ 350,500
Contractual	3.0%	\$ 921,422	\$ 949,065	\$ 977,537	\$ 1,007,883	\$ 1,037,069	\$ 1,068,181	\$ 1,100,226	\$ 1,133,233	\$ 1,167,230
Commodities (no fuel)	3.0%	\$ 409,278	\$ 421,556	\$ 434,203	\$ 447,229	\$ 460,646	\$ 474,465	\$ 488,699	\$ 503,360	\$ 360,361
Fuel (\$2.40/Gallon)	3.0%	\$ 936,000	\$ 964,080	\$ 993,000	\$ 1,022,792	\$ 1,054,476	\$ 1,085,081	\$ 1,117,633	\$ 1,151,182	\$ 1,185,697
Other		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Services/Commodities		\$ 2,777,669	\$ 2,867,051	\$ 2,958,012	\$ 3,051,951	\$ 3,148,970	\$ 3,249,174	\$ 3,352,672	\$ 3,459,577	\$ 3,411,908
Operating Expenses		\$ 10,014,821	\$ 10,424,488	\$ 10,848,896	\$ 11,283,524	\$ 11,730,874	\$ 12,191,472	\$ 12,665,871	\$ 13,154,650	\$ 13,131,417
Capital Transfer		\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Ending Balance		\$ 1,390,545	\$ 1,555,967	\$ 1,738,612	\$ 1,937,921	\$ 2,153,225	\$ 1,812,397	\$ 1,485,841	\$ 1,172,479	\$ 1,969,605
		13.9%	14.9%	16.0%	17.2%	18.4%	14.9%	11.7%	8.9%	15.0%
Capital										
Beginning Balance		\$ 793,246	\$ 613,039	\$ 253,831	\$ 517,180	\$ 272,180	\$ 348,020	\$ 423,060	\$ 541,722	\$ 610,384
State/Federal		\$ 3,093,965	\$ 1,380,832	\$ 1,377,039	\$ 2,272,000	\$ 888,640	\$ 591,840	\$ 357,352	\$ 357,352	\$ 440,000
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Capital Transfer		\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 1,371,333	\$ 1,371,333	\$ 1,371,333	\$ 800,000
Capital Revenues		\$ 3,913,965	\$ 2,200,832	\$ 2,197,039	\$ 3,092,000	\$ 1,708,640	\$ 1,983,173	\$ 1,748,685	\$ 1,748,685	\$ 1,260,000
Building (Grants)		\$ 330,000	\$ 375,000	\$ 756,000	\$ 810,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Building (Local)		\$ 225,000	\$ 360,000	\$ 420,000	\$ 125,000	\$ 1,060,800	\$ 1,101,733	\$ 1,058,023	\$ 1,058,023	\$ 550,000
Buildings (Grants)		\$ 3,000,000	\$ 1,301,040	\$ 446,690	\$ 2,040,000	\$ 1,060,800	\$ 1,101,733	\$ 1,058,023	\$ 1,058,023	\$ 550,000
HRTA Vehicles		\$ 137,500	\$ 137,500	\$ 137,500	\$ 137,500	\$ 137,500	\$ 137,500	\$ 137,500	\$ 137,500	\$ 137,500
Buses (Local)		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000
Bus Stops		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Needs analysis		\$ 69,672	\$ 69,672	\$ 69,672	\$ 69,672	\$ 69,672	\$ 69,672	\$ 69,672	\$ 69,672	\$ 69,672
Shop Equipment		\$ 68,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Video Systems		\$ 45,000	\$ 180,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Computers/Office Equip.		\$ 14,000	\$ 14,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Support/Shop Vehicle		\$ 30,000	\$ 105,000	\$ 30,000	\$ 80,000	\$ 30,000	\$ 105,000	\$ 30,000	\$ 80,000	\$ 105,000
Capital Expenses		\$ 4,094,172	\$ 2,560,040	\$ 1,933,690	\$ 3,337,000	\$ 1,632,800	\$ 1,998,133	\$ 1,630,023	\$ 1,660,023	\$ 1,197,000
Ending Balance		\$ 613,039	\$ 253,831	\$ 517,180	\$ 272,180	\$ 348,020	\$ 423,060	\$ 541,722	\$ 610,384	\$ 673,384

To: Sheri Kyras, Director
Ames Transit Agency (CyRide)

From: Bill Troe/Dan Meyers (AECOM)

Date: November 13, 2015

Subject: Local Commitment if Select the BRT Alternative

Background and Purpose

A central discussion during the November 12, 2015 Board of Directors meeting regarding selection of the locally preferred alternative was what is the Board committing the city and university to if they were to endorse the bus rapid transit (BRT) alternative. The purpose of this memorandum is to document additional background information to Board members relative to the FTA Alternatives Analysis and associated New Starts program and to provide clarification of the commitment.

Purpose of the Alternatives Analysis

The intent of the Alternatives Analysis is to provide local communities with the process framework for evaluating transit system issues that fall within the range that could be resolved through implementing a fixed guideway or guideway-like alternative. The range of guideway alternatives includes:

- Bus rapid transit (BRT) operating in a reserved lane or mixed with other traffic.
- Streetcar operating in a reserved right-of-way or on rails imbedded in a lane that mixes the streetcar in a lane with other traffic.
- Light Rail Transit (LRT) operating in a reserved right-of-way.

It is FTA's desire to allow communities the ability to conduct the alternatives analysis in a manner that is appropriate for the individual community using a framework that provides a consistent general product across communities. By having a relatively consistent product, FTA is able to more effectively provide oversight/input/direction to individual communities during and following the study. Steps of the general framework include:

- Development of the purpose and need for action.
- Definition of alternatives. Alternatives need to include the No-action or an Enhanced Bus Alternative that represents the assumed best capital and operating plan that can be implemented while maintaining the current technology and service plan.

- Alternatives screening through which each alternative is compared against the others and performance guidelines for the region.
- Selection of the locally preferred alternative, which is the final product of the study and includes:
 - The preferred service and alignment concept.
 - Cost estimates for capital and operating.
 - General information on how the concept would be funded.
- Incorporating the locally preferred alternative into the regional long range transportation plan.

Public engagement is very important in conducting the alternatives analysis and selecting the locally preferred alternative.

Next Steps – Commitment Versus Obligation

In the conversation at the November 12, 2015 Board of Directors meeting defining the next steps was a large part of the discussion. Much of the discussion revolved around what does selecting BRT commit the community to do? Is the community committed to funding and implementing the LPA?

After reflecting more on the conversation, differentiating between what selection of the BRT alternative COMMITS the community to relative to what does it OBLIGATE the community to would have been beneficial. With the product being the “locally preferred alternative”, the community is stating the action selected is best for Ames and the community/agency is committed to advancing the concept. Through this commitment, the community is saying we intend to work towards implementing the concept, but in order to implement we need to find funding outside the current capacity that we have traditionally used. Thus, we intend to request funding through the federal 5309 grant program.

While the conversation in the meeting focused on what the Board is committing to, in all likelihood the question that was really being asked was:

*“If we select the BRT alternative and intend to implement it using funds from the 5309 grant program, what are we **obligating** the community/university to do?”*

If the BRT alternative is advanced as the locally preferred alternative and if federal funding is requested to construct the project (New Starts is a capital improvement program), the community must demonstrate it willing and able to fund an appropriate share of the capital and operating costs. In addition the city will have to put local funds towards a share of the project development costs required to gain support from FTA for a capital improvement grant.

Recommending the BRT concept at the end of the alternatives analysis (or either of the other two alternatives), however, does not OBLIGATE the city to anything. Any advancement from

completing the alternatives analysis is completely voluntary. If the city does, however, volunteer to advance the project such that federal funding will be requested through the 5309 program, the city will be obligated to pay the costs associated with conducting the work required to apply to FTA for entry into the 5309 grant program, which for this project is assumed to include:

- Completion of the environmental review, which is assumed to be a Categorical Exclusion document.
- Prepare a letter to FTA requesting entry into project development.
- Addressing FTA questions/comments regarding the proposed project.

If at any time during the completion of these three steps it is determined continued evaluation or operating, or capital financial resources required for the BRT alternative are too great/not cost effective for the community, work can be stopped without a financial penalty to the city.

Conclusion

The intent of this memorandum is to provide additional information for discussion with members of the Board of Directors and other community and university leaders. If there is additional information regarding the New Starts program or the next steps, please let us know and we will address questions.

Table 1. Orange Route Alternatives Comparison Summary

Criteria	Alternative Service Options		
	Existing Service	All Articulated Bus Option	Bus Rapid Transit Option
Elements of Option	<ul style="list-style-type: none"> Route - One route Vet Med through Campus (Retains standard bus service to/from Vet Med) Estimate need 3-4 additional Standard Buses – Assume Purchase used vehicles 	<ul style="list-style-type: none"> Route - ISC Center through campus with shuttle from Vet Med to ISU Center 	<ul style="list-style-type: none"> Route - ISC Center through campus with shuttle from Vet Med to ISU Center Roundabout at Osborn Dr. & Bissell (2-Way on Osborn Dr) Repave ISC Lots C5 and C6 Signal Priority at Lincoln Way and Beach Enhanced Bus Stops (Shelters/Next Bus Signage)
Total Capital Cost	\$200,000	\$3,220,000	\$8,570,000
Federal Share	\$0	\$1,6230,000	\$6,856,000
Local Share	\$200,000	\$1,588,000	\$1,714,000
Operating Costs (Annual)	\$1,618,000	\$1,172,000	\$1,091,000
Annual Savings Relative to Existing Service Plan - 2025 (Local Share~59% of Operating)	None	\$263,100	\$310,300
Years Required to Recoup Initial Local Investment	None	Approximately 6	Approximately 6
Buses Required (Including Spares)	15-16 Standard Buses	10 Artic. + 1 minibus for Vet Med	10 Artic. + 1 minibus for Vet Med
Drivers Required Per Day (3 Hour Shift - 15.5 Hour Day)	39	27	27
Number of Rides Per Day - 2024	18,400	18,400	14,600 - BRT Route 1,500 - Circulator 2,300 - Shift to Walking
Reserve Capacity Beyond 2025 Demand	None/Minimal - Must add Vehicles to Support More Peak Demand	Minimal - Must add Vehicles to Support More Peak Demand	Moderate – Can Accommodate another 3,000 plus per Day before Adding Vehicles

Criteria	Alternative Service Options		
	Existing Service	All Articulated Bus Option	Bus Rapid Transit Option
Frequency of Service	1-2 Min. - Peak AM Hours	3 Min - Peak 4-6 Hours Off-Peak 10-20 Min	3 Min - Peak AM 3 Hours Off-Peak 10-20 Min
Campus Impact	<u>Overall - NEGATIVE</u> Negative - More Vehicles Through Campus Added Environmental/Aesthetic Impacts	<u>Overall - POSITIVE</u> Positive - Fewer Vehicles on Campus	<u>Overall - POSITIVE</u> Positive - Fewer Vehicles on Campus Positive - Fewer Vehicles on Morrill Rd/Union Dr Negative - More Eastbound Buses on Osborn Dr.
Customer Ease of Use	Medium (due to overcrowding and multiple buses passing customers as a result of the number of buses operated on the route)	High (Retains existing route structure with no transfers on campus)	High (More consistent service frequency, reduced travel time due to signal priority, and increased comfort with enhanced bus stops – Including Next Bus information)
Estimated Implementation Period	Immediate – Used buses can be purchased	3-4 Years – Lead time to acquire/secure articulated bus funding	5-8 Years – First year for federal grants – 2019 – Then initiate articulated bus purchase

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: January 13, 2016

SUBJECT: System Redesign Scope of Work

BACKGROUND: At the August Transit Board meeting, board members agreed to hire a consultant to assist staff in analyzing CyRide's current route structure/schedule to determine if its current service delivery method was the most efficient structure as it has grown from providing 4 million annual rides to almost 7 million. The first step in the consultant selection process is to develop a Scope of Work that can be included in a Request for Proposal document.

INFORMATION: Staff has drafted a preliminary Scope of Work based upon Transit Board, staff, drivers, public and city/ISU comments received over the last 12-18 months regarding challenges currently facing CyRide's route structure. The attached document details an estimated 12-month work proposal by staff, which includes ten tasks to be accomplished by a consultant, summarized as follows:

Task 1: Refine Goals and Objectives for the Study and Conduct Kick-Off Meeting

Develop the study's goals, objectives and study guidelines with staff, transit board members and a Technical Committee assign to work directly with the Consultant.

Task 2: Collect Stakeholders Input to Determine the Study's Parameters

At least 15 interviews with small groups of Transit Board members, CyRide managers and other employees, ISU administration, ISU students, riders, human service agencies and limited-english speaking groups to gain an understanding of how each group perceives CyRide's current system and to gain each group's input on the future direction they would like to see CyRide move toward. *Presentation of Tasks 1 & 2.*

Task 3: Conduct a Peer Analysis of Similar University Transit Systems

Compare and contrast CyRide with four to six similar university transit systems on at least the following metrics: community/rider demographics; service characteristics/productivity

such as route structure, frequencies, hours/days of service, coverage, passengers/hour; and operation/maintenance staffing.

Task 4: Collect Current CyRide Data

Develop a detail profile of CyRide’s current system and individual routes by direction and time of day for every day of the week. This profile would include data such as ridership, on-time performance, cost of service, vehicle requirement, etc. *Presentation of Tasks 3 & 4.*

Task 5: Conduct a Customer Survey

Develop and conduct a statistically valid passenger survey for all routes, times of day and days of the week.

Task 6: Conduct Civic Engagement Activities

The study would gather information from the public at two points in the study: initial study development and once optional service designs are complete (Task 8). The expectation would be for more than formal public meetings, with the consultant developing a Civic Engagement plan to be approved by CyRide staff. *Presentation of Tasks 5 & 6.*

Task 7: Review of Current Land Use Plans and Multi-Family Development

Meet with City and ISU planners to gain an understanding of current and future multi-family developments and ISU/community growth for use in Task 8.

Task 8: Develop Service Concepts and Final Recommendation

Based on information gathered in Tasks 1 – 7, the consultant would develop 2-3 service designs for consideration. Two mandatory designs would be to: provide recommendations on how to improve CyRide’s existing route/service structure and the second one would be to develop a system that excludes ISU’s core campus (Lincoln Way to Pammel Drive/ Bissell Rd to Beach Ave.) If, through the course of this study an alternative form of service delivery is identified that could provide greater benefit, development of that structure as well. A preferred option would be selected at the completion of this task for further refinement. Information developed during this task could include: route structure/bus stops/transfers, service frequencies, vehicle requirements, impacts on riders, fully allocated cost, strengths and weaknesses. *Presentation of Task 8.*

Task 9: Refinement of the Final Service Delivery Method

In addition to the information developed in Task 8, the consultant would provide CyRide with information that would allow for implementation of the preferred option, such as preliminary schedules, ridership estimates, route alignments/stops/transfers, passengers

per revenue hours, summer route/schedule changes, operational staffing needs, technology enhancements, modified federal Disparity Study, implementation timelines and phases, if needed. *Presentation of Task 9.*

Task 10: Development of a Final Report

A final report detailing the work of Tasks 1-9.

A Technical Committee, comprised of city, ISU and CyRide staff, would be established to oversee the study and recommend peer systems for comparison, civic engagement plans, passenger survey questions and a preferred service option.

Staff is seeking Transit Board input on this work plan to ensure that the end product accomplishes the goals of the Transit Board and staff.

Ames Transit Agency System Redesign Study

Scope of Work

Estimated Project Duration: Twelve months

The following tasks shall be performed by the successful Proposer and must be included in the Proposer's cost proposal.

Task 1: Refine Goals and Objectives for the Study and Conduct Kick-Off Meeting

CyRide and the Contractor will hold a kick-off meeting to initiate the project and agree upon a project management plan, which may include Transit Board of Trustee members along with staff and student input. This meeting will include a discussion and review of the transit system redesign goals and objectives. Based on this information, the Contractor shall refine the project work plan and schedule including the refinement of the project's scope of work. Additionally, it will also be the decision point regarding the adoption of any alternative approaches.

Work Product: *The work product of this task shall be a written memorandum and one electronic copy describing the refined goals and objectives, measures, approaches and schedule for the system redesign project. The Contractor shall also be responsible for developing kick-off meeting notes. Any changes to the schedule and/or goals must be approved by CyRide staff.*

Task 2: Collect Stakeholders Input to Determine the Study's Parameters

(Before the data collection described in Task #2 commences, a System Redesign Technical Committee comprised of City, CyRide, ISU administration and student members shall be formed to provide project guidance. The Technical Committee shall meet at least every month, no more than one day prior to the Transit Board of Trustees meetings. The frequency of these meetings will be set at the kick-off meeting. The contractor is responsible for preparing meeting agendas, materials and notes.)

The Contractor shall interview Transit Board of Trustee members, CyRide staff and operators, ISU administration, ISU students, rider, limited-english speaking groups and human service agency representatives. Objectives of these meetings are:

- Allowing stakeholders to weigh in regarding the effectiveness of: CyRide's current route structure and schedule, frequency and hours of service, geographic coverage, use of technology, vehicle mix and bus stop locations.
- Gain an understanding of existing issues, challenges, needs, and opportunities in relation to CyRide's service direction.

For each objective, the Contractor shall prepare a list of questions for review and approval by CyRide staff. The Contractor shall conduct personal interview with key stakeholder groups of

3 – 10 people as identified by the System Redesign Technical Committee. This will be, at a minimum, fifteen interviews. All Transit Board of Trustees will be interviewed.

Based on the results of the stakeholder meetings, the Contractor shall make a presentation to the System Redesign Technical Committee and Transit Board of Trustees and staff regarding the service guidelines that will be used as parameters for the study. The presentation should include a summary of each stakeholder meeting as well as an overall summary of the meetings and recommendations for the Transit Board of Trustees to consider.

Work Product: *The work product of this task will be a written memorandum and one electronic copy summarizing the stakeholder meetings, overall summary and Consultant recommendations for the study parameters. Provide a presentation to the System Redesign Technical Committee, Transit Board of Trustees and staff on the outcomes of Tasks #1 and #2.*

Task 3: Conduct a Peer Analysis of Similar University Transit Systems

The Consultant shall conduct a review of four-six similar university transit system structures/service and then compare these systems to CyRide’s current operations, comparing and contrasting similarities between community/rider demographics and service characteristics/productivity such as route structure, frequencies, hours/days of service, coverage, passenger/hour, etc. Specific metrics for this analysis will be approved by CyRide staff prior to conducting the analysis. Presentation of the analysis results will be provided to the System Redesign Technical Committee and Transit Board of Trustees and staff.

Work Product: *The work product of this task shall be a written memorandum and one electronic copy describing the peer analysis results and comparison to CyRide’s service.*

Task 4: Collect Current CyRide Data

The Contractor shall collect comprehensive data on every scheduled CyRide fixed-route trip, including scheduled and regularly-scheduled extra buses on a route. In the proposal, the Proposer will cost out data collection for one Wednesday, either one Tuesday or Thursday and one Saturday as a minimum, and then the proposal will provide options that will allow more sampling groups/days so the CyRide can tailor the analysis to meet the System Redesign requirements.

1. A detailed route profile of each CyRide fixed-route (school year and separately for summer), segmented by direction and time of day divided into morning, midday, afternoon, evening, Saturday and Sunday, plus a system wide total, including:
 - a) Identified strengths and weaknesses of each route
 - b) Passengers per revenue hour
 - c) Passengers per vehicle hour

- d) Passengers per revenue mile
- a) On-time performance - The Contractor shall identify all time points and indicate the on-time performance (0 - 3 minutes of schedule) of scheduled trips at these bus stop locations
- e) Average passenger trip length (distance) taken from Task #5
- f) Average passenger trip time (estimated time each passenger spends on the bus) taken from Task #5
- b) Boarding and alighting counts shall be summarized by route total and segmented by each time period
- c) Highlight on a map overcrowded and underutilized routes or portions of routes. The Contractor shall highlight routes or portions of routes exceeding an average of 125% of seated capacity or an average of less than 50% of seated capacity during morning, midday, afternoon, evening, Saturday and Sunday time periods
- g) Cost of service by route based upon a fully allocated cost model based on FY16 budget information, divided into morning, midday, afternoon, evening, Saturday and Sunday timeframes
- h) Vehicles required by route

The Consultant will physically observe each route riding the bus to gain an understanding of its ridership and will spend time with CyRide's Mobile Dispatchers to understand the vehicle/ridership daily flow. The Consultant will also review the Origin-Destination Study completed as part of the City of Ames Long Range Transportation Plan.

Work Product: *The work product of this task shall be a written memorandum and one electronic copy describing a detailed operational and cost analysis of CyRide's fixed-route transit services. The Technical Memorandum shall indicate system wide, route level and portion of route level data. System wide data will be compared with the results of the peer analysis in Task #3 to provide an evaluation of CyRide's efficiency and cost effectiveness. A presentation of the evaluation of CyRide's current services (Task #4) and comparison to peer transit systems (Task #3) will be required for the System Redesign Technical Committee, Transit Board of Trustees and staff.*

Task 5: Conduct a Customer Survey

The Contractor shall design and propose a plan to collect both statistical and anecdotal data from current CyRide customers. The data collected from customers shall include, at a minimum, the following listed items. The proposed plan shall be approved by CyRide staff prior to implementation of this task.

1. Age, gender, income, minority and racial status
2. Student or non-student
3. Access to private transportation
4. Frequency of service
5. Trip purpose

6. Route(s) utilized
7. Overall satisfaction with current CyRide route structure
8. Overall satisfaction with current CyRide route frequency
9. Overall satisfaction with current CyRide hours and days of service
10. Overall satisfaction with CyRide route coverage
11. Overall satisfaction with on-time performance
12. Overall satisfaction with bus stop locations
13. Priorities of CyRide's service (travel time, walking distance on campus, technology, etc.)
14. Specific suggestions for a route, amenities, technology, hours, frequencies, etc.
15. Gaps in current service
16. Current travel time on bus
17. Average travel distance

The sampling technique used for the customer survey shall be comprehensive of all routes, service day types, and service periods in CyRide's system. The sample set from each route shall be proportional to the amount of service and/or ridership of each route relative to the remainder of the system. The survey distribution should include a fair representation of student and non-student input. The Contractor shall include in the Proposal, pricing options for varying sample sizes for this task.

Work Product: *The work product of this task shall be a written memorandum and one electronic copy summarizing the results of this task for the entire system, as well as individually for each route. Visual representations of the survey results shall also be included. The results should identify the strengths and weaknesses of CyRide's system. Contractor shall also provide an electronic dataset containing the user survey responses.*

Task 6: Conduct Civic Engagement Activities

The Consultant will develop a civic engagement program that will maximize input from the entire community, including the minority and Limited-English Proficient population. Expectations for the engagement would include more than a formal public input meeting. This program will seek this engagement at two points throughout the study: initial project inception and after task #8, and prior to selection of the preferred option by the System Redesign Technical Committee, Transit Board of Trustees and staff. Approval of the civic engagement plan will be required from CyRide staff before this engagement process begins.

Work Product: *A written plan document describing the civic engagement activities to maximize public input from approval and a report summarizing the input received upon completion of the task. Presentation of the civic engagement input (Task #6) and the customer survey results (Task #5) shall be provided for the System Redesign Technical Committee, Transit Board of Trustees and staff.*

Task 7: Review of Current Land Use Plans and Multi-Family Development

The Contractor shall meet with City of Ames Planning and Iowa State University planning staff to gain an understanding of high-density, multi-family complexes, major employers and campus buildings currently are located and are anticipated in the future. This information will be utilized in developing the service concepts and preferred option in Tasks #8 and #9.

Work Product: *The work product of this task shall be a written memorandum and one electronic copy discussing the finding of this analysis that will be considered in Tasks #8 and #9.*

Task 8: Develop Service Concepts and Final Recommendation

Based on CyRide's current service delivery, stakeholder/civic engagement input, customer survey results, and review of land use plans, the Consultant shall provide up to three preliminary conceptual service designs on how CyRide can most efficiently provide service to 7 – 7.5 million annual passengers. These service designs shall include enhanced technology, if applicable, to improve customer satisfaction and service efficiency.

At a minimum, the Consultant will develop conceptual plans for the following options:

1. **Existing Service Structure** – The Consultant will realign CyRide's route system in accordance with the goals objectives and study parameters while maximizing service quality, effectiveness and productivity within fiscal constraints
2. **ISU Core Campus No Bus Zone** - The Consultant will develop a conceptual service structure that does not traverse the Iowa State University core campus area (Lincolnway to Pammel Drive and Bissell Rd to Beach Ave.).

Additionally, the Consultant, through the course of this study, may discover an alternative service structure that could provide greater efficiencies that this sustain higher ridership levels. If applicable, a third concept could be added for consideration for future service delivery.

Two to three options will be conceptually and financially developed and, at the completion of these options, the System Redesign Technical Committee and staff will recommend to the Transit Board of Trustees, which of the above three service delivery options will best meet the needs of CyRide today and into the future. These options conceptual/financial development will consist of, at a minimum:

- Route Structure and major transfer locations/bus stop locations
- Service frequencies
- Vehicle requirement
- Impact on student and non-student passengers
- Strengths and weakness of each option

- Current year fully allocated cost for transit services plus non-transit improvements that would be required

Work Product: *The work product of this task shall be a written memorandum and one electronic copy detailing each concept, as described above with maps to illustrate each concept. A presentation of the concepts will be required for the System Redesign Technical Committee, Transit Board of Trustees and staff.*

Task 9: Refinement of the Final Service Delivery Method

The Consultant will further refine the “preferred option” selected by the Transit Board of Trustees and will, at a minimum, include the following additional information for each route and system wide:

Each Route:

- Route alignments/stops/transfer locations
- Preliminary schedules
- Ridership estimates
- Summer changes required
- Route’s capacity for growth
- Operational staffing needs

System Wide:

- Passengers per revenue hour
- Technology enhancements
- Implementation timeline
- Phased implementation plan (if applicable)
- Modified Disparity Study

Work Product: *The work product of this task shall be a written memorandum and one electronic copy of conceptual designs and preferred option along with the corresponding detailed information regarding each of these designs. A presentation of the additional information regarding the preferred option will be provided for the System Redesign Technical Committee, Transit Board of Trustees and staff.*

Task 10: Development of a Final Report

The Consultant will combine all technical memorandum, plans, data and reports into a final report for submission to CyRide.

Work Product: *The work product of this task shall be a written report compiling all previous memorandums, plans and documentation and one electronic copy of this final report.*

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: January 13, 2016

SUBJECT: Calendar Year 2016 Proposed Bus Stop Improvements

BACKGROUND: A question was raised at the December 2015 Transit Board meeting regarding CyRide's plans for bus stop improvements. The following briefly recaps CyRide's past planning efforts.

CyRide developed a Bus Stop Improvement Plan in 2008 that utilized the following criteria to inventory and prioritize improvement at CyRide's over 400 bus stops.

- **Number of Boardings and Alightings**
 - 1 Low = <10 daily boardings
 - 2 Medium = 11-24 daily boardings
 - 3 High = 25 + daily boardings
 - 5 Massive = A bus needed at this stop alone for some trips.
- **Proximity to a Sheltered Location** - Shelter indicates building close by so passenger can wait out of the elements.
 - 1 = Within 20 feet (stand inside building and still see bus coming)
 - 2 = Remote Shelter (stand under under hang of building and run to bus)
 - 3 = No shelter (have to be outside in the elements to see bus coming)
- **ADA Access** - This element considered whether the bus stop was accessible to CyRide's wheelchair bound and/or elderly passengers.
 - 1= Good (wheelchair accessible stop)
 - 2 = Adequate (driveway access to sidewalk)
 - 3 = Concerns (no access)
- **Safety** - This element considered visibility of the passenger to the driver, lighting at the stop bringing a higher sense of safety for night stops and safe ADA boarding/alighting area. CyRide cannot impact traffic congestion so this wasn't considered for this element.

- 1= Good
 - 2 = Adequate
 - 3 = Concerns
- **Customer Comments/Requests** - Comments were incorporated from previous customer suggestions throughout the year as well as a specific request via the website.
 - 1= 1 comment
 - 2 = 2 comments
 - 3 = Over 3 comments

Based on this criteria and each bus stop’s resulting rating, then ranking, CyRide staff each year develops top-rated improvements to utilize its \$50,000 annual budget (\$40,000 federal, \$10,000 local), which is included in the Capital Improvement Plan. This funding must meet the needs of on and off-campus bus stop locations.

INFORMATION: Based on CyRide’s priority ranking of bus stop improvements, it anticipates improvements at the following locations during calendar year 2016 (weather and other factors permitting). This priority list exceeds the annual budget, on purpose, as staff believes some locations may or may not be possible next year due to coordination challenges and contractor timeframes.

Stop Location	Route	Type of Improvement	Campus/ Community Stop	Estimated Cost
S. 4th & Hazel	Blue	Shelter & Concrete Waiting Area	Community	\$6,000
Bessey Hall	Several	Larger New Shelter & Concrete Waiting Area: Nextbus LED Sign	Campus	\$30,000
Mortenson Rd. & Pinion	Red	Combine Stops & Larger New Shelter/Pad	Community	\$5,000
Welch Rd/Friley Food Dock	Several	New Bench & Brick Waiting Area	Campus	\$12,000
Bloomington & Roy Key	Brown	Concrete Pad & Shelter	Community	\$2,500
Stange & Aspen – SW	Brown	New Bench & Trash Can	Community	\$1,200
S. Duff by Walmart	Yellow	Concrete Pad	Community	\$1,200
Improvements for Articulated Buses	Orange	Additional Concrete Pad	Campus	\$12,000
Total Cost				\$69,900

Barb Neal, CyRide's Operation's Supervisor will be available at the meeting to answer questions regarding this year's planned activities.

Transit Director's Report

January 2016

1. Used Bus Purchase

CyRide was able to purchase two additional used buses from the State of Minnesota Department of Administration Surplus Services Auction on December 9, 2015. This is in addition to the three purchased at the November 19, 2015 auction, making a total of five used buses purchased this year. These buses were operated by Metro Transit in St. Paul, Minnesota and purchased for the following prices.

Bus #1	\$1,626
Bus #2	<u>\$1,696</u>
Total Cost	\$3,322

CyRide would like to retire eight buses, due to their poor condition, over the course of the next 12-18 months. Metro Transit has shared with CyRide that it will be placing more buses on this auction site in the near future, so CyRide will monitor their availability and will look to purchase three more vehicles hopefully next spring. CyRide will begin the refurbishment process of the five buses purchased to-date.

2. New Federal Transportation Act

Congress passed a new 5-year Transportation Bill that authorizes funding for highway and transit services. While information regarding the details of this bill are being released on a daily basis, below is information staff has gleaned that pertains to CyRide:

- Increases federal operating dollars by 1.8% in the first year and approximately 2% increase per year thereafter.
- Increases Small Transit Intensive Cities (STIC) allocation in the last two years of the bill (FFY2019 and 2020) from 1.5% of total transit funds to 2%.
- Establishes a new no/low emission bus program (hybrid, CNG, electric), funded at \$55 million dollars per year for the life of the bill.
- Establishes a new competitive, discretionary bus funding program, based on mileage and age of the buses to be replaced and transit system's average fleet age, funded at \$213 million in the first year and increasing to \$289 million by the end of the bill. A single transit system can receive no more than 10% of the funds in a year.
- Increases funding for New Starts, which includes funding for Bus Rapid Transit projects, by 20% the first year and retains this level throughout the bill.
- Changes the Buy America requirements for bus purchases, increasing the domestic content requirement from 60% to 70%, which will most likely increase the purchase price of a bus in the future.

3. CyRide Safety Plan

At the December Transit Board meeting, a question was raised regarding how CyRide planned and prepared for man-made and natural disasters. As described at that meeting, CyRide has completed a Vulnerability Analysis and, determined that there are 27 potential risks, ranging from major to minor incidents for its operations and facility. Based on this analysis, detailed operational action plans were developed, in conjunction with local emergency officials, for the following risks:

- Tornado impacting buses and facility
- Bomb threat - Telephone
- Flood
- Shooter /Hostage Situation on Bus
- Fire on Bus
- Disturbance/Riot
- School Evacuation
- Suspicious Activity
- Evaluating a Suspicious Package or Substance
- Accidents Involving Another Vehicle and Not Involving CyRide
- Building Emergency Responses and Evacuation
- Major Mechanical Breakdown
- Medical Emergency
- Pandemic
- Personal Injury or Assault
- Security Breach
- Snow and Slick Conditions
- Severe Weather
- Sprinkler System Shutdown
- Tragedy Response
- Wheelchair Lift Malfunctions with Passenger Aboard Bus
- City of Ames Disaster Response Plan
- Contingency Drivers
- Physical Contact or Assault

A copy of the shooter/hostage plan is attached as an example of the type of plans developed to ensure CyRide's safety.

The Federal Transit Administration is scheduled to complete new guidance this spring on its requirements for safety and security of public transportation systems. Once this guidance is available, CyRide will review its current planning documents and make adjustments as required.

Shooter or Hostage Situation on the Bus

This falls in the dangerous/destructive behavior. Drivers should have followed the following procedures:

- Stop the bus
- Put bus in neutral/set the parking brake
- Open the doors (look for opportunity to escape)
- Warned passengers to exit the bus (if safe to communicate with individual)
- Called base
- If they left the bus – shut the bus off and taken the keys (minibus)

Dispatchers should:

- Ask for a location.
- Ask what the situation is.
- Ask how many people are involved.
- Call the police (911) with information on location of vehicle and any other information provided by driver. Tell the driver that a supervisor/management is also on the way. Supervisor may need to bring bus schematics with them to the scene. Maintenance will have these documents.
 - If directed to stop by the police dispatcher, remind the driver to set the parking brake, put the bus in park (or neutral), remove the ignition key (if there is one), and leave the doors open until the police arrive.
 - If directed to continue by the police dispatcher, tell the driver where mobile and the police are going to meet them.
- Tell the driver where the police are going to meet them. Tell the driver to wait at that location.
- Tell the driver to call again if the situation changes.
- If communication from driver discontinues, do not repeatedly attempt to re-contact driver or say anything over the radio that could further incite dangerous person(s).
- Put the phones on hold or shut them off.
- Go out to meet the driver and police (if a supervisor/management is unavailable).

- When supervisor arrives they should wait for the police before doing anything. They may ask you to evacuate the area.
- Reroute other buses away from affected route.
- Contact Sheri Kyras
- Once situation has been resolved by Police, inform drivers of return to normal route schedule. Send a back up vehicle or vehicle driver to the impacted location, if necessary.
- Assuming driver is not injured in the incident, pull driver out of service, complete appropriate documentation and ensure driver received the opportunity for counseling.

February

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

2016