

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

February 17, 2016

1. CALL TO ORDER: 8:00 A.M.
2. Approval of January 13, 2016 Minutes
3. Public Comments
4. Purchase HIRTA Bus
5. System Redesign Scope of Work
6. Facility Space Update
7. Calendar Year 2016 Proposed Bus Stop Improvements
8. Transit Director's Report
9. Set Spring Semester Meeting Times and Place:
 - March 23, 2016, 8:00 AM
 - April 29, 2016, 8:00 AM
10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

January 13, 2016

The Ames Transit Agency Board of Trustees met on January 13, 2016 at 8:00 a.m. in CyRide's Conference room. President Haila called the meeting to order at 8:02 a.m. with Trustees Abbas, Gartin, Madden, Schainker, Haila and Teubert present. Bill Troe, Consultant with SRF, was present via telephone.

APPROVAL OF DECEMBER 3, 2015 MINUTES: President Haila asked for clarification in the minutes before he entertained a motion. He requested further clarification on the increase in federal funding that the Transit Board requested at the last meeting and requested additional information regarding the AMOCO loan. Director Kyras shared that the board had requested that federal dollars remain at the current level of \$1.97 million and that the AMOCO loan was an Iowa DOT, no-interest loan program that was used to help fund the Intermodal Facility. The loan was just completed this year, so was not included in next year's budget.

Trustee Schainker made a motion to approve the minutes from December 3, 2015 transit board meeting. Trustee Teubert seconded the motion. (Ayes: Six. Nays: None.) Motion carried unanimously.

PUBLIC COMMENTS: None.

2016-2017 OPERATING BUDGET: Director Kyras recapped the initial budget presented at the December 2015 transit board meeting. She explained that the previously drafted budget (Option #1) required a 2.8% increase in local funding, and that the Transit Board had tabled action on the budget, requesting another budget option (Option #2), which included staff's recommended changes and a change in federal funding amount. She then explained that Option 2 would require a 3.8% increase in operating expenses and a local funding increase of 5.1%. Director Kyras responded to Trustee Schainker's question on what the closing operating balance would be, stating it is anticipated to be 13.5%.

If the Option #2 changes were approved in the 2016-2017 budget, Director Kyras asked transit board members to consider immediately implementing the operational changes in order to increase the number of drivers for the Fall 2016 semester. She shared that the cost to the 2015-2016 budget would be approximately \$31,000, but with the ongoing fuel savings, the changes would not have a significant impact to CyRide's year-end closing balance and would be beneficial to meet next year's staffing needs.

Director Kyras stated that labor negotiations had not been finalized, and as a result the wage increase reflected in the budget may not be accurate and suggested that language be added to the approved budget to be able to increase the union wages in the budget by the negotiated wage increase. She shared that if the increase was a quarter percent

higher than budgeted, it would require a .2% increase in the local funding requirement. She indicated that the another option the board could consider was to leave the budget as proposed in Option #2 and then if the wage increase is higher, utilize funds from the closing balance to address the budget shortfall in next year's budget.

Trustee Madden asked how service levels and driver hours worked when CyRide has fewer hours available during the summer. Director Kyras said this variation is a significant challenge for CyRide. She indicated that new employees may not have hours available for all students over the summer. She indicated that drivers may opt for "0" hour status for the summer and then pick up extra hours as they are available. She also shared that many students go home for the summer, so this works well for CyRide and these drivers.

Trustee Madden asked if CyRide's student return rate was good in the fall. Barbara Neal, CyRide's Operation's Supervisor, responded indicating that CyRide was short approximately 25 drivers currently, and was doubtful that enough drivers could be hired over the spring/summer to be fully staffed by Fall as CyRide would need to hire/train 50 or 60 drivers by that time. She indicated that the return rate varies each year where some years most students return, but there have also been years when a larger number have not. She provided further detail on the likelihood of individuals, student and non-student, returning after the summer.

Trustee Madden shared that if CyRide is under staffed by that many drivers, he would support the immediate implementation of the changes.

President Haila asked if there had been further conversations with Iowa State on the class schedule preference for students driving for CyRide. Trustee Madden and Director Kyras confirmed they were working through the process.

Trustee Schainker asked for a clarification on the FTE equivalent if the change is approved. Director Kyras indicated that CyRide FTE's would increase by .75.

President Haila shared his thoughts that with the fuel prices continuing to be lower, a larger savings would be accumulated, which would negate the impact of the additional cost to implement the changes immediately.

Trustee Schainker shared his thoughts that CyRide needed to implement the change immediately to increase the number of drivers for CyRide, but asked what the new closing balance percentage would be. Director Kyras indicated that it would have a negligible impact and would lower the balance to possibly 13.45% instead of 13.5%. Trustee Madden shared his thoughts that there was a high probability that fuel cost would continue to be lower and would decrease the impact even more.

Trustee Schainker recommended increasing the union wage rate by .25% in the budget and asked staff to recalculate the impact on the budget and local funding shares. Director Kyras will calculate and disperse the exact numbers to the Transit Board after the meeting.

Trustee Madden moved Alternative #1 with a .25% union wage increase, plus implementing the requested changes effective immediately. Trustee Abbas seconded the motion.

Trustee Gartin asked what the driver shortage represents as a percentage of total drivers, and further, how CyRide was functioning with this lower staffing level. Director Kyras said there are 145 drivers so this represented about a 17% deficit. She then explained that the lack of drivers created higher overtime expenses as drivers picked up additional shifts. She indicated that overtime costs would most likely be around \$125,000 this year. Director Kyras further stated that overtime impacts driver retention, as it makes it very difficult for drivers to get time off, which leads to less satisfied employees.

Trustee Madden added that management was driving to cover open shifts as well. President Haila said he did not like to see management driving and that this budget would start to address this concern by starting employees at \$14 an hour, providing an additional trainer, increasing the referral bonus, and adding a signing bonus.

Trustee Gartin shared his concern with the driver shortage and that it would be helpful, as a board member, to have a greater understanding of the issue. He further indicated that he supported the operational changes to address hiring/training, but indicated that he does not believe CyRide can sustain this level of financial increase every year. He shared that other cities were facing budget cuts.

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

ORANGE ROUTE STUDY: Director Kyras introduced Bill Troe, who joined the meeting via telephone, to answer questions the Transit Board might have in choosing a “preferred alternative” for the Orange Route. Director Kyras explained that at the October 2015 board meeting, board members asked for additional information in several different areas. She then explained the three Pro Formas, one for each alternative; student input received and further clarification on the federal New Start funding program for a Bus Rapid Transit service.

Director Kyras detailed the differences of the Pro Formas for each alternative and compared them to the baseline Pro Forma provided to board members at a previous board meeting. Each of the alternatives added additional expense in the short-term and provided an operational savings in the long term. Director Kyras shared that each

alternative was based on an increasing number of rides on the Orange Route from the current 14,000 per day to 18,000 over a ten-year period. Transit board members asked if ridership projections for the study were based upon a linear extrapolation. Director Kyras stated that the projections were based upon historical ridership data, which had trended toward an average of 3-4% per year. Bill Troe added that the projections were based on a 2.75% per year increase, as the larger ridership years were adjusted due to the belief that they were atypical.

Trustee Madden asked if CyRide knew what impact housing patterns, such as the Haverkamp apartment complex being constructed on S. 4th Street, would have on the Orange route – walk/drive to the Iowa State Center or ride from the S. 4th bus stop. Further, he shared that he expects a modest enrollment increase at Iowa State, but believes where people live impacts ridership as well. Director Kyras indicated that the convenience/frequency of bus service adjacent to the development dictates ridership patterns.

President Haila shared a concern about the outcome of the upcoming System Redesign, indicating that it might have a different outcome than the Orange Route Study recommendation. Mr. Troe shared his thoughts that the various Orange Route options, that could be incorporated into the larger System Redesign project, have been identified through the Orange Route, route-level study. He specifically referenced the “split route” option studied.

Director Kyras shared that the only possible Orange route option that could be negatively impacted by the System Redesign Study was the university-desired concept of providing a no bus zone in the campus core area. However, she indicated that even with this concept there would most likely be some type of service to disperse people around campus and the alternative chosen for the Orange Route could be modified once more is known about this option in the System Redesign project.

President Haila asked for more clarification about the capital costs between the three Orange Route options. Director Kyras identified the costs of each option and indicated that the capital expenditures were “upfront” costs, but that the annual operating costs were lower, with the Bus Rapid Transit (BRT) option having the lowest annual cost.

President Haila shared his thought that the All Articulated and BRT options required significantly fewer drivers (27 as opposed to 39 drivers a day), which was important in light of the current challenge of find driving staff.

Trustee Schainker voiced his concern for increasing ridership from the commuter lot. He indicated that the Orange Route has had an unintended consequence as its popularity has increased, pulling rides that could have been taken in the neighborhoods, thereby impacting the entire system. He questioned whether it was premature to

choose an Orange Route option before the results of the System Redesign Study. Further, he shared that the Transit Board has an obligation to serve other people in the other parts of the city that are employment at other locations beside campus. He further shared his concern that this could be like the Fare Free student decision with unintended consequences on CyRide's system.

Trustee Gartin asked Director Kyras what action the Transit Board needed to make at the meeting. Director Kyras stated that the study had been completed and that the Transit Board would need to choose which option was their "preferred alternative," so that staff could begin moving forward with the alternative. President Haila clarified for Trustee Gartin that the study has been going on for several years and that staff had brought this issue to the board last fall for consideration. Director Kyras shared that the Federal government would like to see the grant closed out and would need the board to choose an alternative for this to happen. Transit board members asked if it was possible to not choose an option at this time, and instead require this route to be considered in the larger System Redesign Study.

Mr. Troe provided further clarification on what choosing a "preferred alternative" meant, referring to the memo in the board's packet of information. He indicated that it is simply a notice to FTA that CyRide believes the chosen alternative is the best option and that CyRide will need a different federal funding source to complete the project. Further, that it does not mean that everything has been figured out, where every dollar will come from, and in summary does not "obligate" CyRide to anything financially, and that the Transit Board can change its mind prior to a federal full funding agreement. Further, it was shared that as CyRide progresses through that Project Development stage, it could decide it cannot afford the BRT alternative and the project could be terminated.

Transit board members were concerned about the "point of no return" in accepting funding for the project. Mr. Troe indicated the Transit Board would be looking at about two years, which is the maximum timeframe the federal government gives transit system to move forward with a project. Director Kyras said that in the two years, CyRide would be close to the end of the System Redesign Study and could determine if the BRT project, using New Start funding, was still the preferred direction for this route.

A question was raised about what the "Next Steps" for a BRT project would be and what the cost of these steps might be. Director Kyras indicated that the Orange Route Study would be under budget and that approximately \$35,000 would be remaining. She indicated that this could fund the New Start Funding Request Letter and the Environmental Assessment for the BRT project. She indicated that Project Development would be the next step and that the Transit Board would need to commit additional funds for this work, but that it could be reimbursed 80% if the project was approved by the federal government for Project Development.

Trustee Madden asked what the probability was for receiving federal funds for the BRT option. Mr. Troe indicated that CyRide has a small dollar project within this funding source, which could be a positive aspect for the project. He then indicated that it was a nationally, very competitive program and that CyRide would not be able to answer that question until it had applied. Director Kyras added that a Federal Transit Administration official was scheduled to tour the project in March and that staff might have a better idea at that time of how the project could compare to other projects in this funding program.

A question was raised about if there were other funding sources to assist CyRide with a BRT project. Director Kyras indicated that there was a possibility, and that staff could explore funding sources, such as Iowa Clean Air Attainment Program or Public Transit Infrastructure grants.

Trustee Madden shared his thoughts that the BRT option makes the most financial sense and that it seems to be the preferred type of service based on student, staff and the Study Team's recommendations. He then posed the question to other board members about whether there was any objection to the BRT option.

Trustee Schainker asked if the Transit Board was required to choose an alternative. Director Kyras indicated that the funding originally received for the study required the governing body to choose an alternative. However, she indicated that the Transportation Bill that funded this study had expired and that the FTA had relaxed their requirements for the programs funding CyRide's study. She indicated that it would put CyRide's BRT project in a stronger position to request federal New Start funding if the board could officially commit to BRT was the appropriate option to pursue.

Board members then entered into a general discussion about the projects Next Steps, project timing, and timing for a commitment versus obligation.

Trustee Gartin shared that he was not comfortable in moving forward at that time as he needed more time to understand the options. Further, he shared that he would prefer a larger public input effort, representing a wide variety of students. Director Kyras said the students who attended the focus group meeting Monday afternoon were provided with a thorough explanation of all three options and then an opportunity to weigh in on the various options. The result was a unanimous vote for the BRT option. She questioned whether a larger group would provide a different outcome in light of support the project had garnered from the focus group.

Trustee Gartin provided a specific example of the kind of public input he thought would be beneficial before moving forward - 200 people in one room to gain their input.

Trustee Abbas reiterated students support for this project and further stated that he believes it will complement the System Redesign Study by providing direction on this route. He indicated that he was comfortable in moving forward in approving an option at the meeting.

Trustee Teubert stated that students were provided detailed information at, and outside, the meeting about the impact of the new BRT route structure and schedule, and that a majority of the students are in favor of the BRT alternative. Further, he stated that if CyRide is unable to afford this option, the All Articulated option could then be implemented. He indicated that the project could be changed after CyRide knows more about whether the BRT option could be federally funded.

Trustee Gartin asked for further clarification on what the federal government would pay for. Director Kyras responded that the federal government pays for only capital costs, not operating. Trustee Haila shared that the operating costs are lowered with the All Articulated and BRT options.

Trustee Madden shared that he was also ready to choose an option. He responded to a general discussion about the merits of the student Fare Free program. He indicated that students are not riding fare free, but that they contribute approximately three-fourths of the cost of operating CyRide's system. He stated that the concept that students ride for free is not an accurate description. He also indicated that the community and university's cost for bus service is lower for all parties as a result of the shared local funding partner structure.

Trustee Schainker shared his belief that, under the fare free system, students do not pay at the same rate as non-students and that the revenue per ride keeps declining, which impacts CyRide's ability to keep up with increasing cost. He indicated he believed it was unsustainable. He questioned the percentage of federal revenue for the BRT project and asked if the costs reflected facility costs to house the buses as well. He shared his thoughts that CyRide could not afford both the BRT and other costs necessary to keep CyRide moving forward.

Director Kyras shared that the BRT project was a plan for the future; however, if ridership did not grow, CyRide would reduce its expenses to match demand for its services.

Trustee Schainker asked if CyRide could approve the BRT project at this meeting and then not move forward with the federal process to determine if the federal government would financially assist with the project. He was concerned with the timing of this decision and moving it forward at this time. He indicated that CyRide would have four additional articulated buses to use on the Orange Route service in the fall and suggested waiting to see what impact this had. Director Kyras shared that the new Transportation

bill increased the New Start funding by 20% this next year and that this change could possibly allow more new projects to be funded next year. Trustee Schainker further addressed his concerns indicating the facility challenges CyRide was facing this next year and the need to find a resolution to this issue as well.

President Haila asked how CyRide could amass the local share requirements under the different options. Director Kyras indicated that the board would have several options on how to fund the capital local share requirements, such as increasing the capital budget each year for the next five years to generate the revenues needed, a one-time increase prior to implementing the project, or that the students/university could fund the cost through higher fee increases or utilizing trust fund dollars. She indicated that this would be part of the Project Development phase to begin discussing these possibilities. Trustee Schainker was concerned that these questions were not addressed when choosing an option.

Trustee Abbas and Trustee Teubert indicated their support for the Bus Rapid Transit option. Trustee Abbas suggested moving forward in approving the BRT option, applying for the grant and then deciding how the local funders could address the dollars needed for this option. Some transit board members shared their discomfort with how CyRide could address all of its needs. Trustee Teubert added that the Transit Board had a “fall back” option in the All Articulated bus option. Trustee Abbas shared his thoughts that he believes that approving the BRT option now, provides a clear vision for what the students desire, which can be used as input in the System Redesign Study.

Trustee Madden supported moving ahead with approval of the BRT option at this time, adding that its implementation is “so far down the road” that CyRide would not have the funding figure out before a decision needed to be made. He indicated that he was comfortable with making a decision since it did not constitute a financial “obligation” at this time.

Director Kyras suggested that if the BRT option was approved at the meeting that submission of the first steps in this process be delayed until after FTA officials conducted a field visit to Ames regarding a potential BRT project. She indicated that this visit was tentatively scheduled for March 2016 and the letter could be submitted in April. Trustee Teubert was in favor of this suggestion as it would also give CyRide staff time to prepare a quality submittal.

Transit Board members asked what the current board needed to commit to at this time, specifically referencing whether planning dollars needed to be determined at the time of approval. Director Kyras said that the remaining dollars in the Orange Route Study grant could fund the letter to the FTA in April and the Environmental study costs. She indicated that if FTA approval to enter into Project Development was received, then the Transit Board would need to commit funding for the preliminary design of the BRT

system, most likely costing approximately \$200,000 - \$300,000, but that this could be reimbursed at 83% (later determined to be 80%) if the project received full funding later in the process.

President Haila shared his thoughts that he was more comfortable in waiting until the next meeting in February to make a decision and then if the outcome of the letter to FTA allowed CyRide to enter into Project Development, CyRide could wait another year until the System Redesign project was completed to begin the BRT Project Development. Director Kyras shared her thoughts that the FTA would not be comfortable with approving CyRide for Project Development and then waiting a full year to begin this process. She further shared that most likely within the first six months of the System Redesign project, CyRide would know whether the BRT system, as developed in the Orange Route Study, fit within the system-wide concepts being proposed. Mr. Troe added that he was skeptical that a better option for the route could be identified in the System Redesign project, other than the ones identified in the Orange Route Study.

Transit Board members asked if CyRide had received approval by the MPO for \$100,000 to support the System Redesign Study and Director Kyras said that the MPO had not addressed this issue to-date, but that CyRide had started these conversations with staff.

Transit Board members asked if the System Redesign consultant selection process could be completed faster. Director Kyras indicated that most likely it would take until July to complete the Request for Proposals, consultant selection process and governing body approvals.

Trustee Haila walked board members and staff present through a graphical depiction of the timeline and financing for both the next steps for the BRT project and the System Redesign Study (see attached). Trustee Gartin suggested for future decisions that using an exercise, such as President Haila demonstrated, would be beneficial.

Trustee Gartin made a motion to move forward with Alternative #1 and approve the Bus Rapid Transit option as the preferred solution for efficiently operating the Orange Route service into the future and requested that staff begin the process of developing material for a possible federal New Start/Small Start grant request, ultimately submitting a letter of request to the Federal Transit Administration to enter into Project Development, with the understanding that the Ames Transit Agency Board of Trustees is not obligating itself to the next step. Motion seconded by Trustee Abbas. (Ayes: Five. Nays: One.) Motion carried.

Trustee Gartin asked Trustee Schainker to share with the board his concerns in voting against the motion. Trustee Schainker indicated that he believes that the System Redesign project is the most important planning tool that the board will have accomplished over the last 30 years and that he would like to complete this before

making a decision about a specific part of the system that could have a significant impact on the system overall.

SYSTEM REDESIGN SCOPE OF WORK: Director Kyras briefly walked the transit board through the ten tasks as outlined in the System Redesign Scope of Work, indicating the importance that the Scope of Work would have in meeting transit board members expectations for the study. Highlights of this summary are as follows:

- The System Redesign is an important study for the staff and requires the transit board's involvement at a moderate level of involvement.
- A Technical Committee will be established to oversee the project. Members would consist of: City of Ames Traffic and Planning Departments, ISU staff, ISU students and CyRide staff.
- Civic engagement will be diverse and occur at least twice throughout the study, in addition to stakeholder and Transit Board input at the beginning of the study.
- A peer analysis will be completed with 4-6 similar transit systems.
- A survey of riders would be completed to gain customer input.
- Two to three conceptual system redesign models – modification of the existing system, bus free core campus concept and a third option, if a better model is identified.
- Written memorandums at the end of each task, presentations throughout the study and a final document developed.

Trustee Gartin suggested adding language, or a task, to look at services from other communities into/out of Ames. Trustee Madden shared his concern that increasing the scope from an urban study to a regional study would lengthen the time to get it accomplished and that it would complicate the study. He suggested that the Transit Board address the regional issue outside of the study.

Trustee Schinker suggested expanding the survey to include non-riders as they would also have an interest in how the service operated within the city. Groups such as AMOS and senior citizens were specifically mentioned. There was a general discussion on how this information could be gathered and it was decided to let the consultant recommend a method to gain this information.

Trustee Schinker suggested that the stakeholder meetings should include input from neighborhood associations.

Trustee Haila recommended that a review of possible facility needs/expansion sites be added to the scope. Director Kyras indicated that previous studies had provided information on the facility needs and potential sites and that this information could be shared with board members.

Trustee Schainker suggested adding a revenue component to the evaluation of each concept to make sure that each concept was sustainable into the future.

Director Kyras will modify the scope and include a revised Scope of Work on the February 17, 2016 Transit Board meeting agenda.

Agenda item #7, "Calendar Year 2016 Proposed Bus Stop Improvements" and #8, "Transit Directors Report" were tabled to the February 17, 2016 transit board meeting due to time constraints.

NEXT MEETING TIME AND PLACE:

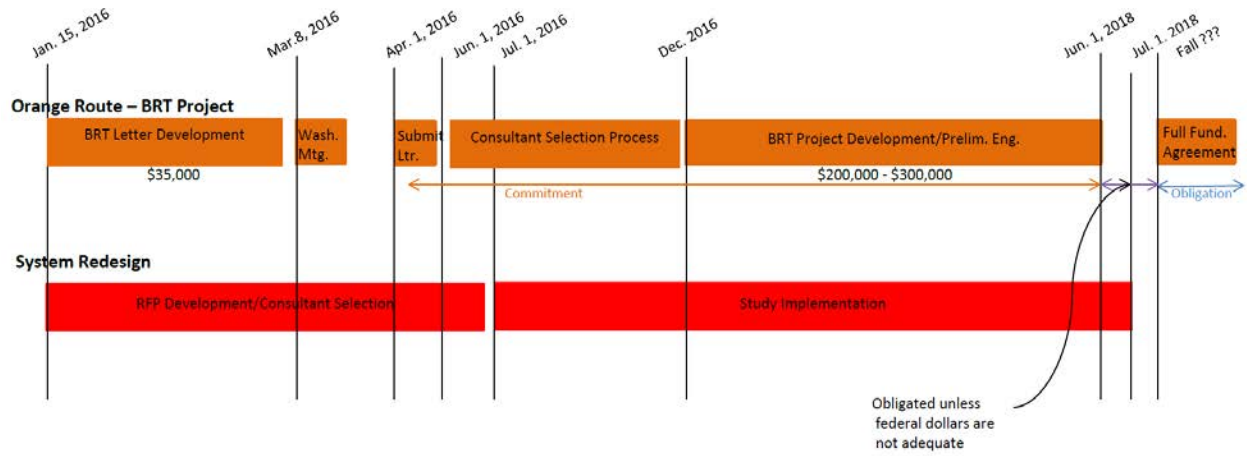
- February 17, 2016 at 8 A.M.

MEETING ADJOURNED: Trustee Gartin made at motion to adjourn the meeting at 10:07 a.m. Motion seconded by Trustee Abbas. (Ayes: Five. Nays: None.) Motion carried.

John Haila, President

Joanne Van Dyke, Recording Secretary

Major Study Timeline



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: February 17, 2016

SUBJECT: Purchase HIRTA Bus

BACKGROUND: CyRide currently contracts with the Heart of Iowa Regional Transit Agency (HIRTA) for complementary paratransit service required under the Americans With Disabilities (ADA) Act. CyRide's contract for this service, prior to 2008, was for operating expenses only; however, at that time, the Transit Board of Trustees voted to lease one bus to the contracting agency at that time (Heartland Senior Services) to provide a bus for daily service. With a change in Dial-A-Ride (DAR) contractors in 2012, this vehicle was then provided to the new agency (HIRTA) as part of its contract for DAR services.

The bus number of the leased bus is #7640 and was funded with 80% federal 5310 funds provided to CyRide for service to the disabled community. This bus will be ten years old at the time it is replaced. The federal useful life for a vehicle of this type is four years.

INFORMATION: CyRide's maintenance staff has been working with HIRTA to identify a replacement vehicle that would be acceptable to both organizations. The Iowa DOT has recently completed a statewide bus procurement for small vehicles and a replacement bus could be purchase from this bid as follows:

Bus Type/Description: 176", Light-Duty Minibus

Purchase Price: \$81,153

Estimated Delivery Date: June 30, 2016

Manufacturer: Glaval Bus

Dealer: Heglund Bus and Truck

CyRide has sufficient federal Section 5310 funds with a current balance of over \$597,000. This project is included in the 2015-2016 Capital Improvement Program with the 15% local dollar requirement (\$12,173) included in CyRide's current capital budget.

The new bus would replace current bus #7640; however, HIRTA has requested the ability to purchase the current vehicle from CyRide for continued used in their fleet, as their ridership is increasing. CyRide's Assistant Director of Fleet & Facilities reviewed past sales of similar CyRide vehicles and determined the fair market value of this bus to be \$3,000, which HIRTA has agreed

to pay. Therefore, the current vehicle will be sold to HIRTA for this amount when the new vehicle is delivered.

ALTERNATIVES:

1. Approve the purchase of one minibus under the Iowa DOT procurement to Hoglund Bus and Truck for a purchase price of \$81,153.
2. Do not approve the purchase of a minibus under the Iowa DOT procurement and direct staff to conduct a separate CyRide/City of Ames procurement for the vehicle.
3. Do not approve the purchase of a minibus for use by CyRide's Dial-A-Ride contractor.

RECOMMENDATION:

The Transit Director recommends alternative #1 to procure a minibus bus through the statewide bid for CyRide to lease to its Dial-A-Ride contractor. Through this procurement process, CyRide will be able to expeditiously purchase the vehicle so that it can begin in operation later this summer. This vehicle will also help ensure a quality service to its door-to-door customers.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: February 17, 2016

SUBJECT: System Redesign Scope of Work

BACKGROUND: At the January 2016 Transit Board Meeting, board members reviewed a preliminary Scope of Work for the System Redesign project. Suggestions were provided by board members for inclusion in a revised Scope of Work for consideration at the February 2016 board meeting.

INFORMATION: The attached Scope of Work contains the original work plan with changes highlighted in red, reflecting the board recommended suggestions and also comments provided by Cathy Brown at Iowa State University. Specifically the changes are:

- **Task 2** – Added neighborhood association to list of stakeholder meetings
- **Task 5** – Added Non-Rider survey to public input
- **Task 8** –
 - Clarified the type of service that would not be allowed in the central portion of the campus to be routes traveling “through” this area as opposed to route that “touch” the area.
 - Added a requirement to analyze potential revenues, as well as expenses and identifying possible financing structures/methods for local dollars

The remainder of the Request for Proposal (RFP) for the System Redesign project is currently being developed and is anticipated to be completed by mid-March with proposal due by mid-April.

ALTERNATIVES:

1. Approve the Scope of Work, as presented, for inclusion in a Request for Proposal to conduct a System Redesign Study.
2. Approve the Scope of Work, including Transit Board modifications, in a Request for Proposal to conduct a System Redesign Study.

3. Direct staff to develop a different Scope of Work, based upon Transit Board direction.
4. Do not complete the Scope of Work and do not conduct a System Redesign Study.

RECOMMENDATION:

The Transit Director recommends approving either Alternative #1 or #2, depending on the Transit Board's comfort with the Scope of Work as presented by staff. Approval of the Study's tasks will provide CyRide staff and the Transit Board with a future direction for its operations.

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, **neighborhood associations** 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 Surveys – Rider and Non-Rider

The Contractor shall design and propose a plan to collect both statistical and anecdotal data from current CyRide customers. The data collected from riders 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 **rider** 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.

A second survey will be developed and administered to a sample of non-riders. The sampling technique used for the non-rider survey shall be comprehensive of the entire residential community and demographics. 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 **both surveys**. **The rider survey will summarize results 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 through 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
- A revenue to expense analysis identifying funding gaps and possible financing structures/methods to provide local dollars needed to implement each concept

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, followed by a series of up to three meetings with groups (in addition to the Civic Engagement efforts, groups are yet to be defined) to gain input on the concepts. A second System Redesign Technical Committee and Transit Board of Trustee and staff meetings will then follow these efforts to choose the “preferred option” for further study.*

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. **A draft of the plan will be submitted to staff and will include an Executive Summary.**

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: February 17, 2016

SUBJECT: Facility Space Update

BACKGROUND: At the June 2015 Transit Board meeting, staff presented board members with an update on CyRide’s fleet size and facility space, indicating that CyRide would exceed the interior and exterior bus parking spaces at its current site by August 2016. At that meeting, the Transit Board directed staff to begin searching for short-term and long-term solutions to CyRide’s facility space issues.

INFORMATION: Over the past months, CyRide has met with ISU staff and CyRide’s On-Call Architectural consultant (Brent Schipper of ASK Studios) to begin developing options for both the short and long-term bus parking issue. While final options are not currently developed, staff believes an update on the progress in both of these areas would benefit staff in receiving initial input from board members to refine the final options. Therefore, the following recaps possible solutions below.

Short-Term Bus Parking Solutions

In evaluating all possible options for the next 1-2 years, staff has identified four potential solutions for additional bus storage space beginning in August 2016. Information is currently available for two of these sites. (A map identifying these locations within Ames is attached).

- **Former Van Wall Property (ISU-owned)** – Located at 925 Airport Road, ISU has identified a space for up to six buses at the north end of this property (see Iowa State University map). This site is currently a grass area, therefore CyRide would need to construct a hard surface for the buses, however the space is anticipated to be utilized by CyRide at no cost, thereby making the \$50,000 expense included in the 2016-2017 budget available for the infrastructure improvement, as opposed to a lease (estimated construction cost of \$45,000 per ISU contracted price). **This site could accommodate up to six buses.**
- **City Warehouse (City-owned)** – The City of Ames owns property at 2207 Edison St. In informal discussions with the City’s Fleet Services Support Manager, a portion of the

City's property, east of Whitney Ave., could be used to house a portion for CyRide's fleet. This land, which was a former landfill, is current undeveloped requiring CyRide to construct some type of hard surface in order to park buses on it. An estimated cost to improve the site is currently being developed. **This site is large enough to accommodate between 15-25 buses.**

Staff is also in discussions on leasing outdoor and indoor space from a private business for the short-term; however, these discussions are not finalized. Specifically the two options being analyzed are:

- **School District Leased Space** – The Ames School District's contractor currently leases **outdoor** space for its bus at 2017 Lincoln Way. With the construction of a new District bus facility, this space would be available for reuse. **This site is large enough to accommodate between 25-30 buses.**
- **Realtor Identified Leasable Spaces** – A local realtor was contacted to determine if there are leasable **indoor** bus storage buildings of sufficient size and allowing for circulation space in Ames.

Staff will continue to refine the above options and anticipates providing a comparison of the advantages and disadvantages of these four options at the March 2016 board meeting.

Long-Term Bus Parking Solutions

The long term plan previously discussed with the Transit Board is to divide CyRide's fleet between two locations, with all buses stored inside. As discussed last June, CyRide recommends planning for a fleet of 125 buses (CyRide will have 97 when the articulated buses are delivered in May of this year). Under this scenario, 80 buses would be housed at CyRide's existing site, which is the maximum that can be parked inside, and 45 at a new site.

CyRide staff, along with its architectural consultant, have approached the long-term bus parking project by initially discussing how CyRide could operationally function with two sites, addressing questions such as:

- What type of maintenance would be needed at each site?
- How buses would need to flow between the two sites for maintenance?
- How CyRide could move buses between the two locations?
- How drivers would get to their buses?
- What this might mean for staffing at the two locations?

Critical to operating CyRide service from two sites is how the maintenance function would operate on a daily basis and how costs could be minimized in moving buses between the two locations as this impacts the size of facility needed at a second site. Staff is working with its on-

call architectural consultant to weigh the advantages and disadvantages of the following options:

- **Proportional Maintenance** - Dividing the maintenance function proportionally to the number of buses at each site – including heavy and light maintenance at each.
- **Emphasis at Current Site/Current Location** – CyRide’s current maintenance shop would remain intact and function as the primary maintenance area; the second site would include light maintenance work and possibly one heavy maintenance bay.
- **Emphasis at Current Site/New Location** – CyRide would relocate the maintenance shop at the existing facility to the newest section of the building completed in 2014, which includes the articulated bus bay, and the second site would house a light maintenance shop and possibly a new body shop and paint booth.
- **Emphasis on New Site** – Relocate most of CyRide’s maintenance functions to the new site and continue only light maintenance at CyRide’s current site.

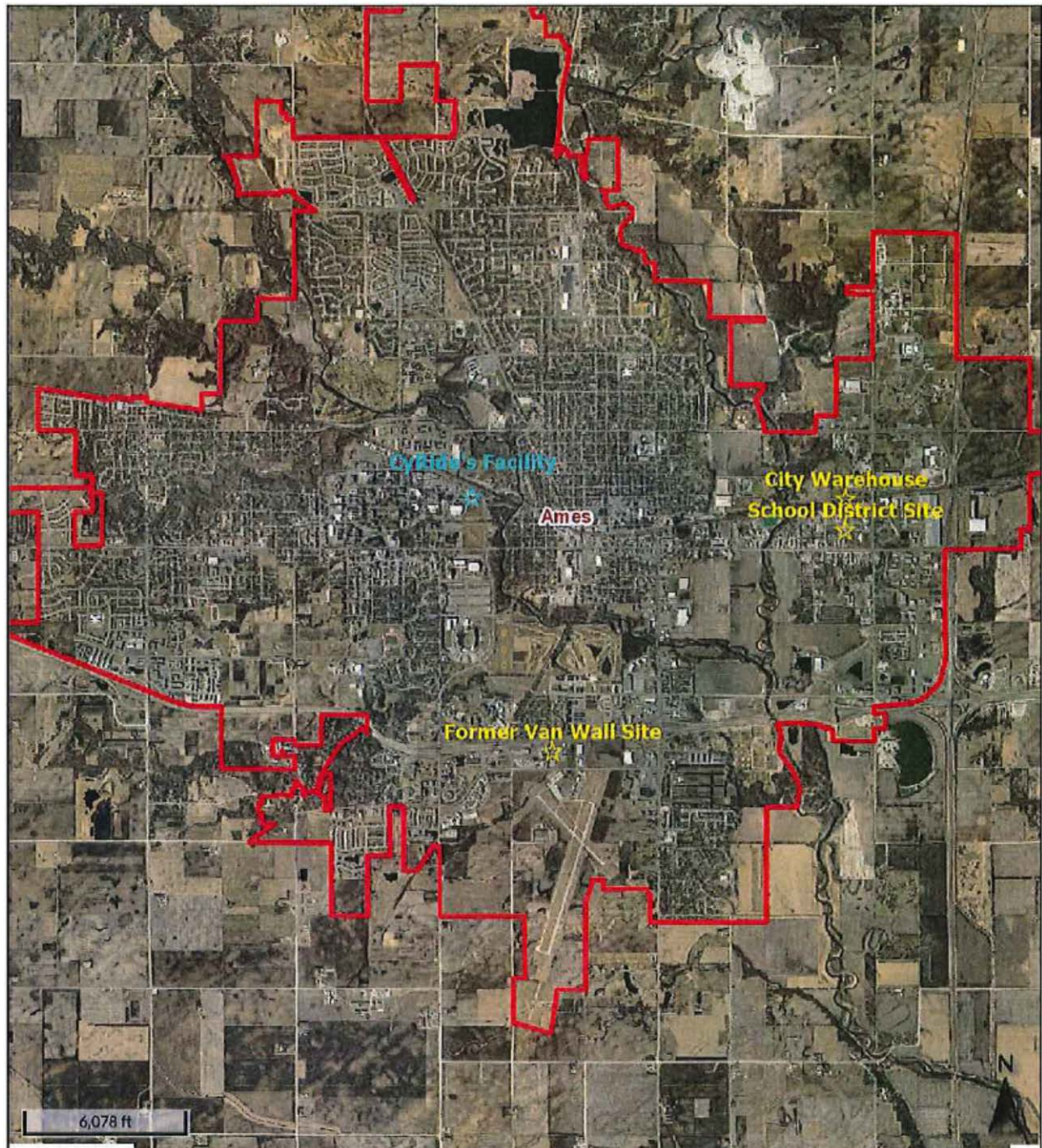
Construction and operational costs as well as staffing challenges will be identified in this evaluation.

Once the question of where/how maintenance would function is resolved, a new, preliminary building concept will be developed to determine the amount of space needed for each function and for the building as a whole. Based on this analysis, staff and CyRide’s architectural consultant can then begin to narrow down potential long-term sites. Potential sites that have been identified to-date for consideration in this analysis are:

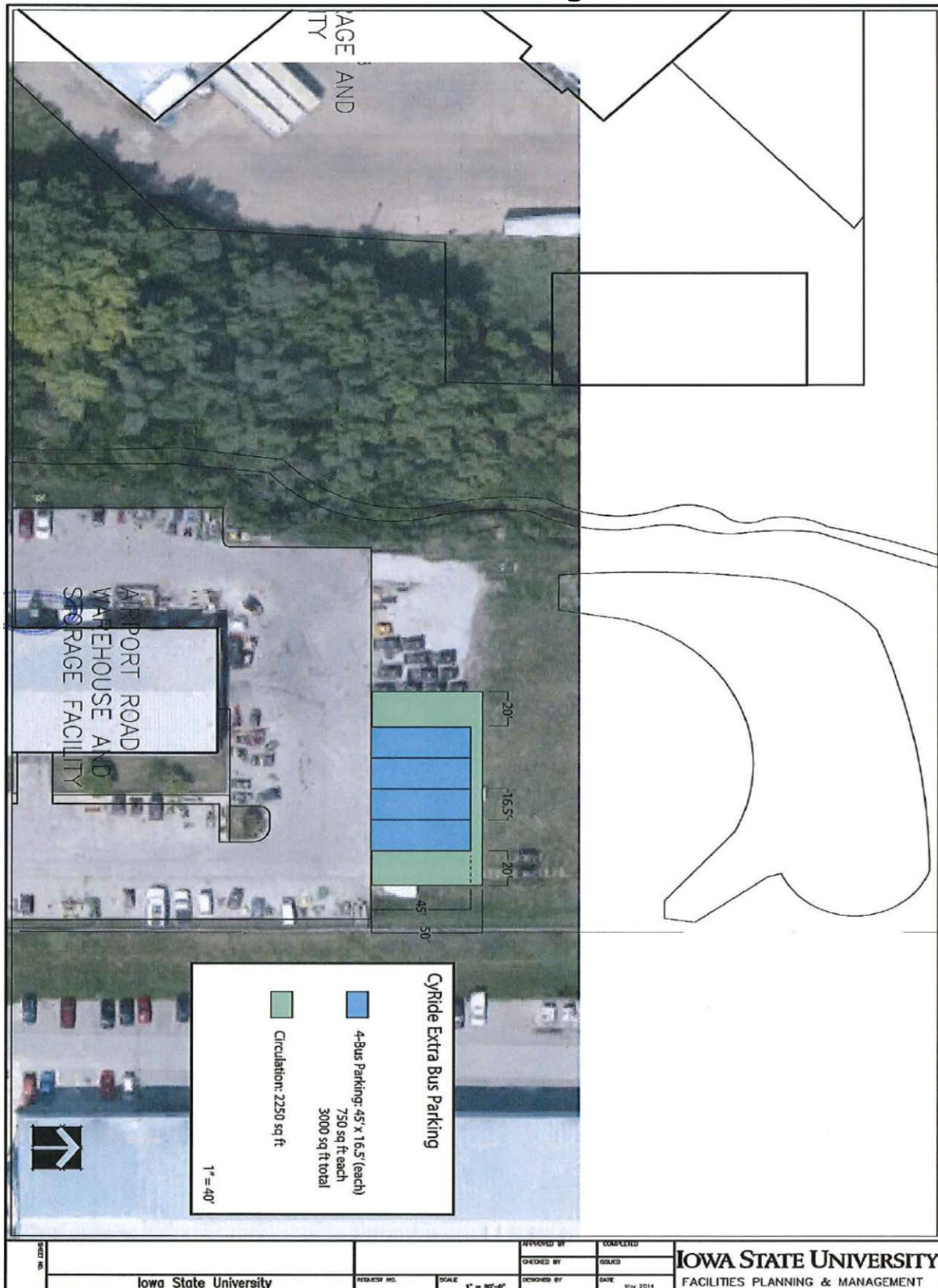
- Curtiss Farm on State St.
- Fire School site on Haber Rd.
- Possible site(s) around the Airport – taken from previous facility site planning study

CyRide staff is seeking Transit Board input on the short-term options developed to-date and the process being used for the long-term planning study.

Potential Short-Term CyRide Facility Sites



Former Van Wall Short-Term Parking Solution



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: February 17, 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

February 2016

1. Iowa Clean Air Attainment Grant Application Results

CyRide submitted two grant applications for the Iowa Clean Air Attainment Program (ICAAP) to assist with CyRide's operating and capital budgets. Below is a budget recap of the dollars requested in these grants.

Plum Route – Yr. 1	Total	Federal	Local
Capital – one 40' bus	\$455,000	\$364,000	\$86,000
Operating	\$276,927	\$221,542	\$55,385
Total	\$731,927	\$585,542	\$141,385

Green/Brown Weekday & Blue Sunday – Yr. 2	Total	Federal	Local
Operating	\$203,223	\$162,578	\$40,645

CyRide received word in mid-January that both grants were fully funded.

The federal numbers indicated in red represent a "savings" to the 2016-2017 operating budget for a total of \$384,120. Based on previous Transit Board members varying thoughts on how to apply these savings back to the three local funding partners, staff will prepare detailed information for the March Transit Board meeting on where the funds originally were derived in the budget for a discussion on how to apply these "savings." Included in this discussion will be the "savings" generated from the January 2015 ICAAP award for the first year of the Green/Brown Weekday and Blue Sunday project totaling \$158,334. This saving impacts the current, 2015-2016 budget.

2. Federal Transit Administration Representative Visit Delayed

The Region 7 Federal Transit Administration (FTA) office located in Kansas City had tentatively scheduled a visit for their Washington DC representative who is responsible for the New Start Funding Program for early March 2016. CyRide was notified last week that this visit will need to be cancelled and rescheduled for late summer/early fall. Discussion at the January Transit Board meeting regarding timing of a request to enter into the federal New Start program is assist with a possible Bus Rapid Transit project on the Orange Route centered on waiting until after this visit to begin the formal process. Waiting until after the rescheduled visit will delay the project 4-5 months. In light of this delay, CyRide staff recommends moving forward in submitting the letter as originally proposed instead of the field visit, creating a video to accompany the letter to provide Washington officials a better understanding of the unique aspects of the route and project.

3. Outdoor Bus Parking Impact

In past Transit Board discussions regarding indoor versus outdoor bus storage parking, CyRide staff has shared the financial and operational impacts, in general terms, with board members. However, recently Iowa has experienced extremely cold weather and staff has monitored the specific costs and actions required to keep the fleet operational during this time, in an effort to provide more detailed information on the magnitude of the impacts that outdoor bus storage in Iowa has on CyRide's fleet.

Specifically, CyRide collected data for January 2016 when there were several periods where temperatures dipped below 10° overnight. When this occurs, CyRide must idle buses all night (buses use 2.2 gallons/bus/hour during idling) in addition to completing additional repairs and preventative maintenance. **In total, for the month of January CyRide attributes over \$10,000 in repairs/preventative maintenance and \$3,600 in additional fuel used as a result of parking twelve buses each night in outdoor conditions.** The top five most common work orders for buses housed outside were as follows:

- Add fuel additive (\$150/load)
- Topping off coolant as a result of leaks
- Add oil after prolonged idling
- Change fuel filters
- Tow buses inside to thaw out

March

<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	18	19
	Spring Break	←			→	
						
20	21	22	23	24	25	26
			Transit Board Meeting 8:00AM			
27	28	29	30	31	2016	

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	2016				1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Transit Board Meeting 8:00AM	30