

AMES TRANSIT AGENCY BOARD OF TRUSTEES CYRIDE CONFERENCE ROOM

July 11, 2016

1. CALL TO ORDER: 8:00 A.M.
2. Approval of May 25, 2016 and June 16, 2016 Minutes
3. Public Comments
4. 2016-2017 Operational Contract
5. System Redesign Study – Contract Award
6. Transit Director’s Report
7. Set Fall Semester Meeting Times and Place:
 - August 24, 2016, 8:00 AM
 - August 31, 2015, 11:00 AM Special Meeting
 - September 30, 2016, 8:00 AM
 - October 26, 2016, 8:00 AM
 - November 30, 2016, 8:00 AM
8. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

May 25, 2016

The Ames Transit Agency Board of Trustees met on May 25, 2016 at 8:00 a.m. in the CyRide Conference room. President Haila called the meeting to order at 8:02 a.m. with Trustees Staudt, Madden, Haila and Gartin present. Absent: Trustee Schainker. Trustee Valentino joined the board meeting via conference call.

President Haila introduced the Student Government representatives who will serve on the Ames Transit Board of Trustees for the 2016-2017 term, Trustee Steven Valentino, Student Government Senator and Trustee Cole Staudt, Student Government Representative on the Transit Board and President of the student body.

APPROVAL OF APRIL 29, 2016 MINUTES: Trustee Madden made a motion to adopt the April 29, 2016 transit board minutes as presented. Trustee Gartin seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Trustee Schainker arrived at 8:06 a.m.

PUBLIC COMMENTS: No public comments.

BUS CAMERA SYSTEM UPGRADE: Director Kyras explained that the bus camera system project had been included in the Capital Improvement Plan over the past several years as CyRide systematically updates this technology on its buses. CyRide currently has budgeted \$225,000 for fiscal years 2015-2016 and 2016-2017 to purchase bus camera systems. As a result, CyRide issued a Request For Proposal (RFP) for "Mobile Video Security Systems." She further shared the purpose for this purchase, which is to equip 28 buses that currently do not have camera systems and to replace obsolete equipment as some camera systems are 17 years old and beginning to fail. Adding to the issues with its cameras is that CyRide's fleet has four different video systems to manage.

CyRide received seven responses to the RPF, with the bid price representing 30% of the evaluation criteria and 70% on other factors such as warranties, references from other systems, etc. As a result of the evaluation, the bids were narrowed to three firms that best meet the needs of CyRide. CyRide staff's recommendation was to award the proposal to the second lowest bid from Seon of Lynchburg, Virginia, based on its enhanced technology system and CyRide's positive experience with current Seon camera systems.

President Haila shared his thoughts about the importance of the bus camera systems and asked if there was a possibility to accelerate the purchases to better equip the fleet. Additionally, Trustee Madden asked about the general health of the 2016 -2017 budget to support this purchase acceleration in light of driver overtime costs and the impact of the Affordable Care Act. In response, Rich Leners, CyRide's Assistant Director – Fleet and

Facilities, shared additional information received the previous day from the Seon firm. He indicated that the firm announced a new feature for the Seon camera systems (not included in the proposal), called "InView 360 Around Vehicle Monitoring," that could assist drivers when buses needed to be backed up. He indicated that CyRide staff had planned on purchasing 56 cameras, but would purchase fewer cameras if the upgraded InView feature was added. Rich Leners further explained the new features, indicating that the cameras would have real-time views as buses travelled through campus, as well as a view of a blind spot in the mirror and the rear doors. He further explained that the camera would be mounted on the four corners of the bus, with the software incorporating the four views into one display. Mr. Leners indicated that CyRide had not yet received pricing on this new feature so was unsure of how this might impact the budget and number of cameras that could be purchased.

In light of this new information, Director's Kyras recommended awarding up to \$225,000 and not include a specific number of camera units, which would allow staff to determine the best mix of camera models for the entire system. Trustee Schainker had concerns that the price could be significantly higher and asked to have this purchase brought back to the June 16th Transit Board meeting once pricing is confirmed.

Trustee Gartin asked if CyRide's camera program reused existing cameras. Director Kyras said new buses are ordered with new camera systems as part of the bus purchase; however, when used buses replace existing buses, the camera systems were moved to the used buses. With the growth of the fleet, the existing systems have not allowed all buses to be equipped with this technology. Director Kyras also stated that the cameras would need to be ordered and installed on the buses during the summer months.

As these system are new to the market, Rich Leners proposed ordering a few of the new InView cameras to test them and see if they provide a benefit for CyRide, but not purchasing all camera systems with this newer technology.

Trustee Gartin shared his concern that if the InView model was beneficial that upgrading the model in the original proposal to this newer system would be time consuming, may not be financially beneficial and would not allow for the desired fleet standardization.

President Haila requested clarification regarding the ability of the originally proposed system to be upgraded to the new InView technology in the future after the new technology was tested and if determined beneficial. Mr. Leners indicated that he believed, from the basic information received on the Inview systems, that it simply required additional hardware (module) to make this change.

Trustee Madden indicated that he was comfortable in delegating authority to CyRide staff to make the decision on which technology to purchase to maximize the benefits of the system and, further to report to the board members if there is a need to exceed the

\$225,000 budget. He moved awarding the bid to Seon for the not-to-exceed budget of \$225,000. Trustee Gartin seconded the motion.

Trustee Gartin felt CyRide's insurance carrier would be pleased with the technology purchase and encouraged CyRide staff to determine if their installation could reduce CyRide's insurance costs.

Barb Neal, Operation's Supervisor, indicated that approximately one-half of CyRide accidents were as a result of backing up a bus.

President Haila asked for the vote regarding the motion made and seconded on the floor. (Ayes: Six. Nays: None.) Motion carried.

DRUG AND ALCOHOL POLICY CHANGE: Director Kyras explained that staff is required to periodically review its policies for compliance with federal regulations, one of which is CyRide's Drug and Alcohol Policy. This policy was modified by the Transit Board in 2010 and, upon review, changes to the Drug and Alcohol policy were required as highlighted in red in the board's material. She then explained the categories of changes that are reflected in the new policy:

- Safety sensitive position titles
- Responsibility for the program changes from the Human Resources Department for the City to CyRide's Assistant Director – Operations
- Change in testing facility
- Clarification on CyRide's Zero Tolerance policy compared to the FTA's Second Chance policy.

President Haila asked if it the Drug and Alcohol Policy was a City of Ames or Ames Transit Agency policy. Director Kyras stated that it is an Ames Transit Agency policy as the Federal Transit Administration (FTA) requires CyRide to have a separate policy that addresses transit specific requirements.

Trustee Madden commented that CyRide could keep the policy more recent if the specific testing facility was not named in the policy. Director Kyras indicated that this was required in the policy per FTA requirements and that the basic policy was a template provided by the FTA.

A lengthy discussion followed referencing the policy language on CyRide's zero tolerance policy and the verbiage required by the FTA, indicating a conflict and lack of clarity in the policy as revised.

Transit board members asked for further clarification regarding the FTA's Second Chance policy as it relates to hiring. Karen Jamison provided more information on the hiring process and drug testing, indicating that a positive drug test would not show up

on their driver's license check, but on their background check. Further, she indicated that drug tests are given when drivers are reporting for/or at work only, with the drivers shift being covered and the driver escorted to the testing site. She also explained that CyRide drivers are hired knowing the drug and alcohol policy and are given a copy of the policy, so they are aware upfront of these requirements. Karen Jamison said it is rare that CyRide has anyone test positive for drugs and that there has been only one positive test for alcohol. Safety is very important to CyRide and this policy helps make sure drivers are not unprepared.

Transit board member asked if this policy covers temporary drivers. CyRide staff clarified that all employees in the listed positions, whether they are full-time, part-time or temporary, are required to be tested, which includes employees that supervise drivers.

Transit board members raised numerous concerns about the policy language regarding CyRide's "local authority," conflict in federal and local language and specific testing levels. Director Kyras indicated that staff would confer with individuals familiar with the policy's requirements to ensure that CyRide's revision would continue to allow its program to be in federal compliance.

Trustee Madden made a motion to refer recommended Drug and Alcohol Policy changes back to CyRide staff as the Drug and Alcohol Policy changes for further review/clarification. Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

SYSTEM REDESIGN STUDY – COMMITTEE STRUCTURE: Director Kyras updated the transit board members on the three proposals CyRide received for assisting the transit system in reviewing its routes/schedules and overall system. She provided a brief history of the process used and the status of the decision to determine the best firm to assist in this study. She also shared the budget and sources of funding for the study (\$150,000 with \$100,000 from the Ames Area Metropolitan Planning Organization (AAMPO) and \$50,000 from CyRide's operating budget). Director Kyras also shared that the original price of each proposal received was higher than budgeted.

She then explained that in preparation for the study to begin after the first of the fiscal year, that individuals on the two committees, established in the scope of work for the project, would need to be identified and shared her thoughts on the representatives that should be on each committee, as identified in the board material.

Trustee Madden suggested adding a student from Iowa State on the Technical Committee to gain real-life experience from this process. President Haila inquired about whether there was a benefit for a public safety official on one of the committees. Trustee Madden shared his thoughts that a City of Ames Public Works representative was on the Technical committee and could fill this role.

Trustee Gartin indicated that he was supportive of the committee representatives identified, but was concerned about the timing of the study without a clear direction with the City land use plan as an update was planned for two years in the future. He was concerned that the lack of a new plan at this time could hamper CyRide's study. Further, he shared that the city was growing and without up-to-date land use plans, he was concerned that CyRide's routes could not be well thought out. He advocated for a "recheck" of CyRide's study results after the land use plan was updated, providing preference for a firm to re-evaluate this in the future if they had completed the current study for CyRide.

Trustee Schainker proposed approaching the question of committee representation differently by asking what CyRide wanted to accomplish from the study and its goals. Director Kyras shared her perspective that, "CyRide has grown from a system providing service to 4 million to almost 7 million riders and the goal of the study was to determine if the current service structure was the 'best' design to serve this new level of ridership."

Trustee Schainker was concerned that this goal did not reflect the reality of finite financial resources. Director Kyras indicated that this question would be addressed with the Transit Board as one of the first consultant tasks to set the goals and parameters for the study, such as limiting service changes to no more than an annual 5% increase in local shares.

President Haila confirmed the importance of this board goal-setting meeting and his thoughts that the committees could help guide the study; however, that it was the Transit Board's responsibility to make the final decision.

Trustee Staudt shared that he believed that the RFP clearly delineated the role of the Transit Board in making the final decision and that the steering and technical committees would be advisory. The RFP was written so that each committee will provide a recommendation, but then it will be the role of the transit board to make the final decision.

Trustee Schainker agreed that establishment of goals/parameters upfront was the first step for the Transit Board. Director Kyras shared that the financial analysis was contained in the RFP and that two to three alternatives would be included in the final product.

Trustee Gartin suggested reaching out to non-riders. Director Kyras indicated that this was included in the scope of work in the RFP.

Trustee Madden suggested the Transportation Research Institute be included on the Technical Committee as it has transit expertise and is connected to the community.

Trustee Gartin raised a concern regarding traffic volumes in areas of the city where major developments were occurring and would like to see this incorporated into the study to make sure that transit routes are assisting in traffic issues throughout the community. He specifically identified the South Duff corridor as a potential traffic issue with commuters to the south. Director Kyras said the scope of work does not look at service to/from other communities and Trustee Madden said at some time CyRide may become a regional transit system, but this was not included in the current study.

Transit board members further discussed what they would like to see achieved by this study and indicated that the study would gather the community's perspectives for consideration by the Technical and Steering committee and decision by the Transit Board.

President Haila indicated his interest in determining, with the existing budget and recommendations from the Orange Route study, how CyRide can better move people through campus and carry more people with the same number of buses and drivers.

Director Kyras will add students to the technical committee, visit with CTRE about becoming involved in the process and move forward with contacting the remainder of the people for the two committees.

Transit board members continued discussion regarding the Research Park and special route structures for special events.

Trustee Staudt shared his thoughts about the study indicating that board members should be open to the public's expectations and recommendations from the committees. Further, he indicated that he believed the board's role is to be realistic in the adopted system changes and to consider the benefits of the current structure as well as any modifications.

Trustee Gartin made a motion to approve Alternative #2 to approve representatives of CyRide's System Redesign Study's Technical and Steering Committee's as modified by board members. Trustee Staudt seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

President Haila shared his intention to be a part of the consultant interviews.

QUARTERLY OPERATIONS REPORT (JAN – MAR. 2016): Director Kyras explained that this agenda item contained both the standard quarterly operations report format, but also included a summarized version to allow for a quick overview of the system's performance for board members. Director Kyras briefly described the new format indicating it included a table with key performance measures and then an explanation of areas where performance was either trending downward or was an area for monitoring. She then summarized the performance comments:

- DAR – one negative quarter with lower expenses.
- MLX – stable ridership this quarter and year to date.
- Accidents – CyRide accidents that could have been avoided (preventable) were higher this quarter, but year to date were stable. CyRide staff is convening an internal committee to look at the accident trend this year, with the goal to develop solution(s) to avoid more accidents in the future.
- Customer Comments - More passenger comments, with ridership being stable indicates less customer satisfaction. Staff will monitor this trend to determine the major “themes.” Currently a majority of these include the need for more service and overcrowding.

Board members asked clarifying questions regarding how to interpret the new format.

Director Kyras requested board input regarding the new, summarized format and if it was helpful to continue in the future. Transit board members agreed it was a phenomenal tool for a quick snap shot of how the system was performing and it appeared to be a straightforward methodology to understand. The consensus was to use this new format for the next several reports, with some additional changes to make it easier to understand the positive and negative trends.

TRANSIT DIRECTOR’S REPORT:

- Federal grant application was submitted by the state with the hope of receiving up to 12 buses. CyRide will know results of application in August or September.
- Ames Chambers will travel to Washington, DC in June and CyRide has been asked to develop information that could be shared with Iowa’s Congressmen and their staff as a part of the Chamber’s priorities (meeting handout).

Trustee Gartin left the meeting at 9:45 a.m.

- Update on summer hiring indicated that CyRide was continuing to struggle to gain interest in driving with low numbers of applicants. However, Director Kyras shared that nine new employees were beginning their training and that seven had left CyRide employment. She indicated that this was not unexpected as students graduated at the end of the spring semester, but that CyRide should see an increase in the number of individuals hired with fewer leaving. There was a brief discussion regarding the impact of ISU’s priority scheduling. President Haila asked if CyRide has the ability to achieve its hiring goals for fall. Director Kyras indicating the goal of 30 new drivers hired/trained for fall would be a challenge, but would keep the board informed. She provided further detail on the new processes being used to attract applicants.
- Rate setting sheet attached to the previous board packet included an incorrect fare structure for passes. The attached sheet reflects current and proposed

rates. This correction requires no action as the board approved no change in pass rates, which is correctly reflected with the revised sheet.

- Director Kyras skipped over this topic as it was included in a previous agenda item.
- The Odyssey of the Mind event will occur in the next few days. The last time this event was held in Ames CyRide provided over 92,000 rides.
- Preliminary plans and specifications for the pit construction project will be taken before the City Council for approval as required under Chapter 26A of the City Code. Once the bids are received, information will be provided to the Transit Board for approval of award. President Haila requested additional information on this process. Assistant Director – Fleet and Facilities, Rich Leners, explained the city procurement process and the rationale for dividing the work of replacing all pits into two phases.

Director Kyras indicated that a special meeting of the Ames Transit Board of Trustees would be held on Thursday, June 16, 2016 at 8:00 a.m. for the purpose of considering the System Redesign Study proposals.

NEXT MEETING TIMES AND PLACE:

- July 20, 2016, 8:00 AM – This meeting was rescheduled for July 11th at 8:00 AM due to board member scheduling conflicts.
- August 24, 2016, 8:00 AM

Meeting Adjourned: Trustee Staudt made a motion to adjourn the meeting. Motion seconded by Trustee Valentino. Meeting adjourned at 10:04 a.m. (Motion carried.)

John Haila, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 16, 2016

The Ames Transit Agency Board of Trustees met on June 16, 2016 at 8:00 a.m. in the CyRide Conference room. President Haila called the meeting to order at 8:03 a.m. with Trustees Staudt, Madden, Schainker, Haila and Gartin present with Trustee Valentino via conference call. Absent: None.

PUBLIC COMMENTS: No public comments.

ELECTION OF OFFICERS: Director Kyras shared that CyRide's Transit Board annually elected officers in May or June of each year as required by the Ames Municipal Code, Chapter 26A. Further, she stated that the Vice President position was vacant as a result of Hamad Abbas' graduation from Iowa State University. Director Kyras indicated that Trustee Haila was interested in continuing as President and that Trustee Valentino was interested in the Vice Presidency, but that nominations could also be taken from the floor.

Trustee Madden made a motion to accept the names presented by Director Kyras, Trustee Haila for President and Trustee Valentino for Vice President. Trustee Gartin seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

SYSTEM REDESIGN STUDY – CONSULTANT AWARD: Director Kyras explained the process that had taken place to select a consultant for the System Redesign Study, which was documented on the attached memo included as a part of the board's information. Director Kyras highlighted the process utilized to select the two finalist firms and the recommendation for consultant award.

The study evaluation team for the finalists interview, excluding President Haila, rated Nelson/Nygaard as the best fit and their cost proposal was also the lowest bid; however, higher than the budgeted amount at \$150,000, funded with \$100,000 from the Ames Area MPO and \$50,000 from CyRide's budget. She further explained the finalist's explanation of why the proposals were higher than the budget due to survey and ridership counts tasks. She also shared the firm's information regarding how each firm could reduce the scope to be closer to the study's budget, with varying approaches from the two firms. Director Kyras shared that both consultants had, however, indicated that the study could be enhanced with the larger scope. Director Kyras said CyRide staff indicated that whichever firm was chosen, that staff would need to negotiate the final cost of the study, based on the tasks determined to be essential to the study.

Transit board members asked about reference checks for Nelson/Nygaard. Director Kyras shared that she had completed reference checks on the three originally proposing firms and that Nelson/Nygaard had received very positive remarks from other transit systems, with one negative comment regarding a subconsultant charged with the public

engagement task. Upon further clarification with this transit system, it was found that a different firm than was proposed for CyRide's project completed had that task. She also clarified the transit system's experience with the technical portion of the study and that all systems indicated that they were very satisfied with Nelson/Nygaard's work in this area.

Based on the additional information provided through reference checks, Director Kyras indicated that staff was comfortable with the interview committee's recommendation. Further, she recommended allowing staff to negotiate with the firm for a budget of up to \$180,000, which would provide staff the latitude to ensure that the study tasks are appropriate, but at the lowest possible cost. This also allows the project to keep moving forward at the beginning of the fiscal year as planned. Staff would report the results of this negotiation at the July board meeting.

Trustee Schainker raised a concern regarding the study's cost exceeding the established budget and cautioned staff to make sure that the study's tasks reflected the required work to complete a successful study, but at the lowest cost. He then inquired about where the additional funds could be secured to complete the study. Director Kyras indicated that CyRide's closing balance could be used to fund the additional expense.

Trustee Gartin shared that he was comfortable with the higher cost of the study and that he believes it is an important project for CyRide, indicating that the cost appeared reasonable in light of the cost of other planning studies recently conducted within the city. He asked if CyRide believes that the Nelson/Nygaard firm had conducted studies on "successful" transit systems as it requires more creativity to identify opportunities when services are efficiently operated.

Director Kyras shared information regarding the studies that each of the two finalist firms had presented in their original proposal and in the interview. She also indicated that the recommendations from other system's studies for both firms were being implemented.

President Haila shared that he was impressed with the Jacksonville Florida study completed by Connetics and believes that it is a comparable system to CyRide. Director Kyras shared her thoughts that the difference between the two proposals for her was that Nelson/Nygaard demonstrated the technical skills as well as some unique ways of engaging the public in understanding the costs and benefits of different route recommendations.

Trustee Schainker shared his thoughts that before a contract is finalized, he believes that CyRide should determine how the current system could be sustained as the public's expectations will be raised through this process. Director Kyras shared that the establishment of goals/objectives for the study will be determined by the board as one of the first steps, prior to public engagement and that the board will have the

opportunity to set the direction of the study and, through the public engagement process, support these goals/objectives through public engagement tools.

Barbara Neal shared her thoughts about the recommended firm indicating that the “build your own system” tool would be very beneficial for the public and all stakeholders to understand the cost to operate the existing, and any modifications to, service. She also indicated that she believes that Nelson/Nygaard showed a passion to complete the study that the other firm did not demonstrate.

Director Kyras further indicated that Connetics assisted on the Orange Route study and that she thought a fresh approach to System Redesign study, from a new firm, could benefit the community.

Trustee Gartin shared his thoughts that he believed that too much weight was being placed on the public feedback mechanism and that more weight should be placed on the technical analysis. Trustee Schainker agreed.

Director Kyras indicated that it was important at the end of the study to have a consensus around the recommendations developed, so that both the technical and public input process were needed to have a successful project that will guide the direction CyRide service will take in the next five years. She also indicated that Nelson/Nygaard presented a solid technical approach.

Trustee Gartin’s shared his thoughts on the study’s objective indicating that he desired a technical analysis that would allow CyRide to plan for modifications in the future.

Director Kyras shared her concerns with strictly basing the decision on technical merit, again indicating she believed both firms were capable of providing a sound technical analysis. She indicated that she believes that a consensus of transit board, public and stakeholder opinions around a recommendation was important to move the transit system forward, as well and that she believed that the community had struggled with this in the past several years as ridership has grown so quickly.

Trustee Gartin requested information regarding how a transit system’s performance is determined. Director Kyras indicated that each transit system develops measures that reflect the characteristics of their system, but that there were industry measures, such as the number of passengers per hour and mile. However, Director Kyras cautioned that CyRide’s performance on these measures were significantly better than the industry as CyRide buses were full and an improvement in this number for CyRide meant more buses were full to capacity or beyond.

Trustee Gartin asked Director Kyras about her thoughts on what she wanted to “get out of” this study. He continued wondering how to address the growth in development with existing financial transit resources.

Director Kyras shared her thoughts that developing modifications to the existing system, which would stay within financial constraints/established with the study's goal and objectives, plus identifying service growth that would provide service enhancements over the next five years that could be addressed at CyRide's annual budget time would provide a guide for future service decisions.

Trustee Schainker asked that the consultants bring back a plan based on the board's goals/objectives. He indicated that, with public input, there will be lofty expectations and that obtaining a consensus of the entire community and board would be difficult. Director Kyras acknowledged that having everyone agree on one set of recommendations would be difficult, but indicated that there would hopefully be a consensus on the direction CyRide should take, such as concentrating CyRide's limited resources on heavily utilized routes versus another approach of ensuring the entire community receives the same level of service.

Trustee Staudt shared his thoughts that there is never a guarantee of how the public will view service concepts, but that he believes that if the transit board desires to solicit public input, it must also be willing to consider their desires for service as well.

Trustee Madden indicated that meeting service expectations and financial constraints is challenging and that there is a level that students will not be willing to raise tuition to support these services. He shared an example of the service to south Ames that is less efficient, but the board has chosen to continue this service to meet social service needs. Further, he shared that he believes that consultants will not be able to solve all service problems, but that they may be able to prioritize service for the board/community.

A question was raised regarding the costs of both proposals to complete the survey, ridership count data. Director Kyras indicated it was a substantial piece of both proposals – approximately \$100,000 for Connects and approximately \$85,000 for Nelson/Nygaard.

Trustee Schainker shared his thoughts that redesigning an entirely new system is not the question, but rather how CyRide can do it better as it is already a good system. Director Kyras indicated that the scope of work included an option for making smaller scale improvements to the systems, as well as options for major route concept changes, such as the elimination of routes on campus.

Trustee Schainker asked Director Kyras what she hoped to gain from the public input. She indicated that her goals would be to gain a better understanding of what residents like about the current system and what they wish could be improved for the future.

Trustee Gartin shared his thoughts that the two consultants being considered had worked with systems that had stable ridership as opposed to CyRide's substantial

growth and current level of ridership. He indicated he desired a consultant that could understand this trend and help the transit system determine how to best meet the need of this type of community characteristic. Trustee Gartin specifically identified the north side of Ames as a potential area he would like the consultants to review.

President Haila expressed his thoughts that the consultants need to be in tune with the Transit Board's expectations and be willing to modify the work to be completed, if necessary to address the issues the board determined were important as the study progressed. However, he shared a concern that addressing all public comments could expand this scope beyond the original vision and framework of the scope of work. Further, he shared that CyRide has a phenomenal system and that he does not want to compromise the basic structure through this process. He indicated that a face-to-face meeting with the consultant would be better to accomplish this initial meeting.

Trustee Gartin indicated that the evaluation committee's choice was to hire Nelson/Nygaard. Director Kyras responded by agreeing with the statement, indicating that both firms presented solid work, but she believes that a firm that had not worked with CyRide before could bring a fresh, objective perspective to the service study. Barbara Neal shared her thoughts agreeing that Nelson/Nygaard was the best firm to conduct the study. She indicated she appreciated their approach to a sustainable system and was concerned that Connetics would not bring this same approach.

Trustee Gartin made a motion to move Alternative #1, to approve award of the CyRide System Redesign Study to Nelson/Nygaard of Seattle, Washington and direct CyRide staff to negotiate a budget up to \$180,000. Motion seconded by Trustee Madden.

No further discussion, President Haila called for the vote. (Ayes: Six. Nays: None.) Motion carried.

TRANSIT ADVERTISING CONTRACT EXTENSION: Director Kyras shared with the Transit Board that its current advertising contract with Houck Advertising will expire on June 30, 2016; however, there was a clause that allowed the contract to be extended for an additional two years. She shared the terms of the contract: 52% of the gross sales receipts and a minimum revenue guarantee of up to \$106,000 this year. She indicated that Houck as traditionally sold more signage than the minimum amount, indicating that this year's revenue should be around \$150,000. Director Kyras then provided a comparison of contract terms with other Iowa transit systems as detailed in the board's information packet.

Director Kyras recommended to board members to either approving a two-year contract extension, recognizing the good work accomplished to date in exceeding the minimum annual guarantee, or the second option to extend the contract three months, which would allow time for CyRide staff to complete a RFP and request bids for the work.

Trustee Gartin asked if CyRide staff had considered bringing the advertising in-house. Director Kyras indicated that this had been researched in 2008 and the net revenues generated at that time did not exceed the guaranteed revenue provided in an advertising contract. She indicated that CyRide now operated more than 30 additional buses, so staff could again review this to determine if it was a better option. However, she indicated that with the transit systems growth and the work load of existing staff, that it was beneficial to contract for this work.

Trustee Madden was not opposed to having someone in-house or interns do the advertising, but shared ISU's experience with interns selling advertising for the ISU Daily, indicating that a stable relationship with advertisers was preferred in the business community as opposed to the continual turnover of interns.

Trustee Staudt shared his thoughts regarding rebidding the contract versus extending it, indicating that if there was a reasonable assumption that additional revenue could be attained, that it made sense to rebid. Director Kyras indicated that she believed CyRide was receiving one of the higher percentage of gross revenues, so was unsure if another firm would generate more revenue for CyRide.

President Haila suggested a one-year extension with Houck Advertising and then to rebid the contract at the end of the year.

Trustee Madden mentioned that technology has changing and wondered if there were additional ways to gain more advertising dollars. Barbara Neal indicated that Houck has proposed additional advertising methods and that staff would continue to monitor the industry in the next year for CyRide appropriate options. He also agreed with President Haila not to lock into the two-year contract.

Trustee Gartin moved Alternative #1 with a one-year contract extension to Houck Advertising of St. Paul, MN to expire June 30, 2017. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

TRANSIT DIRECTOR'S REVIEW: Trustee Schainker explained to the new transit board members that the Transit Director is appointed by the Transit Board, but is an employee of the City of Ames. Further, that her annual performance evaluation is completed by the Transit Board using the City of Ames performance measures.

Trustee Schainker said the Transit Board unanimously agreed that Director Kyras' performance this past year was outstanding, sharing several accomplishments, such addressing the driver shortage and Dial-A-Ride issues. He then thanked her on behalf of the board for another successful year.

He shared that Director Kyras is at the top of the salary range and will receive a cost of living increase of 2.75%. Further, he indicated that Director Kyras asked for an additional week of vacation, from three weeks to four weeks beginning July 1, citing previous precedents for this increase.

Trustee Schainker moved that Director Kyras receive the additional week of vacation, from three weeks four weeks beginning July 1, 2016. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Additional remarks were made by individual Trustees regarding their perspective on director Kyras' performance, citing her leadership and technical ability.

Director Kyras announced Karen Jamison's retirement the end of September 2016, indicating she had worked for CyRide for 40 years. She indicated that Karen would be very much missed and appreciated all of the work she had accomplished for CyRide and all the changes she had seen in her tenure at CyRide. Board members added their thanks to her as well.

Trustee Madden asked about the summer ridership level and Director Kyras reported it was slightly lower for the time period compared to previous years.

Director Kyras provided an update on the driver shortage, indicating that staff was making progress and hoped to meet the goal of 30 new employees starting this fall. She shared that the new "driver hiring" advertisement on the NextBus signage was helping, but that CyRide still was not getting the applicant pool and hoped July recruitment was better.

NEXT MEETING TIMES AND PLACE:

- July 11, 2016, 8:00 AM
- August 24, 2016, 8:00 AM

Meeting Adjourned: Trustee Madden made at motion 9:20 a.m. to adjourn the meeting. Motion seconded by Trustee Gartin. Motion carried.

John Haila, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: July 11, 2016

SUBJECT: 2016-2017 Operational Contract

BACKGROUND: In July 2015, the Transit Board of Directors approved a one-year contract with CIT Signature Transportation of Ames, Iowa to operate two buses on the Cardinal Route in daily service between 7 am and 11 am, extended to 2 pm for the Spring semester, to assist CyRide with its operational requirements at a school year cost of \$172,869.42. This was a demonstration project to determine the ability of a private bus operator, using transit-style-buses, to provide CyRide service.

A survey was completed in April 2016 to determine the outcome of this demonstration project with the overall satisfaction of CIT's service at 4.2 out of a scale of 1.0 to 5.0. CyRide's satisfaction rate was 4.6. After discussions with the Transit Board in April 2016, board members voted to, "Direct staff to prepare a new Request For Proposal to received bids on service contracting on the Cardinal Route for the 2016-2017 school year for consideration at the July Transit Board meeting."

INFORMATION: As a result of this successful project and at the Transit Board's direction, CyRide prepared a bid for a more substantial piece of CyRide's peak period service for its "regularly-scheduled" service on the Cardinal Route campus circulator by extending this contract from 7 am until 6 pm, adding an additional 4 hours per day. **CyRide received only one bid again this year from CIT Signature Transportation for a cost of \$1,650.00 per day for two, eleven-hour pieces of work.** CyRide's estimated cost to provide this same service would be as follows:

- **Fully Allocated Cost*** - \$1,866.00 per day
- **Direct Cost*** - \$1,110.00 per day

*Fully Allocated Costs include wages, benefits, consumables, overhead, and vehicle depreciation; whereas, direct costs include only wages, benefits and consumables, such as fuel/oils.

CIT's hourly cost of this service would be \$84.81 compared to CyRide's fully allocated hourly rate of \$86.00 per hour. Therefore, this cost has been determined to be a reasonable expense

for the operation of this service. **Additionally, this contract will eliminate the need for an estimated six drivers and buses this next year at a time when CyRide is struggling to adequately staff its daily service.**

It is anticipated that the total value of this contract for the 2016-2017 school year will be approximately \$298,560.

ALTERNATIVE:

1. Approve a contract with CIT Signature Transportation at \$1866.00 per day for service as directed by CyRide for the 2016-2017 school year.
2. Do not approve a contract with CIT Signature Transportation for CyRide services and directly operate this service for the 2016-2017 school year.

RECOMMENDATION:

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

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: July 11, 2016
SUBJECT: System Redesign Study – Contract Award

BACKGROUND: At the June 16, 2016 Transit Board meeting, board members approved award of the CyRide System Redesign Study (Comprehensive Operational Analysis) to the Nelson/Nygaard firm for a contract price to be negotiated up to a maximum of \$180,000. This approval was based upon a recommendation from an evaluation team comprised of city, ISU and CyRide employees.

The study is scheduled to begin as soon after July 1, 2016 as possible, to be completed in approximately 12 months.

INFORMATION: Since the June 16, 2016 meeting, staff has been working on two pre-study activities: budget negotiations and consultant services contract. Each is briefly described below.

Budget Negotiations

CyRide staff has been working with the Nelson/Nygaard firm to gain a better understanding of their scope of work modifications to reduce the budget in an effort to ensure that the study will result in a sound recommendation regarding the transit system’s structure, based upon accurate data, at the lowest price. After numerous discussions to clarify the firm’s proposed scope of work under a smaller budget, CyRide staff believes the attached budget of \$158,858 reflects the appropriate scope to ensure a quality study.

The changes made from the revised budget of \$186,632 include the following:

- **Ridership Counts –**
 - Counting on Monday and Wednesday’s only and the then extrapolating the data to Tuesday and Thursday based on ridership by route and load counts.
 - A Saturday ridership count was added for the #3 Blue Route only to gain an understanding of the unique characteristics of this route on weekends.
- **Design Your Own System –** This public engagement tool was added to help the public understand the balance between desired transit services and its cost implications.

The budget overrun of \$8,858 could be addressed through potential fuel savings (last five loads of fuel averaged \$1.55 per gallon compared to the budget of \$3.00 per gallon) or the closing balance if a year-end budget savings is not achieved.

Consultant Services Contract

After completing budget negotiations, CyRide staff worked with Nelson/Nygaard personnel to develop a draft, consultant services contract. This contract consists of a contract and two supplemental materials as follows:

- **Contract** - Service Agreement- will be distributed prior to the board meeting with copies available at the meeting
- **Supplemental Material** - CyRide Request for Proposal (including FTA Clause requirements) – available at the meeting
- **Supplemental Material** - Nelson/Nygaard proposal – available at the meeting

The three contract components meet the Federal Transit Administration and City of Ames contract requirements. The City of Ames City Attorney has reviewed the attached contract/supplemental material and approved it for content.

If the contract is approved by the Transit Board of Trustees, CyRide staff will begin the study the week of July 18th with a conference call between the consultant and CyRide staff to begin organizing efforts. Prior to the beginning of school, it is anticipated that the consultant will begin: gathering data on CyRide's existing system, organizing the ridership count, rider and non-rider surveys processes to be conducted in early September, and conduct the peer group analysis. A special Transit Board work session has been scheduled for August 31, 2016 from 11:00 am to 1:30 pm to establish expectations and set study goals and objectives. The consultant will travel to Ames on August 30th to start the following activities prior to the board meeting, so that they have a sound base to work with the Transit Board and staff in developing the study's goals and objectives.

- CyRide meeting with staff and service area tour
- CyRide driver/dispatch meetings
- Steering Committee meeting
- Technical Committee meeting
- Observation of peak service (7:00 – 9:30 am)

For the remainder of August 31st and the morning of September 1st, staff is working to set up meetings with community stakeholders (individuals/groups) to provide additional community insight/background for the consultant.

ALTERNATIVES:

1. Approve a contract with Nelson/Nygaard of Seattle, Washington for \$158,858 to complete the CyRide System Redesign Study.
2. Direct staff to renegotiate a contract with Nelson/Nygaard of Seattle, Washington for a different scope of work/budget.
3. Do not enter into a contract or a System Redesign Study at this time.

RECOMMENDATION:

The Transit Director recommends Alternative #1 to approve a contract with Nelson/Nygaard for a comprehensive operational analysis of CyRide's system to determine if the existing route structure/schedule provides the greatest benefit for the community in light of its significant ridership increase from 4 million to almost 7 million rides.

The negotiated budget, scope of work and contract will provide for a successful study and a legally binding relationship between CyRide and Nelson/Nygaard for the completion of this important CyRide study. Approval of this contract in early July will allow the study timeframe to begin as originally scheduled.

| Task Description | Nelson\Nygaard Labor Costs | | | | Subconsultant Costs | | | | | | | | | | | | | | | | Total Labor Hours | Total Labor Costs | Total Travel Expenses | Total Misc. Expenses | Total Direct Expenses | Total Costs | | | | | | | | | | | | | |
|---|----------------------------|------------------------|-----------------|----------------|---------------------|-----------------|-----------------|------------------------|----------------------------------|--|------------------------|--------------------|-------------------------|-------------------------|------------------------|----------------|----------------------------------|----------------------------------|-----------------|-----------------|-------------------|-------------------|-----------------------|----------------------|-----------------------|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | Thomas Wittmann | Cristina Barone Senior | Associate 1 | Intern | AJM & Associates | | | | Express Employment Professionals | | | | CDG | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Principal 4 | Associate 1 | Associate 1 | Intern | Professional Staff | Lead Supervisor | Technical Staff | AJM & Associates Labor | Surveyor | Express Employment Professionals Labor | Rosell Project Manager | Nelson Engage ment | Fog/Mengi Urban Planner | Rader Designer/ Planner | Dickson Asst. Designer | CDG Labor | Total Subconsultants Labor Hours | Total Subconsultants Labor Costs | | | | | | | | | | | | | | | | | | | | | |
| | Base Rate | 69.42 | 47.93 | 26.45 | 19.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overhead 175.00% | 121.49 | 83.88 | 46.28 | 34.71 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Profit 10% | 19.09 | 13.18 | 7.27 | 5.45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Billing Rate | \$210.00 | \$145.00 | \$80.00 | \$60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | Hours | Cost | | | | | | | | | | | | | | | | | | | | |
| 1 Refine Goals and Objectives for the Study and Conduct Kick-Off Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 Kickoff Meeting/Refine Project Plan | 10 | | | | 10 | \$2,100 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 Refine Goals and Objectives | 2 | 4 | | | 6 | \$1,000 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 Ongoing Project Management | 18 | 9 | | | 27 | \$5,085 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Total | 30 | 13 | 0 | 0 | 43 | \$8,185 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | |
| 2 Collect Stakeholder Input to Determine the Study's Parameters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 Initiate System Redesign Technical Committee and Steering Committee | 40 | 10 | | | 50 | \$9,850 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2 Collect Stakeholder Input | 16 | 4 | | | 20 | \$3,940 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.3 Collect Input from Front Line Staff | 2 | | | | 2 | \$420 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Total | 58 | 14 | 0 | 0 | 72 | \$14,210 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | |
| 3 Conduct a Peer Analysis of Similar University Transit Systems | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 Conduct Peer Review | 1 | 2 | 8 | 8 | 19 | \$1,620 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Total | 1 | 2 | 8 | 8 | 19 | \$1,620 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | |
| 4 Collect Current CyRide Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 Conduct On-Board Ridership Count | 2 | 2 | | | 4 | \$710 | 59 | 78 | 160 | 297 | \$21,805 | 770 | 770 | \$13,860 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.2 Develop Route Scorecards | 2 | 2 | 26 | 8 | 38 | \$3,270 | | | | 0 | \$0 | | | | | | | 1067 | \$35,665 | 1071 | \$36,375 | | | | | | | | | | | | | | | | | | |
| 4.3 Develop Route Profiles | 2 | 4 | 28 | 8 | 42 | \$3,720 | | | | 0 | \$0 | | | | | | | 0 | \$0 | 38 | \$3,270 | | | | | | | | | | | | | | | | | | |
| 4.4 Calculate Load Profiles for Weekday not counted with on/off | 2 | 2 | 26 | 8 | 38 | \$3,270 | | | | 0 | \$0 | | | | | | | 0 | \$0 | 42 | \$3,720 | | | | | | | | | | | | | | | | | | |
| Task Total | 8 | 10 | 80 | 24 | 122 | \$10,970 | 59 | 78 | 160 | 297 | \$21,805 | 770 | 770 | \$13,860 | 0 | 0 | 0 | 0 | 0 | 38 | \$3,270 | | | | | | | | | | | | | | | | | | |
| 5 Conduct Rider and Non-Rider Surveys | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 Conduct Passenger On-Board Survey | 1 | 1 | 8 | | 10 | \$995 | 17 | 0 | 10 | 27 | \$2,455 | 124 | 124 | \$2,232 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.2 Conduct Non-Rider Online Survey | 1 | 8 | 8 | | 17 | \$2,010 | | | | 0 | \$0 | | | | | | | 151 | \$4,687 | 161 | \$5,682 | | | | | | | | | | | | | | | | | | |
| 5.3 Conduct Service Scenario Recommendations Online Survey | 1 | 8 | 8 | | 17 | \$2,010 | | | | 0 | \$0 | | | | | | | 0 | \$0 | 17 | \$2,010 | | | | | | | | | | | | | | | | | | |
| Task Total | 3 | 17 | 24 | 0 | 44 | \$5,015 | 17 | 0 | 10 | 27 | \$2,455 | 124 | 124 | \$2,232 | 0 | 0 | 0 | 0 | 0 | 17 | \$2,010 | | | | | | | | | | | | | | | | | | |
| 6 Conduct Civic Engagement Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 Finalize Civic Engagement Plan | 1 | 1 | | | 2 | \$355 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.2 Public Meetings | 8 | 8 | | | 16 | \$2,840 | | | | 0 | \$0 | | | 2 | \$250 | | | 2 | \$250 | 4 | \$605 | | | | | | | | | | | | | | | | | | |
| 6.3 Go to Where People Are (Pop-Up Meetings) | | | | | 0 | \$0 | | | | 0 | \$0 | | | 6 | \$45 | 44 | 6 | 17 | 118 | \$9,845 | 118 | \$9,845 | | | | | | | | | | | | | | | | | |
| 6.4 Design your Own System Web Tool | 4 | 8 | 40 | | 52 | \$5,200 | | | | 0 | \$0 | | | | | | | 0 | \$0 | 52 | \$5,200 | | | | | | | | | | | | | | | | | | |
| Task Total | 13 | 17 | 40 | 0 | 70 | \$8,395 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 8 | \$45 | 44 | 6 | 17 | 120 | \$10,095 | 120 | \$10,095 | | | | | | | | | | | | | | | | | |
| 7 Review of Current Land Use Plans and Multi-Family Development | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 Review of Plans and Development | 2 | 2 | 8 | 8 | 20 | \$1,830 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.2 Conduct Market Analysis | 2 | 2 | 16 | 8 | 28 | \$2,470 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Total | 4 | 4 | 24 | 16 | 48 | \$4,300 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | |
| 8 Develop Service Concepts and Final Recommendations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.1 Develop Service Scenarios | 32 | 40 | 8 | 8 | 88 | \$13,640 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Total | 32 | 40 | 8 | 8 | 88 | \$13,640 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | |
| 9 Refinement of the Final Service Delivery Method | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.1 Develop Preferred Scenario | 24 | 32 | 8 | 12 | 76 | \$11,040 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Total | 24 | 32 | 8 | 12 | 76 | \$11,040 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | |
| 10 Development of a Final Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 Develop Draft and Final Report | 16 | 32 | 12 | 12 | 72 | \$9,680 | | | | 0 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task Total | 16 | 32 | 12 | 12 | 72 | \$9,680 | 0 | 0 | 0 | 0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | |
| TOTAL HOURS | 189 | 181 | 204 | 80 | 654 | | 76 | 78 | 170 | 324 | | 894 | 894 | | 8 | 45 | 44 | 6 | 17 | 120 | 1,338 | | | | | | | | | | | | | | | | | | |
| TOTAL LABOR COST | \$39,690 | \$26,245 | \$16,320 | \$4,800 | \$87,055 | \$8,740 | \$7,020 | \$8,500 | | \$24,260 | \$16,092 | \$16,092 | \$16,092 | \$1,000 | \$3,825 | \$3,740 | \$510 | \$1,020 | \$10,095 | \$50,447 | \$137,502 | | | | | | | | | | | | | | | | | | |
| TOTAL COSTS | | | | | | | | | | \$24,260 | \$16,092 | \$16,092 | \$16,092 | \$1,000 | \$3,825 | \$3,740 | \$510 | \$1,020 | \$10,095 | \$50,447 | \$137,502 | | | | | | | | | | | | | | | | | | |
| Total Direct Expenses (For Contracts) | | | | | \$11,053 | | | | | \$9,273 | \$0 | | | | | | | | \$1,030 | \$10,303 | \$158,858 | | | | | | | | | | | | | | | | | | |
| Total Cost (For Contracts) | | | | | \$98,108 | | | | | \$33,533 | \$16,092 | | | | | | | | \$11,125 | \$60,750 | \$158,858 | | | | | | | | | | | | | | | | | | |
| Percentage of Total Project Costs | | | | | 61.8% | | | | | 21.1% | 10.1% | | | | | | | | 7.0% | 45.2% | | | | | | | | | | | | | | | | | | | |

Transit Director's Report

July 2016

1. Affordable Care Act Impact?

The 2016-2017 budget year will be the first year that the Affordable Care Act will impact the City of Ames/CyRide. While many discussions have occurred over the past year, it has been difficult for City and CyRide staff to gain a clear understanding of the new law's requirements and then to interpret its impact on CyRide's agency/budget. Many unknown variables play into the need to offer, or not offer, single-coverage to our employees. With CyRide's large part-time workforce working between 15-39 hours per week, this challenge is even greater. While both groups have been working diligently to determine what changes need to be made to be in compliance with this federal law and determine the impact this will have on the budget, all parties have not been able to identify to-date the methodology that will work to correctly apply this new law. Initial estimates have identified a significant impact to the 2016-2017 budget (up to \$100,000); however, without a final methodology identified and an estimate of this cost, staff is not prepared at this time to provide greater detail on this issue.

While the methodology and impact are being identified, staff will also be looking at its expenses/revenues to determine if a portion or all of its final financial impact can be addressed. It is hoped that staff can provide more detail on this potential budget issue at the August 24, 2016 meeting.

2. Driver Hiring Update

CyRide continues the recruitment, hiring and training process over the summer. Due to the reduced work available over the summer months, the "Number of Open Hours" analysis previously provided to board members would not provide valuable information to gauge progress toward being more fully staffed for this fall. However, the following summary is provided in its place to help understand this progress over the summer.

| # of Applicants - Summer Goal | # of Applicants | # of New Hires - Summer Goal | # of Drivers Hired | # of Drivers Leaving CyRide | Net Change |
|-------------------------------|-----------------|------------------------------|--------------------|-----------------------------|------------|
| 130 | 69 | 30 | 24 | 9 | +15 |

Approximately 3/4 of the way through the summer hiring period (May 1 – July 15) where drivers could be trained and ready to operate service in August, CyRide is continuing to struggle to achieve its goals, with the greatest challenge in attracting individuals to apply for the position. Of the 69 applicants, 18 were not qualified (did not meet hiring standards), and after going through the new hire process only 30 were eligible to hire. 24 were accepted the job offer after the testing and interview process. CyRide will need to hire six additional employees by July 15th to attain its goal of 30 new employees ready to start the fall semester.

3. State Bus Rodeo Results

The Iowa Public Transit Association's (IPTA) annual Bus Rodeo was held in Coralville, Iowa on June 24, 2016. CyRide had four drivers compete in the competition (two in the large bus and two in the small bus division), based upon their ranking at CyRide's local bus rodeo held on June 4, 2016. Below are the results of the state competition, based upon a possible 600 points for the large bus division and 700 points for the small bus division.

Large Bus Division

Kevin Gries – 1st Place – 570 pts.
Paul Klimesh – 2nd Place – 569 pts.

Small Bus Division

Nathan Shimanek – 2nd Place – 629 pts.
Gabe Wohlers – 5th place - 497 pts.

CyRide staff is very proud of the great job that its drivers do on a daily basis and the results of this competition illustrate the strength of its driver's skills when compared to others within the state.

4. Odyssey of the Mind Event Ridership

CyRide provided regular-route bus service during the Odyssey of the Mind World Competition event in Ames from May 25- 29, 2016. During this four-day event, CyRide provided 81,757 rides for participants, which is lower than the previous event ridership at 91,325 rides. Stormy weather encouraged participants to find indoor activities as opposed to traveling around campus, seasonal weather at other times and new signage encouraging walking, led a lot of participants to choose walking and/or not move through the campus as much. Overall, it was a very successful event for CyRide and the community.

5. Bus and Bus Facilities Grant Program

The State of Iowa submitted an urban bus grant request for the new federal Bus and Bus Facilities Grant Program in May, which included twelve CyRide buses. As a part of their application review, the Federal Transit Administration recently released the total dollars requested by transit systems around the nation for this first round of the new grant program. With **\$213 million available, transit systems requested \$1.647 billion**, demonstrating the extreme backlog of buses nationwide and the competitiveness of this grant opportunity. Awards will be announced in August or September.

6. Construction Bid Result

CyRide released a bid for replacement of concrete on the east side of its facility. The results of the bid were significantly higher than estimated and above the budget of \$50,000; therefore, staff has decided to postpone this work for one year with the hope that the bidding climate will be more favorable next year. This rescheduled work will be included for consideration in the 2017-2018 Capital Improvement Plan, which the Transit Board will consider in December 2016.

August

| <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 | 20 |
| 21 | 22 ISU Fall Semester Begins | 23 | 24 Transit Bd Mtg. 8:00 AM | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 Special Mtg. with Nelson/Nygaard 11:00 – 1:30pm | | Future Meetings All Meetings @ 8:00am Sept. 30 Oct. 26 Nov. 30 | |
| | | | | | | |

2016