

AMES TRANSIT AGENCY BOARD OF TRUSTEES CYRIDE CONFERENCE ROOM

October 26, 2016

1. CALL TO ORDER: 8:00 A.M.
2. Approval of August 24, 2016, August 31, 2016 and September 29, 2016 Minutes
3. Public Comments
4. Iowa Clean Air Attainment Grant Application Approval
5. New Federal Transit Asset Management (TAM) Regulations
6. 2017-2018 Service Proposals
7. Transit Director's Report
8. Set Fall Semester Meeting Times and Place:
 - November 1, 2016, 8:00 AM
 - November 30, 2016, 8:00 AM
9. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 24, 2016

The Ames Transit Agency Board of Trustees met on August 24, 2016 at 8:00 a.m. in CyRide's Conference room. President Haila called the meeting to order at 8:00 a.m. with Trustees Madden, Schainker, Staudt, Haila and Valentino present. Trustee Gartin arrived at 8:03 a.m.

Katherine Gregory, Sr. Vice President for University Services, introduced herself to members of the Transit Board and CyRide staff and provided a history of her career before taking the position with Iowa State University. Katherine will be attending the Ames Transit Agency Board of Trustees meeting over the course of the next year to gain a greater understanding of transit issues and then will be taking Mr. Madden's position when he completes this term in June 2017.

Each board member and CyRide staff introduced themselves and their responsibility or role on the board.

APPROVAL OF JULY 11, 2016 MINUTES: Trustee Madden made a motion to approve the July 11, 2016 minutes as presented. Trustee Gartin seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

PUBLIC COMMENTS: Anjana Avr and Pranamesh Chakraborty, employees at the ISU Research Park, urged the Transit Board to consider reopening the bus stops that were closed permanently at the Research Park's North and South Loop drives. They shared that this route change affected 25 - 30 staff and students working in the ISU Research Park that use the #6 Brown route. They recognized that students have cars, but indicated that they choose to ride CyRide. They further explained that the route change requires students to walk five to ten minutes to reach the nearest bus stop near the Social Security Administration building along University Blvd from the InTrans office in the Research Park. They indicated that this distance will be more difficult in winter weather and asked that the stops be reopened to benefit the students working in this area.

Anjana Avr and Pranamesh Chakraborty provided a petition signed by at least 20 students who requested these stops be reinstated, or at least one stop, be reopened and asked the transit board to be sensitive to their request. They further shared that they had been without these stops during the construction of the roundabout, but had expected it to be returned after construction.

Director Kyras shared that CyRide staff had had several conversations with personnel from the ISU Research Park before closing the stops in an effort to address the need for service to the new Hub building and, the currently being constructed, apartments along University Blvd. She further indicated that these discussions with the Research Park included a discussion that the Research Park would consider building a sidewalk

connecting the stop with the parking lot for quicker, easier access to the businesses along the North and South loop, if it was necessary.

Trustee Madden acknowledged that more students will be working in this area and that it has been a challenge to determine how to best serve the entire Research Park with limited resources.

Transit Board members acknowledged the individuals concerns, with Trustee Gartin making a motion to refer this issue to CyRide staff to develop a report regarding the issue and possible solutions. Trustee Valentino seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

JOB ACCESS REVERSE COMMUTE (JARC) CARRYOVER FUNDING – APPLICATION: Director Kyras explained that the Iowa DOT ,at a June meeting, shared that they would be accepting applications for leftover grant money (\$68,000) from the previous transportation bill for the Job Access and Reverse Commute program. These funds are for urban systems, with formal applications due October 1, 2016.

Projects CyRide has previously funded through JARC were: Brown route weeknight service extension, added summer service to the Brown route; Yellow route midday service; and Pink route midday service to the east side of town.

CyRide staff shared that previously funded projects would be eligible under the JARC program and would permit CyRide to pay for these services with federal dollars. It also would create a budget savings of \$68,000.

President Haila asked if the Brown route service near the Research Park would be eligible for this funding. Director Kyras indicated that it would, but that it would be easier for staff to submit an application for a previous project and that the savings could then be used by the Transit Board in any manner it desired. Trustee Schainker also reminded the board that this was one-time funding and any new projects would add to future budget expenses.

Trustee Gartin made a motion to approve submitting a grant application for \$68,000 to the Iowa DOT for Job Access Reverse Commute program funds for four existing CyRide services. Motion seconded by Trustee Schainker. (Ayes: Six. Nays: None.) Motion carried.

DRUG & ALCOHOL POLICY REVISIONS: Director Kyras explained that staff had modified the redrafted policy brought to the Transit Board in May 2016. She indicated that additional changes clarified CyRide practices. She also indicated that staff had provided the policy document to the Iowa DOT's Drug and Alcohol Program Manager for compliance review. She shared that this is a standard FTA policy that CyRide staff modified to reflect CyRide practices. The current policy was approved in 2010. She indicated that the items

indicated in red were presented in May and the changes made since that time are reflected in blue. The policy provided represents the final version, with the following changes: legal name reflected, safety sensitive positions defined, testing facility change, modified language that referred to Assistant Director - Operations as CyRide's drug and alcohol program administrator and CyRide's zero tolerance policy.

Trustee Gartin asked for clarification regarding how the policy addresses an activity that is legal in another state, but would show up in a CyRide drug test. Director Kyras indicated it would be considered a positive drug test and further clarified that employees are provided this information at the beginning of their employment and that this is reinforced periodically with employees at meetings and through handouts provided on a quarterly basis regarding this program.

Director Kyras asked for approval of the new policy so that CyRide is in compliance with federal regulations.

Trustee Schainker made a motion to approve the staff-recommended changes in blue type noted in CyRide's revised Drug and Alcohol Testing policy. Motion seconded by Trustee Gartin. (Ayes: Six. Nays: None.) Motion carried.

QUARTERLY OPERATIONS REPORT: Director Kyras briefly explained the detailed and summary reports regarding CyRide's fourth quarter performance measures. She pointed out positive results for the year, which involved measures regarding expenses due to lower fuel prices, ridership on Dial-A-Ride and Moonlight Express services and maintenance measures. Areas she highlighted for monitoring were accidents and complaints. Further, she indicated that ridership was 1.1% higher for the year; however, if the Odyssey of the Minds special event was not included, ridership was down slightly for the first time in over ten years.

President Haila inquired as to why ridership might be slightly lower for the year. Director Kyras said there are two factors she believes led to this trend - weather and development. Even with ISU enrollment up, weather had an impact on ridership as there were not as many inclement days making it more attractive to walk and bike to class. She also indicated that with the number of new apartments in camputown, which are walkable to campus, that fewer students from this area choose to ride CyRide. She further shared that even with this stable ridership trend, CyRide has just been recognized by the Federal Transit Administration for the highest transit system ridership in the State of Iowa.

Trustee Madden asked if Orange Route ridership had increased. Director Kyras indicated that it was also stable, but if the Orange/Gray/Plum routes were combined, that they indicated an increase. She indicated that these three routes together served the same area prior to development along S. 16th Street.

Trustee Gartin asked if steady to lower ridership was a positive trend for CyRide. Director Kyras said that after eight years of record ridership, that one year of steady ridership allowed staff to "catch up" with this growth.

Trustee Schainker shared his thoughts that he believes that more people were walking and that this is a positive trend for the community; however, he indicated he believes it is not a positive trend where more people are driving to the commuter lot when they could take a route closer to where they live.

Trustee Madden acknowledged that this ridership trend gives operations a break. He also shared that ISU's parking permit trend also has not increased, which means that more students are walking or riding bikes. Trustee Madden attributed this to more Campustown students walking.

Director Kyras indicated that while ridership was steady over the last fiscal year, the peak times were heavier requiring more buses on certain trips.

Director Kyras then indicated that the last quarter indicated a decrease in Dial-A-Ride ridership; however, ridership was higher for the fiscal year.

Trustee Madden inquired if Uber could be impacting Dial-A-Ride. Director Kyras indicated that she did not believe that this was the case as the Uber service was more expensive. President Haila added that CyRide customers had indicated some dissatisfaction in the past with these services. Director Kyras and President briefly explained how this service operated and was funded.

Director Kyras stated that accidents and preventable accidents for the year were higher and that staff had begun meeting to determine if there were opportunities to improve in this area. She shared that more accidents were occurring on CyRide's property as a result of the number of buses being stored and operated from the site and that accident costs were lower as many accidents were minor in nature.

Director Kyras shared that another area that is trending higher is the number of passenger comments. She indicated that more comments were being made about overcrowding and the need for more frequent service. She shared that when an overcrowding comment is made, staff looks at the per trip load counts and if they consistently exceed 65 riders, an additional bus is added.

Transit board members asked if the system redesign consultants would be reviewing the Quarterly Operations Report data. Director Kyras said the scope of work required them to review the productivity of each route and the peer analysis would help them understand how the system was performing overall. She indicated that they currently were working on preparing for the following week's meeting to establish goals and objectives for the study.

Trustee Gartin shared his thought that it should be easy for customers to comment about CyRide service and compared it to Uber where comments were provided through technology - apps. Director Kyras explained the numerous ways customers could comment about CyRide's service. Barb Neal, CyRide's Operations Supervisor indicated that CyRide took every comment seriously and if fault was found with the driver disciplinary action was taken. She indicated that a general rating of how service was operated could benefit CyRide without impacting the drivers work history.

Trustee Gartin indicated that CyRide should strive to improve and that students tended to be complacent and not provide feedback. He indicated that he would be concerned if we were receiving more complaints and remarked about the lower number of comments.

Trustee Madden shared his thoughts that there are two kinds of feedback - route improvements and driver concerns. He felt that there is value in the feedback on system or route issues as opposed to specific driver issues. He also cautioned board members that customers can get "over surveyed."

Director Kyras highlighted one additional trend regarding farebox revenue, which continues to trend lower. She indicated that in previous board discussions, this issue would be discussed along with the 2017-2018 budget process later in the year.

TRANSIT DIRECTOR'S REPORT:

Director Kyras explained that this section of the meeting addresses items that do not need action, but that staff believes are important for board members to be aware of.

- PTIG Grant - CyRide was awarded a \$320,000 PTIG grant for the replacement of the roof on CyRide's original building. Specifications will need to be approved by the City Council as it is considered a public improvement and after the bid process is complete, staff will include this on an agenda for Transit Board then City Council approval in October. CyRide is trying to move quickly on this project to begin at the end of November or first part of December.
- Hiring update - As of August 8, 2016, there were 339 open hours that CyRide did not have drivers scheduled to work. These hours were addressed through overtime. In comparison, last year, CyRide had 750 open hours last fall and spring. Director Kyras indicated that she believes that the changes the Transit Board made last year were beneficial in achieving this lower level of open hours. She explained what these changes consisted of. She further explained that CyRide was shifting its focus from hiring/training during the summer to a school year focus. Director Kyras then explained the applicant pool, applicant evaluation and hiring, training statistics over the summer.

Trustee Madden asked about the quality of people being hired. Barbara Neal, shared that this was a challenge, but that CyRide had not lowered its quality standards.

Katherine Gregory asked what the typical driver retention rate was. Director Kyras indicated that non-student drivers were 8 - 9 years. Barb Neal indicated that student drivers were 18 months to 2 years.

- Articulated Buses - Director Kyras updated board members on the delivery of the four articulated buses. She indicated that three vehicles were currently on property and that the fourth one was to be received within the next week.
- Year-End Review - CyRide staff provided a Year End Review to drivers, which is included in the transit board packet, and represents a brief summary of the past fiscal year.
- CyRide Milestone - Director Kyras shared that on September 13, 2016 CyRide will have provided service to the community for 40 years. She shared the activities that were planned for employees and the public. Board members indicated that they desired to engage the public more and encourage staff to revisit their plan for this celebration. Suggestions included a formal event on campus, handing out birthday cake, proclamation at City Council, etc.
- Affordable Care Act - Director Kyras indicated that discussions were still continuing with City staff regarding the magnitude of the impact of this new requirement on CyRide. She indicated that she hoped to have an answer in the next several months, but that it could have as much as a \$100,000 unbudgeted impact.

FALL SEMESTER MEETING TIMES AND PLACE:

- August 31, 2016, 11:00AM Special Meeting
- September ~~30, 2016, 8:00AM~~ 29, 7:30AM
- October 26, 2016, 8:00 AM
- November 30, 2016, 8:00AM

Meeting Adjourned: Trustee Gartin made at motion to adjourn the meeting at 9:47 am. Motion seconded by Trustee Schinker. Motion carried.

John Haila, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 31, 2016

The Ames Transit Agency Board of Trustees met on August 31, 2016 at 11:00 a.m. in CyRide's conference room. Vice President Valentino called the meeting to order at 11:08 a.m. with Trustees Madden, Staudt, Schainker, Valentino and Gartin present at the meeting. Absent President Haila.

PUBLIC COMMENTS: Director Kyras stated that the purpose of the meeting was to discuss and set policy direction on the System Redesign Study. She then introduced Thomas Wittmann with Nelson Nygaard.

STUDY INTRODUCTION: Mr. Wittmann, Project Manager for the study, shared his thoughts about the purpose of the meeting. He indicated that his goal was to: provide preliminary information regarding community demographics that would be one "clue" to rider needs, share initial information regarding the peer analysis, detail the activities and timeframe for the study and work with the transit board and staff to set guiding principles, goals and objectives of the study to ensure that the final product meets the needs of CyRide's staff, transit board and the community.

Mr. Wittmann shared his thoughts on what his firm was charged to accomplish, which is to identify transit demand and look for areas to improve CyRide's service delivery. He indicated that this would be accomplished with a series of public outreach efforts and the development of short and long range plans that are fiscally constrained within existing budget constraints and the needs identified through the public outreach efforts. He acknowledged CyRide's phenomenal growth trend and the fact that there would be more needs identified than dollars available. He indicated that at the end of the study, these needs would be documented for future service discussions.

A discussion regarding the City of Ames Land Use Policy Plan update scheduled to begin in two years and the effect of this new plan might have on System Redesign decisions, prior to the Land Use Plan being completed, was discussed. Trustee Gartin asked if the study could be fine tuned in a few years. Mr. Wittmann indicated that if there was a need they would be glad to revisit the recommendations of the System Redesign Study, but that typically staff can modify the recommendations with the tools provided by the System Redesign Study.

Trustee Schainker asked if the study would look at both expenditures and revenues. The consultant indicated that it would not include a revenue analysis, but that the current revenues and known funding changes would be used to determine if the service modification recommendations were fiscally constrained.

Trustee Schainker mentioned the decline in farebox revenue and the situation where, when CyRide increased fares, revenue increased temporarily, but had steadily declined since that time. He expressed a desire to create more community ridership and reverse this trend, but indicated it was challenging in light of the city's limitations on sales and property tax.

Trustee Madden shared his thoughts that CyRide's current farebox revenue is small in comparison to overall local revenues and asked what would happen to ridership if the system became fare free for everyone. The consultant indicated that his firm had assisted Missoula, MT in becoming a fare free system. He indicated that the University of Montana created a majority of their ridership. He indicated that when the transit system became fare free for everyone, their ridership rose between 30% and 40%.

Board members briefly discussed the advantages and disadvantages of a fare free system for everyone. Director Kyras shared that the big impact would affect CyRide's Dial-A-Ride service, which would also need to be free to the public and the cost per ride for this service is five times greater than the fixed route. Additionally, most likely ridership would grow on this system as well, further increasing costs for this service.

Trustee Schainker questioned how to determine whether a request was a "want" or "need." Director Kyras indicated that the surveys were designed to gain a better understanding of this through the questions and "trade-off" scenario contained in the survey.

President Haila arrived at 11:20 a.m.

President Haila indicated Trustee Valentino would need to leave shortly for another commitment and asked if he had any thoughts he would like to share with the board before he left. He indicated that he did not at that time.

The consultant presented information he had gathered from 2014 census information at the tract level regarding employment, income level and other demographic characteristics of Ames. President Haila indicated that the census data was not representative of the community at the tract level as areas with high employment included subareas with no employment. Director Kyras indicated that tracts were large land areas so the employment may be in only one portion of the tract. Mr. Wittmann indicated that this was one of many pieces of information that would be used to determine where service might be needed.

President Haila said the study needed to include future development in addition to where current populations reside. Director Kyras indicated that part of the study was to meet with the City's planning staff to discuss current and future development. She also indicated that where students currently reside is another important piece of information to consider in the study.

The consultant then talked about data collection efforts they would be conducting: rider on and off counts, ridership loads, on-time performance, route and system-level weaknesses and strengths.

Mr. Wittmann then explained the public outreach efforts: stakeholder meetings, transit driver meetings, pop-up meetings, on-line surveys, public meetings and what he anticipated gaining from each of these perspectives. He indicated that thousands of responses were anticipated.

Mr. Wittmann then presented the findings from the peer analysis of eight other university community transit systems. He stated that, overall, CyRide was operated extremely efficiently with more than 56 passengers per hour, which was significantly higher than its peers. He also stated that CyRide is a very well operated transit system, indicating that the cost to provide service in the community is less than its peers.

Mr. Wittmann pointed out one anomaly in CyRide operations compared to its peers - number of revenue miles per peak vehicles driven by CyRide. CyRide operates fewer miles on each vehicle, indicating that it typically operates only when ridership peaks demand the service, as opposed to a consistent schedule, which most systems operate.

Trustee Schainker asked Mr. Wittmann if he analyzed what the average rider pays and if the cost is equivalent for students versus non-students. Director Kyras indicated that the System Redesign scope of work did not include a fare analysis as it was a route structure study. Mr. Wittmann responded by clarifying where data could be gathered to analyze this question, indicating that the federal government's National Transit Database reporting had four fare categories that could be looked at - federal, state, local, farebox. He indicated that student fees are considered farebox revenue under this reporting method.

Trustee Madden said 93% of CyRide riders are students and that every student pays their fees; compared with 3.6% of revenues being generated through the farebox.

Trustee Schainker shared his thoughts that fare free programs dramatically impact ridership and the level of revenue generated, as the revenue per ride goes down the more that students use the service, which he believes will make the system unsustainable in the future. He pointed out that the commuter lot brings a lot of people into the center of the city, as opposed to traveling from bus stops near their residences scattered throughout the city. He acknowledged that this was an efficient way to operate CyRide, but that it also had negative impacts on the community. He asked whether the impact of this type of route design on the community would be studied. Director Kyras indicated that policy questions on community impact were not included in the scope of work.

The consultant shared his thoughts that having riders travel by car to then access transit is not the ideal model. President Haila and Trustee Schainker recommended looking at the Iowa State Center Park and Ride to determine if it was the best model for the community.

Ms. Gregory shared her thoughts about how the fare free program could be modified by indicating that the number of trips could be capped (i.e. 70 trips), but allowing riders to use these in any manner they desired. Trustee Schainker said CyRide has a responsibility to move people around the entire community and while it is convenient to travel to/from campus, it is not as easy to travel to other areas of the community. He encouraged the consultant to keep all customers in mind with the System Redesign.

Trustee Schainker suggested looking at each route's capacity, structure, and load factor. Mr. Wittmann indicated that the system's service is as effective as it can be, but that their work would include an analysis of each route.

Mr. Wittmann then discussed the overall study goal that was included in the Request for Proposal, "to determine if the current route structure/schedules are the most efficient and effective method of service delivery for Ames with a service demand of approximately 7 million rides." He asked board members how they would define this goal and what they believed was important for the community.

Ms. Gregory asked if there was a definition for "efficiency," indicating that it could mean more people, different areas served or the number of people boarding at a stop. The consultant shared an example of what he meant as efficient - that with the large number of buses operated on the Orange Route (up to 9 buses on one trip) that it was very efficient, but indicated there may be a better, more effective way to provide service to these customers.

Trustee Schainker indicated that there may be two objectives: one to provide more service to the entire community of Ames and another to provide service for students into and out of campus. Director Kyras shared two possible study objectives (contained in board material), based upon previous work of the transit board regarding CyRide's service level philosophy.

Trustee Schainker remarked that CyRide operates routes that travel through the community, as well as routes that only travel to/from the university. He indicated that the System Redesign Study should assist the transit board and staff in determining overall priorities for the system that take into consideration more than its efficiency so that less productive routes like CyRide's Yellow route may still have public transit access for its residents.

Trustee Schainker shared his thoughts that new development will dramatically impact CyRide's routes, with some needing service to the university and others to locations

around town. He encouraged the study to look at the growth in non-student development and their needs for transit as well. He also indicated that there are pressures for CyRide service not only prior to a development beginning, but once the development is completed by employees, tenants and owners. Director Kyras indicated that identifying transit corridors would assist developers in determining where to locate these new developments. President Haila shared his thoughts that the pressure placed on CyRide by new development was one of the reasons the System Redesign Study was recommended at this time.

Mr. Wittmann indicated that the study will ask the public questions that indicate possible types of service with costs. Individuals will then need to choose, and prioritize, what is most important for CyRide services. This approach will help guide potential recommendations.

A discussion regarding the university being the largest employer and the challenge to provide a quality service level to other employers located throughout town ensued.

Trustee Madden shared his thoughts that the university is not making enrollment projections at this time. He also indicated that the study will need to consider local preferences like the need to minimize transferring between buses and total travel time on a bus of less than 45 minutes. He indicated that he hoped that this study would provide a system that could address some of these non-student concerns in using the bus. He also shared conversations he had recently had with developers and their thoughts that student housing was "built out" and that they were concentrating more on non-student housing as Ames businesses grow.

Kate Gregory asked if there was an opportunity to lead development like in other communities where business and housing follow where transit operates. The example of Portland, Oregon and their Transit-Oriented Development projects was discussed. Mr. Wittmann indicated that a high level of transit service is needed to attract development.

President Haila acknowledged the need to get the staff, board members and consultant expectations to align at the beginning of the study so that there was not a frustration at the end of the study by one or more of the parties. He indicated the board members desire to be supportive of the students, but also that there is a greater community that also has needs that need to be met. He further indicated the community's support of the Research Park and the challenges of meeting the needs of new areas of town, such as the Industrial Park on the east side of Ames. He encouraged the consultant to help staff and the board to continue to provide a phenomenal service to the students while also meeting other needs in the community, in a manner that allows for sustainable growth.

Mr. Wittmann indicated that, based on his preliminary observations of CyRide's service, that he was concerned about whether the service was sustainable into the future. Director Kyras clarified his statement stating that his definition of sustainable, in this context, meant operationally sustainable as the operations division worked to piece together the service on a daily basis with the existing resources, as opposed to financially sustainable.

The board meeting was paused for a lunch break at 12:37 pm.

Following the break, the consultant asked each transit board member what they would like the Ames Tribune headline to be six years in the future regarding transit. Further, he clarified, "Where do you want CyRide to be and what would that look like?" Each board member shared their headline/vision as follows:

- **Trustee Staudt** - CyRide is not only effective in getting students to campus, but to jobs on and off campus; more students are able to come to campus without a car. Students being able to get to where they want to go using CyRide.
- **Trustee Schainker** - CyRide remains one of the five elements that make Ames a great place to live. When people look at Ames, CyRide currently is listed as one of the reasons that make Ames great - it separates Ames as being special.
- **President Haila** - CyRide wins fifth consecutive award for quality of service and satisfaction, which includes students and across the community. This recognizes CyRide's top notch service currently with the desire that this continue and grow in the future.
- **Trustee Gartin** - CyRide continues to adapt as Ames moves forward. The growth of the university and Ames is a good challenge and opportunity to have as not all cities can say they are growing. There are many reasons for people to move to Ames, and CyRide is a critical component so we need to stay on task and manage it well.
- **Trustee Madden** - CyRide continues to be ranked as one of the best transportation systems in university communities in the country with Ames being ranked as one of the best towns to live in.
- **Katherine Gregory** - Ames wins for smart growth and a key reason is the transportation policy identified by the students, which supports the community as well.

Mr. Wittmann then turned the board's attention to the handout with the currently adopted service philosophy, potential study objectives and guiding principles, which, when completed, will guide the recommendations that are developed. He began with the key point of the service philosophy asking board members about the concept that everyone gets a ride, seated or standing and that no one is left at the bus top to wait for the next bus. Steve Schainker asked if this current philosophy was an unrealistic goal for the future. Mr. Wittmann said that he had never seen a system with a philosophy that

no one is left behind and he believed it was an expensive standard, but that it was what makes CyRide special. President Haila indicated that the philosophy also included a statement "within financial constraints," indicating it had a limit.

Trustee Schainker said that this current philosophy was utilizing resources that could be used for other needs identified in the System Study Redesign. The consultant indicated that to meet this standard in the study, it limits what can be accomplished with the System Redesign. He then asked board members if they wanted the design team to let the staff and board know what it would look like to NOT have this philosophy. Director Kyras urged board members to think through what the ramifications would be to not have this guarantee - students missing classes, public not getting to work/appointments on time, possibly more street congestion and parking issues and/or need for more parking structures. Trustee Staudt agreed and shared an example if a student was on one of the buses that no longer run and could not get to campus or would have to drive to the Commuter lot. He indicated that he believed that a different philosophy would not work.

President Haila shared that he would desire to hear from the consultant what he thought would work as an objective third party. He also indicated that he wanted to make sure the system remained working well for the students as CyRide was seen as having a moral obligation to get students to campus.

The consultant said that he could not currently give the board a good feel for these impacts as he needed more data before an informed analysis could be made, but he suspected at this early stage that CyRide was underutilizing 2 to 3 buses as a result of this guarantee. Trustee Madden asked the consultant's definition of underutilized, citing whether it was operating a bus for one person or half a bus. Director Kyras wondered if the reference to underutilized buses was as a result of the first two week of service, which operates more buses until travel patterns are established. Mr. Wittmann said that was part of it, but also if a person missed a transfer an unused bus at the time could pick up the person up to take them where they were traveling to, if they had time in their schedule. Mr. Wittmann indicated they would include the impacts of these types of policies on the overall cost to provide service. The consultant also indicated they would assess the impacts of other policies, such as bus capacity standards, when exceeded, required adding another bus.

Mr. Wittmann discussed the two proposed study objectives proposed of an efficient and effective transit system providing approximately 7 million rides per year and to provide recommendations for existing services (guideline #1 and #2) and to provide a list of unfunded potential service enhancements (guideline #3).

President Haila asked how "within financial constraints" would be addressed in the study. The consultant indicated that inflationary costs would constitute a "baseline" for the services and then enhancements to address growth would mirror CyRide's historical

increase of 5 - 8% per year. Trustee Madden indicated that this is level of increase was subject to debate as this would be substantially above the rate of inflation. President Haila agreed indicating that construction increases have been in the 3 - 3.5% annually.

Director Kyras said this is challenge and encouraged board members to think through the ramifications of an increase at the rate of inflation. Further, she indicated that with flat federal and state dollars, the budget increase falls on local funding partners and, at the rate of inflation only, CyRide will most likely not be able to continue at current service levels. Trustee Gartin asked for clarification on steady federal and state dollars. Director Kyras indicated that operating funds were steady; however, capital dollars had been significantly reduced. Trustee Gartin indicated he anticipated strong city assessment values in the near future and stated he could support a maximum of 5% annual increases.

Trustee Madden said that student fees have been increasing at the rate of inflation (2.5% - 3% per year) and that they have placed more of their available fee dollars toward CyRide as it was a priority, but was not sure if this could continue in the future. Trustee Staudt shared his views of the pressures regarding student fees to accomplish other student priorities, but indicated that he believed that students might accept as high as 7% increases.

Trustee Madden indicated that he believes that ISU's Senior Administration would find it difficult to accept a 5-6% increase per year.

Trustee Madden shared that the number of students bringing cars to campus is lower, from a high of 70% to 50% currently, which may put more pressure on CyRide.

Mr. Wittmann asked if there was a consensus of a 5 - 7% per year increase to be used for the study. Trustee Gartin shared that he was not comfortable going with more than 5%. Mr. Wittmann indicated that the study would show what the value of the investment was for the community for the funders/community to decide if there was sufficient benefit for the cost. There was a consensus of planning for 5% increases in the study.

Mr. Wittmann then shared another proposed guiding principle, which was to design the system to increase non-student ridership, as well as address student needs. No board members commented on this proposed objective.

The next proposed guiding principle that was discussed was to design a base system of 20 minute peak - 40 minute off-peak service as was currently operated. No board members commented on this proposed objective.

Mr. Wittmann then described the next proposed guiding principle, which was to provide geographic coverage to 85% of Ames residents within 1/4 mile of a fixed-route service.

Mr. Wittmann recommended changing this objective to "85% of residents in transit supportive areas are with 1/4 mile of a fixed-route." Board consensus was to change the language of this guiding principle.

Mr. Wittmann then described the travel time guiding principle of getting from A to point B in no more than 45 minutes. He indicated that most likely every trip will not meet this principle, but that the goal would be to develop a system where the average was no more than 45 minutes so that it was somewhat competitive with the automobile at approximately twice the travel time. Trustee Gartin asked if the day and time of day was a factor as Sunday afternoon trip length time is less important than on a Monday morning at 8:00 am. Mr. Wittmann indicated that the focus was on traditional work commute times.

Trustee Gartin asked about whether the study would address whether the road was constructed to bus strength. Mr. Wittmann indicated that this would be addressed if there was a recommendation to change a street CyRide operated on.

President Haila reiterated the concerns about travel time, indicating that the maximum travel time from south Ames to North Ames was only at 11-12 minutes and that a 45 minute bus ride would not encourage residents to use CyRide. Trustee Gartin agreed and requested that the average travel time be less. Mr. Wittmann indicated it was a maximum, not the average.

Trustee Madden asked if express bus route would be considered as part of CyRide's future service. The consultant indicated that express routes would be considered as a possible route structure.

The travel time guideline was revisited with additional clarification regarding the issue, such as north Ames residents traveling to the Research Park and individuals moving into the community from larger cities desiring public transit. Trustee Staudt stated that the Research Park jobs are going to be higher paying positions and indicated that this clientele would not be as receptive to riding the bus due to their income level.

Mr. Wittmann indicated that the last guiding principle concerned safety - rider and public safety. It is also an opportunity to reduce congestion. There were no board member comments on this guiding principle.

The consultant then provided an overview of tasks in the next two to three weeks, specifically mentioning the online survey that would include tradeoff questions and asked that board members to take the survey and pass it along to others, as it will be a community wide survey. Trustee Schainker raised a concern that asking questions about unmet needs would create an expectation for service and that this provides a lot of pressure to meet these needs. Director Kyras suggested using different wording to try to reduce this pressure similar to the Long Range Plan terminology of "illustrative"

projects. Mr. Wittmann shared his experience in other systems and indicated that people will want to be heard and have their needs acknowledged, but that this does not mean that the Transit Board will need to act upon any or all of these suggestions. He also indicated that some maybe service changes may able to be accomplished through reallocation of resources.

Trustee Madden ask how current versus future demands are addressed in the study using the Research Park growth as an example. Director Kyras indicated that through discussions with the City's Planning Department, that this type of growth should be identified and be included in the list of future possible projects.

Mr. Wittmann ended the discussion with the schedule of activities, indicating a completion date of June 2017. President Haila indicated a concern with developing a set of recommendations and then requesting public input prior to meeting with the Transit Board. Director Kyras indicated that recommendations would be brought to the Transit Board before they were available to the public.

Trustee Madden made a motion to adjourn at 1:50 pm. Trustee Staudt seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

John Haila, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

September 29, 2016

The Ames Transit Agency Board of Trustees met on September 29, 2016 at 7:30 a.m. in CyRide's Conference room. President Haila called the meeting to order at 7:32 a.m. with Trustees Madden, Gartin, Staudt, Haila and Valentino present at the meeting. Absent: Trustee Schainker.

Reporter Richard Martinez with the Iowa State Daily was in attendance.

PUBLIC COMMENTS: No public comments.

FEDERAL TITLE VI PROGRAM UPDATE: Director Kyras provided background information regarding CyRide's Title VI Program, indicating that it was initially developed three years ago to comply with new Federal Transit Administration regulations. She indicated that the regulations required service standards and a written plan. She further indicated that these elements must be updated every three years and that Shari Atwood, CyRide's Transit Planner, had reviewed and modified both elements. Director Kyras explained that one major item that had changed in the plan is the Limited English Proficient outreach requirements as a result of new census data for Ames. As of this year, Ames' Mandarin Chinese population, speaking English than very well, exceeded 1,000 individuals, which requires CyRide to provide all "vital documents" in this language.

Shari Atwood explained that currently there are approximately 1,400 individuals who reside in Ames that speak English less than very well. Trustee Madden asked how this number was calculated and shared that, for individuals to be admitted to Iowa State University (ISU), they have to nominally be able to speak English. Shari Atwood stated that this number is based on census surveys conducted by the federal government and it is based on self-reporting this information.

Director Kyras shared that CyRide had been chosen for a federal Title VI audit several years ago and that through discussions with reviewers, they had indicated that it did not matter if they could speak English well enough to meet ISU standards, but that their bases was strictly the self-reported information from the census.

Director Kyras continued to explain the differences in the written plan and standards from the original plan to the revised plan under consideration. She pointed out the ten items that CyRide is required to have included in the document and generically what is contained in each section.

Trustee Gartin shared a concern regarding the new Limited English Proficiency requirement and the burden it placed on CyRide. He indicated that it was an unfunded mandate that could have significant financial ramifications, with little beneficial impact.

Director Kyras acknowledged his concern, but indicated that CyRide did not have a choice to not comply with the regulation since it receives federal dollars. Ms. Atwood then shared with the board the different activities CyRide currently undertakes to provide access to individuals speaking Mandarin Chinese – website’s Google Translate, picture graphics for lost and found, “I speak cards” for CyRide drivers to identify a customer’s language and can then request assistance in that language and language interpreter telephone services. Director Kyras then explained the changes that CyRide would need to accomplish in the next 120 days - Title VI notices on the bus will need to be translated into Mandarin Chinese (currently these documents are on the website and can be translated through Google translate), advertise the free Language Assistance availability, and translate several policies, procedures and applications into Mandarin Chinese. Director Kyras estimated the cost for these changes to be approximately \$2,000. She also indicated that additional measures, such as interior bus signage including Mandarin Chinese, could be evaluated to determine if they would provide meaningful access for customers and that staff would evaluate each and report the results to the board prior to taking these steps.

Trustee Gartin expressed his continued concern with the new requirement, but indicated that because of the lower cost he could support staff’s recommendations. Shari Atwood provided additional information indicating that the FTA could claim that CyRide was not making meaningful access for individuals if the transit system chose not take these additional measures. She shared an example that if a customer wished to fill out a Dial-A-Ride application, and the only way they could do this was in English, then FTA would find that CyRide was not providing meaningful access.

Trustee Madden shared his thoughts that if 1,000 individuals meet the threshold that he was surprised that Ames’ Hispanic population did not meet this threshold as well. Director Kyras indicated that the census did not indicate that more than 1,000 individuals, self-reporting as Hispanic, spoke English less than very well.

Trustee Gartin requested further clarification of the numbers contained in the written plan, indicating that he thought staff would be recommending that CyRide place its vital documents in Hispanic, as opposed to Mandarin Chinese.

ISU’s Senior Vice President Kate Gregory shared her thoughts that regardless of the individual minority populations, if the census indicates these populations have exceeded federal program thresholds, CyRide must provide meaningful transportation.

Shari Atwood further shared that regardless of this new threshold for Mandarin Chinese, CyRide has to provide meaningful access in any language requested, through the language telephone line.

ISU’s Senior Vice President Kate Gregory shared her thoughts about conversations she has had with foreign-born ISU students about not feeling welcomed in the community

and at ISU. She shared her perspective that she would like to make it easier for all individuals to use CyRide service.

Trustee Gartin reiterated his concern about the new requirements and whether they provided meaningful access and wondered why CyRide was not considering these same efforts for Ames' Hispanic population. Director Kyras indicated that Spanish-speaking populations were more prevalent across the nation and that many of the bus signs are currently translated into Spanish by the bus manufacturer.

Trustee Madden inquired about whether there were requirements to identify the medical facility areas of Ames. Barb Neal, CyRide's Assistant Director – Operations indicated that drivers currently announce this area on the buses.

President Haila said CyRide's Title VI Plan received recognition as a best practice and that his desire was to allow staff to continue to be a best practice. He also shared this concern that meeting this requirement could lead to more languages needing to be reflected in CyRide materials. Trustee Madden shared his thoughts that individuals are able to translate to almost any language using the internet.

Trustee Staudt indicated that he believed that the requirement was not a large burden on CyRide and could be addressed by staff's recommendation. Trustee Gartin disagreed, indicating that it needed to be thought through critically.

Trustee Staudt made a motion to approve CyRide's Title VI Plan and policy for submission to the Federal Transit Administration by October 1, 2016. Trustee Gartin seconded the motion. (Ayes: 5, Nays: None) Motion carried.

OPERATIONS DIVISION REORGANIZATION PLAN: Director Kyras shared with board members that with Karen Jamison's retirement, Director Kyras had been analyzing the efficiency and effectiveness of the Operations Department as its responsibilities had grown and changed over the years. She provided board members with a copy of the current organizational chart and then explained the first of three phases of the reorganization she proposed for this division of CyRide. She explained the first phase consisted of consolidating overall responsibilities for the Operation's Division into the Assistant Director – Operations position. This change results in the elimination of the Operations Supervisor position, providing a 2016-2017 budget saving of \$85,000 and reserving the full-time equivalent (FTE) from the eliminated position for the third phase of the reorganization. She indicated the second phase was to provide clerical support for this new consolidated position by modifying the Principal Clerk, serving as CyRide's Receptionist, and providing a new clerical position for the Operation's Division. She indicated that the impact of this change would create a \$17,000 additional cost to the 2016-2017 budget. She then explained the third phase of adding mid-level management support to work with the drivers and analyze CyRide's operations.

President Haila shared his thoughts that he approved Phase 1, concurring with the direction CyRide is going with the reorganization of this division.

Director Kyras introduced Barb Neal as the new Asst. Director of Operations. Director Kyras provided additional details on the third phase, indicating that Barb and the Director would further define the mid-level manager's roles and responsibilities and would incorporate this information into the 2016-2017 CyRide budget process. The position would then be recruited during the spring for a start date of July 1, 2017. President Haila asked about the budget impact. Director Kyras indicated that it depended on where several positions placed within the City's Pay Plan and would not be able to answer the question about its final impact until this review was completed by the City's Human Resources Department.

Trustee Madden raised the question regarding CyRide's position titles, wondering if it would be an appropriate time to determine if these should also be modified, specifically referencing the position of "secretary." Director Kyras indicating that there might some flexibility to modify transit-only titles, but positions such as clerks and secretaries were titles used throughout the City of Ames organization.

Trustee Gartin asked if Trustee Schainker had looked at the reorganization since he was not able to be at the board meeting. Director Kyras said that she had met with Trustee Schainker prior to the meeting and that he was in agreement with the recommended second and third phases, but wanted to have staff bring the board up-to-date on the specific titles and impact on the budget at a future meeting, before it was finalized. Trustee Gartin agreed with this approach.

Trustee Gartin questioned whether there was value in looking at other transit system's organization and leadership structures and whether the recommended plan was consistent with industry practices. Director Kyras indicated that CyRide's previous structure was atypical, but that the recommended structure was more in-line with how other system's operate.

Barb Neal, CyRide's Assistant Director – Operations, indicated that over the next several months the final Operation's Division structure would be developed and could include a review of how other systems were structured.

President Haila acknowledged the budget savings created from the first phase of the reorganization and the savings that was currently being created through lower fuel prices; however, inquired about whether the overall impact might be higher or lower in the end. Director Kyras shared her belief that the total change could result in a slightly higher total payroll, possibly in the \$20,000 range.

Trustee Gartin made a motion to concur with Phase I and II of CyRide's Operational Division reorganization, with additional information to the board regarding the second

phase and providing additional information on Phase III with the proposed 2017-2018 Budget. Motion seconded by Kate Gregory. (Ayes: Five, Nays: None.) Motion carried.

SYSTEM REDESIGN SCOPE AND ACTIVITY UPDATE: Director Kyras provided background information regarding the System Redesign project discussed at the August 31, 2016 board meeting. She indicated that in this discussion two policies were discussed that impacted operations - Fare Free Analysis and impact of Orange route on other routes. She indicated that these two topics were not included in the study's scope of work, but had requested that the consultant provide information about adding these to the scope of work.

Director Kyras said Nelson Nygaard provided staff with two proposals, one for each policy issue. She indicated that the Fare Free analysis would increase the study's budget by \$29,846 and included a review of the cost and benefits of the student's fare free program as well as the cost/benefit of extending this fare free concept city-wide. She indicated that the second analysis would determine the impact to other routes if the Orange Route did not exist. The cost of this study was just under \$15,000. Director Kyras indicated that the fuel savings year-to-date would cover the cost of these two analyses.

Trustee Gartin asked staff whether Trustee Schainker had had an opportunity to review the two proposals. Director Kyras shared that she had spoken with Trustee Schainker before the meeting and that she believed he had had the opportunity to briefly review the material. Further, she indicated that he had shared with her that he was supportive of adding these two analyses to the scope of work for the System Redesign Study. ISU Senior Vice President Kate Gregory shared that she believed that Trustee Schainker had wanted a broader study than what was being proposed, so the addition of these two analyses would benefit the expectations of the larger transit board.

President Haila shared his thoughts about the current student fare free program. He indicated that with the current program it provides unlimited rides, which impacts ridership. This impact provides challenges operationally as well as for the facility as the organization continues to grow. President Haila indicated that extending this program to the entire community would magnify these challenges.

Director Kyras reminded board members that if changes were recommended to the student fare free program, a new student referendum would need to be approved as the transit board could not decide this issue, but could provide a study of the benefits/costs.

President Haila provided his thoughts about the sustainability of CyRide's current system into the future pointing out the operational and facility needs today. Further, he inquired about the timing of these two analyses, asking if it was possible to complete them at the same time as the original scope of work proposals are provided to the

transit board and public for consideration. Director Kyras indicated that she had not discussed the timing of these analyses with the consultant, but indicated she would determine if they could be done in conjunction with the original scope of work.

A question was raised about whether the scope of work in the Fare Free analysis reflected Trustee Schainker's questions on this topic. Trustee Madden referred to Task 1.5 of the Fare Free proposal, the last paragraph summarizes the cost-benefit of the current system and indicated he believed it addressed Trustee Schainker questions.

President Haila shared his thoughts that if Trustee Schainker believed the two analyses were beneficial and if Trustee Madden felt it was worth the additional investment, that he would recommend proceeding to add these to the System Redesign scope of work.

ISU Senior Vice President Kate Gregory shared her thoughts that finding the right balance of transit services for the future was complex and that if the transit board is contemplating moving away from fare free for the students, that an analysis could be beneficial. She also shared her desire to have it accomplished along with the original scope of work or whether one analysis should be done prior to the other.

Trustee Staudt shared that he thought that the fare free analysis proposal included both the current student program, as well as the impact of a community-wide program. President Haila agreed; however, said the transit board needed to clarify if both was included in the analysis.

ISU Senior Vice President Kate Gregory shared her concern for a community-wide fare free program, indicating that it would be difficult to sustain as ridership increases. Director Kyras shared that ridership increases would minimally impact service levels as the new ridership would be generated by non-students, to locations throughout the community, and that CyRide has unused bus capacity to address this increase. Further, she indicated that current financial resources would not change dramatically in the future, which would be reflected in the study.

Director Kyras was directed to clarify the fare free analysis scope of work to make sure it included both student and community-wide fare free analysis, as well as determining the timing of these two new analyses to hopefully coincide with the original scope of work. Additionally, she was directed to make sure the Fare Free analysis scope of work met Trustee Schainker's needs. Trustee Madden shared that he did not want to lose another month and recommended giving staff approval to move forward if the board's direction could be accomplished.

Trustee Gartin suggested proceeding with approval of Alternative #1, subject to the direction of board members. Trustee Gartin then made a motion to approve the Nelson/Nygaard contract for the System Redesign by \$44,706 to include both the fare

free and Commuter Lot/Orange Route analysis. Motion seconded by Kate Gregory. (Ayes: 5, Nays: 0.) Motion carried.

BROWN ROUTE REPORT: At the August 24, 2016 Transit Board Meeting, individuals from a business at the Research Park spoke to the Transit Board and staff requesting that service to the North Loop Drive on the Brown Route be restored. As a result, board members directed staff to prepare a report on the history and options for this portion of the route. Director Kyras explained the history of the change, ridership counts that had been taken in making a decision on the change and solutions that had been analyzed. The following briefly recaps the presentation:

- Change was made as a result of the new Core building being open, which split the market in this area into two locations.
- Two week ridership counts were taken in January 2016 which resulted in a maximum of 14 and average of less than one person per trip.
- Discussions with and consensus of Research Park representatives.
- Solutions discussed:
 - Alternating the route between the two areas
 - Shuttle route from the Core building
 - Serving only the Hub
- Consensus of Research Park and board members was to serve only the hub area.

In the petition received at the August 24th transit board meeting, representatives of InTrans requested staff to look at serving both locations, indicating it only took an additional 3-4 minutes. Director Kyras shared the scheduling analysis completed by CyRide's Scheduling/Budget Analyst, which indicated that the current route required an additional 7-8 minutes and that it only has 3 minutes at the end of the route before it must begin the next trip. She also indicated that as many as 18 individuals were using the new route based on recent counts taken. She indicated that staff's recommendation remained the same, but that this was one area the System Redesign Study would be analyzing and there could possibly be changes recommended as a result of this study.

Trustee Madden shared his thoughts that CyRide should continue the route to the Core building as sidewalks were currently being planned to make walking to other buildings more convenient. Additionally, he indicated that future developments, such as the medical building, rec center, restaurant, and possibly a child care facility will be constructed, making the current alignment more advantageous and revisiting it as the development grows.

Director Kyras shared that the walking distance from the nearest bus top to building #4 where InTrans is located is $\frac{1}{4}$ of a mile, which is the transit industry standard for the acceptable walking distance to a bus stop.

ISU Senior Vice President Gregory shared her interest for student input regarding bus service and is interested in gaining this input in the System Redesign Study. She asked for an update regarding progress in setting these meetings. Director Kyras indicated that staff was in the process of getting the pop-up, formal meetings and on-line surveys scheduled and would share the plans as they were developed. ISU Senior Vice President Kate Gregory inquired about the online survey. Director Kyras told the transit board that the survey Ms. Gregory was referring to would be a community-wide survey to gain input on what was important in a transit system for Ames.

Trustee Madden suggested a mass email through the university to students, faculty and staff. Trustee Staudt shared his thoughts on this idea to have a good subject line for the student's mass email.

President Haila suggested outreach to: Ames Chamber of Commerce, Main Street Cultural District, and looking into the possibility of including it in the City's utility billing.

Ms. Gregory shared her desire to get non-riders to complete the survey, as well as current riders.

Trustee Gartin returned the conversation to the Research Park issue sharing his thoughts that there is not a parking problem at the Research Park, which is different than on campus where there is a parking challenge, which requires more CyRide service. He indicated that there may be a parking challenge in the future when the student population increases at the Research Park.

ISU Senior Vice President Kate Gregory shared her desire for the consultant to gain input from individuals at the Research Park to gauge the need for service.

Director Kyras said that it is a dynamic problem as the Research Park continues to grow, as a majority of this growth is to the south, closer to the Core building.

President Haila shared his recommendation to not change the current route as the walk is manageable, but then monitor comments provided through the System Redesign study for possible changes in the future.

Trustee Gartin indicated that the Research Park and transit issues are dynamic and suggested looking at other research parks serving students and full time staffs around the nation to see how transit is serving other populations. ISU Senior Vice President Kate Gregory said there are a handful of these research parks and will provide a list to Director Kyras.

Director Kyras was directed to reach out and respond to the students present at the August 24th meeting.

Kate Gregory left the meeting at 8:43 am.

TRANSIT DIRECTOR'S REPORT:

- **State Grant Application:** Director Kyras shared that the State's urban bus grant did not get approved by the FTA, but that the rural bus grant did. As a result, CyRide will not need to commit match dollars from CyRide's closing balance for the purchase of new buses; therefore, upon completion of the audit, staff will prepare options on the dollar amount above the approved 10% closing balance.
- **Driver Hiring Update:** Director Kyras updated board members on the number of open bus driving hours, indicating a continued decrease in this number and a positive trend. Further, she indicated that 92.4% of the runs were filled and that this is considered full employment. Trustee Gartin thanked Director Kyras for sharing this information and she thanked the board for helping to provide resources to address this crisis. She then shared the results of offering bonuses and incentives to drivers.
- **Personnel Changes:** Karen Jamison will retire on September 30, 2016 after 40 years. A reception will be held for her on Friday, September 30th with an informal presentation at 2:45pm.
- **Facility Access Control and Security System:** Director Kyras indicated that the access control/security system project was considered a public improvement project and, as such, would follow the City of Ames procurement process. The City Council will be reviewing the plans and specifications in October and once bids are received, the Council and Transit Board will be provided with the results for consideration.

Trustee Gartin acknowledged that the 40th Anniversary proclamation at the City Council meeting was well received. He encouraged all transit board members to ride CyRide and spoke highly of his experience taking CyRide to the Ames Racquet and Fitness Center and of the driver.

FALL SEMESTER MEETING TIMES AND PLACE:

- October 26, 2016, 8:00 AM
- November 30, 2016, 8:00 AM

Meeting Adjourned: Trustee Gartin made a motion to adjourn the meeting at 8:58 am.
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: October 26, 2016

SUBJECT: IOWA CLEAN AIR ATTAINMENT GRANT APPLICATION APPROVAL

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

Under previous year's budgets, the Transit Board of Trustees approved improved route frequencies for several routes (Green/Brown Weekday & Blue Sunday) as well as a the Plum Route. These projects were included within CyRide's operating budgets, with 100% funding from the student government. In reviewing possible grant sources to help underwrite the cost of these service improvements, ICAAP funding was identified as it is an allowable resource to provide start-up costs for up to three years of a new service route or improved frequencies for transit agencies. Within the fourth year of service, the transit agency must assume 100% of the costs. Subsequently, the Transit Board approved the improved services at 100% local funding, but then directed staff to apply for ICAAP grants to assist with these services during the first few years of their operation. The table below illustrates funding approved over the past two years.

	(Submitted 10/2014)	(Submitted 10/2015)
	ICAAP (80%) Oct 2015- Sept 2016	ICAAP (80%) Oct 2016- Sept 2017
APPROVED ICAAP FUNDING		
Operating		
Green/Brown Weekday Service Frequency Exp.	\$ 150,408	
Blue Sunday Service Frequency Exp.	\$ 7,925	
Green/Brown Weekday Service Frequency Exp.		\$ 154,578
Blue Sunday Service Frequency Exp.		\$ 8,000
Plum Route		\$ 221,542
SUBTOTAL OPERATING	\$ 158,333	\$ 384,120
Capital		
Two buses for Brown/Green Service Expansion	\$ 702,400	\$ -
One bus for #9 Plum Route		\$ 364,000
SUBTOTAL CAPITAL	\$ 702,400	\$ 364,000
TOTAL PREVIOUS FEDERAL REQUESTS	\$ 860,733	\$ 748,120

Due to timing differences between CyRide’s budget and the ICAAP program years, operating savings will be realized across three CyRide operating budgets (2015-2016 through 2017-2018), which will be credited to the student government trust fund, as directed by the Transit Board. Additionally, the board should be aware that grants are submitted with cost estimates reflecting current expenses (cost per mile; cost per hour), while reimbursements are calculated with actual driver wages and consumables that reflect current fuel prices, which are now lower than originally budgeted. **Therefore, the entire \$542,453 (\$158,333 + \$384,120) of operating expenses approved in current ICAAP grants may not be realized as shown on the previous table, but actual service costs will be financed 80% with ICAAP funding.** ICAAP grant funds received during each year will be transferred to the Student Government Trust fund upon completion of the audit each year.

INFORMATION: CyRide is currently eligible to apply for its third and final request of operational expenses for the Green/Brown Weekday and Blue Sunday frequency expansions, and the second year of operational expenses for the #9 Plum route improvement. Both requests are due on December 1, 2016. The specific services that could be included are as follows:

- **Operating Expenses** - Annual operating expenses for the following current services:
 - Brown and Green Route Weekdays – Green route: 2 additional buses between 11:30 am and 6:00 pm Monday – Friday; Brown route: 1 additional bus between 11:30 am and 6:00 pm Monday – Friday
 - Blue Route Sundays – 1 additional bus between 11:00 am and 5:00 pm on Sundays from Friley to S. 5th St./S. Duff Ave.

- Plum Route Weekday – 2 buses operating a 20-minute frequency between 7:00 am and 10:30 pm on Weekdays from S. 16th/Buckeye to ISU campus.

The chart below details the project budgets for these services, utilizing ICAAP funding at an eighty percent level. Two grant applications would be submitted: one for Brown/Green and Blue service frequency improvements and a second one for the Plum route.

Expenditure Category	Operating		Total Cost
	ICAAP (80%)	Local (20%)	
Brown/Green Route	\$94,409	\$23,602	\$118,011
Blue Route Sunday	\$7,358	\$1,840	\$9,198
Plum Route	\$230,446	\$57,611	\$288,057
TOTAL	\$332,213	\$83,053	\$415,266

In total, the local operating dollar savings could be up to \$332,213, if all projects were fully funded. The ICAAP grants are funded at 80%, requiring a 20% local match of which these dollars would be included in CyRide’s baseline budget for the 2017-2018 budget year.

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

Expense	ICAAP (80%)	Local (20%)
Grant #1 – Brown/Green and Blue Sunday Routes	\$101,767	\$25,442
Grant #2 – Plum Route	\$230,446	\$57,611
Total	\$332,213	\$83,053

ALTERNATIVES:

1. Approve submission of two ICAAP grant applications for operating expenses totaling \$332,213.
2. Submit one ICAAP grant application for the Plum Route totaling \$230,446.
3. Submit one ICAAP grant application for the Brown/Green and Blue Sunday Routes totaling \$101,767.
4. Do not submit an ICAAP application for funding.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an ICAAP grant application to support additional services likely to be approved in the upcoming 2017-2018 operating budget. If approved, these grants would temporarily reduce local funding required to support current service levels.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: October 26, 2016

SUBJECT: NEW FEDERAL TRANSIT ASSET MANAGEMENT (TAM) REGULATIONS

BACKGROUND: On July 26, 2016, the Federal Transit Administration (FTA) released regulations on a new program entitled, “Transit Asset Management” (TAM), which was mandated in the previous federal transportation Bill, MAP-21. The purpose of the new regulation is to help achieve and maintain a state of good repair for the nation’s public transportation assets. Transit systems must comply with new information, detailed below, on January 1, 2017, January 1, 2018, and October 1, 2018, with ongoing reporting thereafter.

Currently, the condition of CyRide’s bus fleet is monitored as part of the State of Iowa’s “Public Transit Management System” (PTMS), which is a list, based upon age, mileage and condition, of all buses in the state. All other assets are currently maintained/monitored locally based upon its age/condition and utilized until failure/obsolescence.

INFORMATION: The following briefly highlights the new regulation.

Definition of Federal State of Good Repair

The federal government now defines the ‘State of Good Repair’ as:

“The condition in which a capital asset is able to operate at a full level of performance. A capital asset is in a state of good repair when that asset:

1. Is able to perform its designed function
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments (inspection, maintenance, rehabilitation, and replacement) must have been met or recovered

In determining the state of good repair for assets, each transit system must determine its own definition of a “useful life benchmark” for its assets, as opposed to the previous Federal Transit Administration’s (FTA) definitions. An example of this system-specific definition can be

demonstrated by how this benchmark could be calculated for buses. FTA's definition for a standard 40 foot bus was 12 years. Under the new regulation, CyRide will need to complete an analysis based on the three criteria defined above to determine what this age standard will be for CyRide from this point forward. This could be 15 years or 22 years based on the length of time CyRide operates vehicles. Each transit system will determine their own standard; therefore, this may vary across transit systems throughout Iowa and the nation. The result will be a "useful life benchmark" for each transit that will determine the expected lifecycle of a capital asset category (minibuses, 40-60' buses, facility, etc.) for CyRide's operating environment or acceptable period of use in service for the asset.

Definition of Assets

CyRide will be required to develop an inventory, as defined by the regulations, monitor, manage and document its state of good repair for the following assets:

- **Equipment** – Non-revenue support-service and maintenance vehicles over \$50,000 in acquisition value with an expected life of at least one year (Maintenance trucks, Maintenance Equipment)
- **Rolling Stock** – Revenue vehicles (All 105 CyRide vehicles – minibuses, 40' and articulated buses)
- **Facilities** – Maintenance and administrative facilities, passenger stations and parking facilities. (Facility at 601 N. University Blvd, Intermodal Facility, turnarounds at Ontario and California and Ames Middle School, as well as the Ann Campbell Park & Ride (inventory only))

Planning Requirements/ Deadlines

January 1, 2017 and Every Year Thereafter – Each transit system must set performance targets for each asset class as described in the previous section and document these targets in the federal National Transit Database reporting system. (See page two of attached FTA summary for methodology in comparing a transit system's assets against the "useful life benchmark" each system must establish for their class of assets.) Documentation in the NTD system requires:

- Projected performance targets for the next fiscal year
- Condition assessments and performance results (from previous year)
- Narrative report on changes in transit system conditions and progress toward achieving performance targets set the previous year.

The performance target and condition assessments will be required to be shared with the Ames Area Metropolitan Transit Organization. These targets are required to be set each year thereafter.

October 1, 2018 and Every Four Years Thereafter – Each transit system must develop a TAM Plan based on the following required elements and system size, categorized as Tier I or II.

CyRide is considered a Tier II system, which is defined as a transit system with less than 101 transit buses operated in peak hour service. CyRide currently operates 75 peak hour vehicles.

1. Inventory of Capital Assets	Tier I & II
2. Condition of Assessment	Tier I & II
3. Decision Support Tools	Tier I & II
4. Investment Prioritization	Tier I & II
5. TAM and SGR Policy	Tier II Only
6. Implementation Strategy	Tier II Only
7. List of Key Annual Activities	Tier II Only
8. Identification of Resources	Tier II Only
9. Evaluation Plan	Tier II Only

A plan template is provided for transit systems to use for completion of this document no later than October 1, 2018.

Four-Year Updates –Four years after adoption of the initial plan by CyRide’s Board of Trustees and submission to FTA, CyRide must update its plan again, with updates every four year thereafter.

Next Steps

CyRide staff will begin determining the “useful life benchmarks” for each of its capital asset categories (facilities, rolling stock and equipment) and then recommend targets for each class of assets. Once staff has completed this work, it will present its results to the Transit Board of Trustees for approval in a special meeting in later December.

Transit Asset Management Final Rule Fact Sheet

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the Secretary to develop rules to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance, and to establish performance measures, and the Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule. You may view the Final Rule at:

<https://federalregister.gov/a/2016-16883>



State of Good Repair

The purpose of the Final Rule is to help achieve and maintain a state of good repair (SGR) for the nation's public transportation assets. Transit asset management is a business model that uses transit asset condition to guide the optimal prioritization of funding. Currently, there is an estimated \$85.9 billion transit SGR backlog.

The regulations apply to all Transit Providers that are recipients or subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 and own, operate, or manage transit capital assets used in the provision of public transportation.

State of Good Repair

The condition in which a capital asset is able to operate at a full level of performance. A capital asset is in a state of good repair when that asset:

1. Is able to perform its designed function,
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments must have been met or recovered.

TAM Plans

Tier I vs. Tier II Applicability

The Final Rule groups providers into two categories: Tier I and Tier II.

Tier I

- Operates rail
- OR**
- ≥ 101 vehicles across all fixed route modes
- OR**
- ≥ 100 vehicles in one non-fixed route mode

Tier II

- Subrecipient of 5311 funds
- OR**
- American Indian Tribe
- OR**
- ≤ 100 vehicles across all fixed route modes
- OR**
- ≤ 100 vehicles in one non-fixed route mode

TAM Plan Elements

The following graphic shows the TAM Plan elements that are required by each category of provider. Since Tier II providers generally operate less complex systems, their TAM Plan requirements are not as extensive.

- | | |
|----------------------------------|------------------------|
| 1. Inventory of Capital Assets | |
| 2. Condition Assessment | <u>Tier I & II</u> |
| 3. Decision Support Tools | |
| 4. Investment Prioritization | |
| 5. TAM and SGR Policy | |
| 6. Implementation Strategy | <u>Tier I Only</u> |
| 7. List of Key Annual Activities | |
| 8. Identification of Resources | |
| 9. Evaluation Plan | |

Assets Included in Plan

It is expected that all assets used in the provision of public transit will be included in the TAM Plan asset inventory. This includes (with the exception of equipment) assets that are owned by a third party or shared resources. The inventory must include all service vehicles, and any other owned equipment assets over \$50,000 in acquisition value. Agencies only need to include condition assessment for assets for which they have direct capital responsibility.

Plan Responsibility

Tier I providers must develop and carry out their own TAM plans. Tier II providers may develop their own plans or participate in a Group Plan, which is compiled by a Group Plan Sponsor (generally the State DOT or designated §5310 recipient). Tier II §5307 sub-recipients are not required to be offered a Group Plan, but may participate in one if a Sponsor invites them. Each Transit Provider must designate an Accountable Executive to ensure that the necessary resources are available to carry out the TAM plan and the Transit Agency Safety Plan, regardless of whether it develops its own TAM Plan or participates in a Group Plan.

Performance Management

Asset performance is measured by asset class, which means a subgroup of capital assets within an asset category. The following table shows the distinction between what assets must be included in asset inventories and the assets for which transit providers must measure performance.

Assets: <i>Only those for which agency has direct capital responsibility</i>	Performance Measure
Equipment Non-revenue support-service and maintenance vehicles	Percentage of vehicles met or exceeded Useful Life Benchmark
Rolling Stock Revenue vehicles by mode	Percentage of vehicles met or exceeded Useful Life Benchmark
Infrastructure Only rail fixed-guideway, track, signals and systems	Percentage of track segments w/ performance restrictions by class
Facilities Maintenance and administrative facilities; and passenger stations (buildings) and parking facilities	Percentage of assets with condition rating below 3.0 on FTA TERM Scale

Useful Life Benchmark

The expected lifecycle of a capital asset for a particular Transit Provider's operating environment, or the acceptable period of use in service for a particular Transit Provider's operating environment

Target Setting

Targets should be set by each transit provider or TAM plan sponsor for each applicable asset class for the coming year. Initial targets must be set by January 1, 2017 and then every fiscal year thereafter. It is recognized that Transit Providers may not have complete data while setting initial targets. To the extent feasible, targets should be supported by data such as the most recent condition data and reasonable financial projections for the future, but the overall end goal is to be in a system-wide SGR.

Timeframes/Reporting

TAM Plans

A TAM plan must be updated in its entirety at least every 4 years, and it must cover a horizon period of at least 4 years. An initial TAM plan must be completed no later than 2 years after the Final Rule effective date.

NTD

Each entity developing a TAM Plan will have to report annually to FTA's National Transit Database (NTD). This submission should include: (1) projected targets for the next fiscal year; (2) condition assessments and performance results; and (3) a narrative report on changes in transit system conditions and the progress toward achieving previous performance targets.



Additional Information

Mshadoni Smith (Mshadoni.Smith@dot.gov)

Final Rule Docket Number: FTA-2016-16883

<https://www.transit.dot.gov/TAM>

August 2016

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: October 26, 2016

SUBJECT: 2017-2018 SERVICE PROPOSALS

BACKGROUND: Year-after-year of record ridership can make for a challenge to match community expectations to service levels and can create internal pressures for more transit resources. An examination of areas where challenges are currently occurring will assist in determining if modifications can be possible during the 2017-2018 budget preparations and discussions. Discussion of these challenges with the Transit Board of Trustees will aid staff in the development of 2017-2018 budget alternatives for the board's review in December 2016. In preparation for the 2016-2017 budget discussions, CyRide staff has developed two pieces of information: background information and service proposals for consideration. Each will be discussed below.

Background Information

CyRide has experienced nine years in a row of **record** ridership and eleven years of **increasing** ridership, mainly in response to higher enrollment levels at Iowa State University. The table on the next page shows this previous record level, the record years and anticipated ridership in the current and next budget year.

Year	Ridership Level	Increased Rides	# of Additional Peak Buses
2003-2004	4,787,637		
2005-2006	4,173,208		0
2006-2007	4,314,151	+140,943	7
2007-2008	4,646,554	+332,403	0
2008-2009	5,002,146	+355,592	4
2009-2010	5,377,155	+375,009	6
2010-2011	5,447,289	+70,134	6
2011-2012	5,759,883	+312,594	0
2012-2013	5,892,786	+132,903	3
2013-2014	6,619,182	+726,396	5
2014-2015	6,711,665	+92,483	4
2015-2016	6,785,479	+73,814	6*
2016-2017	6,850,000	+64,521	2*
Total		+2,726,792	43

* Two buses are operated by CIT

Previous record high

Recent record highs

In looking forward to the future, the draft University enrollment projections recently released call for varying levels of increased/decreased enrollment over the next ten years as follows:

Current	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
36,660	37,048	37,368	37,482	37,085	37,532	37,541	37,587	37,655	38,072	38,190
	+388	+320	+114	+58	+50	+9	+68	+195	+222	+118

With steady to slightly increasing enrollment over a longer period of time and with a challenging fiscal environment, CyRide will need to begin to balance needs and funding as it begins the 2017-2018 budget process. The following describes potential service changes that staff has identified that could improve service levels during the 2017-2018 budget year.

Service Proposals

There are several ridership trends occurring to-date that require consideration of service modifications or additions to address ridership/enrollment trends as follows:

- While there is a 12% ridership increase year-to-date due to more weekdays this year, the average daily ridership is only slightly higher than last year, indicating that CyRide will have a stable, possibly slightly higher ridership than last year.
- ISU enrollment is anticipated to increase again next year.

- CyRide is experiencing higher ridership in the evenings as a result of more evening classes creating new overloading concerns at this time of day.

Additionally, in reviewing trends and developing service proposals below, each proposal was given a priority rating based upon the service priorities approved by the Transit Board at the November 2015 meeting, as stated below:

- **Priority #1** – Capacity Change
- **Priority #2** – Improve Existing Service
- **Priority #3** – New Service

Additional Hours of Service 2016-2017: Priority #1

To meet increasing enrollment and higher peaking trends, which require more service for shorter periods of time, CyRide staff has added buses to existing service to meet increased demand on trips that experience overcrowding issues, with some single bus trips requiring up to nine buses to carry the number of customers desiring that trip.

Based on past trends and potential enrollment increases in 2017-2018 estimated at 388 additional students, CyRide recommends increasing service by five hours per weekday to meet overcrowding that is anticipated to occur as these additional trips will happen at currently high ridership periods, just prior to and after class change times. In comparison, CyRide increased five hours in the last two budgets with ten hours per weekday in the two budgets prior to that.

Estimated Annual Cost: \$69,230

More Frequent Night Service: Priority #1

With enrollment increases at ISU, more evening classes are now being provided to students, which have impacted the number of rides CyRide provides in the evening. CyRide is currently experiencing overcrowding issues on three routes in the system as a result of this class time shift - #1A Red Route (Ames Middle School to campus only), #3 Blue Route and #23 Orange Route. Therefore, CyRide proposes the following:

#1 A Red/#3 Blue Route – One additional bus would be added from 6:30 pm to 11:30 pm each weeknight alternating between the two routes.

#23 Orange Route – CyRide would add one bus between 7:00 and 8:00 pm

Estimated Annual Cost: \$71,276

#1A/#3A Red-Blue Route - \$64,541

#23 Orange Route - \$6,735

Additional Night Service: Priority #2

CyRide has received requests from parents, ISU Departments and students regarding the need for later service on the #6 Brown Route during the weekday as a result of night classes dismissing at 10:00 pm. This route serves the Wallace/Wilson residence halls. Therefore,

CyRide proposes to add two additional trips on the route at the end of its current service, providing a 10:20 and 10:40 pm trip.

Estimated Annual Cost: \$7,761

Additional Weekend Services: Priority #2

As a result of growth in areas where service is currently not offered on weekends, CyRide has received numerous customer requests to provide weekend service to these areas – S. 16th Street and Research Park/Wessex Apartments. As a result, staff has developed a 40-minute schedule to add Saturday and Sunday for two existing routes - #4 Gray or #9 Plum Route and #6 Brown Route as follows:

#4 Gray or #9 Plum Route – Add 40 minute service from 8 am to 10 pm on Saturday and on Sunday.

#6 Brown Route - Add 40 minute service from 8 am to 10 pm on Saturday and on Sunday.

Estimated Annual Cost: \$110,648

#4 Gray Route - \$45,926 or #9 Plum Route - \$39,804

#6 Brown Route - \$64,722

State Street Express: Priority #2/#3

Currently CyRide operates a variation of the Red Route that travels between West Ames and campus only, not continuing further into the community as the regular Red Route currently does. This modified Red route is called the #1A and provides the additional capacity needed during peak periods of the day from West Ames. With two variations on the route (#1 Red Route and #1A Red Route) this creates confusion for customers that desire to continue past campus and for students that need a specific stop that is different between the two route variations. Additionally, students have asked for a more direct connection between West Ames and campus. Therefore, CyRide staff proposes to utilize some of the resources of the #1A Red Route and create a new express route that would operate along Mortensen and State Street into campus; thereby splitting the route into two routes that will be more understandable by the public and a more direct route to campus (see attached map).

Previous discussions of a new express route that would operate Mortensen and State Streets assumed no change in the #1 or #1A route schedules. This option would take a portion of the resources of the #1A route and use them to create the new express route (service from 7 am to 7 pm); thereby minimally increasing overall costs for service along Mortensen/State Street and creatively meeting more of the community's desires for service in West Ames.

As a result of splitting the current Red Route service, this change would reduce service on the #1A Red Route from its current 7 -10 minute service level to a bus every 15 - 20 minutes. However, customers will see fewer full buses pass them by, which should increase their overall satisfaction with service on the route and potentially reduce their wait time at the bus stop.

Estimated Annual Cost: \$122,000

This new route is conceptual at this time and if the board chooses to fund this option, public input would be needed to refine the actual service that would be implemented. This could be accomplished in February 2017, prior to preparing the fall schedule and assigning driver shifts, which is completed each spring.

Research Park Shuttle: Priority #3

The 2016-2017 service changes included the elimination of the North Loop Drive portion of the #6 Brown Route, rerouting service to the new Core Building within the Research Park. As a result, CyRide received a petition desiring service be restored to the North Loop Drive. Following a report to the Transit Board at the September meeting, it was decided that current services were serving the larger population. However, there was discussion about how CyRide could serve the area better. As a result, staff has developed a new service that could be provided with a small minibus that could shuttle Research Park employees and visitors to all locations within the Research Park. This service would connect with and operate from the Core building, providing a demand response, door-to-door service to locations within the Research Park for individuals transferring to this new shuttle.

Estimated Annual Cost: \$121,394

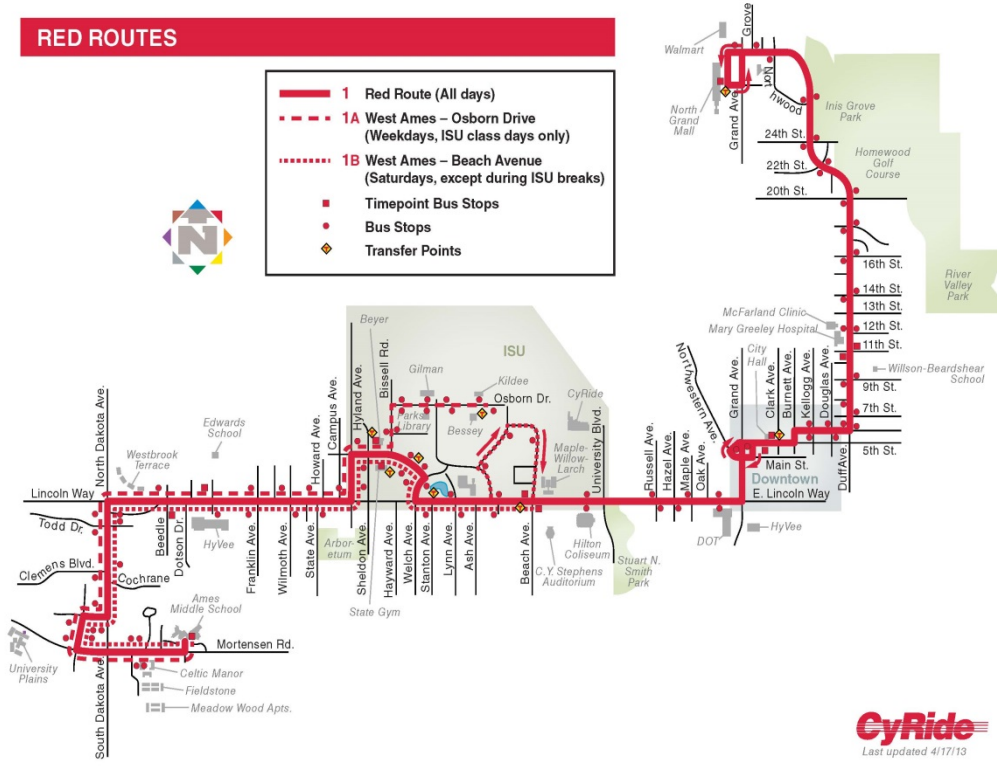
Over the past year, CyRide has also received numerous other requests from residents/students. These additional requests include:

- Evening/midday service to DMACC
- Higher levels of service on most routes to reduce the number of people per bus
- Evening service along the #6 Brown route to the Research Park/Wessex Apartments.
- New service to apartments on Bobcat Dr. (south Ames)
- Evening service on the Pink Route
- Service to Billy Sunday Road
- Service on Yellow Route on Sundays
- More frequent service on the Purple route

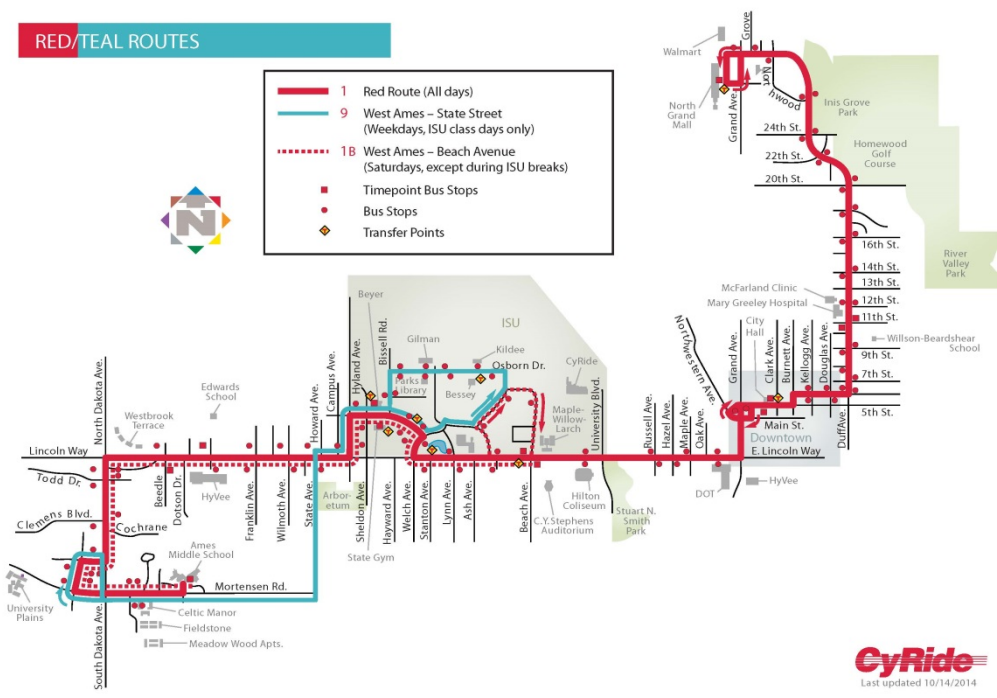
However, with the System Redesign project underway CyRide staff believes that these services can be better addressed in this more extensive examination of CyRide's route structure along with Priority #3 services.

CyRide's staff is looking for input on the above service changes as to whether there is board desire to include any/all in the budget materials prepared for the board's November 30th meeting. Last year, board members desired all options be brought forward in the attached format for consideration along with a baseline budget. However, to develop each of the above projects to the level needed to provide the board with fairly accurate cost estimates is time consuming, so if there are options that the board could not consider for next year, staff would be interested in understanding which projects should be eliminated for the review in November.

Existing Red Route Service



Proposed Red Route/New Express Service



2016-2017 CYRide Budget Options

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

Transit Director's Report

October 2016

1. Ridership Update

CyRide's ridership, from the beginning of school through September 15, 2016, is approximately 2.5% lower than this same time period one year ago. While ridership overall is lower, peaking of the buses before and after class times continues to increase, requiring more resources to address overcrowding issues. Staff will be monitoring this trend and analyzing the data over the next few months.

2. System Redesign Public Input Update

CyRide completed scheduling the first round of public engagement opportunities on the System Redesign Study. This information was then sent to the list below for information, but also to enlist their help in "spreading the word" about these opportunities.

Transit Board
Ames City Council
System Redesign Technical Committee
System Redesign Steering Committee
System Redesign - ISU Group
Bob Bourne (previous CyRide Director residing in Ames)
ISU Student Government
GPSS - executive branch; senate; senators @ large
Ames Neighborhood Associations
Convention & Visitors Bureau
Ames Chamber of Commerce
Story County Human Services Council (human service agencies group that helps develop the coordinated transportation plan)
Transportation Collaboration Committee (United Way's Transportation group - only discusses transportation)
Diana Pounds - ISU
Research Park - ISU Foundation
City of Ames Employees
International Group - Engaging International Spouses
Signals - CyRide employee newsletter
CyRide Website
CyRide Twitter
CyRide Facebook
CyRide Past & Present - Facebook closed group
Press Release

3. Federal Triennial Review

CyRide received notice in late October that it was required to compile documentation and answer close to 600 questions in 19 compliance areas by December 16, 2016 for its federal Triennial Review, which will be held at an undetermined date in 2017. This will take several hundreds of hours for CyRide staff to prepare during a very busy time of year with budget, capital plan, federal National Transit Data Base reporting, Affordable Care Act compliance, system Redesign and daily work all needing to be completed at this same time. This request for Triennial Review materials is typically made in February of each year after a number of these major projects are completed.

November

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