

AMES TRANSIT AGENCY BOARD OF TRUSTEES

CYRIDE CONFERENCE ROOM

November 30, 2016

1. CALL TO ORDER: 8:00 A.M.
2. Approval of October 26, 2016 and November 9, 2016 Minutes
3. Public Comments
4. Motion to Hold Closed Session as provided by Section 21.5(1)(c), Iowa Code, to strategize regarding matters in pending litigation
5. Fuel Purchase Bids
6. Rate Setting – Fares
7. Rate Setting – Passes
8. 2017-2018 Operating Budget
9. Five Year Capital Improvement Plan
10. Transit Director's Report
11. Set Spring Semester Meeting Times and Place:
 - December 22, 2016, 1:00 PM
 - January 19, 2017, 8:00 AM
 - February 23, 2017, 8:00 AM
 - March 23, 2017, 8:00 AM
 - April 27, 2017, 8:00 AM
12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

October 26, 2016

The Ames Transit Agency Board of Trustees met on October 26, 2016 at 8:00 a.m. in CyRide's Conference room. President Haila called the meeting to order at 8:05 a.m. with Trustees Gartin, Madden, Schainker, Haila and Valentino present. Absent: Trustee Staudt.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve the August 24, August 31, and September 29, 2016 minutes as presented. Trustee Gartin seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

PUBLIC COMMENTS: No public comments were received.

IOWA CLEAN AIR ATTAINMENT GRANT APPLICATION APPROVAL: Director Kyras shared with transit board members that the IDOT was accepting Iowa Clean Air Attainment Program (ICAAP) applications, which can fund up to 80% of a new transit service for up to three years that reduces congestion or improves air quality. She indicated that these applications are due December 1, 2016. CyRide has three projects that would qualify for funding and that staff recommends including in an application for the next year - Green/Brown Weekday, Blue Sunday and Plum route. The application request would be for \$332,213, divided over multiple CyRide budget years, for the three projects and would allow for a budget savings to the Student Government Trust Fund, if funded.

Trustee Gartin asked if there was a reason not to approve the application as he could not envision any challenges with the request. Director Kyras indicated that the only challenge she could identify would be the staff time that it would take to put the application together, if the board desired staff to be working on other priorities. Trustee Gartin made a motion to approve submission of two ICAAP grant applications for operating expenses totaling \$332,213. Trustee Valentino seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

NEW FEDERAL TRANSIT ASSET MANAGEMENT (TAM) REGULATIONS: Director Kyras shared that new Federal Transit Administration (FTA) regulations were released in July 2016 requiring new reporting of federal asset condition. She indicated that the purpose of the regulation was to maintain a good state of good repair for the nation's public transportation assets. Action dates for which transit systems must comply are January 1, 2017, January 1, 2018, and October 1, 2018. She then briefly detailed the requirements, FTA definitions, and timelines. She also referred board members to the FTA attachment, included in the board material, summarizing the requirements.

She then indicated that CyRide staff will focus on the work that is required by January 1, 2017. She indicated that Rich Leners, CyRide's Assistant Director – Fleet & Facilities,

would be taking the lead on this project and working with staff to develop the performance goals required by January 1, 2017.

Trustee Madden mentioned that ISU personnel would be willing to speak with CyRide staff and could provide details on how ISU manages their assets.

A discussion regarding whether it was more advantageous for CyRide to set goals it believed it could achieve with all assets or to provide more-stringent goals that it would strive to achieve as it could impact CyRide's success in receiving federal grants. Trustee Schainker recommended establishing goals for "what we can live with financially."

Director Kyras indicated that a special transit board meeting in late December would be needed once the performance measures and goals were developed, as they would need to be approved before submittal to FTA in January.

2017-2018 SERVICE PROPOSALS: Director Kyras shared with board members the process staff uses to develop possible service modifications for the next budget year by identifying challenges within the current service and documenting customer requests. Before presenting staff's service analysis, Director Kyras began by providing board members with background information, as included in the board's meeting materials, on ridership (historical), fleet size, and ISU enrollment predictions.

Trustee Staudt arrived at 8:28 a.m.

Director Kyras then shared three trends with board members - higher evening ridership due to more evening classes, current ridership statistics and that ISU enrollment was in a stable, as opposed to a high growth period.

President Haila asked what the impact of having one more weekday would have on CyRide's ridership and how a month could have one more weekday. Director Kyras indicated that one more weekday would increase ridership by approximately 35,000 rides in one month and this occur due to how many weekdays are in a month, which can change from year to year. Ms. Gregory added that calendar days vary in a seven-year cycle.

Trustee Schainker shared his thoughts that he expected ISU classes and the number of faculty to increase in order to maintain the student-teacher ratio. Trustee Madden indicated that Iowa State is working to maximize utilization of rooms; however, this has increased the number of classes offered in the evening as the university has grown. He also shared that the university has discussed the possibility of staggering class times throughout the day to try to lessen CyRide's peak busing impact, but that there was little interest in modifying current practice in this area.

Trustee Schainker shared that the summer to school year ridership variation also challenges CyRide.

Trustee Schainker asked for clarification regarding the potential service changes presented at the meeting versus the timing of recommendations from the System Redesign. Director Kyras indicated that the possible service changes presented by staff at the current meeting could be considered for Fall 2017 implementation. Possible System Redesign changes would be identified after the 2017-2018 budget would be completed; therefore, they could be considered for Fall 2018 implementation.

Trustee Gartin asked if staff would be proposing any service reductions. Director Kyras indicated that most routes were highly productive and would not, therefore, be candidates for service reductions, but that CyRide was able to add/reduce services on a daily basis through its “extra” buses on its routes – matching buses with demand. There was a general discussion regarding lower efficiency routes, such as the Pink and Yellow routes indicating that these served community needs. Trustee Schainker provided his thoughts that the transit board and CyRide has an obligation to continue to support routes that serve the larger community so that people who do not have a car can go where they need to in Ames.

Trustee Schainker asked if staff was aware of the types of recommendations the consultant might be bringing to the Transit Board. Director Kyras indicating that the consulting firm was still in the information gathering phase, but had indicated that in lower productivity areas coordinating with Uber might be an option to maintain service to the community at a lower cost.

Director Kyras then explained each of the six potential changes staff had prepared for transit board consideration. The first option is to add up to five additional hours of service per day to address overcrowding issues that cannot be anticipated at a cost of \$69,230. This project would fit into the Transit Board’s service priority #1. These priorities were established in 2015 to guide service level decisions.

The second proposal was designed to address the trend of more students needing service to travel to/from evening classes and would add more service to the Red, Blue and Orange routes at a cost of \$71,276. This would also be a priority #1 service change.

The third proposal would also address the trend of more night classes by added two additional trips on the Brown Route service each weeknight at a cost of \$7,761. This would be a priority #2 service change.

The fourth proposal is to add weekend service to two routes (either Gray or Plum and Brown Route) to address customer requests for longer service hours at a cost of \$110,648. This would also be a priority #2 service change.

The fifth proposal is to divide ridership on one of CyRide's heaviest-used routes, the Red Route, into two routes, creating a new State Street Express at an estimated cost of \$122,000. This would be a priority #2/3 service change as it impacts an existing route, as well as creates a new route. The new State Street Express could also serve the new high-density residential development along Mortenson. The Purple Route would be shortened under this proposal as well.

President Haila asked for clarification on the purpose of the Purple route as it duplicated a significant portion of the Red Route. Director Kyras indicated its main purpose was to help provide capacity on the Red route and then provide service east of South Dakota to a small segment of non-student riders. Barb Neal, CyRide's Assistant Director – Operations, shared further historical information regarding the route indicating that its service had been reduced in the past due from an all-day route to a morning-afternoon route only due to budget reductions.

Trustee Madden inquired about whether the route serving the new north Walmart would need to operate differently and whether staff anticipated problems with shopping carts. Barb Neal indicating that she did not believe our service would need to operate differently and that she had discussed the need for a cart containment system, like the Southside Walmart had installed, and was told that Walmart was not considering this for their north location.

Director Kyras indicated that the last service proposal concerns access to the Research Park. She indicated that the proposal was to add a shuttle, connecting to the Brown route at the Core building, that could distribute individuals throughout the park at a cost of \$121,394 per year. This would be a priority #3 service change.

Director Kyras requested input on the desire to include any or all of the proposals in budget options or a spreadsheet listing the total cost, as well as the cost and percentage increase for each local funding partner.

Trustee Gartin expressed his thoughts about the need for service between Ames and Nevada. Director Kyras provided information regarding current service meeting this need, indicating that HIRTA operates in both Story County and Ames and could provide this trip for \$2 per ride by calling and reserving this trip 24 hours in advance. Trustee Gartin inquired about how well publicized this information was within the community. Shari Atwood, CyRide's Transit Planner, explained where the information could be obtained. Trustee Gartin requested that staff work with other human service agency groups in further educating the community, as well as at the Court House.

President Haila also reminded board members that the private business contract with Copper Beach was in its last year and that CyRide may not have this revenue in the future for Gray Route service, which would create a budget deficit or service would need to be reduced on this service starting next year. Director Kyras indicated that

preliminary discussions with Copper Beach have begun and that they are interested in entertaining the idea of future revenue for the route. President Haila shared his further concern that three-year contracts were challenging as there was an expectation for service to continue, with potentially no revenue from outside sources after the contract expires.

President Haila indicated that the new proposed service changes could add significant expense to the budget and he is concerned about whether it is sustainable into the future. He indicated that the System Redesign established a maximum 5% funding increase from each local funding partner and he was not sure we could add new services and stay within these financial constraints.

Trustee Schainker shared his thoughts that CyRide not consider adding service changes in the next budget year. President Haila indicated he believes there is uncertainty to federal and state funding levels remaining at current levels and a concern that existing services might not be sustainable into the future.

Ms. Gregory asked board members what their vision for Ames was as it continued to grow and what expectations should riders have to get from their home to Campus in the future.

Trustee Staudt shared his opinion that he was in favor of adding the following services for consideration in the 2017-2018 budget: five hours of service each day for overcrowding, additional night service on the Brown route and the State Street Express. There was a general consensus to further refine and cost the three options for budget consideration.

Trustee Madden said another budget approach is to cap the total budget at a specified amount and adjust services and funding partner shares to meet the capped budget.

Trustee Schainker shared his thoughts on a sustainable funding model, indicating that the transit board should establish long term assumptions that everyone can agree upon and then utilize these to guide service decisions. Further, he indicated that a long-term financial analysis needed to be completed and that he was not comfortable in committing to the service proposals without a longer term look at their impact.

Trustee Madden shared his thoughts regarding the annual CyRide increase percentages, indicating that the Board of Regents were utilizing a rate near inflation, which is about 3.5%. He also indicated that students would need to identify their priorities on fee increases, noting numerous projects that could increase fees. He also indicated that traditionally students had rated CyRide services as a high priority, but acknowledged that the competition for fee dollars was increasing. Trustee Staudt shared his thoughts that he did not believe that students were in favor of diminishing the quality of CyRide service.

A general discussion on new development locations ensued. Ms. Gregory suggested opening a dialog with developers regarding transit services to establish realistic expectations for service. Trustee Madden said Iowa State University enrollment levels would not be where they currently are at if the development today did not exist. Further, he shared that if enrollment trends start to reverse, the impact on the City/CyRide could become complex.

Trustee Valentino agreed with Trustee Staudt's priorities. There was a general consensus to further refine and cost the three options for budget consideration at the November board meeting.

Trustee Staudt further explain his desire to consider the State Street Express route indicating that he believe the Red Route was too busy and that this proposal would "take the burden off of" this route and provide a better quality of service from west Ames.

TRANSIT DIRECTOR'S REPORT:

- **Ridership Update** – The Transit Director updated board members on ridership to-date, indicating that ridership is approximately 2.5% lower than for this same time period one year ago, mainly due to favorable weather conditions.
- **System Redesign Public Input Update** – The Transit Director reminded board members that the System Redesign public meetings are scheduled for November 8, 2016 from 11:30 a.m. to 1:00 p.m. in the Memorial Union and November 9, 2016 from 6:00 to 7:30 p.m., Ames Public Library, Danfoss Room.
- **Federal Triennial Review** – Director Kyras shared with board members that CyRide had unexpectedly received notice of its Triennial review and requirement for major compilation of data/reports no later than December 16, 2016. The on-site review will be scheduled for mid-2017. She indicated that with this additional requirement, staff would be extremely busy through the end of the year with several major additional projects than is typical for this time of year. She urged board members to be patient as staff worked through meeting all the requirements, deadlines and priorities.

Trustee Madden shared his thought that the Ames Chamber of Commerce would be taking a trip to another university community and inquired about whether CyRide could suggest a location where a transit peer analysis could be part of this trip – indicating possibly Purdue, Grand Rapids, Madison, or Lafayette, IL.

Trustee Schainker asked board members if they were comfortable with the direction staff was taking in seeking legal direction on the Affordable Care Act, referencing the use of existing outside legal sources, as opposed the board-directed ACA transit expertise. There was a general consensus that efforts to secure legal counsel with transit expertise would be difficult and that they were comfortable with the current legal guidance.

MEETING ADJOURNED: Trustee Gartin made a motion to adjourn at 9:38 a.m. and seconded by Trustee Staudt. Motion carried.

FALL SEMESTER MEETING TIMES AND PLACE:

- November 1, 2016, 8:00 AM
- November 30, 2016, 8:00AM

John Haila, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 9, 2016

The Ames Transit Agency Board of Trustees met on November 9, 2016 at 7:00 a.m. in the CyRide Conference room. President Haila called the meeting to order at 7:04 a.m. with Trustees Gartin, Madden, Schainker, Staudt, and Valentino present.

APPROVAL OF MINUTES: Trustee Gartin made a motion to approve the October 18 and November 1, 2016 minutes as presented. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

PUBLIC COMMENTS: No public comments were received.

MOTION TO HOLD CLOSED SESSION AS PROVIDED BY SECTION 21.5(1)(c) Iowa Code, to discuss matter in pending litigation: Trustee Gartin asked Judy Park, City Attorney, if there was the agenda item had a legal basis to continue into closed session and Judy Parks, City Attorney, responded that it did. Trustee Gartin, so moved. Trustee Schainker seconded the motion. Vote on Motion. (Ayes: Six. Nays: None.) Motion carried.

Moved by Trustee Gartin, seconded by Trustee Staudt, to return Regular Session. Vote on Motion: 6-0. Motion declared carried unanimously.

Trustee Staudt left at 8:40 a.m.

The meeting reconvened in Regular Session at 8:50 a.m.

President Haila requested each member present at the meeting to introduce themselves. In addition to board members and CyRide staff, the following individuals were present: Susan Freed, Davis Brown Law Firm, Kaila Kenjar, City of Ames Human Resources Director, Duane Pitcher, City of Ames Finance Director, Bill Latham, Chief Stewart 234 Local Operating Union and Judy Parks, City of Ames Attorney.

President Haila opened the discussion by asking Director Kyras to provide information regarding the impact and cost of the options identified for continued compliance with the Affordable Care Act and the results of a peer analysis. Director Kyras began by detailing background information regarding the budgeted (\$628,020) and annualized 2016-2017 cost for health insurance (\$732,842) for CyRide employees. Director Kyras then provided further background information regarding a possible funding source for health care costs (CyRide's Closing Balance). She indicated that unaudited estimates provided for slightly more than a \$1.5 million dollar balance and, that retaining only a 10% balance would provide CyRide's board with options on how to spend the remaining estimated \$532,126 in uncommitted dollars.

Director Kyras provided details about the breakdown between full-time and part-time drivers and when they were offered insurance. She indicated that CyRide has 24 Full-time positions working between 38-40 hours and approximately 146 part-time drivers who work 15-38 hours per week. Further she shared that all drivers start at a part-time status and that it can be anywhere from six to eight years for a driver to possibly be promoted to a full-time, 40 hour position. Drivers are offered insurance at 100% employee cost until they reach Step C in the City of Ames Pay Plan, which is achieved when a driver works 8,320 hours and can then participate in premiums at their work status rate of ½ or ¾ time. When they reach full-time employment they are offered insurance at a lower, full-time premium rate.

President Haila asked if employees at C Step are offered insurance and if they pay 100% of health insurance premium. Director Kyras clarified that C-step employees are offered insurance at ½ or ¾ time premium rates.

To ensure compliance with the ACA, Director Kyras indicated that there were three groups of employees where changes would need to be made. First, she indicated that part-time employees, working more than 30 hours per week, during the last measurement period would need to be offered insurance in arrears. She indicated that the board had approved this change at the October 18, 2016 meeting and it had been implemented. Second, she indicated that drivers working more than 30 hours per week in the current measurement period would need to be addressed through one of the five options that she would be presenting to the transit board and third, that part-time employees that were currently at, or just became eligible for, the City's Step C insurance coverage would need to be offered single and dependent care coverage.

Director Kyras then explained the cost assumptions that had been used for consideration for each of the options to ensure compliance:

- **Insurance Costs** - All eligible individuals would take the insurance, with 75% accepting single coverage and 25% family coverage.
- **Overtime Costs** - 5,482 overtime hours would be required each year
- **Training Costs** - \$3,200 per trainee
- **Personnel** – Additional staff would be needed under some options as CyRide's workforce would grow and change as a result of the option modifications
- **Unemployment Costs** – Would rise under some options with the need to lay off employees in the summer

Director Kyras provided a brief explanation of the five options prepared for board consideration. First option is to reclassify drivers, as either 40 hour employees, employees working over 30 hours, or under 30 hours. There would be no status changes allowed for the year and would require mandatory overtime for drivers working more than 30 hours, and no overtime would be allowed for less than 30 hours employees. She explained the anticipated impact on CyRide's workforce and indicated the potential cost could be \$648,229.17, with the largest costs attributed to additional insurance and training costs. She indicated that this option could be implemented in July-August 2017. Trustee Schinker shared his thoughts that the cost estimate could be higher than actual, as it was based on the assumption and some employees would possibly choose to not take the insurance.

Trustee Gartin asked if the transit board would need to make a decision on one of the options at the current meeting. Kaila Kenjar, the City of Ames Human Resources Director, indicated that it would be in the transit board's best interest to do so, so that any approved modifications could be implemented by January 1, 2017 to stay in compliance.

Trustee Gartin questioned whether the transit board could make a decision or recommendation at the current meeting and asked whether the City Council would need to also discuss what the transit board is going to be asked to approve. Trustee Schainker indicated that it was the responsibility of the transit board to make sure CyRide employees would be in compliance with ACA.

Director Kyras indicated that the second option was similar to the first option; however, "variable" positions would be added for part-time employees that CyRide was unsure if they would work 1,560 hours or more. These employee's hours would be monitored and they would be able to work overtime hours. She indicated that the additional cost to CyRide was estimated to be \$586,718, indicating that the major costs were centered around overtime and insurance costs, with lower training costs than the first option.

Trustee Gartin requested clarification of staff's comment that morale would be impacted. Director Kyras indicated that requiring CyRide's most senior drivers to work overtime would not be popular and, as a result, it is believed that a number of driver's would either quit or the remainder would be less happy to have it impact their personal lives and activities.

President Haila asked for further clarification of how the "variable" status would work and if it was the employees choice to be put in this category. Director Kyras said that adding variable hour employees would be decided by CyRide at the time employees were hired, based on their seniority and other factors contributing to their hours worked.

Trustee Madden clarified that employees are not currently forced to work overtime. Director Kyras responded that they were not.

Director Kyras explained the third option, which is how CyRide is currently operating, except that CyRide/City staff would need to track employee's hours, requiring additional administrative work to accurately administer health insurance to comply with ACA. With this option, all new employees would be considered variable hour employees and could move between statuses, as opposed to the first two options where statuses could not change. She indicated that there would be no impact to the workforce with this option and that the cost is estimated to be lower than the previous options at \$342,878.

Director Kyras then explained the fourth option, which is to offer every CyRide employee insurance at their status premium rate and that it would be the most expensive estimated at over \$766,000 per year.

Trustee Gartin shared his thoughts that students would be covered under their parent's insurance plan and that the actual cost could be lower. Trustee Schainker indicated that the Director's assumptions were the same for each option so that options could be compared, but that the actual cost could be

lower. He asked if board members would like staff to use different assumptions and if so staff could recalculate the costs. No further suggestions were made.

Susan Freed, with the Davis Brown Law firm, clarified administrative requirements under the options, indicating that even under the fourth option where everyone received insurance that there would still be annual reporting requirements and additional administrative work to track employee hours to compile this information.

Director Kyras explained the final option, which is to eliminate all full-time employee positions and only offer part-time positions, working less than 30 hours per week. She indicated that it was her belief that CyRide could lose a significant number of >30 hour per week employees (possibly 50 drivers) and that it would be difficult to attract non-student drivers in the future. She also indicated that the number of hours worked for each employee would need to be monitored to make sure they did not exceed the 1,560 hours per year. She indicated the estimated additional cost of this option would be \$720,789 mainly due to training costs and additional personnel needed to manage a workforce of an estimated 225 drivers compared to 170 currently.

Trustee Madden shared his thoughts that he was not in favor of this solution, citing the past challenges that CyRide has had in hiring an adequate number of drivers over the past few years. He indicated that he did not believe it was a realistic model.

Director Kyras then presented the peer analysis that the transit board had requested, indicating she had gathered data from four Iowa transit systems and three national systems as summarized below:

- **Cambus** - All employees are part-time, cannot not exceed 1,560 hours. All employees are students who are responsible for tracking their own work hours. This option would compare to CyRide Option #5.
- **Iowa City** - All employees are full-time and are offered health insurance. This option would compare to CyRide Option #4.
- **Des Moines DART**- Has 115 full-time employees and 75 part-time employees, who work under/over 30 hours a week. All employees are offered an ACA-compliant "Bronze" plan. They worked with Holmes Murphy to design their ACA compliant plan. This option would compare to CyRide Option #4.
- **HIRTA** - Has full-time and part-time employees, who work under 30 hours per week; however, their employees can work overtime that could put them over the ACA limit. Holmes Murphy helps administer their compliance with ACA. They made no changes in work policies. This option would compare to a variation of CyRide's Option #3.
- **StarTrans, Lincoln, NE** - Has only full-time employees and offers insurance to every employee. This option would compare to CyRide Option #4.
- **Blacksburg Transit, Virginia** - Has 14 full-time and 91 part-time employees. Part-time employees do not receive insurance and can only work 1,500 hours per year. Their hours are monitored. This option would compare to CyRide Option #5.

- **Lubbock, TX** - Has 137 full-time employees and 43 part-time employees that work less than 30 hours per week. This option would compare to CyRide Option #5, with a few full-time employees.

Staff shared its summary findings, which were that most systems chose to operate under a model where everyone received insurance or all, or most, drivers were part-time. Further, that the systems did not change their work policies, other than to cap annual part-time work hours, to comply with the ACA.

Trustee Schainker asked how other transit systems managed the high school-year ridership and staffing needs with summer reductions in both. Director Kyras indicated that most systems did not reduce their service levels from school-year to summer as dramatically as CyRide and were incurring more operating costs to offer this type of service.

Director Kyras said the last issue to ensure CyRide's compliance with the ACA was to address employees at, or just achieving, "C Step" status in the City of Ames Pay Plan. She indicated that current employees would need to be offered dependant coverage and new employees achieving this status would need to be offered a choice of single/dependant coverage. She estimated the cost to be between \$30,000 and \$72,000 per year.

Trustee Madden made a motion to authorize C Step employees to be offered family plans. The motion was seconded by Trustee Valentino.

A general discussion of the ACA ensued. Trustee Gartin asked if there were any further staff recommendations on which option should be adopted. Director Kyras shared her thoughts that option #3 in the short-term would serve the organization the best by not impacting its workforce and putting the administrative burden on staff. Further, she indicated that staff could work toward a different option in the longer term if the board desired.

Kaila Kenjar recommended adopting a variation of option #5.

Trustee Madden indicated he was comfortable with Option #3 and asked what CyRide staff would need to do to implement this in the next three months. Director Kyras indicated that drivers that have a regular schedule with over 30 hours per week would need to be offered insurance, which is approximately 42 employees, if they are not determined to be "variable employees" under the ACA.

Susan Freed shared further direction after gaining a better understanding of CyRide's workforce from this meeting. She indicated that she believes that all part-time employees could be placed into a "variable" employee status and their hours monitored. If they worked more than 1,560 hours, they would need to be offered insurance in arrears.

Trustee Schainker said this creates the need to establish a set of policies on how to administer the variable employees as they changes status and work hours. Trustee Schainker asked other board members if they were willing to incur additional administrative costs to administer these policies whether it was done by CyRide, city staff or by an outside administrator. There was concern about agreeing to this approach without knowing what this cost might be.

Kaila Kenjar further clarified that there would need to be consideration of the premium amount to ensure that it was determined to be "affordable" under the ACA. She indicated that complying with this would be difficult as individuals moved in and out of status' and their wages changed.

Duane Pitcher shared his thoughts regarding parameters needed to be established as option #3 would require a significant number of policies. He indicated that the following issues would need to be addressed under this option: reduction of hours and pay, how to collect premiums if an employee does not receive a paycheck or it does not cover the premium, premiums during Leave of Absence, changing status and eligibility for insurance as employees move in and out of these status and how to track all these variations.

President Haila shared his thoughts that CyRide's compliance with the ACA is a complicated issue and that board members need to make sure they are making the best decision moving forward and that making a quick decision on this issue makes this task even more difficult. Further, he indicated that it would be helpful to have more information about the administrative costs that would be needed to implement option #3.

Trustee Madden said that he believes that it is a priority for CyRide to be able to maintain its current service level in whichever option is chosen. Further, he indicated that it is important to treat employees fairly and to maintain a positive working environment for its employees.

Trustee Gartin shared his thoughts that he preferred option #1 as it is the most consistent with other City of Ames employee benefits and it fairly compensates employees across the city organization. Duane Pitcher clarified that the City of Ames employs full-time and regular part-time employees, which are 3/4 and under 30 hour's workers, and that each employee is offered insurance, based on their position status.

Trustee Gartin asked if a different option could be chosen in a year if it was discovered that a different model would benefit CyRide more. Director Kyras indicated that it could be changed, but that we needed to consider the impact on employees when doing this.

Duane Pitcher shared his thoughts that CyRide will never know how many people will take insurance until the budget year is completed, which makes budgeting for this line item difficult.

President Haila asked the Director to summarize her recommendation for board members. Director Kyras indicated that in the short term she would recommend option #3 as she believes that CyRide could ensure compliance, while minimizing the negative impacts on the workforce. It was also the least costly option for the agency. She acknowledged that it put a great deal of pressure and possibly additional cost on CyRide/City staff to develop the policies and to administer them correctly, but felt this was the best option at this time. She indicated that other options could be studied for future implementation to determine if they could reduce the financial burden or financial impact.

Trustee Madden shared his thoughts about the impact of choosing option #3. He indicated that students most likely would not chose the family plan and that many would not chose the single coverage as they would be included on their parents plans. Therefore, the costs presented would most likely represent the worst-case scenario.

Trustee Schainker asked board members if they would commit to the financial costs of administering option #3 without knowing the costs at this time as there was not experience with what might be needed to comply. Trustee Madden indicated that he was in favor of the option/administrative costs if it required an additional payroll person, but not if it takes purchasing a complete software package to handle this or other costly measures.

Susan Freed shared that once the policies document is completed and training of the individuals involved in implementing the changes is done, that she believes that the process should be relatively easy to administer.

Trustee Madden shared his thoughts that CyRide staff had been working on analyzing the different models and that he was comfortable with the direction that was being recommended. Further, he indicated that CyRide is a great public entity, with great service, and that he was willing to maintain employee morale, at a reasonable cost to the agency.

Duane Pitcher again shared his concerns with administration of the different measurement periods, with employees moving in and out of statuses throughout the year and the overall complexity of the administration process under option #3.

A question was raised regarding the C step employee change. Director Kyras clarified that current employees would need to be offered dependant coverage and employees new to the C Step status would be offered single or family coverage to comply with the ACA requirements.

Kaila Kenjar clarified the process for the 14 individuals that would receive insurance based on working more than 1,560 hours last year and the C Step employees. She indicated that the 14 individuals offered insurance in arrears would be eligible December 1, 2016 and that the C step employees would be eligible January 1, 2017 if the board approved this offer of coverage. The remainder of the employees, other than full-time employees, would be measured and offered insurance in the future. Further, she indicated that the question to be determined under this option would be what premium rate to charge employees based on their status.

Trustee Madden shared his thoughts that offering insurance to approximately 20 drivers at this time was not an unreasonable cost to absorb into the current budget.

Trustee Schainker clarified the next steps if Option #3 was approved. He indicated that the Human Resources and Finance Departments along with CyRide staff would need to develop the policies needed to ensure compliance with ACA and then determine what resources/costs would be needed to implement this option.

President Haila called for the vote on the C Step employees. (Ayes: Five. Nays: None.) Motion carried.

Trustee Gartin moved that the transit board direct staff to develop a more defined approach to Option #3 and that staff develop the needed policies to accompany this option, along with a cost estimate for administration efforts and further to provide this information to board members at a future meeting. He indicated that he believes that option #3 is the most viable alternative, but that he still has more questions. Trustee Madden seconded the motion and added the preference that this information be brought back to the board at the November 30, 2016 transit board meeting. Director Kyras indicated that it would most likely take longer than the November 30th meeting to develop the policies as this was only a few weeks away, but would bring the information to the board as soon as possible. (Ayes: Five. Nays: None.) Motion carried.

President Haila shared his thoughts that he believes that Option #4 was financially not reasonable, that Option #5 is not a viable option due to the staffing issues CyRide has been experiencing, that options #1 and #2 would have too great of an impact on morale issues, so he indicated that option #3 seemed to be the only reasonable option at this time. Further, he shared concern in understanding its implications and other costs that are unknown at this time.

Trustee Gartin inquired about the timing of the policy and actual implementation. Trustee Schainker said that staff would move forward immediately to begin working on the policies, but that this did not commit the board to this direction at this time. He indicated that the transit board would approve the policy and that staff would need to feel comfortable with the monitoring requirements that would be needed under option #3.

SET FALL SEMESTER MEETING DATES AND TIMES:

- November 30, 2016, 8:00 AM
- December 22, 2016, 1:00 PM (special meeting)

MOVE TO ADJOURN: Trustee Gartin made a motion to adjourn at 10:15 a.m. Trustee Valentino seconded the motion. Motion was approved.

John Haila, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: November 30, 2016

SUBJECT: Public Comments

INFORMATION: CyRide received the attached letter addressed to the Transit Board of Trustees at one of the System Redesign public meetings in early November.

The Ames Laboratory & Iowa State University College of Engineering

To: CyRide Board of Trustees
From: Iowa State University College of Engineering and Ames Laboratory
Date: November 1, 2016
Re: Transportation to Applied Sciences Complex

Comments: Thank you to the CyRide Board of Trustees for seeking input regarding transportation needs. We are fortunate that the University is experiencing record enrollment numbers. While this speaks to the quality of education Iowa State University offers to its students, it has caused some difficulties regarding space on central campus. Due to these space constraints, we have found it necessary to seek space near campus.

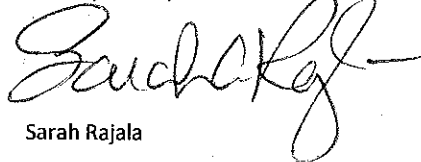
One such location has been the Applied Sciences Complex (ASC), located at 1925 Scholl Road in Ames. Over the last year the College of Engineering has relocated several lab-based courses as well as faculty members, their graduate students, and their research laboratories to the facilities at ASC. An additional 50 students are expected to beginning coming to the Applied Sciences starting in January.

Steps from the Applied Science Complex is Ames Laboratory's brand new Sensitive Instrument Facility (SIF). The SIF features state-of-the-art electron microscopes housed in a vibration- and static-free environment. In less than eight months since our soft open, over 40 campus users (Faculty, staff and students) already have been trained and are regularly working at the SIF. Over the longer term, as the equipment and its advanced capabilities become more familiar, there will be even more users who will be onsite, but will have limited transportation options primarily due to parking limits on campus.

Currently, through a variety of student involvement efforts and a variety of ad-hoc inefficient shuttle services, the College of Engineering has been able to meet the needs of the students as an interim solution. We have seen our average daily transportation needs rise from only a few trips a day in Spring 2016 to more than 30 daily trips in Fall 2016. With the University and Ames Laboratory growth at ASC and the SIF, we quickly have outgrown this makeshift service in less than a year. We need a long term solution.

Due to these issues, we respectfully request the CyRide Board of Trustees look to expand or alter the current routes to include a stop at the Applied Sciences Complex. We believe this would be the simplest, safest way to students, faculty and staff to reach the Applied Sciences Complex.

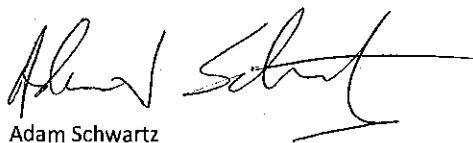
Thank you for your consideration.



Sarah Rajala

James L. and Katherine S. Melsa

Dean of Engineering



Adam Schwartz

Director, Ames Laboratory

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: November 30, 2016

SUBJECT: Fuel Purchase Bids

BACKGROUND: CyRide purchases fuel on a calendar year basis. Over the past two years, CyRide's Board of Trustees, upon staff's recommendation, has chosen to purchase fuel at market rates from a single vendor, as opposed to fuel contracting, locking into a pre-determined rate. CyRide purchased fuel under contracts from 2009 - 2014. Significantly lower fuel prices over the last several years has led to the belief that CyRide can secure better fuel prices by not locking into a pre-determined rate. CyRide's current single vendor contract with Keck Energy expires on December 31, 2016.

CyRide will need to determine how it will purchase fuel for calendar year 2017, including which vendor is the lowest bidder and establishing a maximum fuel cost.

INFORMATION: With continued lower fuel prices averaging \$1.55 per gallon year-to-date as compared to the budgeted amount of \$3.00 per gallon, CyRide staff believes that the current fuel strategy is the most advantageous method. This methodology is briefly described below for implementation in 2017:

Contract, Lock In Vendor (Fixed-Rate + Markup/Deduct) - CyRide staff prepared a bid in November for an estimated amount of fuel/biodiesel/additive for calendar year 2017. Based on this estimate, bidders estimated the cost of delivering fuel; however, fuel would be purchased at the market rate, at the time of purchase. This delivery cost is called a "fixed rate + mark-up/deduct." **This methodology allows CyRide to order fuel throughout the year for a preset delivery price, above or under the market rate, and lock into a vendor.**

The advantage of purchasing fuel as described above is that CyRide and City Purchasing staff complete only one fuel bid for the year, instead of a new bid approximately every 7 days; thereby lowering administrative costs to complete this procurement. This process was used to purchase fuel for calendar year 2015, 2016 and prior to 2009. In preparation for the end of the current contract, CyRide staff, in November 2016, completed a Request for Bid for the purchase of fuel during calendar year 2017, based upon the assumptions on the following page:

CITY OF AMES, IOWA				
Ph: 515-239-5125 * Fax: 515-239-5325 Mike Adair, Procurement Specialist II				
Bid No. 2017-071				
Ames Transit Agency 2017 Fuel Purchases	Supply of #1 Dyed ULSD Diesel	Supply of #2 Dyed ULSD Diesel	Biodiesel	Magellan's Cold Flow Improver
1/1/17 through 12/31/17				
Keck Energy	-\$0.031	-\$0.018	-\$1.03	\$0.012
Petroleum Traders Corp.	-\$0.0174	\$0.0147	-\$0.8183	\$0.025
Fausser Energy Resources	\$0.000	\$0.000	-\$0.9000	\$0.0100
Diamond Oil	\$0.005	\$0.005	-\$1.15	\$0.01
New Century FS	\$0.005	\$0.02	-\$0.20	\$0.018

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: November 30, 2016

SUBJECT: Rate Setting - Fares

BACKGROUND: Each year, typically, the Transit Board of Trustees considers its fare and pass rate settings each mid to late April for implementation with the new fiscal year beginning in July, 1½ months later. Setting rates at this time of year presents a challenge in that the budget for the fiscal year was approved by the board four months earlier in January and any variation from budget assumptions will impact the budget. Additionally, waiting until April to print and distribute passes 30 days in advance of the new fiscal year is creating problems for staff and the sales outlets. Therefore, staff and board members in April 2016 discussed considering both rate settings (fares and passes) in conjunction with the budget process each year; therefore, staff has prepared information regarding its fares/passes this year in November 2016 for implementation on July 1, 2017.

INFORMATION: CyRide has modified fares five times over the 40 years that it has been in operation with varying successes as detailed below. (The original cash full-fare was 50¢ per ride in 1976, as a basis for comparison.) Tickets and passes also typically increased, comparatively, to match the cash increases. The following briefly summarizes these dates.

- August 1985 – Raised to 60¢ per ride
- May 1993 – Raised to 90¢ per ride
- May 1994 – Decreased to 75¢ per ride (as a result of lower revenues)
- March 2004 – Raised to \$1.00 per ride
- January 2012 – Raised to \$1.25 per ride

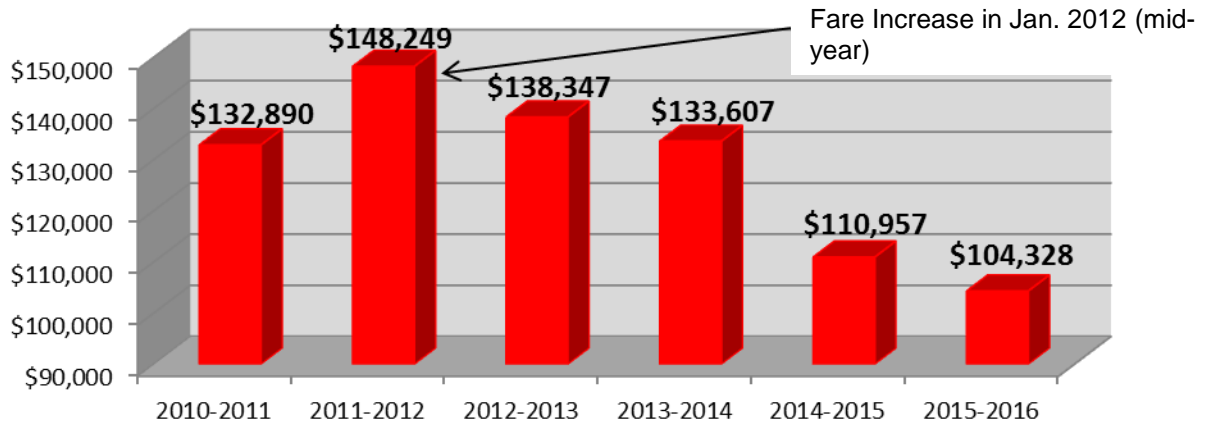
The one anomaly to CyRide’s fare pricing occurred in 1994 when fares were reduced one year after an increase due to lowered revenue and the desire to modify fares to be more convenient, devisable by a quarter.

The attached sheet entitled, “Rate Setting Resolution 2012-1” details the current 2016-2017 rate structure, with summarized cash and ticket prices on the next page.

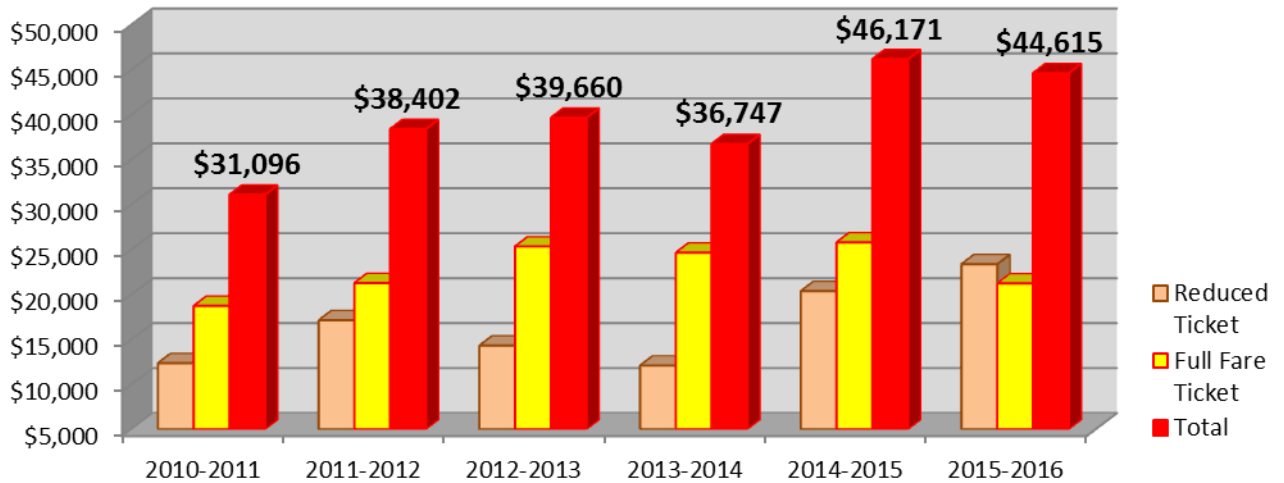
Fare Type	Full Fare	ISU Discounted Fare	Disabled Discounted Fare
Cash	\$1.25	N/A	\$.60
Ticket Book (10)	\$12.00	N/A	\$6.00

The two graphs below illustrate the last six-year period of revenue history for cash/ticket fares, which illustrates 4 ½ years since the last fare increase from \$1.00 to \$1.25 per ride.

CyRide Cash Fare History



CyRide Ticket Fare History



In completing a cash and ticket analysis, CyRide staff believes that two trends are occurring:

- Lower gas prices have led to revenue reductions with fewer non-student rides being taken on CyRide as the public can better afford other means of transportation.

- With strong to increasing ticket revenue, it is believed that customers paying their fare with cash have changed their fare payment method to tickets due to the convenience of paying with one ticket as opposed to placing \$1.00 plus \$.25 in the farebox for each ride. Under the previous fare structure, customers would have only placed \$1.00 in the farebox for their ride.

One method to incentivize Ames residents to return to using CyRide services is to “rollback” fares to the \$1.00 cash and equivalent fares that were established prior to January of 2012. It is anticipated that between \$0 and \$30,000 would be lost in revenues, depending on the public’s reaction to the rollback (equivalent to a 20% decline in revenues). The attached sheet entitled, “Rate-Setting Resolution 2011-1” details the former rate structure. If the board chooses to reduce fares, CyRide would need to engage the public per Federal Transit Administration regulations and gain input before a final decision could be made prior to its implementation in July 2017.

ALTERNATIVES:

1. Approve the 2017-2018 rates reflecting no change from the 2016-2017 rate structure.
2. Approve the 2017-2018 rates by returning fares to the 2010-2011 rate structure, direct staff to begin the public engagement process according to Federal Transit Administration regulations and present the results of this input at a future transit board meeting in 2017 before taking final action.
3. Modify rates per board priorities.
4. Defer action on setting rates for the 2017-2018 budget year until the January 2017 transit board meeting.

RECOMMENDATION:

The Transit Director recommends approving Alternative #1, #2 or #4, depending upon the transit board’s comfort with setting rates at this time. Alternatives #1 and #2 would encourage use of CyRide service furthering the community’s sustainability initiatives and assisting residents in providing an economical alternative to move throughout the community. Alternative #4 would allow for coordination between the 2017-2018 budget and fare policy.

AMES TRANSIT AGENCY BOARD OF TRUSTEES

RATE SETTING RESOLUTION 2011-1

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

CYRIDE rates effective July 1, 2011

Fixed Route Fares

\$ 1.00	Regular fare cash fare
\$.50	K-12 students
\$.50	Elderly with Medicare card
\$.50	People with disabilities as defined by the Federal Transit Administration
\$ free	ISU students with ISU card on fixed routes in Ames
\$ 5.00	10-ride reduced fare ticket book (\$0.50 per ride)
\$ 10.00	10-ride regular fare ticket book (\$1.00 per ride)
\$ 35.00	Regular fare monthly pass. (May also be used in conjunction with tickets or cash on Dial-A-Ride).
\$ 40.00	Reduced fare summer semester pass
\$ 120.00	Winter regular fare pass. November to spring break. Price varies depending on date purchased.
\$ 130.00	Regular fare semester pass (fall and spring). Price varies depending on date purchased.
\$ 65.00	Reduced fare semester pass (fall and spring). Price varies depending on date purchased.
\$ 260.00	Regular fare School Year pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
\$ 130.00	Reduced fare School Year pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
free	Children under six years of age accompanied by a person age 13 or older (maximum of three children per rider).
free	Attendant accompanying and assisting ADA-eligible person
\$ 10.00	Replacement fee for lost or stolen passes
companion	Fare for person not assisting passenger riding with ADA-eligible passenger is same fare as ADA-eligible passenger's fare
\$ 80.00	Regular fare summer pass

RATE SETTING RESOLUTION 2011-1

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Dial-A-Ride Fares

\$ 2.00	Dial-A-Ride cash fare for passengers eligible under the ADA. Two full fare fixed route tickets may be used by passengers eligible under the ADA for DAR fare (or a pass and one ticket).
\$ 6.00	Dial-A-Ride cash fare for all ADA-eligible passengers riding to or from a point more than 3/4 mile from the nearest fixed route operating at the time of the ride.
\$ 6.00	Charge for failing to cancel a Dial-A-Ride trip more than 1/2 hour before the scheduled time, or for not showing for a Dial-A-Ride call.
\$ 18.00	Dial-A-Ride cash fare for general public (not ADA eligible).
free	Attendant accompanying and assisting ADA-eligible person on Dial-A-Ride
companion	Fare for person not assisting Dial-A-Ride passenger riding with DAR eligible passenger is same fare as Dial-A-Ride eligible passenger's fare
free	ISU students who are ADA eligible traveling within 3/4 mile of a fixed route operating at the time of the ride.

Miscellaneous Revenue

\$ 80.00	Shop rate per hour
\$ 80.00	Shuttle rate, as subcontractor, to other bus operators, one-hour minimum
\$ 80.00	Shuttle rate for every hour after the minimum
\$ Variable	Fuel surcharge for shuttle service

Enacted this 28th day of April 2011

AMES TRANSIT AGENCY BOARD OF TRUSTEES:

BY: _____
Robert Anders, President

AMES TRANSIT AGENCY BOARD OF TRUSTEES

RATE SETTING RESOLUTION 2012-1

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

SECTION ONE – CyRide Rates Effective July 1, 2012

Fixed Route Fares

\$ 1.25	Regular cash fare
\$.60	Reduced cash fare (K-12, Medicare, Medicaid, persons over 65, persons with a disability)
\$ 6.00	10-ride reduced fare ticket book (\$.60 per ride)
\$ 12.00	10-ride regular fare ticket book, (\$1.20 per ride)
\$ 40.00	Regular fare monthly pass. (May also be used in conjunction with tickets or cash on Dial-A-Ride).
\$ 20.00	Reduced fare monthly pass (Medicare, Medicaid, persons over 65, persons with a disability)
\$ 160.00	Regular Fare Semester Pass (fall and spring). Price varies depending on date purchased.
\$ 80.00	Reduced Fare Semester Pass (fall and spring). Price varies depending on date purchased.
\$ 150.00	Regular Fare Winter Pass. November to spring break. Price varies depending on date purchased.
\$ 75.00	Reduced Fare Winter Pass. November to spring break. Price varies depending on date purchased.
\$ 100.00	Regular Fare Summer Pass
\$ 50.00	Reduced Fare Summer Pass
\$ 320.00	Regular Fare School Year Pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
\$ 160.00	Reduced Fare School Year Pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
free	Children under six years of age accompanied by a person age 13 or older (maximum of three children per rider).
free	Attendant accompanying and assisting ADA-eligible person
\$ 10.00	Replacement fee for lost or stolen passes
companion	Fare for person not assisting passenger riding with ADA-eligible passenger is same fare as ADA-eligible passenger's

RATE SETTING RESOLUTION 2012-1

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Dial-A-Ride Fares

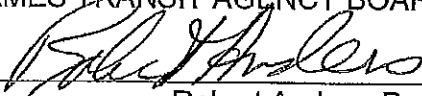
- \$ 2.00 Dial-A-Ride cash fare for passengers eligible under the ADA.
Two full fare fixed route tickets may be used by passengers eligible under the ADA for DAR fare (or a pass and one ticket).
- \$ 6.00 Dial-A-Ride cash fare for all ADA-eligible passengers riding to or from a point more than 3/4 mile from the nearest fixed route operating at the time of the ride.
- \$ 18.00 Dial-A-Ride cash fare for general public (not ADA eligible).
free Attendant accompanying and assisting ADA-eligible person on Dial-A-Ride
- companion Fare for person not assisting Dial-A-Ride passenger riding with DAR eligible passenger is same fare as Dial-A-Ride eligible passenger's fare
free ISU students who are ADA eligible traveling within 3/4 mile of a fixed route operating at the time of the ride.

Miscellaneous Revenue

- \$ 84.00 Shop rate per hour
- \$ 84.00 Shuttle rate, as subcontractor, to other bus operators, one-hour minimum
- \$ 84.00 Shuttle rate for every hour after the minimum
- \$ Variable Fuel surcharge for shuttle service

Enacted this 19th day of April 2012

AMES TRANSIT AGENCY BOARD OF TRUSTEES:

BY: 
Robert Anders, President

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: November 30, 2016

SUBJECT: Rate Setting - Passes

BACKGROUND: Each year, typically, the Transit Board of Trustees considers its fare and pass rate settings each mid to late April for implementation with the new fiscal year beginning in July, 1½ months later. Setting rates at this time of year presents a challenge in that the budget for the fiscal year was approved by the board four months earlier in January and any variation from budget assumptions will impact the budget. Additionally, waiting until April to print and distribute passes 30 days in advance of the new fiscal year is creating problems for staff and the sales outlets. Therefore, staff and board members in April 2016 discussed considering both rate settings (fares and passes) in conjunction with the budget process each year; therefore, staff has prepared information regarding its fares/passes this year in November 2016 for implementation on July 1, 2017.

INFORMATION: CyRide has modified fares five times over the 40 years that it has been in operation with varying successes as detailed below. (The original monthly pass full-fare was \$20.00 per ride in 1976, as a basis for comparison.) Tickets and cash were also typically increased, comparatively, to match the pass increases. The following briefly summarizes these dates.

- August 1985 – Raised to \$22.00 per month
- May 1993 – Raised to \$30.00 per month
- May 1994 – Decreased to \$25.00 per month (as a result of lower revenues)
- March 2004 – Raised to \$35.00 per month
- January 2012 – Raised to \$40.00 per month

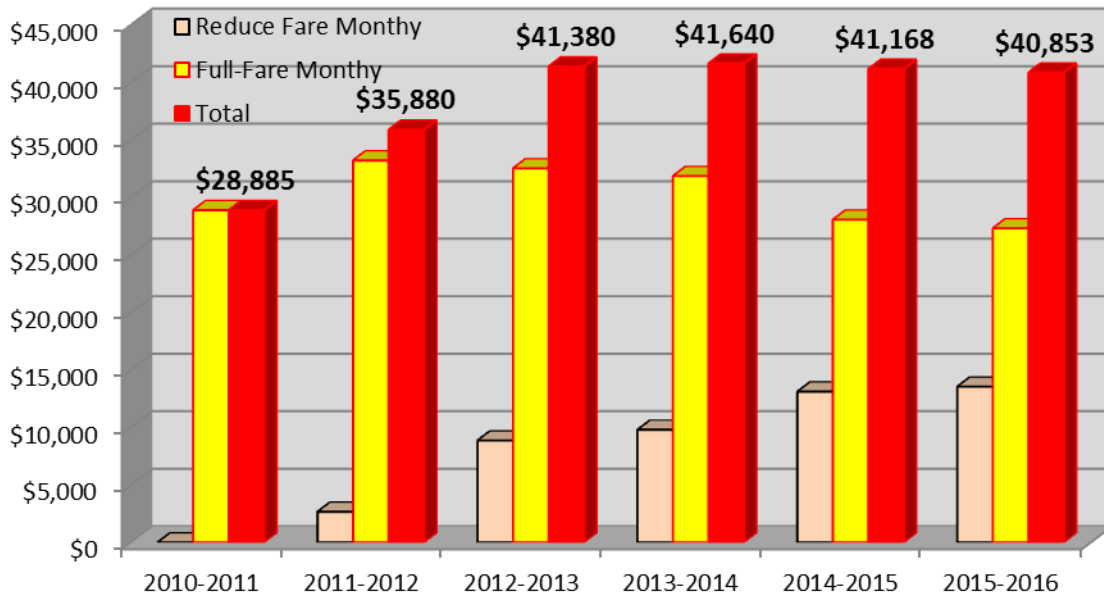
The one anomaly to CyRide’s fare pricing occurred in 1994 when fares were reduced one year after an increase due to lowered revenue and the desire to modify cash fares to be more convenient, devisable by a quarter, which also impacts pass prices.

The attached sheet entitled, “Rate Setting Resolution 2012-2” details the current 2016-2017 rate structure, with the pass prices summarized on the next page.

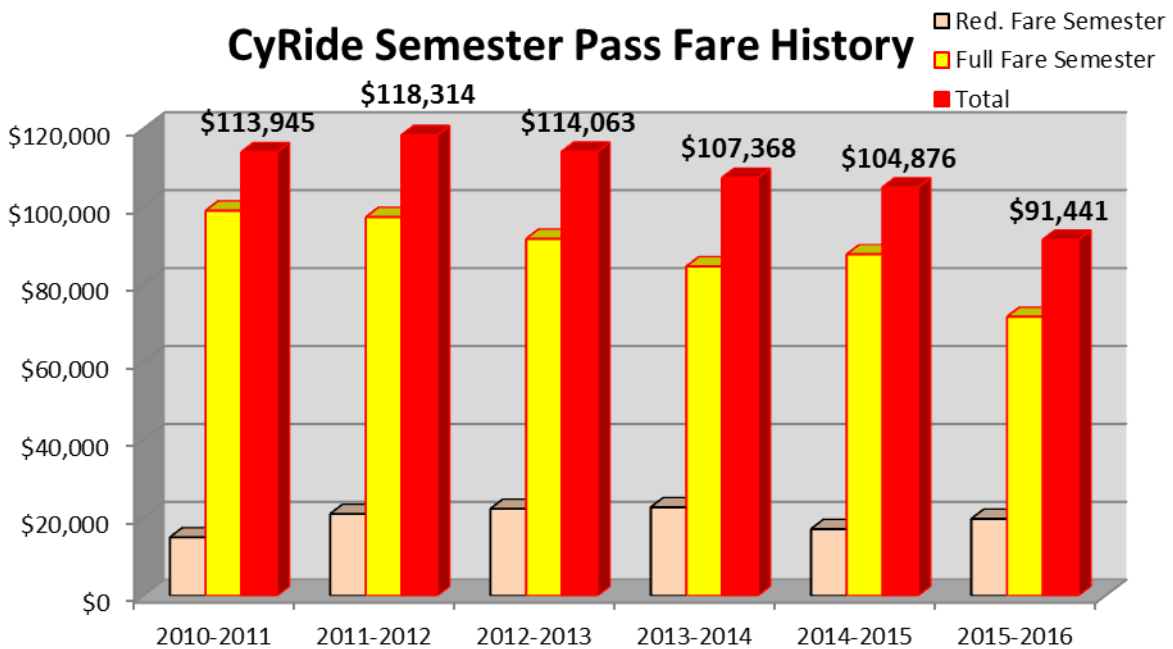
Pass Type	Full Fare	ISU Discounted Fare	Disabled Discounted Fare
Monthly	\$40	N/A	\$20
Semester (Fall/Spring)	\$160	\$115	\$80
Semester (Summer)	\$100	\$70	\$50
Winter (Nov. 1 to Spring Break)	\$150	\$105	\$75
Annual	\$320	\$230	\$160

The two graphs below illustrate the last six-year period of revenue history for pass fares (semester and monthly), which illustrates 4 ½ years since the last fare increase.

CyRide Monthly Pass Fare



CyRide Semester Pass Fare History



In completing a monthly and semester pass fare analysis, CyRide staff believes that two trends are occurring:

- Lower gas prices have led to reduced pass revenue overall from a total of \$142,830 in 2010-2011 to \$132,294 in 2015-2016, with fewer rides being taken on CyRide services as the public can better afford other means of transportation.
- With the stability in monthly passes, there has been a decline in semester passes over this time period. Staff believes that the higher cost of semester passes (up to \$320) is more difficult for CyRide riders to pay at one time, making the monthly cost more manageable; thereby, customers have switched to a lower cost, more frequent payment method.

One method to incentivize Ames residents to return to using CyRide services is to “rollback” pass prices to the \$35 monthly pass and equivalent fares prior to January of 2012. It is anticipated that between \$0 and \$28,000 would be lost in pass revenue, depending on the public’s reaction to the rollback (equivalent to a 20% decline in revenues). The attached sheet entitled, “Rate Setting Resolution 2011-2” details the former rate structure. If the board chooses to reduce fares, CyRide would need to engage the public per Federal Transit Administration regulations and gain input before a final decision could be made prior to its implementation in July 2017.

ALTERNATIVES:

1. Approve the 2017-2018 rates reflecting no change from the 2016-2017 rate structure.
2. Approve the 2017-2018 rates by returning fares to the 2010-2011 rate structure, direct staff to begin the public engagement process according to Federal Transit Administration regulations and present the results of this input at a future transit board meeting in 2017 before taking final action.
3. Modify rates per board priorities.
4. Defer action on setting rates for the 2017-2018 budget year until the January 2017 transit board meeting.

RECOMMENDATION:

The Transit Director recommends approving Alternative #1, #2 or #4, dependent upon the transit board’s comfort with setting rates at this time. Alternatives #1 and #2 would encourage use of CyRide service furthering the community’s sustainability initiatives and assisting residents in providing an economical alternative to move throughout the community. Alternative #4 would allow for coordination between the 2017-2018 budget and fare policy.

AMES TRANSIT AGENCY BOARD OF TRUSTEES

RATE SETTING RESOLUTION 2011-2

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

SECTION ONE -- Semester Pass Established

REDUCED FARE PASSES

PURCHASE DATE	2011 SUMMER REDUCED FARE PASS	Expiration Date - Price
Sunday, May 1, 2011 – Wednesday, July 20, 2011		August 31, 2011 \$40.00

2011 FALL REDUCED FARE PASS

Monday, August 15, 2011 – Friday, September 16, 2011	December 31, 2011	\$65.00
Saturday, September 17, 2011 – Friday, December 9, 2011	December 31, 2011	\$50.00

2011/12 SCHOOL YEAR REDUCED FARE PASS

Monday, August 15, 2011 – Friday, September 16, 2011	June 3, 2012	\$130.00
Saturday, September 17, 2011 – Friday, December 9, 2011	June 3, 2012	\$115.00
Saturday, December 10, 2011 – Friday, February 10, 2012	June 3, 2012	\$65.00
Saturday, February 11, 2012 – Friday, March 23, 2012	June 3, 2012	\$50.00

2011/12 WINTER REDUCED FARE PASS

Saturday, November 5, 2011 - Friday, December 9, 2011	March 19, 2012	\$60.00
Saturday, December 10, 2011 - Friday, February 10, 2012	March 19, 2012	\$40.00

RATE SETTING RESOLUTION 2011-2

Page 2

REGULAR FARE PASSES

PURCHASE DATE	2011 SUMMER REGULAR FARE PASS	Expiration Date - Price
Sunday, May 1, 2011 – Wednesday, July 20, 2011		August 31, 2011 \$80.00

2011 FALL REGULAR FARE PASS

Monday, August 15, 2011 - Friday, September 16, 2011	December 31, 2011	\$130.00
Saturday, September 17, 2011 - Friday, December 9, 2011	December 31, 2011	\$100.00

2011/12 SCHOOL YEAR REGULAR FARE PASS

Monday, August 15, 2011 - Friday, September 16, 2011	June 3, 2012	\$260.00
Saturday, September 17, 2011 - Friday, December 9, 2011	June 3, 2012	\$230.00
Saturday, December 10, 2011 - Friday, February 10, 2012	June 3, 2012	\$130.00
Saturday, February 11, 2012 - Friday, March 23, 2012	June 3, 2012	\$100.00

2011/12 WINTER REGULAR FARE PASS

Saturday, November 5, 2011 - Friday, December 9, 2011	March 19, 2012	\$120.00
Saturday, December 10, 2011 - Friday, February 10, 2012	March 19, 2012	\$80.00

SECTION TWO -- \$10.00 Replacement fee for lost or stolen passes

SECTION THREE – Other Conditions

Other conditions pertaining to any Semester Pass are:

1. One person may not use the pass of another, unless the original issue has sold it to the new user, the sale registered in the Ames Transit Agency Office, and the pass replaced by the Ames Transit Agency Office. The person to whom it has been sold may then use the pass.
2. Misuse of the pass may result in confiscation and cancellation of the pass without a refund.

Enacted this 28th day of April 2011.

AMES TRANSIT AGENCY BOARD OF TRUSTEES

By: _____
Robert Anders, President

AMES TRANSIT AGENCY BOARD OF TRUSTEES

RATE SETTING RESOLUTION 2012-2

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

SECTION ONE – CyRide Rates Effective July 1, 2012

REDUCED FARE PASSES

PURCHASE DATE	2012 SUMMER REDUCED FARE PASS	Expiration Date - Price
Sunday, May 6, 2012 – Friday, July 20, 2012		August 31, 2012 \$50.00

	2012 FALL REDUCED FARE PASS	
Monday, August 13, 2012 – Friday, September 21, 2012		December 31, 2012 \$80.00
Saturday, September 22, 2012 - Friday, December 14, 2012		December 31, 2012 \$60.00

	2012/13 SCHOOL YEAR REDUCED FARE PASS	
Monday, August 13, 2012 – Friday, September 21, 2012		June 3, 2013 \$160.00
Saturday, September 22, 2012 – Friday, December 14, 2012		June 3, 2013 \$140.00
Saturday, December 15, 2012 - Friday, February 22, 2013		June 3, 2013 \$80.00
Saturday, February 23, 2012 – Sunday, March 24, 2013		June 3, 2013 \$60.00

	2012/13 WINTER REDUCED FARE PASS	
Saturday, November 3, 2012 – Friday, December 14, 2012		March 18, 2013 \$75.00
Saturday, December 15, 2012 – Friday, February 22, 2013		March 18, 2013 \$50.00

RATE SETTING RESOLUTION 2012-2

Page 2

REGULAR FARE PASSES

PURCHASE DATE	2012 SUMMER REGULAR FARE PASS	Expiration Date - Price	
Sunday, May 6, 2012 – Friday, July 20, 2012		August 31, 2012	\$100.00

2012 FALL REGULAR FARE PASS			
Monday, August 13, 2012 – Friday, September 21, 2012		December 31, 2012	\$160.00
Saturday, September 22, 2012 - Monday, December 10, 2012		December 31, 2012	\$120.00

2012/13 SCHOOL YEAR REGULAR FARE PASS			
Monday, August 13, 2012 – Friday, September 21, 2012		June 2, 2013	\$320.00
Saturday, September 22, 2012 – Friday, December 14, 2012		June 2, 2013	\$280.00
Saturday, December 15, 2012 - Friday, February 22, 2013		June 3, 2013	\$160.00
Saturday, February 23, 2013- Sunday, March 24, 2013		June 3, 2013	\$120.00

2012/13 WINTER REGULAR FARE PASS			
Saturday, November 3, 2012 – Friday, December 14, 2012		March 18, 2013	\$150.00
Saturday, December 15, 2012 - Friday, February 22, 2013		March 19, 2013	\$100.00

SECTION TWO -- \$10.00 Replacement fee for lost or stolen passes

SECTION THREE – Other Conditions

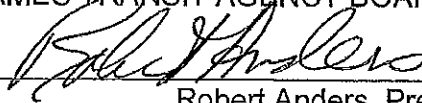
Other conditions pertaining to any Semester Pass are:

1. One person may not use the pass of another, unless the original issue has sold it to the new user, the sale registered in the Ames Transit Agency Office, and the pass replaced by the Ames Transit Agency Office. The person to whom it has been sold may then use the pass.
2. Misuse of the pass may result in confiscation and cancellation of the pass without a refund.

Enacted this 19th day of April 2012.

AMES TRANSIT AGENCY BOARD OF TRUSTEES:

BY: _____



Robert Anders, President

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: November 30, 2016

SUBJECT: 2017-2018 Operating Budget

BACKGROUND: CyRide staff annually develops preliminary budget proposals for consideration by the Transit Board of Trustees at their November/December meeting. These budgets reflect anticipated revenues and expenses for the next budget year, beginning in July of the following year. Under the Intergovernmental Agreement between Iowa State University, Student Government (SG) and City of Ames, the Transit Board of Trustees is required to approve a budget by January 21st of each year.

INFORMATION: This report will be divided into two sections as follows:

- FY2016/17 Budget Status
- FY2017/18 Budget Assumptions and Options

FY2016/17 Budget Status (as of Oct. 31, 2016)

The 2016/17 budget, year-to-date, has experienced a 7.2% decrease in expenses and slightly lower revenues for the year (-1.4%). The line items contributing to these changes are described below.

Expenses

The single largest variance creating lower operating expenses is in the fuel line item. The 2016/17 budget estimated fuel at \$3.00 per gallon. Fuel costs to date have averaged \$1.55 per gallon. With 33% of the budget year completed and only 19% of the budget expense expended, if this trend continues for the remainder of the year, CyRide is anticipated to have approximately a \$500,000 savings in this line item.

All other expenses are relatively close to the 2016/2017 budgeted expenses; however, Dial-A-Ride expenses are slightly lower due to lower ridership.

Revenue

On the revenue side, there are four categories that are experiencing higher/lower than anticipated revenue for the first four months of the fiscal year:

1. **Federal 5310 Funding** – Dial-A-Ride revenues are lower than anticipated due to lower ridership demand on this service. Revenues are drawn down for expenses incurred, which are lower as discussed under the expenses section.
2. **Farebox/Pass Sales** – 6.5% lower than budgeted year-to-date – year-end decrease anticipated of \$21,540. All reduced fare categories are higher, while full fares are lower except for full fare semester passes.

There are four additional funding sources that indicate a variance at this time; however this is due to timing of when these revenues are received. These sources are: ISU, City, Student Government and Transit Contract funding. ISU, Student Government and a majority of the Transit Contract funding has not been received to-date; while City funding is trending higher than budgeted when annualized, but will end the fiscal year at the budgeted amount.

All other revenues are relatively close to budget expectations.

Closing Balances

CyRide has three closing balances: operating, Student Government Trust Fund and capital. The following summarizes projected balances for the 2015/16 budget year, pre-audit.

Operating Balance - At the current time, the operating closing balance is anticipated to increase from the actual 2014/15 balance of \$1,245,342 to actual 2015/16 balance of \$1,521,754, increasing to a 15.6% fund balance.

Capital Balance – Currently, the capital closing balance is anticipated to decrease from the 2015/16 balance of \$1,445,754 to \$707,159 due to payment for the four articulated buses delivered in August 2016.

Student Government Trust Fund Balance – The 2016/17 budget is projected to end the fiscal year with a \$617,462 balance, achieving the desired \$500,000 balance, plus including a \$102,485 savings as a result of unanticipated ICAAP grant funding (see attached chart entitled, “ISU Student Fees and Trust Fund Summary”). The \$102,485 saving was not included in future budgets as the savings is a temporary revenue source and the students/university will need to direct staff on how to utilize these funds – for reduced fee increases or for one-time capital projects, such as for the purchase of the NextBus system in past years.

2017/18 Operating Budget Request

Budget Assumptions –

In the 2017/18 budget development, the following major assumptions were incorporated into each of the budget options discussed below.

- **Health Insurance** – Health insurance costs will change (increase of \$284,168 over 2016/17) to reflect the following:
 - **Rate increase** - 4%, increasing expenses by \$29,314
 - **Annualized Adjustment** – The 2016/2017 annualized health insurance costs are trending higher than budgeted – increasing expenses by \$104,822
 - **Impact of ACA costs** – increasing expenses by \$150,000
- **Outside Professional Services** – Increase by \$50,000 to address administrative assistance to monitor driver hours and manage CyRide health insurance program per ACA requirements.
- **Payroll Expenses** - Overall payroll expenses (wages and benefits, less health insurance described above) will increase 3.1% from the 2016/17 adopted to 2017/18 requested budget due mainly to annual wage increases. This expense will increase by approximately \$229,000. This includes the three phases of the reorganization as presented to the Transit Board in October 2016, assuming pay grade and salary levels, prior to the City’s Human Resource reclassification studies on the positions. The reorganization changes are as follows, increasing by one full-time equivalent FTE:
 - Addition of two part-time office workers to provide Receptionist function
 - Elimination of Operation’s Supervisor position and addition of an Assistant Operation’s Supervisor at one pay grade lower than the Operation’s Supervisor.
 - Increasing the Assistant Director – Operations position by one pay grade

The net reorganization budget impact is anticipated to be approximately a \$5,000 increase.

- **Fuel** – Fuel is budgeted at \$2.75 per gallon, reduced from the 2016/17 adopted budget of \$3.00 per gallon.
- **Federal/State Funding** – The FY2017/18 budget anticipates slightly higher federal operating funding (+\$696) to \$1,975,000. State funding is anticipated to decrease by -\$20,000 from \$800,000 in the 2016/17 adopted budget to \$780,000 in the 2017/18 requested budget.
- **Funds Transferred to Capital** – The 2017/18 budget reflects a transfer of \$800,000 to the capital fund to purchase buses, shop equipment, repair the facility, etc. The 2016/17 transfer was also \$800,000, indicating a stable annual transfer of funds and the

need to accumulate additional local dollars in the next several years to pay for new buses under grants and facility repairs.

- **Worker’s Compensation**– CyRide has received more unemployment claims for drivers who are not high enough in seniority to receive summer work hours. Therefore, \$10,000 has been added to this budget to reflect this new trend.
- **Fares** – The budget assumes no change in fare prices; however, discussion items #6 and #7 on this agenda provide an option to “rollback” fares to the fare structure in 2011 at a potential reduction in revenue from this source between \$0 and \$58,000 depending on if the lower fares attract more non-student ridership. Staff believes \$40,000 is a conservative estimate of potential lost farebox revenues. The option to lower fares is detailed in the previous agenda items.
- **NextBus Vehicle Tracking System** – The annual maintenance cost of this system (\$83,000) was not included in the 2016/17 budget due to an oversight in the transition between Budget Analysts.

In total, the annual operating costs from the adopted 2016/17 to 2017/18 budget is an increase of \$713,050 or 6.7%. Additionally, to maintain a 10% closing balance on this higher operating expense will require an additional estimated \$110,000.

FY2017/18 Budget Options -

Through the Board of Trustee’s discussions at the October 2016 board meeting, staff was directed to prepare a baseline budget, without service increases. As a result of higher expenses in the 2017/18 budget, staff has developed the following three options for the baseline budget (as reflected in the attached charts entitled, “Budget Analysis,”. The difference between the options is if/how much of the excess 2015/16 closing balance above 10% that transit board members would be comfortable in committing at this time to be used to lower the percentage increase in local dollars needed.

- **Option 1** –Using \$0 of 2015/2016 closing balance, local percentage increase of 12.5%
- **Option 2** – Using \$275,000 of 2015/16 closing balance, local percentage increase of 8.8%
- **Option 3** – Using \$550,000 of 2015/16 closing balance, local percentage increase of 5.2%

Further, at the October 2016 meeting, board members requested that staff further develop three proposed service modifications as follows for board member consideration:

- Additional Hours of Service (Five)
- Additional Night Service on Brown Route
- State Street Express Route

Each of these additional services is briefly described on the next page entitled “Itemized Changes” and was presented in more detail at the October Transit Board meeting. Additionally, the attached chart entitled, “2017-2018 CyRide Budget Options,” provides financial information on each option, which details the total local cost, each local funding partners share in dollars as well as their increase in funding.

Additionally, staff has included, for discussion, a budget option regarding the cost of less revenue as a result of “rolling back” fares to 2011 prices at an estimated loss of farebox revenue of \$40,000. If this option is desired, additional loss of student fee dollars, which were originally dedicated to higher fares, would need to be calculated for a total loss.

Staff is seeking board input on if/which baseline budget option, and if any proposed service changes should be included in CyRide’s final budget. The transit board may vote on a final budget at the November meeting or table action until the January meeting.

ALTERNATIVES:

1. Table action at the November meeting and take final action at the January 2017 Transit Board meeting.
2. Approve baseline budget Option #1, #2 or #3.
3. Approve a baseline budget option, plus board selected options.

RECOMMENDATION:

The Transit Director recommends alternative #1 to defer action until January 2017 if there is a desire to add service options or further refine the baseline budget options. This would give each of the three funding partner’s time to discuss the options with their peers and allow staff to present a final budget before adoption. If board members prefer to fund a baseline budget option at the November 30, 2016 meeting, the Transit Director recommends alternative #2.

Itemized Changes

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

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

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

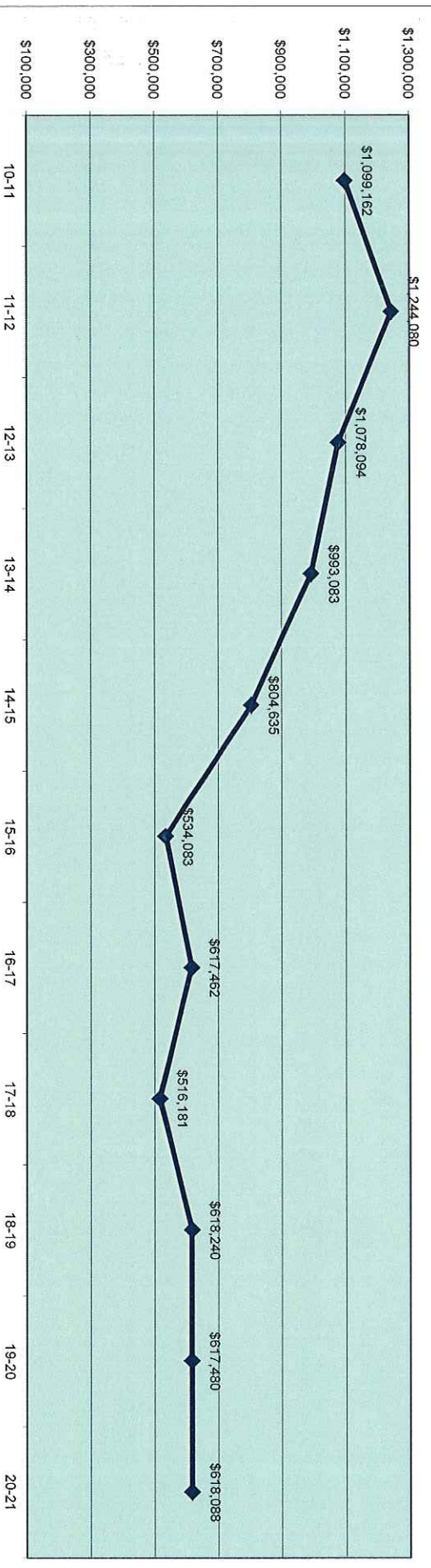
This new route is conceptual at this time and if the board chooses to fund this option, public input would be needed to refine the actual service that would be implemented. This could be accomplished in February 2017, prior to preparing the fall schedule and assigning driver shifts, which is completed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

ISU Student Fees and Trust Fund Summary

	3.8%	4.0%	4.0%	6.5%	11.9%	13.8%	5.1%	5.0%	5.0%	5.0%	5.0%
CAPITAL & OPERATIONS	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Budgeted Revenue	\$3,008,413	\$3,204,263	\$3,499,053	\$3,726,491	\$4,169,944	\$4,746,135	\$4,988,188	\$5,237,597	\$5,499,477	\$5,774,451	\$6,063,174
Actual Revenue	\$3,432,423	\$3,339,076	\$3,639,853	\$3,892,893	\$4,161,666	\$4,467,677	\$4,967,754	\$5,128,693	\$5,596,536	\$5,768,691	\$6,058,782
Surplus/(Deficit)	\$424,010	\$134,813	\$140,800	\$166,401	(\$8,278)	(\$278,458)	(\$20,434)	(\$108,905)	\$97,059	(\$5,760)	(\$4,392)

TRUST FUND											
Opening Balance	\$667,188	\$1,099,162	\$1,244,080	\$1,078,094	\$993,083	\$804,635	\$534,083	\$617,462	\$516,181	\$618,240	\$617,480
Interest	\$7,964	\$10,105	(\$1,064)	\$9,758	\$2,000	\$7,906	\$1,328	\$7,624	\$5,000	\$5,000	\$5,000
Payments											
Transfers In (Out)	\$424,010	\$134,813	\$140,800	\$166,401	(\$8,278)	(\$278,458)	(\$20,434)	(\$108,905)	\$97,059	(\$5,760)	(\$4,392)
Ending Balance	\$1,099,162	\$1,244,080	\$1,078,094	\$993,083	\$804,635	\$534,083	\$617,462	\$516,181	\$618,240	\$617,480	\$618,088
% of Budgeted Revenue	36.5%	38.8%	28.3%	24.9%	19.9%	11.3%	12.4%	9.9%	11.2%	10.7%	10.2%
Increase	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$2.24	\$6.75	\$2.25	\$5.66	\$2.40	\$4.12
Total Fees	\$62.61	\$62.61	\$62.61	\$62.61	\$64.11	\$66.35	\$73.10	\$75.35	\$81.01	\$83.41	\$87.53
Increase %	0.0%	0.0%	0.0%	0.0%	2.4%	3.5%	10.2%	3.1%	7.5%	3.0%	4.9%
Student Semester FTEs	54,822	53,331	58,135	62,177	64,914	67,104	67,957	68,064	69,084	69,160	69,219
Official Enrollment	28,685	29,887	31,040	33,241	34,732	36,001	36,660	36,807	36,961	37,027	37,085

ISU Student Government Trust Fund Balance



2017-2018 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.
2016-2017 Adopted Expense	\$10,932,647	\$7,495,573	\$1,736,393	\$761,477	\$4,997,703				
2017-2018 Baseline Budget Option #1	\$11,342,556	\$8,432,520	\$1,953,442	\$856,662	\$5,622,416	12.5%	\$217,049	\$95,185	\$624,713
5 Additional Hours of Service/Day		\$69,230	\$16,615	\$6,923	\$45,692	0.8%	0.9%	0.8%	0.8%
Brown Route Additional Evening Trips		\$7,761	\$1,863	\$776	\$5,122	0.1%	0.1%	0.1%	0.1%
New State Street Route		\$122,000	\$29,280	\$12,200	\$80,520	1.4%	1.5%	1.4%	1.4%
Fare Revenue Reduction		\$40,000	\$9,600	\$4,000	\$26,400	0.5%	0.5%	0.5%	0.5%

Staff Priority:

- 1 - 5 Additional Hours
- 2 - Brown Route Additional Evening Trips
- 3 - New State Street Route
- 4 - Fare Revenue Reduction

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: November 30, 2016
SUBJECT: Five Year Capital Improvement Plan

BACKGROUND: Each year, staff develops a five-year Capital Improvement Plan (CIP) to fund needed improvements in its bus fleet, facilities and support services. The plan approved by the Transit Board of Trustees is then incorporated into the City of Ames' Capital Improvement Program in January of each year.

INFORMATION: The projects contained in this year's Five-Year CIP represent purchases as a result of the following factors:

- Purchases approved in or anticipated in grants
- Replacement of equipment at the end of its useful life
- Purchases that are needed to ensure efficient and smooth operations

If approved, CyRide staff would begin to purchase the items contained in the first year of the plan beginning July 1, 2017. The remaining years would not be purchased until the year approaches and are subject to modifications as they are more fluid in nature due to annual funding increases/decreases. The following information details the CIP's first year purchases, as well as purchases for four additional years.

First Year Purchases –

The purchase summary on the next page is recommended for procurement in the 2017-2018 budget year to ensure smooth operation of the transit system and is included in the baseline 2017-2018 budget, included as part of the previous agenda topic. A detailed explanation of each anticipated expenditure, by category, is detailed after the chart.

Purchase	Other Share		Local Share	Total Cost
	Federal	State/GSB	CyRide	
Vehicle Replace.				
5-40' Used Buses	\$0	\$0	\$120,000	\$120,000
4-40' New Buses	\$1,387,776	\$0	\$346,944	\$1,734,720
SUBTOTAL	\$1,387,776	\$0	\$466,944	\$1,854,720
Bdg. Expan. & Modern.				
Permanent Hoist Repair	\$0	\$344,000	\$86,000	\$430,000
Rehabilitate Bus Wash	\$0	\$260,000	\$65,000	\$325,000
Concrete Replac.	\$0	\$0	\$90,000	\$90,000
A & E Services	\$0	\$0	\$35,000	\$35,000
SUBTOTAL	\$0	\$604,000	\$276,000	\$880,000
Shop/Office Eqt.				
Computers (6)	\$0	\$0	\$12,000	\$12,000
Shop Equipment	\$0	\$0	\$40,000	\$40,000
Forklift	\$0	\$0	\$40,000	\$40,000
Flood Pump	\$0	\$0	\$80,000	\$80,000
SUBTOTAL	\$0	\$0	\$172,000	\$172,000
Bus Stop Improve.				
Bus Stop Improve.	\$40,000	\$0	\$10,000	\$50,000
SUBTOTAL	\$40,000	\$0	\$10,000	\$50,000
Technology				
Bus Security Cameras	\$0	\$0	\$45,000	\$45,000
Building Security System	\$0	\$0	\$200,000	\$200,000
NextBus GPS Vehicle Tracking Replacement	\$0	\$0	\$100,000	\$100,000
HR Software	\$0	\$0	\$50,000	\$50,000
SUBTOTAL	\$0	\$0	\$395,000	\$395,000
TOTAL	\$1,427,776	\$604,000	\$1,319,944	\$3,351,720
Carryover Local	---	---	\$707,159*	---
Total 2017-2018 Local	---	---	\$612,785	---

*Includes \$200,000 committed to local match for bus storage expansion

After purchase of these items in 2017-2018, the local capital fund closing balance is estimated to be approximately \$3,215, which is lower than the 2016-2017 expected balance as a result of significant bus purchases, building and technology projects during the next budget year.

The following briefly discusses each of the purchases contained in next year's budget.

Purchase Five, Used 40' Buses - Without the ability to fund new buses through grants from dedicated bus procurement sources, CyRide would need to purchase five used buses each year to have an adequate number of vehicles available for anticipated growth and efficient operation, as well as replace vehicles that no longer are able to be operated safely.

Purchase Four, New 40' Buses - CyRide has four buses approved in state grants, (three in an ICAAP and one in PTMS allocation), which are anticipated for delivery in late 2017/18. CyRide will receive 80% state funding for their purchase.

Permanent Hoist Repair - CyRide would replace its in-ground hoists as they are original to the building and prone to leaking and unreliability. This project is eligible for State PTIG grant funding at an 80% state share.

Rehabilitate Bus Washer - CyRide's current bus washer would be 13 years old at the time of replacement and at the end of its useful life (typically 10 years). This project would replace or rehabilitate this major facility feature. This project is eligible for State PTIG grant funding at an 80% state share.

Concrete Replacement – A major new section of parking lot was constructed under the 2013-2014 facility construction project. However, concrete at the east side of the facility was not included and remains in crumbling condition. CyRide would replace large sections of this concrete in the 2017-2018 capital budget. This project was bid in 2016-2017 and delayed one year due to unfavorable bidding.

A & E Services – Proposed 2017-2018 through FY2018-2019 capital projects, “Hoist Repair, Bus Wash Rehab, HVAC Replacement and Security System (Building)” would require engineering services to identify the specific work to be completed and estimate their cost. As a result, CyRide would contract with an architectural and engineering firm to provide these services in preparation of this work.

Computers - CyRide would replace six computers during the 2017-2018 budget year in accordance with the City of Ames computer procurement schedule.

Shop Equipment – Four small shop equipment items are scheduled for purchase in the 2017-2018 Capital Plan as follows:

- **Trash Pumps (6)** – Will be used for flood mitigation and positioned around the facility to pump floodwater over the floodwalls and gates back outside of the building - \$12,000.
- **Air Jack** – This jack is used to lift heavy vehicles. The current jack is 20+ years old and is past its useful life - \$1,600.
- **Tire Machine** – The existing tire machine is 20+ years old and not large enough for CyRide's “super single” tires on the articulated buses - \$20,000.
- **Bus Fogger/Sanitizer** – This would be a new piece of equipment for CyRide to improve its bus sanitation. The equipment saturates the bus with sanitizer as opposed to hand cleaning the bus when body fluids are spilled - \$6,400.

Forklift – CyRide's current forklift is 32 years old and is nearing the end of its useful life, after major component work was completed to extend its life. Even with this work, the lift is prone to electric problems and therefore needs to be replaced.

Flood Pump – As part of the flood wall system, CyRide must purchase two large, 2,290 gpm capacity portable pumps to remove water that will seep through the underground systems to eliminate damage to the facility when/if another flood event occurs. Without this system, CyRide could experience damage to the facility. CyRide has looked into renting this equipment and has found only smaller pumps available that would not be able to pump the amount of water expected to breach the facility during an event. One pump will be purchased in 2016-2017 and the second one is included in next year's CIP for purchase in 2017-2018.

Bus Stop Improvements – This funding would improve existing bus stop locations with concrete pads, benches, shelters and lighting to make service more convenient to its riders. CyRide's new shelter design would be used to replace three existing shelters, and two current shelters in better condition, would be reused to expand CyRide's shelter program. This project would be funded with 80% federal funds.

Bus Security Cameras – CyRide places interior and exterior cameras on its buses that are used to investigate customer complaints, accidents and identify operational issues. CyRide has developed a program to systematically replace these cameras on its existing buses. This program requires replacement/rehabilitation of these systems on five buses next year.

Building Security System – CyRide's administrative office is the only portion of the facility that is currently equipped with a video surveillance system. A new system was purchased for the office in 2016-2017 and is expandable to other areas of CyRide's facility. CyRide's maintenance shop and bus storage areas would be added to this new system to complete coverage of the facility in 2017-2018. Adequate safety and security of federal assets is an FTA priority and has been a recommendation in federal reviews completed on CyRide's operations in the past.

NextBus Vehicle Tracking System – CyRide's current GPS vehicle tracking system used to provide real-time bus arrival times is currently under contract with NextBus. This contract will expire in January 2018. In discussions with NextBus, CyRide's current hardware/software is becoming outdated and will not be supported in the near future. Therefore, CyRide will meet with vendors to determine if the current system is the most advantageous and would upgrade its current system or procure a new one prior at the end of the existing contract.

HR Software – CyRide would purchase a human resources package that would allow staff to document employee actions, various federal checks that are required and maintain an overall accurate work history of its more than 165 bus operators. The number of drivers employed at CyRide has grown by more than 1/3 in the last five-ten years and has become unmanageable without software designed to track this information.

Remaining Four Years (2018-2019 – 2021-2022):

Assumptions made for major purchases in future years of the Capital Improvement Plan include the following items, which are contained in the attached City of Ames Capital Improvement Plan information sheets:

Bus Purchases – Representing approximately \$530,000 over the remaining 4-year period, this investment reflects the purchase of 20 used, large buses, maintaining a fleet between 105-120 large buses. Additionally, the plan anticipates funding of four 40' buses and 6 minibuses under anticipated funding by the State of Iowa at an 80% state share.

Other Vehicle Purchases – The plan assumes replacement of one administrative vehicle per year and one maintenance vehicle in 2018-2019, for a total cost of \$170,000. Administrative vehicles are replaced every 4 – 6 years and maintenance trucks approximately every 10 years.

Dial-A-Ride Bus/Van – CyRide replaced/purchased new vehicles in 2015-2016 and 2016-2017. These vehicles are four-year vehicles per Federal Transit Administration guidance; however, has scheduled their replacement in 2020-2021 and 2021-2022 (five years) for a total cost of \$160,000, which will be funded 80% with federal grant dollars.

Building Expansion & Modernization – This plan assumes the following:

2018-2019 – Replace CyRide's HVAC system in the original portion of the building (\$810,000) and replace the EIFS coating on the exterior of CyRide's building that is deteriorating (\$25,000.) The HVAC project would be eligible for State PTIG grant funding at an 80% state share.

2019-2020 – CyRide would replace its fuel dispensing system with a high speed fueling system. The current system was installed in 2003 with used equipment at that time. The new system would allow for quicker, more efficient fueling and would significantly reduce fuel spillage due to the new design that sync's with the bus' fuel intake (\$250,000).

2020-2021 – No projects are programmed at this time.

2021-2022 - No projects are programmed at this time.

Bus Security Cameras– CyRide currently has video systems in all of its buses for the first time. This equipment has a useful life of 4-5 years. As a result, CyRide would need to replace video systems on at least five buses each year to ensure that these systems are available for incidents that occur on the buses, for a four-year total of \$180,000. These systems have become a valuable tool in the management of CyRide's system, as well as, for law enforcement at the university and city.

Automatic Passenger Counters (APC's) – Automatic passenger counters record the number of boardings as passengers get on buses. Automatic counters decrease the amount of time it takes to board customers and they allow customers to board at both the front and back doors of the bus. They can also be used to fulfill federal reporting requirements. CyRide would purchase up to 25 APC's over a three year period beginning in 2018-2019 for a total cost of \$75,000.

Asset Management Software – A new federal regulation was initiated in 2016 that will require each transit system to record and monitor all revenue vehicles (buses/minibuses/vans used to provide service to the public), its facility and larger equipment. Included in this management system is the age and condition of more than 200 pieces of equipment/facilities at CyRide. It is believed that these new requirements will be beyond CyRide's current vehicle software system that is capable of tracking only the maintenance performed on the asset. A new software package would be procured that is capable of meeting FTA's Total Asset Management reporting requirements in 2019-2020 (\$100,000) and would replace CyRide's current maintenance software program.

Radio System Upgrade – CyRide's current radio system is part of the City of Ames technology network. This system is becoming obsolete and discussions within the city are to move to a different system. CyRide would be part of this move anticipated for 2018-2019 (\$100,000).

Air Compressor – CyRide's air compressor will be 36 years old at the time of replacement and will have exceeded its useful life (\$25,000).

Shop and Office Equipment – This plan assumes \$12,000 per year to upgrade computers and \$50,000 per year in shop equipment would be needed to ensure smooth operation in the administrative and maintenance areas. The specific shop equipment to be purchased is identified in the year it is to be purchased.

Bus Stop Improvements – CyRide continues to emphasize its bus stop improvement program and has included a \$50,000 annual commitment in the plan through 2020-2021 for a total of \$200,000 over the four-year period.

Additionally, in the 2014-2015 capital plan, the Transit Board approved \$200,000 in local grant matching funds for expansion of CyRide's bus storage. This amount will be held in reserve until state or federal dollars and an expansion plan can be secured to begin a facility expansion project.

ALTERNATIVES:

1. Defer action on the Five Year Capital Plan until the January 2017 Transit Board meeting.
2. Approve the Five Year Capital Improvement Plan as presented.

3. Approve the Five Year Capital Improvement Plan, with board modifications.
4. Do not approve the Five Year Capital Improvement Plan.

RECOMMENDATION:

The Transit Director recommends alternative #1 to defer action until January in order to give board members time to review the plan or alternative #2 to approve the plan, dependent upon the Transit Board's comfort of the planned capital improvements at the time of the November board meeting.

CYRIDE CAPITAL IMPROVEMENTS PLAN SUMMARY 2018-2022

November 2016

TRANSPORTATION - TRANSIT

PROJECT/REVENUE DESCRIPTION	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22
EXPENDITURES:						
Vehicle Replacement	5,324,174	1,854,720	715,000	695,400	773,934	1,285,120
Building Expansion & Modernization	2,105,000	880,000	870,000	285,000	35,000	35,000
Shop & Office Small Capital	445,000	172,000	62,000	87,000	62,000	62,000
Bus Stop Improvements	250,000	50,000	50,000	50,000	50,000	50,000
Technology	850,000	395,000	170,000	170,000	70,000	45,000
Total Expenditures	8,974,174	3,351,720	1,867,000	1,287,400	990,934	1,477,120

REVENUES:

City:						
Transit Fund	3,966,835	1,319,944	819,000	823,080	463,787	541,024
Other:						
FTA - 5339 / ICAAP	3,603,339	1,387,776	408,000	424,320	487,147	896,096
Elderly/Disabled	200,000	40,000	40,000	40,000	40,000	40,000
State of Iowa - PTIG	1,204,000	604,000	600,000	0	0	0
GSB	0	0	0	0	0	0
Other Subtotal						
Total Revenues	8,974,174	3,351,720	1,867,000	1,287,400	990,934	1,477,120

CYRIDE VEHICLE REPLACEMENT

PROJECT STATUS: Scope/Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide will replace/expand its bus fleet by five used buses each year to meet ridership demand and replace vehicles that can no longer be operated in daily service. Additionally, CyRide has grant funding for four new buses to be delivered in 2017/18 and anticipates future state funding for new buses through the state's capital funding allocation process. CyRide has four vehicles used for administrative support and in the operations division for drivers to switch shifts. These vehicles are on a four- to six-year replacement schedule, ultimately replaced when they no longer are mechanically sound. The two maintenance trucks are on a ten-year replacement cycle. Dial-A-Ride vehicles are replaced every 4-6 years.

In total, these purchases are programmed as follows:

- 2017/18: Purchase five used 40' buses (\$120,000); purchase four new 40' bus (\$1,734,720)
- 2018/19: Purchase five used 40' buses (\$125,000); purchase one new 40' buses (\$510,000), replace administrative vehicle (\$30,000); replace maintenance truck 007 (\$50,000)
- 2019/20: Purchase five used 40' buses (\$135,000); purchase one new 40' bus (\$530,400); replace administrative vehicle (\$30,000)
- 2020/21: Purchase five used 40' buses (\$135,000); purchase one new 40' bus (\$551,616); replace the Dial-A-Ride van (\$57,318); replace administrative vehicle (\$30,000)
- 2021/22: Purchase five used 40' buses (\$135,000); purchase one new 40' bus and six minibuses (\$551,616 and \$465,329, respectively), replace the Dial-A-Ride bus (\$103,175); replace administrative vehicle (\$30,000)

COMMENTS

All vehicles, except the new buses/Dial-A-Ride vehicles, will be 100% locally funded. The new buses will be funded with 80-85% federal funding, including the State of Iowa's Iowa Clean Air Attainment Program (ICAAP) funds that are a distribution of federal dollars.

LOCATION

CyRide, 1700 University Boulevard

	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22
COST:						
Large Buses - 40' New	4,343,681	1,734,720	510,000	530,400	551,616	1,016,945
Used Buses	650,000	120,000	125,000	135,000	135,000	135,000
Administrative Vehicles	150,000		30,000	30,000	30,000	30,000
Shop Vehicles	50,000		50,000			
Dial-A-Ride Bus/Van	160,493				57,318	103,175
TOTAL	5,324,174	1,854,720	715,000	695,400	773,934	1,285,120
FINANCING:						
Transit Fund	1,750,835	496,944	307,000	271,080	286,787	389,024
PTMS Funds	2,215,563		408,000	424,320	487,147	896,096
ICAAP Funds	1,387,776	1,387,776				
TOTAL	5,324,174	1,854,720	715,000	695,400	773,934	1,285,120

PROGRAM - ACTIVITY:
Transportation – Transit

DEPARTMENT:
CyRide

ACCOUNT NO.
552-1159-439
552-1171-439

CYRIDE BUILDING EXPANSION & MODERNIZATION

PROJECT STATUS: Scope/Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide's original bus storage building is 32 years old and major components of the building are at the end of their useful life. Additionally, the facility is housing more vehicles than it was originally designed for, creating higher wear and tear on the facility. As a result, this plan has been developed to keep the facility in a state of good repair, as is required by the Federal Transit Administration:

- 2017/18: Replace permanent bus hoists (\$430,000); rehabilitate bus wash (\$325,000); replacement of deteriorated concrete (\$90,000)
- 2018/19: Replace CyRide's HVAC system in the original portion of the building (\$810,000); replace EIFS coating (\$25,000)
- 2019/20: Replace fueling system with a high-speed fueling system (\$250,000)
- 2020/21: No projects re programmed at this time
- 2021-22: No projects re programmed at this time

In addition, A& E services will be utilized each year (\$35,000) to support construction projects/development of bid plans and specifications.

COMMENTS

The HVAC units and permanent bus hoists are original to the building; the portable hoists are 38 years old and past their useful life. The warranty on CyRide's current bus storage roofs expired in 1994 on the oldest section and in 2010 on the newest section. CyRide's current bus washer will be 13 years old at the time of replacement, which is past the expected 10-year life for this type of equipment. A portion of the concrete parking lot is crumbling under the weight of the buses. The A & E services would provide technical expertise during the various construction projects, as well as assisting with the preparation of bid documents. The EIFS coating is up to twenty years old and is in deteriorating condition. The new high speed fueling system would allow current employees to fuel each bus in the same amount of time as CyRide's continues to expand its fleet, alleviating the current need for a second fueling bay or additional staff.

This plan does not include bus storage expansion and assumes that 20-30 buses will be housed outdoors. However, the 2014/15 Capital Improvement Plan included a \$200,000 commitment to a state grant that was not approved. This funding will be retained in a reserve account for local share to match a grant until funding is secured for a building expansion project.

LOCATION

CyRide, 1700 University Boulevard

	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22
COST:						
Architectural/Engineering	175,000	35,000	35,000	35,000	35,000	35,000
Equipment	1,840,000	755,000	835,000	250,000		
Construction	90,000	90,000				
TOTAL	2,105,000	880,000	870,000	285,000	35,000	35,000
FINANCING:						
Transit Fund	905,000	280,000	270,000	285,000	35,000	35,000
State of Iowa - PTIG	1,200,000	600,000	600,000			
TOTAL	2,105,000	880,000	870,000	285,000	35,000	35,000
PROGRAM - ACTIVITY:		DEPARTMENT:	ACCOUNT NO.			
Transportation – Transit		CyRide	552-1159-439			
			552-1175-439			

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: Scope/Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project is to address replacement of shop and office equipment used for CyRide operations. While a majority of the 2017/18 – 2021/22 shop purchases in this category are smaller items where replacement need is less predictable, they have been generally described in this CIP. Specific shop needs will be identified annually to efficiently operate CyRide and address OSHA, Department of Natural Resources, and other federal requirements as they are implemented at a total cost of approximately \$50,000 per year, plus larger equipment as described below. Additionally, six computers will be funded each year at an estimated cost of \$12,000 per year.

2017/18 – 2021/22 larger equipment purchases include:

- 2017/18 – Flood Pump (\$80,000); Replace CyRide’s current forklift (\$40,000),
- 2019/20 – Air Compressor (\$25,000)

COMMENTS

The 2017/18 smaller shop and office equipment expenditures include the replacement of six computers and the following shop equipment:

- Six Trash Pumps (\$12,000)
- Air Jack (\$1,600)
- Tire Machine (\$20,000)
- Bus Fogger/Sanitizer (\$6,400)

The Flood Pump is one of two pieces of equipment that are required to complete the waterproofing of CyRide's facility, which flooded in 2010. The first pump was purchased in 2016/17. CyRide's Air Compressor will be 36 years old at the time of replacement and will have exceeded its useful life. CyRide's forklift is 32 years old and has become unreliable and expensive to repair.

LOCATION

CyRide, 1700 University Boulevard

	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22
COST:						
Computers	60,000	12,000	12,000	12,000	12,000	12,000
Shop Equipment	360,000	160,000	50,000	50,000	50,000	50,000
Air Compressor	25,000			25,000		
TOTAL	445,000	172,000	62,000	87,000	62,000	62,000
FINANCING:						
Transit Fund	445,000	172,000	62,000	87,000	62,000	62,000
TOTAL	445,000	172,000	62,000	87,000	62,000	62,000
PROGRAM - ACTIVITY:	DEPARTMENT:		ACCOUNT NO.			
Transportation – Transit	CyRide		552-1159-439			

BUS STOP IMPROVEMENTS

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

One of the most frequently requested customer suggestions received by CyRide is regarding the condition or lack of amenities at its more than 435 bus stop locations throughout the city. Therefore, over the next five-year period (2017/18 through 2021/22), CyRide will install two to three new bus shelters and move existing bus shelters to new locations each year, thereby increasing the total number of bus shelters for CyRide’s customers. The specific locations will be identified each year based on CyRide’s ability to complete installation at sites that year and the bus stop priority list based on a previous bus stop improvements study. In addition to shelters, concrete pads; amenities and connections to sidewalks will be included to make using the bus easier for customers. In total, approximately \$50,000 per year in improvements will be completed.

COMMENTS

Funding for these improvements will be provided by 80% federal dollars administered under a grant from the State of Iowa and 20% local funding from CyRide’s budget.

LOCATION

Various locations throughout Ames

	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22
COST:						
Pads, Benches, Shelters	250,000	50,000	50,000	50,000	50,000	50,000
TOTAL	250,000	50,000	50,000	50,000	50,000	50,000
FINANCING:						
Transit Fund	50,000	10,000	10,000	10,000	10,000	10,000
Federal 5310 Grants	200,000	40,000	40,000	40,000	40,000	40,000
TOTAL	250,000	50,000	50,000	50,000	50,000	50,000
PROGRAM - ACTIVITY:	DEPARTMENT:		ACCOUNT NO.			
Transportation – Transit	CyRide		552-1174-439			

CYRIDE TECHNOLOGY IMPROVEMENTS

PROJECT STATUS: Scope/Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide has equipped its bus fleet with video camera technology that has improved customer safety and information regarding its daily operation of service. As a result, CyRide has developed a bus video replacement system that replaces the video system on five buses each year (\$45,000 annually) over the course of the five-year plan. These systems must be replaced periodically as the existing equipment has become obsolete and is not supported by the vendor. CyRide currently has four different video systems on its bus fleet, which are used to investigate customer complaints and identify operational issues.

CyRide began upgrading its office building security camera system in replacing the office portion of this system in 2016/17 (\$60,000) with the system expanded to the bus storage building/maintenance in 2017/18 (\$200,000). CyRide would also upgrade its NextBus GPS tracking system (\$100,000) in 2017/18 as it will be five years old and the vendor has notified CyRide that it will no longer support portions of the program's current version.

In the 2017/18 fiscal year, CyRide would purchase a human resources package that would allow staff to document employee actions, various federal checks that are required and maintain an overall accurate work history of its more than 165 bus operators. The number of drivers employed at CyRide has grown by more than 1/3 in the last five-ten years and has become unmanageable without software designed to track this information (\$50,000).

CyRide would also replace its radio system (\$100,000), as part of the citywide emergency radio replacement program, anticipated in 2018/19. Up to 25 Automatic Passenger Counters (APC's) would be purchased in 2018/19, 2019/20 and 2020/21 to assist CyRide in counting passengers as they board the bus; thereby, decreasing boarding time on its routes. In 2019/20 CyRide will need to replace its asset management software that will keep CyRide in compliance with a new federal asset management requirement. The anticipated cost of this software is \$100,000.

COMMENTS

CyRide's administrative offices are the only portion of the facility currently equipped with a video surveillance system. This system is nine years old, not capable of expansion, and experiencing reliability issues. CyRide's maintenance shop and bus storage areas would be added to a new system to complete coverage of the facility. This new system will be completed over a two-year period (2016/17 and 2017/18).

LOCATION

CyRide, 1700 University Boulevard

	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22
COST:						
Bus Security Cameras	225,000	45,000	45,000	45,000	45,000	45,000
Building Security System	200,000	200,000				
HR Software	50,000	50,000				
Radio System Upgrade	100,000		100,000			
GPS Tracking System	100,000	100,000				
APC's	75,000		25,000	25,000	25,000	
Asset Management Software	100,000			100,000		
TOTAL	850,000	395,000	170,000	170,000	70,000	45,000
FINANCING:						
Transit Fund	850,000	395,000	170,000	170,000	70,000	45,000
TOTAL	850,000	395,000	170,000	170,000	70,000	45,000

PROGRAM - ACTIVITY:

Transportation – Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439

CyRide Capital - FY16 to FY21

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		FY16	FY17	FY18	FY19	FY20	FY21	FY22
Capital		Actual						
Beginning Balance		\$ 793,245	\$ 1,445,754	\$ 707,159	\$ 203,215	\$ 204,215	\$ 201,135	\$ 557,348
State/Federal Building	80%	\$ 11,996	\$ 300,000					
PTIG Building	80%		\$ 300,000	\$ 600,000	\$ 600,000	Capped at \$600,000		
State/Federal Bus	80%			\$ 1,387,776	\$ 408,000	\$ 424,320	\$ 487,147	\$ 896,096
State/Federal Bus	83%							
State/Federal Bus	85%	\$ 8,708	\$ 2,507,500					
State/Federal Bus	90%							
State/Federal Bus Stops	80%	\$ 20,025	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
State/Federal Needs Anal.	80%	\$ 20,070						
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
GSB								
Capital Transfer		\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Capital Revenues		\$ 880,799	\$ 3,967,500	\$ 2,847,776	\$ 1,868,000	\$ 1,284,320	\$ 1,347,147	\$ 1,756,096
Total Available		\$ 1,674,044	\$ 5,413,254	\$ 3,554,935	\$ 2,071,215	\$ 1,488,535	\$ 1,548,282	\$ 2,313,444
	Grants							
Building (Grants) Pits in FY16	5309	\$ 14,995	\$ 360,005					
Roof Replacement	PTIG		\$ 375,000					
Hoists Repair	PTIG			\$ 430,000				
Bus Wash Rehab	PTIG			\$ 325,000				
HVAC Replacement	PTIG				\$ 810,000			
Buses (Grants)		\$ 10,245	\$ 2,950,000	\$ 1,734,720	\$ 510,000	\$ 530,400	\$ 551,616	\$ 1,016,945
			4 Artics @85%	3 ICAAP 80%, 1 PTMS 80%	1 PTMS 80%	1 PTMS 80%	1 PTMS 80%	1 PTMS 80%, 6 Minibus
HIRTA Bus	5310		\$ 89,000				\$ -	\$ 103,175
HIRTA Van	5310	\$ 49,443					\$ 57,318	\$ -
Bus Stops	5310	\$ 25,031	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Needs Analysis	5309	\$ 25,088						
Building								
Nextbus				\$ 100,000				
Building (Local)								
Buses (Local)		\$ -		\$ 120,000	\$ 125,000	\$ 135,000	\$ 135,000	\$ 135,000
Painting Buses			\$ 25,000					
Video Systems		\$ -	\$ 225,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Support Vehicle		\$ 37,579	\$ 30,000		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
			Fusion	Escape (2012)	Terrain (White 2014)	Terrain (Red 2015)	Fusion (2016)	
Shop Trucks			\$ 85,000		\$ 50,000			
Shop Equipment		\$ -	\$ 50,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Computers/Office Equip.			\$ 28,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Fluid Management			\$ 70,000					
Electric Hoist			\$ 90,000					
Concrete		\$ 50,435	\$ 99,565	\$ 90,000				
A&E Services		\$ 15,475	\$ 39,525	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Security System (Building)			\$ 60,000	\$ 200,000				
Flood Pumps			\$ 80,000	\$ 80,000				
Asset Mgmt Software						\$ 100,000		
HR Software				\$ 50,000				
Forklift				\$ 40,000				
Radios					\$ 100,000			
EIFS Coating					\$ 25,000			
APC's					\$ 25,000	\$ 25,000	\$ 25,000	
High Speed Fueling						\$ 250,000		
Air Compressor (Shop)						\$ 25,000		
Capital Expenses		\$ 228,291	\$ 4,706,095	\$ 3,351,720	\$ 1,867,000	\$ 1,287,400	\$ 990,934	\$ 1,477,120
Ending Balance		\$ 1,445,754	\$ 707,159	\$ 203,215	\$ 204,215	\$ 201,135	\$ 557,348	\$ 836,324
Building Reserve				\$ 200,000				
Balance without Building		\$ 1,445,754	\$ 707,159	\$ 3,215	\$ 204,215	\$ 201,135	\$ 557,348	\$ 836,324

Transit Director's Report

November 2016

1. State Grant Application Results

The Iowa DOT staff has recommended to the Iowa DOT Commission that CyRide receive funding for two of the four services it had applied for in Job Access Reverse Commute (JARC) leftover funding. The Iowa DOT staff recommendation is to award CyRide with \$23,219 for its Mid-Day South Duff and Brown Route Weeknight service. These dollars will provide a budget savings over two budget years, 2016-2017 and 2017-2018. Total funds available for award were \$68,344; therefore, CyRide received approximately 1/3 of the available funding.

2. System Redesign Study Update

Nelson-Nygaard consultants were in Ames the week of October 31, 2016 and met with CyRide and City planning staff, the Study's Technical Committee and held two public meetings. The following recaps information/discussions regarding each activity.

- **City Planning Staff** – The City's Planning Director and a planner shared their perspective on new housing, commercial, business, industrial and other traffic generators that are planned/anticipated/being discussed within the next five year period. They also detailed the City's growth areas and likelihood of development in each. A discussion of transit corridors and the possibility of reflecting areas where higher levels of service currently are located, and might be located, was also discussed.
- **Technical Committee Meeting** – The consultant shared with the group its preliminary findings from the rider survey and ridership count. The PowerPoint presentation from this meeting is located on CyRide's website and can be viewed by the following link:

<http://www.cyride.com/Modules/ShowDocument.aspx?documentid=9164>.

In summary, over 1,400 ridership surveys were completed that indicated rider demographics, and importance of transit characteristics. Also, the consultant provided a systemwide and route by route analysis of ridership at each bus stop, showing activity systemwide. Both of these pieces of information, along with the online survey, pop-up and public meeting input, will guide the consultant in providing proposals for consideration in late January, early February.

- **Public Meetings** – As is typical of formal public meetings, attendance at these meetings was light with five individuals attending the meeting on campus and 12 individuals at the Ames Public Library.
- **CyRide Planning Staff** - Prior to their departure from Ames, the consultants met with CyRide operational and administrative staff to discuss initial thoughts on areas

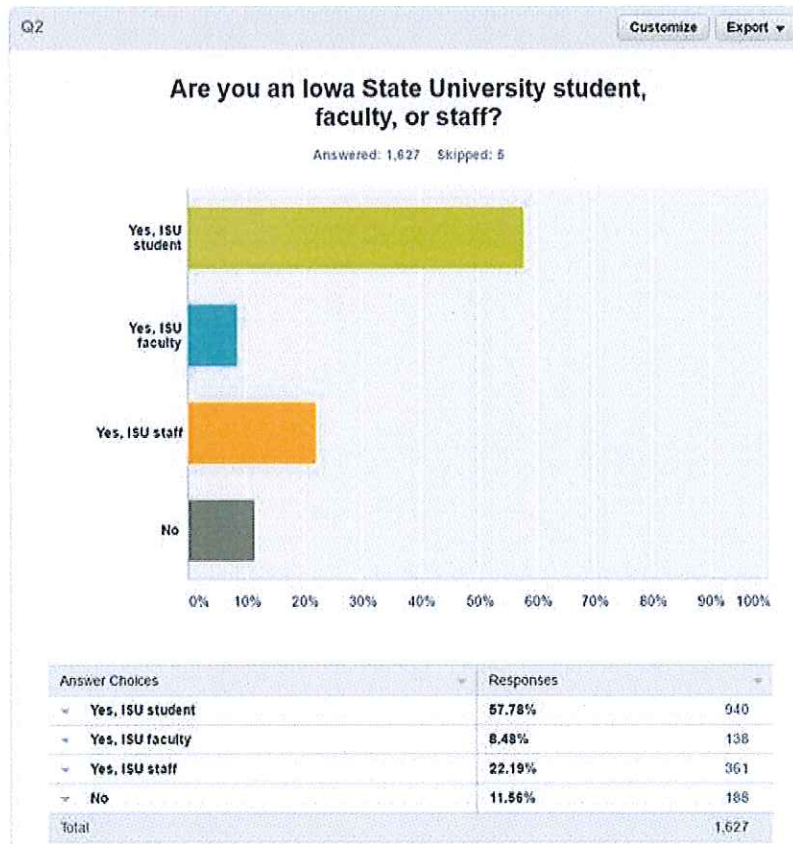
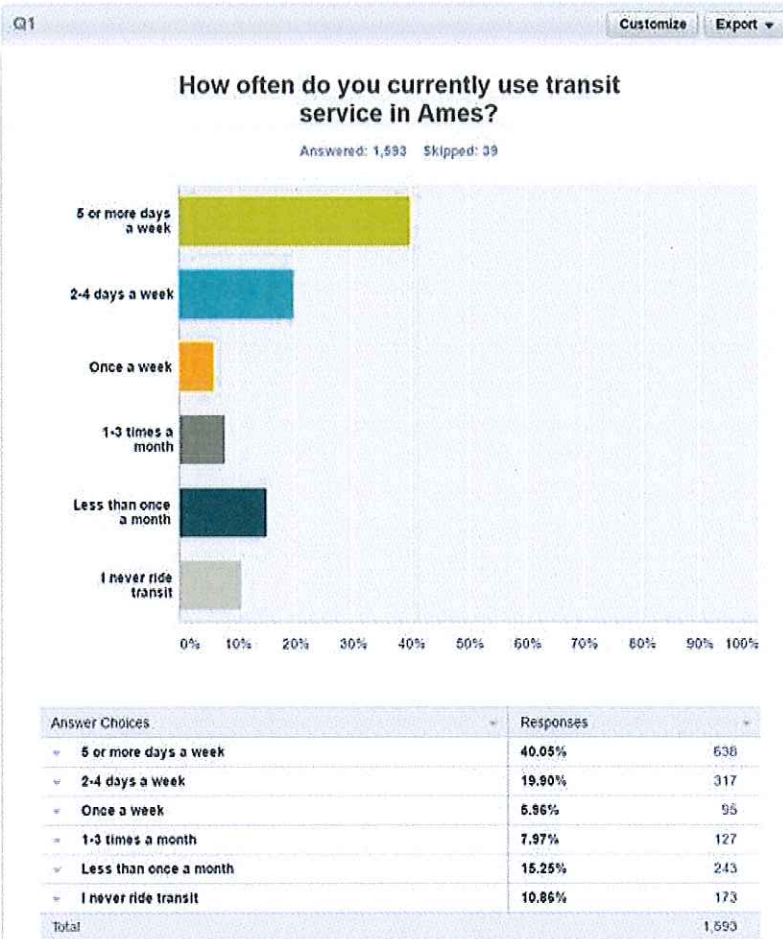
where modifications could benefit CyRide. There will be additional analysis and several more meetings with CyRide staff over the next few months; however, their initial thoughts resulted in matching up heavily-used route halves in new ways and identification of lower ridership areas, discussing the level of resources that should be considered in these areas.

The online rider/non-rider survey will close on November 25th after being extended to make one last push to gain more non-student/non-rider responses; however, to-date more than 1,600 surveys have been completed from both riders and non-riders (see attached summary of rider demographics). Two of the survey questions regarding student versus non-student and rider versus non-rider are attached with a significant amount of responses in each category. Staff has reached out to community groups a second time to try to increase the community and non-student, non-rider participation, as well as promoted the survey on the City's Channel 12 station. At the request and assistance of several transit board members, the university distributed an email to students, faculty and staff, which has allowed for a representative sample from this portion of the community.

It is currently anticipated that the consultant will present, via webinar, their initial proposals for consideration at the January 2017 Transit Board meeting, tentatively scheduled for January 19, 2017. Over the course of the next month, the Transit Board will have the opportunity to consider the initial proposals, recommend modifications or changes and then the consultant would make a formal presentation to the board the following month, in person, along with the Study's Technical/Steering and ISU Stakeholder meetings, as well as public meetings being scheduled regarding the proposals.

3. Federal Triennial Review

CyRide staff is in the process of preparing the Triennial Review materials required for submission by December 16, 2016 and was recently notified that the on-site review will occur on May 1-2, 2017.



December

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

2016