

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

August 24, 2017

REVISED AGENDA

1. CALL TO ORDER: 8:00 A.M.
2. Approval of June 28, 2017 and August 7, 2017 Minutes
3. Public Comments
4. CyRide Security System – Project Closeout
5. State Grant Application for New Buses
6. Federal Operating Grant Application
7. ICAAP Grant Application
8. System Redesign S. 16th Street Service
9. Quarterly Operations Report
10. Transit Director's Report
11. Trustee Item – Director's Review
12. Set Fall Semester Meeting Times and Place:
 - September 20, 2017 – 8:00 A.M.
 - October 19, 2017 – 8:00 A.M.
 - November 16, 2017 – 8:00 A.M.
 - December 7, 2017 – 8:00 A.M.
13. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 28, 2017

The Ames Transit Agency Board of Trustees met on June 28, 2017 at 9:30 a.m. in the CyRide Conference room. President Haila called the meeting to order at 9:32 a.m. with Trustees Nelson, Madden, Schainker, Valentino, and Haila present. Trustee Bibiloni joined the meeting via conference call. Iowa State University's Senior Vice President Kate Gregory was also present.

Anticipated Closed Session: Trustee Nelson asked Mark Lambert, Interim City Attorney for the City of Ames, if CyRide had legal justification for going into closed session and Mr. Lambert indicated that it did.

Trustee Nelson moved approval for a closed session pursuant to Section 20.17, Subsection 3, *Code of Iowa*, to discuss matters relating to labor negotiations at 9:34 a.m. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Moved by Trustee Valentino, seconded by Trustee Madden, to return to Regular Session. Vote on Motion: 6-0. Motion was declared to be unanimous.

The Regular Session meeting reconvened at 10:05 a.m.

Approval of May 24, 2017 Minutes: Trustee Valentino motioned to adopt the May 24, 2017 transit board minutes as presented. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Public Comments: No public comments.

Transit Board Elections: Director Kyras explained that transit board officers are elected each year in May or June, as required by the Ames Municipal Code, Chapter 26A. She indicated that three positions would need to be elected: President, Vice President and the Ames Area MPO representative. Currently the president's position is held by Trustee Haila and Vice President by Trustee Valentino, of which both indicated an interest to continue in these positions. If there are no nominations from the floor, President Haila asked for a motion.

Trustee Schainker made a motion to accept the nomination of Trustee Haila for President and Trustee Valentino for Vice President. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Iowa State University's Senior Vice President Kate Gregory volunteered to be the representative for the Ames Area Metropolitan Planning Organization (MPO) as she will become a Trustee at the next meeting.

Trustee Valentino made a motion to nominate Kate Gregory as the Ames Area MPO representative and the motion was seconded by Trustee Nelson. (Ayes: Five. Nays: None.) Motion carried unanimously.

Maintenance Equipment Purchase – Portable Bus Hoists: Director Kyras provided background information regarding the bus hoist, indicating that it was reflected in the capital plan for replacement and \$90,000 was allocated for this equipment. She indicated that eight bids were received and that CyRide staff did not suggest accepting the three lowest bids, as they did not meet the specifications. Midwest Lift Works LLC met all the specifications, was the next lowest bid and was still below the budgeted amount.

Trustee Madden made a motion to approve the purchase of two sets of four mobile column lifts at a total cost \$69,290 to Midwest Lift Works LLC of Jordan, MN. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Ames Intermodal Facility Ames Police Department Tenant Lease: Director Kyras explained that the Ames Intermodal Facility was funded by a federal grant and that Iowa State University's Parking Division manages the facility. She indicated that occupancy of the three tenant spaces within the facility requires leases and that the management office had been shared by the Parking Division and under a no-cost lease with the Ames Police Department. She indicated that the lease with the Ames Police Department had expired and that their presence had increased security at the facility. She also indicated that a longer-term lease was being considered to formalize the positive relationship to a five- year lease, as opposed to the previous one-year, with the option of two additional one-year extensions.

Senior Vice President Gregory indicated that Mark Miller with Iowa State University's Parking Division had indicated that the Police Department's presence at the facility had helped to reduce vandalism and that this had been a good relationship. A draft contract was presented to the transit board reflecting a five-year term, which has been reviewed and approved the by the City's Legal Department.

President Haila requested clarification of the office and vehicle parking locations in the contracts attached exhibits.

Trustee Nelson made a motion to approve a five-year, no cost contract between the Ames Transit Agency and City of Ames Police Department for shared use of the Ames Intermodal Facility management office. Trustee Madden seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Operating Award and Contract-Cardinal Route: Director Kyras shared the direction that the transit board provided at the April 25, 2017 meeting regarding the term for a new operating contract for the Cardinal Route, which was for a term of two-years, plus three, one-year extensions. Director Kyras indicated that a bid had been developed and that only one bid has been received from CIT Transportation. Their bid for the 2017-2018

budget year was \$1,705 per day and \$1,756 per day for the 2018-2019 budget year, which represented a 3% increase for each year. She then provided a comparison to CyRide's costs to operate the service at \$1,958 per day for fully-allocated costs and \$1,141.68 per day for direct costs only. She also shared that using CIT eliminates the need for an additional six drivers and two buses. Finally, she stated that the City of Ames Legal Department has not had a chance to review the contract and, therefore, staff recommended approving the contract with CIT Signature Transportation, contingent upon resolution of issues identified by the Legal Department.

Trustee Madden made a motion to approve Alternative #1, contract with CIT Signature Transportation at \$1,705.00 per day for the 2017-2018 school year and \$1,756.00 for 2018-2019, contingent upon resolution of City of Ames Legal Department's comments. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

President Haila asked if there was any desire to phase out contracting for service on the Cardinal route at some point in the future. Director Kyras indicated that direct operation of the service was easier for staff; however, she indicated that a contractual relationship provided greater benefits at the current time with facility and driver constraints.

Director Kyras explained that the annual contract cost for the bid received would be \$273,000 and \$281,000, respectively. A question was raised regarding how this compared to the budgeted cost to operate this service. Director Kyras indicated that the budget would support this expense.

President Haila shared his thoughts that in a year that there could be significant changes with the implementation of the system redesign that CyRide might not need to have contracted service. Trustee Madden also pointed out that at some point in the future, with a multi-year contract, that CIT might want to adjust their prices to reflect changes in fuel costs.

President Haila asked whether CIT buses were required to have to comply with safety regulations. Director Kyras indicated that they were required to meet federal motor carrier requirements, as well as the Federal Transit Administration/Iowa DOT requirements contained in the contract.

North Grand Mall Bus Stop Location: Director Kyras provided background information regarding the location of the bus stop at North Grand Mall. She indicated that she and Barbara Neal, Asst. Director of Operations, met with the new North Grand Mall owner and manager in April to discuss the mall renovation plans. Director Kyras presented graphics of where the mall representatives were interested in relocating CyRide bus as a result of their renovations – from the east side of the mall to the west side. She also provided a graphic displaying current service to the mall. She then provided information regarding three potential sites discussed with mall representatives, indicating that the location on the north side of the mall had been rejected by the mall representatives due to possible future development. She highlighted the mall's preferred location at the

west mall entrance and CyRide's preferred location in the northwest corner of the parking lot. Pros and cons of each location were discussed with the representatives, and a major concern with their preferred location was discussed regarding the need to add buses, drivers and costs to accommodate this location. She indicated that the representatives indicated that buses could not stop on the east or north side of the mall. She also indicated that the steep incline at the south entrance prohibited buses in using this to exit the mall; which leaves only the west/northwest side of the mall for consideration.

Director Kyras indicated that the northwest corner of the parking lot minimizes the route time, which reduces CyRide's cost to operate the four routes serving the mall. She also indicated that this location minimizes the impact to Ferndale Dr., which was not constructed to withstand the weight of buses.

Director Kyras shared the results of the west side bus stop location preferred by the mall, indicating that the Green route would have no impact, but that the other three routes would incur significant cost increases to operate from this location. She indicated that it added 3-5 minutes to each route and would cost approximately \$477,000 more to operate these routes from this location. She also indicated that the entire length of Ferndale from 24th to 30th St. would be impacted by the buses under this option.

Director Kyras requested direction from transit board members on this issue as the northwest corner of the parking lot was beneficial for CyRide and the west mall entrance location was beneficial for the mall.

Trustee Madden asked CyRide staff if they were speaking with the new owners and asked if staff had spoken with Walmart about using their location. Barbara Neal indicated that Walmart had not been receptive to a bus stop on their property. A discussion ensued regarding the value of CyRide customers to retail establishments.

President Haila offered his thoughts about another possible solution – bus stop in the northeast corner of the parking lot with a bus shelter. Trustee Schainker indicated that there were future plans for a restaurant for this section of the parking lot.

Trustee Madden shared his concerns regarding the bus stop location in regards to CyRide customers with physical limitations. He also indicated that in the past, the mall had marketed its stores to students and that CyRide had included promotions on the bus, but that had not happened in a number of years. Other incentives that could be offered to the mall in lieu of a bus stop that increased CyRide's budget were discussed. There was a consensus from the transit board that CyRide would not be able to spend an additional \$477,000 to maintain the current/proposed schedule. Trustees Schainker shared his concern regarding parking spaces and taking up spaces for a bus stop. There was a brief conversation regarding additional mall parking on the west side of Ferndale.

The transit board asked CyRide staff if they had shared information about the number of riders that get off at the mall. Director Kyras indicated that they had gathered and shared this data in previous conversations with the mall but had not recently.

Director Kyras further summarized that moving the bus stop further south on the west side of the mall, extending the route, is when CyRide incurs extra costs and buses. She indicated that the change to the Northwest corner would not impact CyRide in either of these areas. The transit board directed CyRide staff to discuss this information with the mall representatives and to try to work through a solution with them in the northwest corner of the parking lot.

Iowa State University Senior Vice President Gregory suggested promotional ideas with the mall in exchange for staying on the east side of the mall. Trustee Schainker indicated that in his discussions with the mall, he did not believe that the east side was a possibility under any scenario.

President Haila indicated his desire to try talking with the mall representatives to find a solution at the northwest corner of the parking lot, and further that if this was not possible, to share this information with board members to assist in determining CyRide's next steps.

A question was raised regarding when CyRide would need to move from its current location. Director Kyras indicated that the mall had not provided a definite date; however, she believed that CyRide may need to move to a short-term location, while a longer-term solution was being found.

Iowa State University's Senior Vice President Gregory shared her thoughts that CyRide is an efficient way for the mall to gain customers and with this, no parking spaces were needed for their customers. She indicated a desire for this to be acknowledged by the community, mall and city as it reviews parking requirements.

Trustee Madden shared his thoughts that promoting the mall to the more than 36,000 students would benefit their tenants.

New Gold Route Turnaround at Welch Ave./Storm St. Funding: Director Kyras indicated that the Transit Board had approved constructing a bus turnaround at the Towers Residential Halls as a part of the new Gold Route. She indicated that since that approval, she had worked with Iowa State University's Facilities Planning and Management Department to develop a final cost estimate for this project. She indicated that the attached estimate of \$185,000 reflected this cost. Further, she indicated that board representatives from the city (Steve Schainker) and university (Kate Gregory) had met with CyRide and Facilities Planning and Management staff to determine a funding plan. Their recommendation is for CyRide to fund 50% of this cost, with the remainder shared equally between CyRide's three local funding partners at 16.67% or \$30,833 each, as a one-time capital cost.

Director Kyras then explained how CyRide could fund its share – through commitment of the 2016-2017 closing balance funds exceeding 10% of operating expenses. She also explained the conversations regarding how to secure the remaining funds from the local partners – a City Council request, ISU’s share from possibly the parking or residence departments and the student government’s share from its Trust Fund balance.

Trustee Madden shared his thoughts on securing approval for the Student Government share of this cost. It was decided that Trustees Valentino and Bibiloni would speak with the Student Government President, Cody Smith, and then share their thoughts with Senior Vice President Gregory.

Trustee Madden made a motion to approve \$92,500 from the 2016-2017 Operating Closing Balance be committed to construction of a turnaround at the intersection of Storm/Welch and request \$30,833 as a one-time cost from Iowa State University, the City of Ames and from the Student Government’s CyRide Trust Fund. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Transit Director’s Report: Director Kyras said there were a number of items in which staff needed direction from the transit board on or items to bring to the board’s attention. First, she indicated that an ISU Research Associate had approached CyRide to partner with AmesNet, in which he is seeking grant funding for a city wide 5G internet project. She indicated that for CyRide this partnership would include installing radio devices on all buses for WiFi and either install or connect with CyRide’s current camera system for a five-year period. Director Kyras shared the following challenges this could present for CyRide - downtime of buses for installing, trouble-shooting equipment problems, staff time to assist in the installation/ problems and coordinating the project. Finally, she indicated that the System Redesign implementation in the next year would consume a great deal of staff’s time. She indicated that they were seeking Letters of Support for submission in the grant application due July 31, 2017. She also indicated that there was to be a workshop on July 6, 2017 from 9:00 a.m. – 2:00 p.m. at the Research Park for the purpose of understanding the project more fully. Director Kyras was asking for guidance from the transit board as to whether they wished to submit a Letter of Support and consider this a priority for CyRide, if a grant was awarded.

Iowa State University’s Senior Vice President Gregory indicated that the grant had not received ISU vetting approval. Further, she indicated that as a result, this could be considered like any other request CyRide might receive from a private citizen.

Trustee Schainker shared his thoughts that the project sounds exciting, but there were challenges in gaining community support for this size of project within a one month time period.

Trustee Madden indicated that there were still a lot of questions that would need to be answered to determine if this is a project that the community could support. Trustee

Madden shared the typical ISU vetting process; however, Senior Vice President Gregory indicated that the project had not gone through this process. As a result, Trustee Madden was reluctant to support this process and President Haila questioned whether the project manager had the authority to represent Iowa State University.

Trustee Schainker shared his perspective indicating that not enough information was available at this time to determine a commitment to the project; however, he acknowledged that a lack of support would weaken the grant application. He indicated a desire to have started discussions on this project months ago so that the grant could be better supported by the community, if warranted. Questions were raised about the project, such as if the private sector had been included on discussions as it could have an impact on their business.

The transit board directed staff to attend the workshop to gain more information about the project and then communicate with board members about CyRide's potential role, such as CyRide's short and long term costs, support needed, and positive/negative impacts of the project on CyRide.

Second, Director Kyras briefly discussed the results of the annual Iowa Public Transit Association meeting and bus rodeo, indicating that CyRide in general and its drivers had received acknowledgement of their achievements. She specifically acknowledged its drivers, indicating that they had won both the large and small bus competitions and they would be representing CyRide nationally in future competitions. CyRide was also recognized by the Federal Transit Administration for the highest ridership for a single transit system in the State of Iowa.

Third, the implementation of the system design was discussed. Director Kyras briefly shared information regarding staff's plans to-date and indicating that they would need assistance in developing marketing/educational information. She recommended hiring an outside firm to assist staff at an estimated budget of \$25,000. She indicated that funding for this added expense could be secured from the unanticipated \$100,000 increase in the advertising revenue next fiscal year.

President Haila asked for confirmation that the extra \$100,000 was unallocated. Director Kyras confirmed that it was an unbudgeted revenue increase.

Trustee Madden made a motion to move approval for a \$25,000 expenditure from advertising revenue to hire a marketing firm to develop marketing/educational material needed to implement the System Redesign Plan. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Fourth, Director Kyras recapped a recent analysis and discussion regarding property insurance for the fleet parked on CyRide's property overnight. She indicated that through the analysis it was found that CyRide did not have the insurance coverage that it was told was in place. As a result, CyRide buses, under the age of 12 years, had an

exposure of up to \$12 million dollars under a total loss scenario. Through further discussions with the insurance carrier, a change in coverage was able to be achieved that reduced this risk to \$600,000 for a premium increase from approximately \$9,000 to a little over \$15,600 per year. This insurance was made effective July 1, 2018. She indicated that if the board desired to change this coverage, it can be done mid-year. There was a consensus that this was an appropriate cost for the exposure reduction. Director Kyras also indicated her desire to review all CyRide insurance, citing a more prominent exposure of a fire on the bus on route where the cost to replace this bus could be as much as \$470,000. She indicated that she would include this on a future board agenda after further analysis.

Fifth, Director Kyras provided the board with the Lincoln Way Corridor Plan results, indicating a concern with the Lincoln Way road changes recommended in the study. She shared the five bulleted points included in the board packet detailing these concerns. She requested board direction on how best to communicate this concern, as it could have significant operational and financial impacts on CyRide.

President Haila asked if staff had been consulted about the design. Director Kyras indicated that she had, had a brief conversation regarding this idea when the concept was first developed, during a conversation about another project. She indicated she had expressed her concerns.

Trustee Nelson shared his thoughts that she/President Haila should write a letter to the City Council on what impact this has for CyRide. He said there is a general consensus that there are a number of individuals reluctant to the proposed change, but believes that CyRide's concerns should be provided to the Council. Trustee Schainker abstained from this conversation.

There was a consensus to have Director Kyras write the letter and have President Haila sign it. President Haila would like to ask the City Council to have copies of the letter integrated into the amended consultant's final report. Trustee Schainker indicated that this would not be possible at this point.

Finally, Director Kyras informed the transit board that CyRide and President Haila had received the final report for the Triennial Review and indicated that she could send a copy of the report to board members that were interested.

Set Meeting Times and Place:

- August 24, 2017, 8:00 AM
- Fall semester meetings to be scheduled on Thursdays at 8:00 a.m.

Adjourn: President Hail motioned to adjourn at 11:30 am upon consensus of the board members.

John Haila, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 7, 2017

The Ames Transit Agency Board of Trustees met on August 7, 2017 at 5:00 p.m. in CyRide's Conference room. Vice President Valentino called the meeting to order at 5:04 p.m. with Trustees Bibiloni, Nelson, Gregory, Valentino and Schainker present. Absent: President Haila.

ANTICIPATED CLOSED SESSION REGARDING LABOR NEGOTIATIONS: Trustee Schainker asked interim City of Ames Attorney, Mark Lambert, if the Ames Transit Agency had legal justification for going into closed session and Mr. Lambert indicated that it did.

Trustee Nelson moved approval for a closed session pursuant to Section 20.17, Subsection 3, *Code of Iowa*, to discuss matters relating to labor negotiations. Trustee Gregory seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Moved by Trustee Nelson and seconded by Trustee Bibiloni to return to Regular Session.

The Regular Session meeting reconvened at 5:34 p.m.

Director Kyras asked the transit board members for direction on the State's Urban Bus Grant Opportunity as she needed to indicate to the Iowa Department of Transportation, within the next few days, how many buses CyRide desired to have included in the application. She indicated that a formal vote could be taken at the board's regularly-scheduled meeting on August 24, 2017, but that an indication of the board's desire would expedite completion of this grant by the its submission date of August 25, 2017. She briefly explained the four options staff had developed for the purchase of one, three, five or eight buses and recommended that the five, new bus option be approved, committing CyRide to \$359,400 in local share, if the state was awarded a grant and it was sufficiently funded to include these CyRide buses. She also indicated that with this commitment, CyRide would need only \$102,520 of the remaining \$314,770 operating closing balance above 10%. This will leave \$212,250 uncommitted for other capital needs.

Transit board members asked Director Kyras if staff was comfortable in purchasing only new buses and not used buses. Director Kyras said she had spoken with Rich Leners, CyRide's Asst. Director of Fleet and Facilities, and that he believes CyRide's fleet is in adequate condition to postpone the purchase of used buses at this time in lieu of an infusion of five new buses at the end of two years.

Vice President Valentino and Trustee Bibiloni indicated their agreement via telephone with including five buses and a local commitment in the state's urban bus replacement grant. Trustees Gregory, Schainker and Nelson also indicated their agreement with this approach.

Director Kyras shared the Council Action Form developed for the Ames City Council meeting on August 8, 2017 regarding the City's contribution to the towers bus turnaround capital project. Trustee Schainker confirmed with the City Attorney, Mark Lambert, that the public improvement bidding requirements would allow the city to provide funding for this project and for ISU to construct the turnaround. Mr. Lambert said this was permissible between two public entities, as opposed to the need for the city to bid/construct improvements if funds were for a public-private project. Trustee Gregory indicated that Iowa State University would follow its normal bidding protocol for the project, as required for all state projects. Director Kyras indicated that CyRide would pay their share and the student's share, which is funded through CyRide's Student Trust Fund.

Adjourn: President Valentino called for a motion to adjourn. Trustee Bibiloni made a motion to adjourn the meeting at 5:42 p.m. and motion seconded by Trustee Gregory. (Ayes: Five. Nays: None.) Motion carried.

Steven Valentino, Vice President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 24, 2017
SUBJECT: CyRide Security System – Project Closeout

BACKGROUND: CyRide included, and the Transit Board approved in January 2016, a project in the Capital Improvements Plan to replace the facility’s building security system. Bids for the project were approved by the Transit Board in January 2017 and work began on March 21, 2017. The specific work to be accomplished included the installation of a new security system for the office area, which resulted in the need for minor building modifications. The project was awarded to Electronic Engineering located in Des Moines, Iowa for a total cost of \$58,300.

The project was substantially complete on April 21, 2017.

INFORMATION: The following information details the original contract, change orders, actual payments, remaining balance and retainage amounts.

Original Contract Sum	\$58,300.00
Net Change with Change Order #1 & #2	\$ 2,655.50
New Contract Sum	\$60,955.50
Payment Made To-Date	<u>\$57,907.73</u>
Unpaid Balance - Retainage	\$3,047.77

All but the 5% retainage has been paid to-date.

As of August 1, 2017, all conditions of the contract were met by Electronic Engineering. Therefore, with completion of the project, the project is ready for close out. Close out requirements, and the status of each, for the facility security system project are described as follows:

- **Punch-List Items** – All items contained in the contract have been completed to the architect’s satisfaction.

- **Operating and Maintenance Manuals** – CyRide has received all manuals required to maintain the system and for repairs, as well as warranty information.
- **As Built Drawings** – CyRide has received all drawings from Electronic Engineering, as it was actually constructed/installed as opposed to the original drawings.
- **Lien Waivers** – Electronic Engineering has submitted all lien waivers as required.
- **Final Pay Application** – CyRide has received an invoice and will pay the balance for retainage of \$3,047.73.

ALTERNATIVES:

1. Accept final completion and approve final payment in the amount of \$3,047.77 to Electronic Engineering for completion of the Ames Transit Agency’s security system installation.
2. Do not accept the Ames Transit Agency security system project as complete and withhold payment of the retainage to address Transit Board identified issues.

RECOMMENDATIONS:

The Transit Director recommends approval of Alternative #1 accepting the Ames Transit Agency facility security system project as complete and releasing the retainage amount of \$3,047.77 to Electronic Engineering. With all documents, lien waivers, and punch list items completed, all conditions of the project are complete allowing for final acceptance of the project and payment of the retainage amount.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 24, 2017
SUBJECT: State Grant Application for New Buses

BACKGROUND: The federal government released a notice of availability for Bus and Bus Facility grant funding on July 12, 2017 with grants due no later than August 25, 2017. A maximum of \$22.65 million per application is available for replacement and/or expansion of bus fleets and for transit facilities. Primary evaluation criteria for this grant are based on the age and condition of the buses or facilities in the application. Funding for vehicles contain in a funding award will be at an 85% federal share, which is higher than other new state bus funding programs at 80%.

The Iowa Department of Transportation has committed to submitting two grant applications – one for rural transit systems and another one for the urban systems. CyRide has been asked to be part of the urban application and will need to commit to local funding needed for the buses included in the grant application. Currently CyRide has the following approved in the current Capital Improvement Plan:

- 2017-2018 – five used buses (\$60,000 in local funding)
- 2018-2019 - one new bus (\$71,880 in local funding)
- 2018-2019 – ten used buses (\$125,000 in local funding)

The total dollars available for bus purchases (new and used buses) over the next two years, prior to delivery of buses, is \$256,880.

INFORMATION: CyRide completed the 2016-2017 budget year with an anticipated operating closing balance of \$1,495,773; which is higher than the mid-June estimate provided to the transit board at the June 28, 2017 meeting. The operating closing balance exceeding the board-directed 10% level is estimated (pre-audit) at \$407,270. However, a previous, commitment has been made to fund a one-time capital project for a bus turnaround at the Towers for \$92,500 from this balance. The chart on the next page depicts these funds and the remaining uncommitted balance above the 10% level.

2016-2017 Closing Balance

Fund Activity	Dollars
Estimated Funds Above 10%	\$407,270
Committed to Turnaround	\$92,500
Uncommitted funds	\$314,770

With the local dollars committed to fund new and used buses as described above, CyRide has developed four options for the transit board’s consideration to address its fleet needs. These options include the potential purchase of one, three, five or eight new buses through the state urban grant as follows.

State Grant Bus Options

# of Buses	Federal Share Needed	Local Share Needed	CIP Local Funds That Could Be Used	Amount of Operating Closing Balance Funds Needed for Purchase	Closing Balance Funds Available for Facility/ Other Capital
1	\$407,320	\$71,880	\$71,880 new bus in 2018-2019	\$0	\$314,770
3	\$1,221,960	\$215,640	\$131,880: - \$71,880 new bus in 2018-2019 - \$60,000 for five used buses in 2017-2018	\$83,760	\$231,010
5	\$2,036,600	\$359,400	\$256,880: - \$71,880 new bus in 2018-2019 - \$60,000 for five used buses in 2017-2018 - \$125,000 for ten used buses in 2018-2019	\$102,520	\$212,250
8	\$3,258,560	\$575,040	\$256,880: - \$71,880 new bus in 2018-2019 - \$60,000 for five used buses in 2017-2018 - \$125,000 for ten used buses in 2018-2019	\$318,160	-\$3,390

ALTERNATIVES:

1. Approve and commit \$71,880 in local match to one bus in the Iowa Department of Transportation’s urban bus grant, if awarded a federal grant for replacement of buses.
2. Approve and commit \$215,640 in local match to three buses in the Iowa Department of Transportation’s urban bus grant, if awarded a federal grant for replacement of buses.

3. Approve and commit \$359,400 in local match to five buses in the Iowa Department of Transportation's urban bus grant, if awarded a federal grant for replacement of buses.
4. Approve and commit \$575,040 in local match to eight buses in the Iowa Department of Transportation's urban bus grant, if awarded a federal grant for replacement of buses.
5. Do not approve and commit local dollar to the purchase of new buses in the Iowa Department of Transportation's urban bus grant.

RECOMMENDATION:

The Transit Director recommends Alternative #3, committing \$359,400 in local dollars for the purchase of five buses in the urban state grant. In discussions, staff believes that five new buses at the end of two years is more beneficial than 5-10 used buses and one new bus. This would also leave approximately \$212,250 of the 2016-2017 closing balance available to commit to the facility or other capital needs once the audit is completed.

Also, as a reminder, CyRide has \$750,000 secured toward a need of at least \$1.2 million to apply for a facility expansion of \$6 million under our own grant application next year at this time. This will give staff/board the next year to determine a location, and if a second site is selected, how CyRide would function with two facilities and the space needed for the second site, as well as preliminary architectural work to include in the grant.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 24, 2017
SUBJECT: Federal Operating Grant Application

INFORMATION: Each year, CyRide submits a federal grant application (Section 5307) to receive formula funding that has been allocated to CyRide. This year, CyRide may apply to the Federal Transit Administration for the dollars listed below, based on a federal formula calculation. For the FY2018 budget that just began July 1, 2017, CyRide included \$2,000,000 in federal dollars. CyRide applies the FFY2017 funding to the following fiscal year budget. Please note that the total formula dollars are higher than what was previously budgeted by \$1,816. The difference between the total apportionment between FFY2016 and FFY2017 is shown below:

	<u>FFY2016</u>	<u>FFY2017</u>	<u>% Change</u>
<i>Formula 5307 Funding/Growing States</i>	\$1,027,145	\$1,046,626	+ 1.9%
<i>Small Transit Intensive Cities (STIC) funding</i>	<u>\$947,159</u>	<u>\$955,190</u>	+ 0.8%
<i>TOTAL Urbanized Apportionment</i>	\$1,974,304	\$2,001,816	+ 1.39%

Formula 5307 funding is based solely on population and population density of an Urbanized Area (UZA). In addition, Small Transit Intensive Cities (STIC) funds are allocated to UZA's between 50,000 and 200,000 in population that operate a level of transit service equal to or above the industry average for cities with populations 200,000 – 999,999. Transit systems are rated within the following six categories receiving STIC funding per category they meet/surpass.

1. Passenger miles traveled per vehicle revenue mile,
2. Passenger miles traveled per vehicle revenue hour,
3. Vehicle revenue miles per capita,
4. Vehicle revenue hours per capita,
5. Passenger miles traveled per capita, and
6. Passengers per capita.

CyRide has historically achieved five of the six STIC categories and this year is no expectation obtaining an additional \$955,190 in federal formula funding. The STIC allocation for small urban transit agencies was increased from 1% to 1.5% in FFY2013 under the transportation bill MAP-21. As a result, CyRide received a 37.2% increase between FFY2012 and FFY2013.

(Another increase is planned in FFY2019 to 2.0%.) For FFY2017, agencies exceeded the performance criteria four more times throughout the nation, but there was also additional funding per criteria for FFY2017. Overall, CyRide’s portion of STIC funds will be \$955,190 by meeting five of the six STIC criteria for FFY2017.

	FFY2013	FFY2014	FFY2015	FFY2016	FFY2017
# of Performance Criteria Exceeded	352	336	341	346	350
STIC Funding per Criteria	\$180,461	\$192,016	\$188,684	\$189,432	\$191,038
# of STIC categories (6 available)	5	5	5	5	5
TOTAL CyRide STIC Funding	\$902,303	\$960,081	\$943,420	\$947,159	\$955,190

To reference the six STIC categories, CyRide has never achieved category #2 - Passenger miles traveled per vehicle revenue hour. In addition, CyRide has fallen short of criteria #1 - the passenger miles traveled per vehicle revenue mile category between FY2008 - FY2010, but attained this category back beginning in FFY2011.

CyRide will request 100% of its formula funding in operating funds to make the grant process administratively easier as advised by FTA. While administratively the funds are placed in CyRide’s operating budget, a portion of this funding is expected to be transferred to the capital budget to support projects approved within the FY2018 Capital Improvement Plan. The specific federal request is as follows:

Section 5307 Operating Assistance **\$2,001,816**

ALTERNATIVES:

1. Authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$2,001,816 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an application for federal operating assistance. Approval of this application will allow CyRide to continue operating its transit services within the Ames community and meet demand for its service within the community.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 24, 2017

SUBJECT: ICAAP Grant Application

BACKGROUND: The State of Iowa receives federal Congestion Mitigation and Air Quality (CMAQ) funding, which it in turn uses to fund the State's Iowa Clean Air Attainment Program (ICAAP). This program can fund *new* transportation projects/services (highway, transit, bicycle, etc.) throughout the State of Iowa, at an 80% funding level for a maximum of three years, that either reduces congestion or improves air quality within the State. These three years can be funded within the first five years of a new services operation.

In the past, CyRide has funded expanded services (new routes or more frequent service) within its system, as well as for the purchase of new buses that are needed to operate these expanded services. This practice has increased CyRide's operating and capital funding by approximately \$350,000 per year and a total of \$1 million dollars, respectively. The services recently receiving ICAAP funding were originally funded 100% by student fee revenue and, as a result, the savings from the ICAAP grants have been credited back to CyRide's Student Government Trust Fund, through action approved by the Transit Board of Trustees.

Specific services funded in past ICAAP grants include: Plum Route, Weekday Green and Brown route service and Blue route service on Sundays. CyRide has received three years of funding for the Green/Brown and Blue route services and will no longer be able to fund these past-year service improvements with ICAAP funding; however, the Plum route has one additional year of eligibility.

This year's ICAAP grant applications are due on October 1, 2017 for federal fiscal year 2019, which begins October 1, 2018 and ends on September 30, 2019.

INFORMATION: To maximize grant funding for eligible expenses during CyRide's 2018-2019 and 2019-2020 budget years, CyRide could request the final eligible year of the #9 Plum route's anticipated expenses (see attached map for route). The table on the next page illustrates the grant and local funding shares, as well as the total anticipated cost to operate the route.

Expenditure Category	Operating		Total Cost
	ICAAP (80%)	Local (20%)	
Plum Route	\$212,980	\$53,245	\$266,225

The next round of ICAAP applications, solicited in fall 2018, could include new System Redesign services implemented next year and assist in funding these services for a three year period.

ALTERNATIVES:

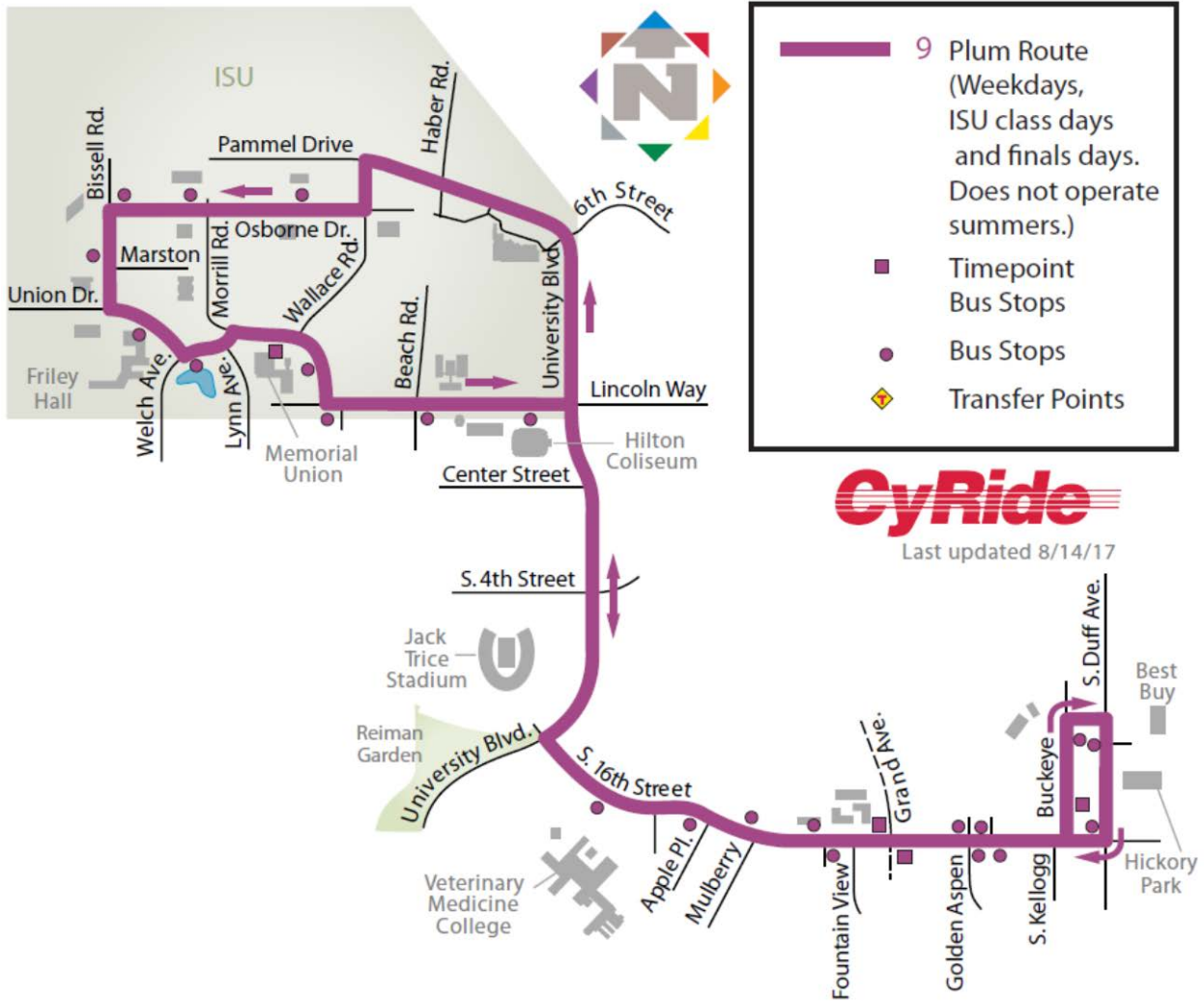
1. Approve submission of an ICAAP grant application for \$212,980 for operating expenses on the #9 Plum route.

2. Do not submit an ICAAP grant application.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an ICAAP grant application to support the last eligible year for the #9 Plum route. If approved, this grant would temporarily reduce local funding required to support current service on this route; thereby, allowing previously-committed local dollars to be used for other operating or capital needs.

PLUM ROUTE



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 24, 2017
SUBJECT: System Redesign S. 16th Street Service

BACKGROUND: The Transit Board of Trustees approved service changes contained in the System Redesign Plan in April 2017. Implementation of these changes will occur in May and August 2018. This plan was fiscally-constrained based on an equivalent number of revenue hours operated currently, as under the new plan.

A concern has been raised by numerous community members that one change will leave an area of Ames without summer and break time bus service. Staff had not intended for this situation; therefore, desires additional direction on how to address this concern.

INFORMATION: As part of the approved route changes, CyRide would eliminate the #10 Pink and #4/4A Gray routes (see attached) on May 5, 2018. This leaves the #9 Plum route to serve the S. 16th Street area and the Innovative Transit Service to serve the east Ames areas on the two routes that will be eliminated. The Innovative Transit Services is a year round service; however, the #9 Plum route is a school year only service as developed in the System Redesign Plan. The impact of this change, that staff just became aware of as it modified the consultant's generic schedule into summer and school year schedules, is that the S. 16th Street area will not have service during break periods and summer. With many non-student riders accessing CyRide services along S. 16th Street, this could be an unanticipated negative impact on the community, particularly on a route that serves lower-income customers.

There are three options on how to address this issue:

- **Increase Operating Expenses** – Fund the additional service periods (breaks/summers) on the #9 Plum Route
- **Reduce Approved Service** - Another route(s) approved in the System Redesign Plan could be reduced to generate a savings to pay for service on the #9 Plum route
- **No Change** - Take no action, which would result in the #9 Plum operating only when school is in session

Increase Operating Expenses

The cost to add service to the #9 Plum Route, at a 60-minute service level (service level currently operated on the #4/4A Gray route) from 7:00 am to 6:30 pm during breaks/summer is estimated at \$58,000 per year.

It is anticipated that the Affordable Care Act cost, that will be included in 2018-2019 budget to be presented to board members in December 2017, will be lower than health care costs reflected in the current budget (2017-2018) based on CyRide's experience this past year with fewer than expected CyRide employees choosing to enroll in the City of Ames health care program. This lower enrollment experience is anticipated to allow CyRide to be able to maintain current expense levels, or possibly reduce this budget line item in 2018-2019 budget, allowing for a System Redesign operating cost increase for the #9 Plum route to operate service during summer/break with a minimal overall budget impact.

The actual health care/ACA 2017-2018 cost, and possible budget savings, cannot be determined until the end of the current fiscal year; however, reviewing the 2016-2017 experience provides a general guideline on expense levels for health insurance. **The 2016-2017 cost (above the budgeted amount) was anticipated to be \$100,000 over budget, based on initial estimates. The actual increase was \$8,696 more than budgeted.** Likewise, the 2017-2018 budget includes a \$150,000 increase over the previous year's level, and if last years' experience holds true for this year, a \$75,000 - \$100,000 savings could result in this budget line item, which would negate the additional service cost proposed on the #9 Plum route. **In summary, initial estimates last year "over-inflated" CyRide's health care costs and, therefore, staff believes that could allow for an operating increase, without additional local dollars being needed in next year's budget, to resolve the unanticipated System Redesign impact on the S. 16th St. corridor.**

Reduce Approved Service

To stay within the fiscal constraints placed on the System Redesign Plan, CyRide could choose to reduce another service(s) in order to place additional service on the #9 Plum route during the summer/breaks. As staff has reviewed the many changes resulting from the System Redesign Plan for modifications that would minimize the impact on customers, staff would recommend a reduction in service hours on the #6 Brown route from campus to the ISU Research Park, by ending service each weekday at 6:30 pm instead of the System Redesign approved 9 pm. Currently this route ends at approximately 6:30 pm; therefore, would not have a negative impact from current service levels. This change would save approximately \$60,000 annually and allow for the 2018-2019 service to remain fiscally-constrained for this budget year, if the board desired to add the summer/break service on the #9 Plum route to the schedule.

No Change

This option would leave the approved System Redesign service changes intact and not increase operating expenses. This would result in the #9 Plum route operating only when school is in session, leaving no service during portions of the year along S. 16th St. (breaks/summer). This option also allows for the 2018-2019 budget to remain fiscally-constrained.

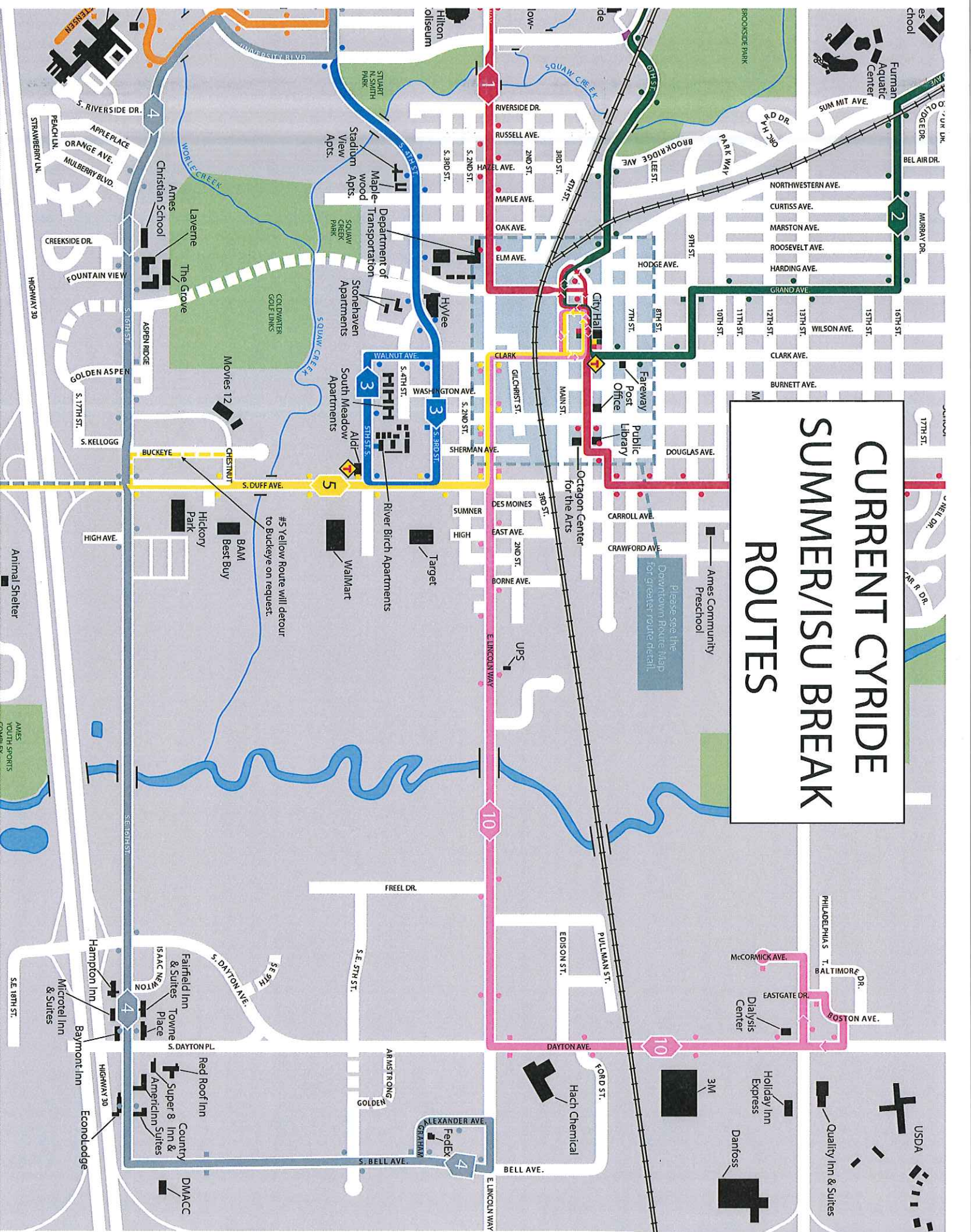
ALTERNATIVES:

1. Modify the approved System Redesign Plan to include break and summer service for the #9 Plum route and include this service in the 2018-2019 **baseline budget**. *This action would not make the System Redesign Plan fiscally-constrained.*
2. Modify the approved System Redesign Plan to include break and summer service for the #9 Plum route and include this service in the 2018-2019 **budget options for consideration** in the 2018-2019 budget. *This action could possibly not make the System Redesign Plan fiscally-constrained.*
3. Modify the approved System Redesign Plan service changes to reflect a **reduction in weekday service hours** on the #6 Brown Route from campus to the ISU Research Park to operate until 6:30 pm instead of 9 pm and increase in the #9 Plum route to include break and summer service. *This action maintains the Plan at a fiscally-constrained level.*
4. **Do not change** the System Redesign Plan service changes and do not increase the 2018-2019 budget to increase service on the #9 Plum route to operate break and summer service. *This action maintains the Plan at a fiscally-constrained level.*

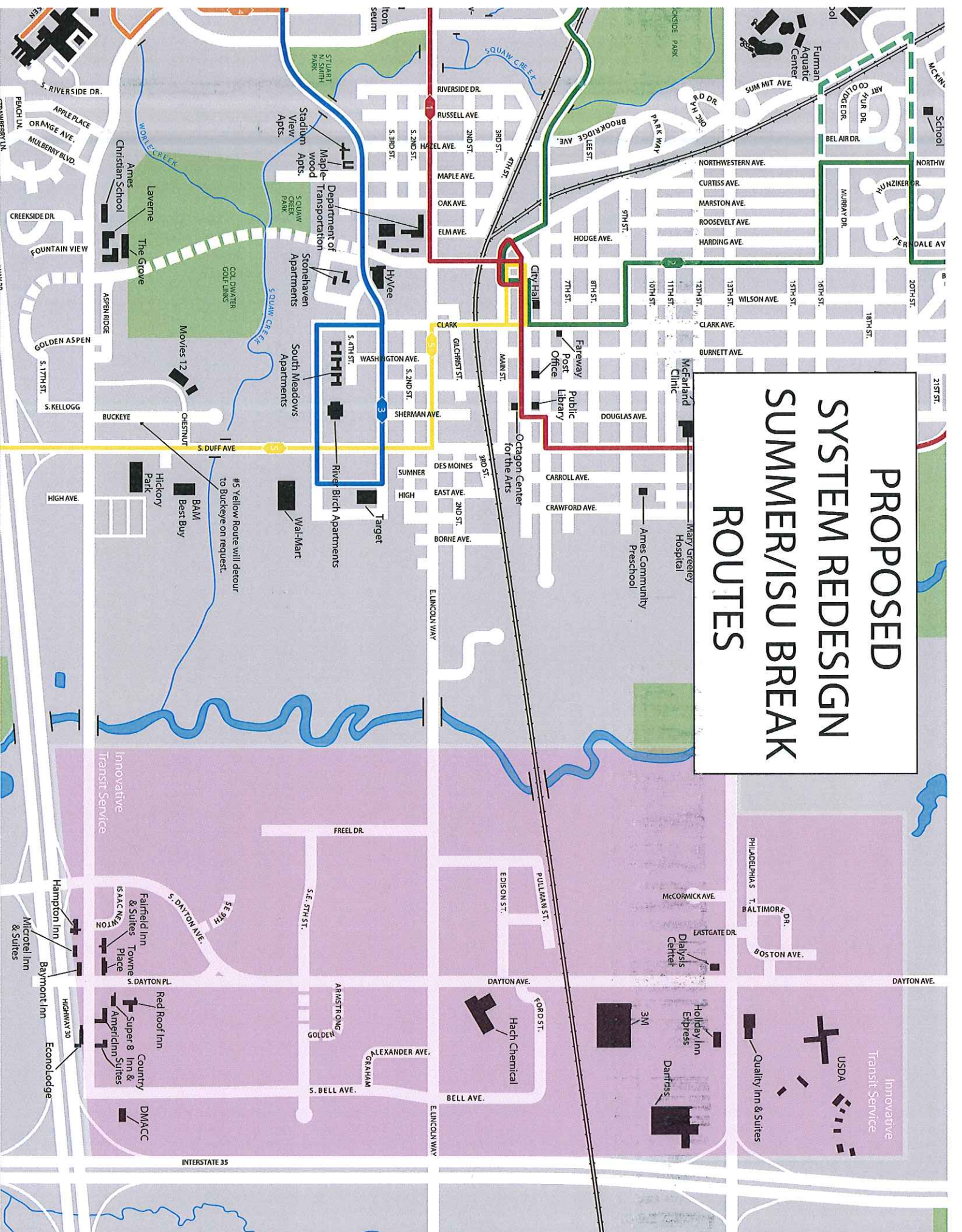
RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to include break and summer service additions on the #9 Plum route to the 2018-2019 baseline budget. The lack of service on the #9 Plum route during periods of the year will leave a lower-income area of Ames without even a minimal level of service, creating hardships for its residents. With last year's lower than anticipated health insurance costs, staff believes that this will continue into the current and 2018 -2019 budget and allow for a minimal increase in this budget line item; thereby, having, at most, a small impact on the percentage overall budget increase that would be needed in local dollars to support the 2018-2019 budget. Deciding to include this change in the baseline budget will allow staff to communicate this change to its customers immediately, instead of waiting until December or January to communicate its outcome.

CURRENT CYRIDE SUMMER/ISU BREAK ROUTES



PROPOSED SYSTEM REDESIGN SUMMER/ISU BREAK ROUTES



#5 Yellow Route will detour to Buckeye on request.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 24, 2017

SUBJECT: Quarterly Operations Report

BACKGROUND: Each quarter, staff develops a detailed report regarding the performance of the system, which includes fixed-route, Dial-A-Ride and Moonlight Express services. Staff utilizes this report to determine aspects of the service that are struggling and areas where additional monitoring is necessary to efficiently and safely operate the system.

INFORMATION: Attached is the detailed system performance **and a summary** for the fourth quarter of the fiscal year - April to June 2017. Below is a discussion regarding the negative trends (in red boxes) occurring during the quarter.

- **Total Passengers**– Ridership was lower for the quarter and year-to-date: -8.5% and -1.9%, respectively. The fixed route service ridership decline for the year was much less than the Dial-A-Ride and Moonlight Express service declines as follows:

Total Passengers	Fixed Route	Dial-A-Ride	Moonlight Exp.
-1.9%	-0.5%	-22.2%	-15.9%

Fixed route ridership is stable when the 80,000 rides generated by the summer Odyssey of the Mind event is deducted from the previous year. This is an every two-year event so impacts ridership every other year. Also, the significant developments in the Campustown area and milder weather during the year have contributed to this stabilized ridership.

The Dial-A-Ride ridership decline has been a new trend this year. CyRide staff has a bi-annual meeting with HIRTA staff next month and will discuss the reason for this performance and if there are opportunities to reverse it.

The Moonlight Express ridership decline is partially due to the Iowa State – Iowa games being held in Iowa City last year. When held in Ames, this increases ridership on this

service. Also, it is believed that the availability of Uber and Lyft in Ames this past year has reduced the number of rides on this service.

- **Passengers/Hour and Expense/Passenger**– With ridership declines on all three services, the efficiency and financial measures using the ridership statistic are also less positive with a smaller percentage change in the fixed route measures (-1.8 and +7.8%, respectively) and more pronounced changes in the Dial-A-Ride (-11.4% and +5.8% annually, respectively) and for Moonlight Express measures (-11.7% and +14.9% annually, respectively)
- **Percent of Preventable Accidents, Miles/Preventable Accidents, and Passengers Per Comment** – The number of accidents and customer comments declined this past year, reversing trends in each of these categories. As a result, the performance measures including these statistics were also positive, indicating an improvement in the quality of CyRide’s services.
- **Farebox Revenue** – Farebox revenue had been trending downward; however, the last three quarters are showing a reversal of this trend, ending the year 2.1% higher than last year.
- **Major Mechanical Repairs and # of Road calls** – The number of major bus repairs increased this past year (+4.8%); however, this maintenance issue did not impact the operations as there were fewer road calls (-8.3%). Maintenance staff are experiencing more major issues with the newer buses installed with emissions equipment as required by the federal government. There is currently only one manufacturer and the design for this equipment appears to be weak.
- **# of Interior Buses Cleaned** – There was only a slight decline in the total number of buses cleaned this past year 400 versus 419 the previous year, for a 4.5% decline. This level of activity allows the inside of every bus, on average, to be cleaned 4 – 5 times per year.

Operation's Report Summary (April – June 2017)

Performance Category	Change From Same Quarter Last Year	Change Year-To-Date From Last Year
General		
Fixed-Route Ridership	-	-
Fixed Route Passengers/Hour	-	-
Fixed Route Expense/Passenger	+	+
Dial-A-Ride Ridership	-	-
Dial-A-Ride Passengers/Hour	-	-
Dial-A-Ride Expenses/Passenger	-	+
Moonlight Express Ridership	-	-

Operations		
Average Drivers Per Month	-	+
Percent of Preventable Accidents	-	-
Miles/Preventable Accidents	+	+
Passengers Per Comment	+	+
Farebox Revenue	+	+

Maintenance		
Major Mechanical Repairs	+	+
# of Road calls	-	-
# of Interior Buses Cleaned	-	-

Key:

Positive Trend	Neutral Trend	Negative Trend
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CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2017 to June 30th, 2017 (4th Quarter)

	FY 2017 4th Qtr	FY 2016 4th Qtr	% CHANGE	FY 2017 YTD	FY 2016 YTD	% CHANGE
MAINTENANCE						
Interior Clean	76	114	-33.3%	400	419	-4.5%
Shop Road Calls	9	10	-10.0%	55	60	-8.3%
Miles per Shop Road Call	38,136	39,385	-3.2%	29,741	27,782	7.1%
NTD Minor Mech.	51	32	59.4%	234	175	33.7%
NTD Major Mech.	8	1	700.0%	44	42	4.8%
Total NTD Mechanical Prob.	59	33	78.8%	278	217	28.1%
Miles per Major Mech.	42,903	393,850	-89.1%	37,177	39,689	-6.3%
Gasoline Vehicles						
Gas Miles Driven	33,642	41,995	-19.9%	143,848	153,685	-6.4%
Total Gallons Gas	4,902	5,593	-12.4%	19,546	20,920	-6.6%
Total Gas Cost	\$9,341	\$9,707	-3.8%	36,131	39,522	-8.6%
Avg. Gas Cost/Gallon	\$1.91	\$1.74	9.8%	\$1.85	\$1.89	-2.2%
Gas Cost per Mile	\$0.28	\$0.23	20.1%	\$0.25	\$0.26	-2.3%
Average Gas MPG	6.9	7.5	-8.6%	7.4	7.3	0.2%
Diesel Vehicles						
Diesel Miles Driven	309,580	351,855	-12.0%	1,491,933	1,513,239	-1.4%
Total Gallons Diesel	75,011	67,512	11.1%	352,300	360,076	-2.2%
Total Diesel Cost	\$120,755	98,922	22.1%	563,678	535,488	5.3%
Avg. Diesel Cost/Gallon	\$1.61	\$1.47	9.9%	\$1.60	\$1.49	7.6%
Diesel Cost per Mile	\$0.39	\$0.28	38.7%	\$0.38	\$0.35	6.8%
Average Diesel MPG	4.1	5.2	-20.8%	4.2	4.2	0.8%
All Vehicles						
Total Miles Driven	343,222	393,850	-12.9%	1,635,781	1,666,924	-1.9%
Total Gallons Fuel	79,913	73,105	9.3%	371,846	380,996	-2.4%
Total Fuel Cost	\$130,096	\$108,629	19.8%	\$599,809	\$575,010	4.3%
Avg. Cost/Gallon	\$1.63	\$1.49	9.6%	\$1.61	\$1.51	6.9%
Total Cost per Mile	\$0.38	\$0.28	37.4%	\$0.37	\$0.34	6.3%
Avg. MPG all Vehicles	4.3	5.4	-20.3%	4.4	4.4	0.5%
Small Bus/Sup. Mileage	32,444	40,827	-20.5%	136,940	152,339	-10.1%
Large Bus Mileage	310,778	353,023	-12.0%	1,498,841	1,514,585	-1.0%
% Rev. Mi./Total Miles	87.5%	82.1%	6.6%	82.8%	81.5%	1.5%
Percentage Small Bus	9.5%	10.4%	-8.8%	8.4%	9.1%	-8.4%
Maintenance Expense	\$531,631	\$513,633	3.5%	\$2,058,283	\$1,956,510	5.2%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2017 to June 30th, 2017 (4th Quarter)

	FY 2017 4th Qtr	FY 2016 4th Qtr	% CHANGE	FY 2017 YTD	FY 2016 YTD	% CHANGE
OPERATIONS						
Total Passengers	1,087,023	1,188,623	-8.5%	6,658,027	6,785,479	-1.9%
Average Drivers per Month	147.6	155.3	-5.0%	151.6	150.4	0.8%
Driving Hours	37,205	41,793	-11.0%	180,287	187,162	-3.7%
Drivers Late	14	19	-26.3%	102	89	14.6%
Drivers No Show	4	2	100.0%	18	23	-21.7%
Late/No Show per Driver	0.12	0.14	-9.8%	0.79	0.74	6.3%
Total Comments	27	40	-32.5%	159	230	-30.9%
Driver Fault	8	9	-11.1%	41	41	0.0%
Undetermined	2	9	-77.8%	8	32	-75.0%
No Fault	5	10	-50.0%	39	50	-22.0%
System Complaints	7	6	16.7%	37	45	-17.8%
Service Requests	1	3	-66.7%	10	9	11.1%
Compliments	4	3	33.3%	22	21	4.8%
Passengers/Comment	<u>40,260</u>	<u>29,716</u>	<u>35.5%</u>	<u>41,874</u>	<u>29,502</u>	<u>41.9%</u>
Pass./Complaint (D & U)	108,702	66,035	64.6%	135,878	92,952	46.2%
Driving Hours/Comment	1,378	1,045	31.9%	1,134	814	39.3%
Driving Hrs/Comment (D&U)	3,720	2,322	60.2%	3,679	2,564	43.5%
Accident Reports	7	22	-68.2%	79	114	-30.7%
Preventable Accidents	5	16	-68.8%	51	75	-32.0%
Percent Preventable	71.4%	72.7%	-1.8%	64.6%	65.8%	-1.9%
Miles/Prev. Accident	68,644	24,616	178.9%	32,074	22,226	44.3%
Hours/Prev. Accident	7,441	2,612	184.9%	3,535	2,495	41.7%
Unreported Accidents	0	0	#DIV/0!	1	5	-80.0%
Damage to Buses/Equip.						
Caused by CyRide	\$1,909	\$9,351	-79.6%	\$32,153	\$30,551	5.2%
Caused by Others	\$5,534	\$500	1006.0%	\$36,896	\$23,247	58.7%
Caused by Unreported	\$0	\$0	#DIV/0!	\$505	\$2,142	-76.4%
Claims by Others (#)	\$1	\$0	#DIV/0!	\$1	\$0	#DIV/0!
Claims by Others (\$)	\$0	\$0	#DIV/0!	\$3,422	\$0	#DIV/0!
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,353,588	\$1,377,569	-1.7%	\$6,062,159	\$5,751,235	5.4%

SYSTEM TOTAL						
Passengers	1,087,023	1,188,623	-8.5%	6,658,027	6,785,479	-1.9%
Revenue Miles	300,383	323,269	-7.1%	1,353,814	1,358,606	-0.4%
Revenue Hours	28,468	30,536	-6.8%	130,272	130,722	-0.3%
Revenue Miles per Hour	10.6	10.6	-0.3%	10.4	10.4	0.0%
Pass./Rev. Mile	3.6	3.7	-1.6%	4.9	5.0	-1.5%
Pass./Rev. Hour	38.2	38.9	-1.9%	51.1	51.9	-1.5%
Operations Expense	\$1,353,588	\$1,377,569	-1.7%	\$6,062,159	\$5,751,235	5.4%
Maintenance Expense	<u>\$531,631</u>	<u>\$513,633</u>	<u>3.5%</u>	<u>\$2,058,283</u>	<u>\$1,956,510</u>	<u>5.2%</u>
Total Expenses	<u>\$1,885,219</u>	<u>\$1,891,202</u>	<u>-0.3%</u>	<u>\$8,120,442</u>	<u>\$7,707,745</u>	<u>5.4%</u>
Farebox Revenue	\$76,198	\$76,198	0.0%	\$278,230	\$277,083	0.4%
Rev./Exp. Ratio	4.0%	4.0%	0.3%	3.4%	3.6%	-4.7%
Oper. Exp./Passenger	\$1.73	\$1.59	9.0%	\$1.22	\$1.14	7.4%
Oper. Exp./Rev. Mile	\$6.28	\$5.85	7.3%	\$6.00	\$5.67	5.7%
Oper. Exp./Rev. Hour	\$66.22	\$61.93	6.9%	\$62.33	\$58.96	5.7%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2017 to June 30th, 2017 (4th Quarter)

	FY 2017 4th Qtr	FY 2016 4th Qtr	% CHANGE	FY 2017 YTD	FY 2016 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,077,526	1,092,440	-1.4%	6,585,640	6,617,384	-0.5%
Shuttle Passengers	0	81,757	-100.0%	3,023	84,760	-96.4%
Total Passengers	<u>1,077,526</u>	<u>1,174,197</u>	<u>-8.2%</u>	<u>6,588,663</u>	<u>6,702,144</u>	<u>-1.7%</u>
Transfers	10,757	10,260	4.8%	42,536	42,711	-0.4%
Revenue Miles	287,730	309,392	-7.0%	1,295,299	1,295,696	0.0%
Revenue Hours	27,322	29,235	-6.5%	125,239	125,133	0.1%
Revenue Miles per Hour	10.5	10.6	-0.5%	10.3	10.4	-0.1%
Pass./Rev. Mile	3.7	3.8	-1.3%	5.1	5.2	-1.7%
Pass./Rev. Hour	39.4	40.2	-1.8%	52.6	53.6	-1.8%
Operations Expense	\$1,317,831	\$1,314,676	0.2%	\$5,889,037	\$5,543,690	6.2%
Maintenance Expense	\$526,482	\$507,631	3.7%	\$2,018,594	\$1,921,223	5.1%
Total Expenses	<u>\$1,844,313</u>	<u>\$1,822,307</u>	<u>1.2%</u>	<u>\$7,907,631</u>	<u>\$7,464,913</u>	<u>5.9%</u>
Farebox Revenue	\$76,198	\$74,617	2.1%	\$276,972	\$271,270	2.1%
Rev./Exp. Ratio	4.1%	4.1%	0.9%	3.5%	3.6%	-3.6%
Exp./Passenger	\$1.71	\$1.55	10.3%	\$1.20	\$1.11	7.8%
Exp./Rev. Mile	\$6.41	\$5.89	8.8%	\$6.10	\$5.76	6.0%
Exp./Rev. Hour	\$67.50	\$62.33	8.3%	\$63.14	\$59.66	5.8%
DIAL-A-RIDE						
Passengers	2,405	2,877	-16.4%	9,277	11,923	-22.2%
Revenue Miles	9,594	9,959	-3.7%	34,934	39,876	-12.4%
Revenue Hours	947	1,017	-6.9%	3,445	3,922	-12.2%
Revenue Miles per Hour	10.1	9.8	3.5%	10.1	10.2	-0.3%
Pass./Rev. Mile	0.25	0.29	-13.2%	0.27	0.30	-11.2%
Pass./Rev. Hour	2.5	2.8	-10.2%	2.7	3.0	-11.4%
Operations Expense	\$29,408	\$54,242	-45.8%	\$125,904	\$152,908	-17.7%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$29,408</u>	<u>\$54,242</u>	<u>-45.8%</u>	<u>\$125,904</u>	<u>\$152,908</u>	<u>-17.7%</u>
Farebox Revenue	\$0	\$1,581	-100.0%	\$1,258	\$5,814	-78.4%
Rev./Exp. Ratio	0.0%	2.9%	-100.0%	1.0%	3.8%	-73.7%
Exp./Passenger	\$12.23	\$18.85	-35.1%	\$13.57	\$12.82	5.8%
Exp./Rev. Mile	\$3.07	\$5.45	-43.7%	\$3.60	\$3.83	-6.0%
Exp./Rev. Hour	\$31.05	\$53.32	-41.8%	\$36.54	\$38.98	-6.3%
MOONLIGHT EXPRESS						
Passengers	7,092	11,549	-38.6%	60,087	71,412	-15.9%
Revenue Miles	3,059	3,918	-21.9%	23,581	23,034	2.4%
Revenue Hours	199	284	-30.1%	1,588	1,667	-4.7%
Revenue Miles per Hour	15.4	13.8	11.7%	14.9	13.8	7.5%
Pass./Rev. Mile	2.3	2.9	-21.4%	2.5	3.1	-17.8%
Pass./Rev. Hour	35.7	40.7	-12.2%	37.8	42.8	-11.7%
Operations Expense	\$6,349	\$8,651	-26.6%	\$47,218	\$54,637	-13.6%
Maintenance Expense	\$5,149	\$6,002	-14.2%	\$39,689	\$35,287	12.5%
Total Expenses	<u>\$11,498</u>	<u>\$14,653</u>	<u>-21.5%</u>	<u>\$86,907</u>	<u>\$89,924</u>	<u>-3.4%</u>
Exp./Passenger	\$1.62	\$1.27	27.8%	\$1.45	\$1.26	14.9%
Exp./Rev. Mile	\$3.76	\$3.74	0.5%	\$3.69	\$3.90	-5.6%
Exp./Rev. Hour	\$57.90	\$51.60	12.2%	\$54.74	\$53.96	1.5%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2017 to June 30th, 2017 (4th Quarter)

	FY 2017 4th Qtr	FY 2016 4th Qtr	% CHANGE	FY 2017 YTD	FY 2016 YTD	% CHANGE
OPERATIONS REVENUE						
Farebox	\$76,198	\$76,198	0.0%	\$278,230	\$277,083	0.4%
Transit Contracts	\$22,695	\$72,019	-68.5%	\$339,317	\$604,855	-43.9%
I.S.U.	\$0	\$0	#DIV/0!	\$761,477	\$723,150	5.3%
Student Body Government	\$322,362	\$268,981	19.8%	\$4,954,756	\$4,467,676	10.9%
City of Ames	\$714,021	\$707,505	0.9%	\$1,724,996	\$1,647,888	4.7%
IDOT - STA	\$189,093	\$172,221	9.8%	\$771,722	\$751,915	2.6%
Section 5307	\$0	\$0	#DIV/0!	\$1,974,304	\$1,951,176	1.2%
Other Grants	\$98,637	\$41,793	136.0%	\$178,352	\$113,831	56.7%
Other	\$73,121	\$45,332	61.3%	\$243,248	\$206,318	17.9%
Total Operating Revenue	<u>\$1,496,127</u>	<u>\$1,384,049</u>	<u>8.1%</u>	<u>\$11,226,402</u>	<u>\$10,743,892</u>	<u>4.5%</u>
TOTAL EXPENSES						
Administration	\$253,851	\$284,543	-10.8%	\$1,103,113	\$1,152,024	-4.2%
Safety & Training	\$75,770	\$85,640	-11.5%	\$337,468	\$280,490	20.3%
Promotion	\$4,230	\$3,454	22.5%	\$4,230	\$3,454	22.5%
Bldg. & Grounds	\$62,753	\$11,032	468.8%	\$384,523	\$346,866	10.9%
Fixed Route	\$1,844,313	\$1,822,307	1.2%	\$7,907,631	\$7,464,913	5.9%
Dial-A-Ride	\$29,408	\$54,242	-45.8%	\$125,904	\$152,908	-17.7%
Moonlight Express	<u>\$11,498</u>	<u>\$14,653</u>	<u>-21.5%</u>	<u>\$86,907</u>	<u>\$89,924</u>	<u>-3.4%</u>
Operating Total	<u>\$2,281,823</u>	<u>\$2,275,871</u>	<u>0.3%</u>	<u>\$9,949,776</u>	<u>\$9,490,579</u>	<u>4.8%</u>
Farebox Revenue	\$76,198	\$76,198	0.0%	\$278,230	\$277,083	0.4%
Farebox Rev./Exp. Ratio	3.3%	3.3%	-0.3%	2.8%	2.9%	-4.2%
Admin. Expense/Pass.	\$0.36	\$0.32	12.7%	\$0.27	\$0.26	4.6%
Admin. Exp./Rev. Mile	\$1.32	\$1.19	11.0%	\$1.35	\$1.31	3.0%
Admin. Exp./Rev. Hour	\$13.93	\$12.60	10.6%	\$14.04	\$13.64	3.0%
Total Expense/Passenger	\$2.10	\$1.91	9.6%	\$1.49	\$1.40	6.8%
Total Expense/Rev. Mile	\$7.60	\$7.04	7.9%	\$7.35	\$6.99	5.2%
Total Expense/Rev. Hour	\$80.15	\$74.53	7.5%	\$76.38	\$72.60	5.2%

Transit Director's Report

August 2017

1. Transit Board Communication

Over the past month, CyRide has communicated on behalf of the Transit Board regarding two issues: AmesNet and Lincoln Way Corridor Plan. Both letters are attached. The timeline for consideration of the AmesNet project for which CyRide provided the Letter of Support is as follows:

- Finalists Announced – October 2017
- Site Visits to Finalists – End of 2017
- Winners Announced – First quarter of 2018

2. System Redesign Implementation Update

Over the summer, staff has progressed on the following activities in preparation for the service changes required to implement the System Redesign Plan:

Bus Stops/Shelters – Staff has been working on completing an inventory of every current bus stop impacted by the System Redesign Plan and identification of additional stops needed on new or modified routes. This list will be completed by the end of September and will identify new stop locations, stops that should be eliminated and ones that require modification. The next step is to determine an estimated cost to accommodate the required changes and to submit these locations to the Federal Transit Administration for their environmental/historical review. Staff will develop a summarized document of this work for board members at the October board meeting. This information will be used to determine the capital investment needed, which will be included in CyRide's Capital Improvement Plan prepared for the December board meeting. It is anticipated that a significant capital investment will be needed to implement the System Redesign Plan.

Marketing-Educational Activities – Staff has completed the bidding process securing a marketing firm to assist in developing strategies and material to educate CyRide's riders and the public regarding the System Redesign changes. The first meeting with the firm was held on August 10th, with all materials scheduled to be completed and available for distribution on January 1, 2018.

Bus Schedules – Staff has developed an internal team to guide the development of the final schedules. This team is chaired by Rob Jennings and includes Dispatchers, Operations and Administrative staff. This team is taking the preliminary school-year schedules completed by the consultant and developing them into final summer and fall 2018 schedules, ensuring

that all customer implications are taken into consideration. It is anticipated that these schedules will be completed by October 2017. To minimize customer impacts and stay within the fiscally-constrained requirements, staff recommends some changes to the consultant's preliminary schedules. Staff will prepare a hand out for the meeting for board member review at the meeting.

If the transit board is comfortable with these changes, staff would hold a public meeting to present the final service plan to the public in October/early November and provide the board with final comments at the December meeting when the 2018-2019 budget/services are discussed.

Bus Turnaround at Towers – Staff has been working with city, ISU and student representatives to gain final approval of the cost sharing plan to construct the turnaround approved by the transit board at the June 28, 2017 meeting. All approvals were received by August 8th. ISU will begin its design this fall, bid in late fall/early winter and construct the turnaround next summer.

Driver Education – Staff has been utilizing a GoPro this summer to drive the new and modified routes required in the System Redesign to document these changes, as it would be difficult to have all 170 bus drivers physically drive the new routes. This video will then be developed into a training tool for each driver to review next spring/summer to become knowledgeable about the changes.

Target Permission – Staff met with the Target Store Manager and gained approval, through their corporate office, to operate CyRide buses on their property. Next, staff will be developing specific bus stop(s) location and working with property owners impacted by the route/stop changes.



Ames Transit Agency
601 N. University Blvd., Ames, IA 50010
cyride@cyride.com * www.cyride.com
voice 505.292.1105
fax 515.239.5578

July 19, 2017

PAWR Project Office (PPO)
NSF Platforms for Advanced Wireless Research Program

RE: AmesNet: Wireless Living Lab for Real-Time Cyber-Physical-Human Systems

Dear Colleagues of the PPO and Proposal Review Panel:

On behalf of the Ames Transit Agency (CyRide), I am pleased to support the enclosed proposal to establish the advanced wireless network living Lab AmesNet. CyRide is an administrative agency of the City of Ames and is governed by a Transit Board of Trustees, which includes representatives from the City of Ames, Iowa State University (ISU) and Iowa State University's Student Government.

The AmesNet proposal is an exciting proposal that could demonstrate the benefits of its technology projects within a small urban community, in a rural state. Through this grant, the Ames community can demonstrate how research projects can be implemented within an entire community where CyRide could be a piece of this overall research.

If the AmesNet proposal is selected for funding, CyRide is committed to cooperating and working with ISU and other governmental agencies to the greatest extent possible as technology is developed and deployed within the community.

We encourage the Review Panel to consider the AmesNet proposal and look forward to hearing the outcome of your decision.

Sincerely,

A handwritten signature in black ink, appearing to read "John A. Haila". The signature is fluid and cursive, with a long horizontal stroke at the end.

John A. Haila

President, Ames Transit Agency Transit Board of Trustees



Ames Transit Agency
601 N. University Blvd., Ames, IA 50010
cyride@cyride.com * www.cyride.com
voice 505.292.1105
fax 515.239.5578

July 7, 2017

Ames City Council
515 Clark Street
Ames, Iowa 50010

RE: Lincoln Way Corridor Plan

Dear City Council Members:

The Ames Transit Agency's Board of Trustees recently discussed the new Lincoln Way Corridor plan at its June meeting and wanted to share with you some of the concerns that were identified with the proposed changes along this important CyRide corridor, specifically with its narrowing to three lanes between University Blvd. and S. Duff. These concerns are as follows:

- The 11' lane width is not wide enough for buses to comfortably travel through this corridor as buses are 10 ½" from mirror to mirror, leaving only three inches on either side to navigate safely through this corridor. A minimum of 12' is needed and 13' is preferred. Highway lanes are 14' in width.
- CyRide has six bus stops in this section of the roadway (three on the north side of Lincoln Way and three on the south side). When buses stop to pick up passengers, it will create a bottle neck and potentially unsafe situation if cars become impatient and pass buses in the center lane.
- The added congestion in this section of Lincoln Way, due to the lane reduction from four to three lanes, could impact schedules on the Red and Yellow routes operating on Lincoln Way, possibly creating more buses to be added to these services to maintain schedules and significant cost impacts to CyRide's budget.
- Bus pullouts are not an option, as CyRide will not be able to maintain a schedule if it pulls buses out of traffic and then has to wait to safely re-enter traffic from a stopped position.

- The study identified that some of the Lincoln Way traffic could be diverted to S. 4th Street, which could create more traffic on a highly utilized bus route (Blue route), creating schedule issues and possibly a need in the future for additional buses and cost to compensate for this impact.

Transit board members respectfully request your thoughtful consideration of these issues as you determine the final outcome of this study. If you have any questions, please contact Sheri Kyras at 239-5563 or myself at 292-0007.

Sincerely,

John Haila
President, Ames Transit Agency

September

<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 Transit Board Meeting 8:00am	21	22	23
24	25	26	27	28	29	30
			Future Meeting Dates: All meetings begin at 8:00am	October 19 November 16 December 7		

2017