

AMES TRANSIT AGENCY BOARD OF TRUSTEES

CYRIDE CONFERENCE ROOM

December 12, 2017

1. CALL TO ORDER: 8:00 A.M.
2. Approval of November 22, 2017 Minutes
3. Public Comments
4. Anticipated Closed Session Regarding Pending Litigation as provided by Section 221.5 (1)(c), Iowa Code
5. Recognition of Outgoing Board Member
6. Five Year Capital Improvement Plan
7. 2018-2019 Budget
8. Quarterly Operation's Report (July – September 2017)
9. Transit Director's Report
10. Set Spring Semester Meeting Dates/Times:
 - January 16, 2018, 8:00 AM
 - February 14, 2018, 8:00 AM
 - March 20, 2018, 8:00 AM
 - April 24, 2018, 8:00 AM
 - May 24, 2018, 8:00 AM
11. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 22, 2017

The Ames Transit Agency Board of Trustees met on November 22, 2017 at 7:30 A.M. in the CyRide Conference room. President Haila called the meeting to order at 7:31 A.M. with Trustees Valentino, Nelson, Bibiloni, Haila and Schainker present. Director Kyras introduced Trustee Cain, Interim Senior Vice President for University Services and Chief Financial Officer, who will be representing Iowa State University on the Transit Board. Cathy Brown, ISU Program Manager I was also present at the meeting.

APPROVAL OF MINUTES: Trustee Schainker made a motion to approve the October 25, 2017 minutes as presented. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

BUS SHELTER PURCHASE: Director Kyras provided background information on CyRide's bus shelter program and shared the new challenges of implementing bus stop improvements under revised federal regulations. As a result of these challenges, she indicated that CyRide will combine its FY2017 and 2018 projects into next summer/fall construction and will need to purchase three, additional bus shelters to complete this work. She indicated that the three shelters would be located on campus as a result of ISU construction projects. She stated that the cost of each shelter is \$21,457, are custom made by Columbia Equipment Company and require a single source bid. The total cost for three locations is \$64,271, with 80% funding from federal sourced and 20% in local match. The single source procurement was previously approved by the Ames City Council for shelter procurements and this procurement type would be extended to this new purchase as well.

Trustee Bibiloni made a motion to approve Alternative #1 for the single source procurement to Columbia Equipment Company, Inc. of Freeport, NY in the amount of \$64,371 for the purchase of three bus shelters. Trustee Valentino seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

CALENDAR YEAR 2018 FUEL BIDS: Director Kyras explained the timing of, and process for, purchasing fuel on an annual basis, as its current contract with Keck Energy will expire on December 31, 2017. As a result, staff prepared a fuel bid in November 2017 for purchase of fuel in calendar year 2018. The results of the bid were explained. She also indicated that a maximum fuel cost for calendar year 2018 would need to be set to complete the purchase. Further, she indicated that staff based this expense on the budgeted cost of fuel during the calendar year and the estimated fuel usage for a total of \$1,102,500.

As background information, Director Kyras stated CyRide's current (FY18) budgeted price per gallon was \$2.50, that CyRide was averaging \$1.78 a gallon year-to-date and

was recommending a budget price per gallon for FY19 at \$2.75 per gallon. She also stated that CyRide's latest delivery price was \$1.92 a gallon.

Trustee Schainker asked for further information regarding the process used to purchase fuel, specifically how the "rack rate" worked. CyRide's Assistant Director of Fleet and Facilities, Rich Leners, said that it is based on the Iowa DOT's price on the day fuel it purchased. Further, he indicated that companies could deliver the fuel for less than the market rate, as they had purchased fuel contracts at a rate lower than current fuel costs, so were passing this savings on to CyRide.

Trustee Schainker made a motion to approve Alternative #1 to award to Keck Energy as the overall lowest bidder for CyRide fuel for calendar year 2018 and establish the maximum cost of its fuel purchases for the year of up to the budgeted amount of \$1,102,500. Trustee Cain seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

FARE CHANGE ANALYSIS/PROPOSAL: Director Kyras presented a Powerpoint presentation on CyRide's current and recent past fare structure, revenue generated and non-student ridership impact, as well as industry standards regarding the impact of fare increase and reductions on ridership and revenue. She indicated the purpose of the agenda item was to determine if the board would like to include a fare reduction budget option for consideration at the December board meeting.

Director Kyras began by recapping the six fare increases CyRide had implemented over its 41 years of service in the community. She also pointed out that there had been one fare decrease as a result of ridership declines, after a fare increase had been implemented. She then analyzed non-student ridership and compared ridership levels with changes in fuel prices. She indicated that there was a strong correlation between the two factors and that adding a fare increase magnified the negative impact that lower fuel prices had on CyRide's ridership.

Director Kyras then presented industry data on the impact of fare changes on ridership. She shared five nationwide trends and summarized the discussion by indicating that CyRide's impact mirrored these industry trends, such as a 1% ridership increase for each 3% increase in the fare and that smaller cities experienced more sensitivity to a fare increase through lower ridership after a fare increase. She then provided an explanation of the possible impact that a fare reduction, "rollback" to the previous equivalent \$1.00 fare structure, could have on CyRide's non-student ridership and farebox revenue. She stated that using industry trends, CyRide could anticipate a 2.9% ridership increase in non-student ridership and a reduction of \$45,000 in farebox revenue in 2018-2019 if a rollback of the fare structure was implemented. She indicated that the lost revenue could be included as a budget option for consideration at the December board meeting.

Further, she shared additional benefits that reducing the fare could provide, such as a positive impact on the System Redesign changes by allowing non-students to try the service as a cost savings; thereby, minimizing the negative impact of the service change, making a more convenient fare (dollar instead of a dollar plus a quarter), reduced staff time in managing the money received through CyRide's 95 fareboxes, and potentially more passes sold as the price is reduced and more affordable as a one-time purchase.

She shared that the baseline budget developed to-date for the 2018-2019 budget should require an estimated 2.5% increase in the three parties' local share, leaving room to consider options up to the board maximum established annual increase of 5% per year. Staff's recommendation is to include a fare reduction as a budget option.

Trustee Schainker asked staff if past surveys indicated whether the fare was a concern or decision in riding the bus. Trustee Nelson provided data on the City's most recent Resident Satisfaction Survey indicating that 5.3% of residents indicated a desire for lower fares and 11.1% desired a fare free system.

President Haila shared his thoughts for priorities indicating that CyRide needed to promote non-student ridership and communicate the upcoming service changes as part of the CyRide 2.0 project. Further, he indicated that it could be a marketing technique to increase non-student ridership and to assist residents who need to use CyRide services to move throughout the community. He then indicated that including it as an option did not commit the board to a specific direction at this time, but allowed it to be considered as part of its overall budget discussions.

Trustee Bibiloni shared his initial thoughts stating that he was in favor of a fare reduction and Trustee Valentino agreed to include it as a budget option and that this could be positive for CyRide and the community if it could be included in the budget.

Trustee Schainker made a motion to direct staff to include the revenue loss from the fare "rollback" option (\$1.00 fare structure) in the 2018-2019 budget options for discussion in December 2017. Trustee Bibiloni seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

2018-2019 BUDGET OPTIONS DISCUSSION: In addition to the fare analysis, Director Kyras shared two additional budget options for board consideration. First, she explained the "Additional Hours of Service" proposal, indicating that this option would allow CyRide to address unforeseen issues the new CyRide 2.0 route and schedule structure might create next year and to be responsive to customer concerns. She recommended increasing the additional hours per weekday to 10, an increase from 5 hours in the current budget. She indicated the estimated cost of this proposal was \$104,500. Further, she indicated that if the additional service is not needed during the year, that staff would not increase service and it would create a larger closing balance at the end of the year.

The second additional option proposal relates to CyRide's technology needs. She explained that CyRide's technology needs have grown, as more technology is being placed on its buses and facility. Further, she indicated that the City of Ames' Information Services Department supports hardware/software that is common across the city; however, department specific hardware/software is not supported and each department must provide its own expertise for these systems. She provided a list of the technology that was supported and not supported. As a result, Director Kyras indicated that CyRide was struggling to keep up with programs like its vehicle location technology, Google Transit applications, etc. and was utilizing a part-time Dispatcher with computer skills to address its needs. She indicated that it was staff's belief that this area had grown to the point where a part-time, dedicated staff person was needed to focus on this area to meet CyRide's needs. She indicated that the City's Information Services was supportive of this proposal. She indicated the estimate cost of this proposal was \$40,000.

President Haila inquired about the NextBus vehicle location technology and its funding, as the students initially purchased the software/hardware and supported 100% of its operational expense for the first three years. His concern was that CyRide might choose to abandon this technology for a different system. Director Kyras indicated that since CyRide was nearing the end of its initial contract for this system, she believed it was financially wise to determine if this system was still the best solution for CyRide and its customers. She indicated that within the contracts five-year period, vehicle location technology had changed significantly and that staff desired to look at the state of this technology before committing to another long-term contract with its current vendor. She indicated that this part-time staff position could assist CyRide in determining its future direction in this area.

President Haila asked for staff's thoughts on how to proceed in determining if different technology would be purchased for a vehicle location system. Director Kyras indicated that staff had discussed this, as the specific direction is unknown at this time, and stated that a line item in the Capital Plan was being discussed to allow for multiple directions for this project. She indicated this would be presented to the board at their December meeting.

Trustee Bibiloni asked for a clarification on the technology budget option, as to whether it would fund technology or a person. Director Kyras indicated it was for a person to manage the technology program for CyRide.

Trustee Cain asked whether it would be difficult to find a person to fill a part-time position in this field. Director Kyras shared her preliminary thoughts on how to fill this position, indicating that CyRide would need to work with the Human Resources Department, but that she would like to promote the Dispatcher currently providing this expertise to a ½-time Dispatcher and ½-time Information Technology position. Further,

she indicated that this person has CyRide's operational and computer knowledge to successfully implement technology projects for CyRide.

Trustee Schainker asked about CyRide's current vehicle location contract and how it was calculated – lump sum or per bus. Director Kyras said that its annual operating expenses are on a per bus basis so as CyRide's fleet increases, the cost increases. He then asked if CyRide's current contract could be extended. Director Kyras indicated that they would need to have conversations with the City's Purchasing Department about that possibility.

Several concerns were voiced about leaving CyRide's current technology. Director Kyras indicated that its current vendor's product is working for CyRide and the only reason to change would be if there was a financial or technology upgrade that could provide further benefit.

President Haila provided information on past board action regarding setting service priorities for service-related budget options.

Trustee Nelson made a motion to include both proposals (#1 and #2) as budget options for the 2018-2019 budget for consideration at the December 7, 2017 meeting. Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

TRANSIT DIRECTOR'S REPORT

Triennial Review Close Out

- Director Kyras updated the transit board on actions that had been taken to address its two findings - the agreement with the AAMPO and Drug and Alcohol process documentation were completed. Both were submitted to the Federal Transit Administration for review and approved in October 2017.

Facility Discussion Assumptions/Approach

- Director Kyras stated that the purpose of this item was a continuation from the October board discussion regarding the facility and information needed by the Transit Board to determine a direction for expansion. She indicated that staff had developed an outline of the options, information to be developed and the format for the comparison of options. She indicated that staff was planning to prepare this information for the February 2018 board meeting and requested comments on the approach and data to be provided to ensure that the information encompassed the materials needed to determine a direction.

President Haila shared his thoughts that a facility expansion would be a challenge with limited federal/state funding sources to assist in this project. A conversation regarding CyRide's land lease at its current site was discussed and the stipulation

that all buses be parked inside at night. ISU indicated that while this was in the lease, that they understood why this was not possible due to CyRide's growth mirroring the universities.

A general discussion ensued regarding future growth assumptions for both the city and university. Trustee Cain indicated that the assumption of a maximum 40,000 student enrollment may not be realistic as 10-yr. projections are for stable enrollment. Director Kyras indicated that CyRide needed to plan for possible growth and then build its facility for its needs. Further, she said that if CyRide does not plan for facility need possibilities, that it could be in a position like it is today of not having adequate land to support CyRide operations.

President Haila noted operating cost were included in the analysis and asked what this would include. Director Kyras indicated that it would include staff time to operate from one or two locations, depending on the option. For example, travel time between two locations to maintain the buses or supervisory staff in two locations.

There was a discussion regarding the need to add a new category to the analysis to determine the local match under each option. Director Kyras indicated that the grant would determine the local match, as any modifications would most likely be completed in phases. Trustee Schainker indicated that it might have an impact on the overall project cost as the board was considering options.

2018-2019 Budget Fuel Price Per Gallon

- Director Kyras shared with board members the year-to-date and most recent fuel prices paid by CyRide, as well as the current budget's price per gallon at \$2.50 per gallon. She then indicated that staff had prepared the 2018-2019 budget at a \$2.75 per gallon cost and asked board members if they were comfortable with this fuel cost for next budget year, as it would have a significant impact on the budget to be presented at the December meeting. Trustee Schainker indicated that it was an acceptable cost, but that he would like staff to determine the cost of each \$0.25 increment increase/decrease, so the board, at the December meeting, could gauge if it was the appropriate level.

System Redesign Public Meeting

- Director Kyras provided a summary of those attending the CyRide 2.0 public meeting. She indicated 12 individuals attended the meeting, representing groups or as individuals, and that very few comments were provided. She also indicated that the disabled community was well represented at the meeting. She provided specific comments, such as positive comments about the Yellow and Peach routes, a challenge in not providing service close to the high school in the evenings, and a desire to have the bus stops that will be closed on CyRide's website.

President Haila asked if the public in attendance had any comments. Story County Supervisor Lauris Olsen made a comment, as a user of the CyRide website, and asked CyRide staff to verify that board meeting information is posted on its website, as she could not access the board packet. Shari Atwood, CyRide's Transit Planner, indicated that CyRide had launched a new website the previous week and that they were still working on transition issues. She indicated she would look into this.

City of Ames Attorney, Mark Lambert joined the transit board meeting via conference call at 8:50 a.m.

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

Trustee Nelson moved approval for a closed session pursuant to Section 20.17, Subsection 3, Code of Iowa, to discuss matters relating to collective bargaining and the motion was seconded by Trustee Cain. (Ayes: Six. Nays: None.)

Moved by Trustee Bibiloni and seconded by Trustee Nelson to return to Regular Session at 9:10 a.m.

Trustee Cain made the motion to direct staff to include proposal #3 as part of the baseline budget in the 2018-2019 budget for consideration at the December 7, 2017 meeting. Motion was seconded by Trustee Nelson. (Ayes: Six. Nays: None.) Motion carried.

Set Meeting Times and Place:

- December 7, 2017 – 8:00 A.M.

Trustee Valentino made a motion to adjourn the meeting at 9:12 A.M. Members were all in favor.

ADJOURN: Meeting adjourned at 9:12 A.M.

John Haila, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: December 12, 2017
SUBJECT: Recognition of Outgoing Board Member

BACKGROUND: As a result of city elections on November 7, 2017, Transit Board President John Haila was elected as the City of Ames new mayor. With this new position, he has resigned from the Transit Board of Trustees, effective December 31, 2017.

INFORMATION: The December 12, 2017 Transit Board meeting will be Trustee Haila's last meeting; therefore, the board will recognize President Haila for this service as a CyRide board member.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: December 12, 2017
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, 2018. 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. A chart with the projects and cost for each of the five years is attached.

First Year Purchases –

The purchase summary below is recommended for procurement in the 2018-2019 budget year to ensure smooth operation of the transit system and is included in the baseline 2018-2019 budget, included as part of the next agenda topic. A detailed explanation of each anticipated expenditure, by category, is detailed after the chart on the next page.

| Purchase | Other Share | | Local Share | Total Cost |
|--|------------------|------------------|--------------------|--------------------|
| | Federal | State/GSB | CyRide | |
| Vehicle Replace. | | | | |
| 5-40' Used Buses | \$0 | \$0 | \$125,000 | \$125,000 |
| 1-40' New Buses | \$408,000 | \$0 | \$102,000 | \$510,000 |
| Support Vehicle | \$0 | \$0 | \$30,000 | \$30,000 |
| Shop Truck | \$0 | \$0 | \$50,000 | \$50,000 |
| SUBTOTAL | \$408,000 | \$0 | \$307,000 | \$715,000 |
| Bdg. Expan. & Modern. | | | | |
| Rehabilitate Bus Wash | \$0 | \$520,000 | \$130,000 | \$650,000 |
| HVAC Replacement | \$0 | \$80,000 | \$20,000 | \$100,000 |
| Concrete Replac. | \$0 | \$0 | \$50,000 | \$50,000 |
| A & E Services | \$0 | \$0 | \$35,000 | \$35,000 |
| EIFS Coating | \$0 | \$0 | \$25,000 | \$25,000 |
| SUBTOTAL | \$0 | \$600,000 | \$260,000 | \$860,000 |
| Shop/Office Eqt. | | | | |
| Computers/Eqt. | \$0 | \$0 | \$20,400 | \$20,400 |
| Shop Equipment | \$0 | \$0 | \$50,000 | \$50,000 |
| SUBTOTAL | \$0 | \$0 | \$70,400 | \$70,400 |
| Bus Stop Improve. | | | | |
| Bus Stop Improve. | \$40,000 | \$0 | \$10,000 | \$50,000 |
| Concrete at Shelters | \$0 | \$0 | \$25,000 | \$25,000 |
| SUBTOTAL | \$40,000 | \$0 | \$35,000 | \$75,000 |
| Technology | | | | |
| Bus Security Cameras | \$0 | \$0 | \$60,000 | \$60,000 |
| Building Security System | \$0 | \$0 | \$200,000 | \$200,000 |
| Auto. Pass. Counters | \$0 | \$0 | \$25,000 | \$25,000 |
| NextBus GPS Vehicle Tracking Replacement | \$0 | \$0 | \$100,000 | \$100,000 |
| Annunciators | \$240,000 | \$0 | \$60,000 | \$300,000 |
| SUBTOTAL | \$240,000 | \$0 | \$445,000 | \$685,000 |
| TOTAL | \$688,000 | \$600,000 | \$1,117,400 | \$2,405,400 |
| Carryover Local | --- | --- | \$471,691* | --- |
| Total 2018-2019 Local | --- | --- | \$645,709 | --- |

*Excludes \$715,166 committed to local match for facility expansion

After purchase of these items in 2018-2019, the local capital fund closing balance is estimated to be approximately \$174,291, which is lower than the current 2017-2018 expected balance as a result of significant bus purchases, building and technology projects during the next budget year and the lower operating budget transfer in 2017-2018 of \$460,000 as opposed to the typical \$800,000 due to budget constraints.

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 One, New 40' Bus – CyRide anticipates one bus ranking high enough in the Iowa DOT bus replacement priority list to receive funding from the state through a federal grant they receive. CyRide will receive 80% state funding for its purchase.

Support Vehicle/Shop Truck - The plan assumes replacement of one administrative vehicle per year (white Terrain in 2018-2019) and one maintenance vehicle (smaller truck), for a total cost of \$80,000. Administrative vehicles are replaced every 4 – 6 years and maintenance trucks approximately every 10 years.

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.

HVAC Replacement – This project will be divided between two years, 2018-2019 and 2019-2020. The first year will focus on installation of adequate ventilation in the new bus wash area. The second year will focus on upgrading the HVAC system in the maintenance shop areas.

Concrete Replacement – CyRide would replace large sections of concrete on the east side of the building that were not replaced in 2017-2018. If the budget allows, additional concrete would be poured for minibus and shop truck parking. These vehicles are frequently moved throughout the day and construction of a new pad for these vehicles (by the fuel tanks) will reduce congestion on CyRide's property.

A & E Services – Proposed 2018-2019 capital projects (Bus Wash Rehab, HVAC Replacement and EIFS Coating) would require engineering services to identify the specific work to be completed and estimate their cost. As a result, CyRide would contract with its on-call architectural and engineering firm to provide these services in preparation of this work.

EIFS Coating – Filling of cracks, caulking and application of a new surface to the existing building EIFS would be completed. If budget allows, the south side of the building would also be repainted improving the appearance of the facility and eliminating current color variations.

Computers/Eqt. - CyRide would replace three computers (in accordance with the City of Ames computer procurement schedule), two stand-up desks and three desk chairs during the 2018-2019 budget year. The stand-up desk would be new and the desk chairs would be replacements.

Shop Equipment – Two small shop equipment items are scheduled for purchase in the 2018-2019 Capital Plan as follows:

- **Diesel Particulate (Trap Blaster)** – This equipment cleans the ceramic brick in the bus' emissions system - \$30,000
- **Tire Machine and Balancer** - This equipment is used to replace bus tires - \$20,000

Bus Stop Improvements/Signs – 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 install three, large, standard, electric shelters and relocate five existing shelters to less busy bus stops. This project would be funded with 80% federal funds.

Concrete at Shelters – As a result of federal regulation changes, CyRide must now complete an environmental and historical analysis on each new bus stop that utilized federal funds. As a result, small concrete projects are delayed for months with a significant amount of work required to receive federal approval. As a result, staff has segmented these smaller projects and will utilize local funds to complete this work in a timely manner.

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.

Automatic Passenger Counters (APC) – Three to four APC systems will be installed in 2018-2019 to begin CyRide's demonstration project with this technology. This equipment will automatically count passengers as they enter the bus and will allow CyRide to test whether it accurately counts passengers on the articulated buses at all three doors. Successful application of this technology will decrease boarding time at stops.

NextBus Vehicle Tracking System – CyRide's current GPS vehicle tracking system, used to provide real-time bus arrival times, is five year old and the original equipment has become outdated. As a result \$100,000 has been programmed in 2018-2019 to either replace outdated equipment or, after further analysis, invest in new GPS technology system.

Security System (Building) - 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 2018-2019. 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.

Annunciators – The ISU disability community has requested that automated annunciator technology be added to the buses. This technology will work with the buses' GPS system to identify its location and automatically use the public address system to announce the bus stops location for visually-impaired individuals. This technology would be added to the entire fleet over a five year period as funding will allow.

Remaining Four Years (2019-2020 – 2022-2023):

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 \$540,000 over the remaining 4-year period, this investment reflects the purchase of 20 used, large buses, maintaining a fleet between 95-105 large buses. Additionally, the plan anticipates funding of four 40'-60' 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, for a total, four-year cost of \$120,000. Administrative vehicles are replaced every 4 – 6 years.

Dial-A-Ride Bus and Van – In 2015-2016, CyRide replaced/purchased new, both vehicles it leases to HIRTA for operation of CyRide's Dial-A-Ride service. These vehicles are four-year vehicles per Federal Transit Administration guidance; however, CyRide has scheduled their replacement in 2021-2022 and 2022-2023 (six years).

Building Expansion & Modernization – This plan assumes the following:

2020-2021 – 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). Also, a majority of the work on the CyRide's HVAC project initiated in 2018-2019 would be completed in this year (\$700,000). The HVAC project would be eligible for State PTIG grant funding at an 80% state share.

2020-2021, 2021-2022 and 2022-2023 - CyRide has begun the process to identify its next steps in expanding its facilities to accommodate buses parked outside and to have the space required to operate its bus fleet in the future. It is assumed that an approved plan will have been developed in this next year to be able to be able to apply for PTIG funding (\$750,000 each year) for a portion of the facility solution in

each of these years. Each year's facility project would be eligible for State PTIG grant funding at an 80% state share.

Bus Security Cameras– CyRide currently has video systems in all of its buses. This equipment has a useful life of 4-5 years. As a result, CyRide would need to replace video systems on at least five and up to twelve buses each year to ensure that these systems are available for incidents that occur on the buses, for a four-year total of \$210,000. 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) – CyRide would purchase up to three to four units in 2019-2020 and 2020-2021 for a total of 9 -12 buses with this technology (this number includes the 2018-2019 units as well). This will allow all #23 Orange route buses to be equipped with the technology and have backup buses for times when these buses are in for repairs. The total cost for these two years is \$50,000.

Radio System – The City of Ames is working with Story County to develop a comprehensive radio system that can be used by emergency services, as well as city and county departments to communicate. This project is in the planning phases, with assistance from a consultant, but will require CyRide to purchase new hardware/software to be able to communicate with other governmental entities. The cost of this upgrade is unknown at this time and will be identified through this consultant's study, but \$80,000 has been budgeted, as it most likely will be a 2019-2020 expenditure.

Air Compressor – CyRide's air compressor will be 36 years old at the time of replacement (2019-2020) and will have exceeded its useful life (\$25,000).

Shop and Office Equipment – This plan assumes \$14,000 to \$20,000 per year to upgrade computers, purchase stand-up desks and replace office chairs as they are more than 12 years old 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 purchase is identified in the year it is to be purchased.

Forklift – CyRide's current forklift was purchased used and is in excess of 35 years old. Additionally, for the size of CyRide's current facility it is undersized; therefore, this piece of equipment would be replaced at a cost of \$60,000 in 2019-2020.

NextBus – CyRide's current GPS vehicle tracking system, used to provide real-time bus arrival times, will be more than five year old and the original equipment has become outdated. As a result \$80,000 to \$100,000 has been programmed in 2019-2020, 2020-2021 and 2021-2022 to either replace outdated equipment or, after further analysis, invest in a new GPS technology system.

Concrete - The 2019-2020 concrete improvements will be used to replace concrete at one of CyRide's bus turnaround (\$85,000). Concrete repairs in the last three years of the Capital Improvement Plan will be used at CyRide's facility, as needed, to keep the pavement in a state of good repair (\$40,000 per year).

Concrete at Shelters - As a result of federal regulation changes, CyRide must now complete an environmental and historical analysis on each new bus stop that utilized federal funds. As a result, small concrete projects are delayed for months with a significant amount of work required to receive federal approval. As a result, staff has segmented these smaller projects and will utilize up to \$25,000 per year in local funds to complete this work in a timely manner.

A & E Services - Proposed capital projects in the four year period (Facility Expansion, High Speed Fueling) would require engineering services to identify the specific work to be completed and estimate their cost. As a result, CyRide would contract with its on-call architectural and engineering firm to provide these services in preparation of this work up to \$35,000 per year.

Bus Stop Improvements/Signs – CyRide continues to emphasize its bus stop improvement program and has included a \$50,000 annual commitment in the plan through 2022-2023 for a total of \$200,000 over the four-year period.

In addition, in 2019-2020, CyRide would update and replace all 425+ bus stop signs along its routes combining multiple CyRide signs at each stop into one sign.

Both projects will be funded with 80% federal funding.

Annunciators – An additional \$550,000 over the remaining four-years of the CIP would be spent in equipping CyRide buses with this technology.

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. The board also committed \$515,166 from the 2016-2017 Closing Balance for this expansion; therefore, to-date CyRide has \$715,166 available for local match for a facility project. This amount will be held in reserve until state or federal dollars can be secured and an expansion plan developed to begin a facility expansion project. Also, the 2016-2017 uncommitted closing balance above 10% of operating expenses and federal operating dollars could add to this balance. Once the audit is completed and the state's bus grant results are known, staff will prepare a board item to determine how to commit these funds.

ALTERNATIVES:

1. Defer action on the Five Year Capital Plan until the January 2018 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 December board meeting.

CYRIDE CAPITAL IMPROVEMENTS PLAN SUMMARY 2019-2023

December 2017

TRANSPORTATION - TRANSIT

| PROJECT/REVENUE DESCRIPTION | TOTAL | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|------------------------------------|-------------------|------------------|------------------|------------------|------------------|------------------|
| EXPENDITURES: | | | | | | |
| Vehicle Replacement | 4,996,289 | 715,000 | 965,000 | 965,000 | 1,240,363 | 1,110,926 |
| Building Expansion & Modernization | 4,405,000 | 860,000 | 820,000 | 1,075,000 | 825,000 | 825,000 |
| Shop & Office Small Capital | 431,000 | 70,400 | 155,400 | 70,400 | 70,400 | 64,400 |
| Bus Stop Improvements | 395,000 | 75,000 | 95,000 | 75,000 | 75,000 | 75,000 |
| Technology | 1,855,000 | 685,000 | 465,000 | 375,000 | 230,000 | 100,000 |
| Total Expenditures | 12,082,289 | 2,405,400 | 2,500,400 | 2,560,400 | 2,440,763 | 2,175,326 |

REVENUES:

| | | | | | | |
|--------------------------|-----------|-----------|---------|---------|---------|---------|
| City: | | | | | | |
| Transit Fund | 4,487,258 | 1,117,400 | 875,400 | 895,400 | 860,473 | 738,585 |
| Other: | | | | | | |
| FTA - 5339 / ICAAP | 3,305,031 | 408,000 | 640,000 | 640,000 | 860,290 | 756,741 |
| FTA - 5310 Announciators | 680,000 | 240,000 | 160,000 | 160,000 | 80,000 | 40,000 |
| Elderly/Disabled | 200,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| State of Iowa - PTIG | 2,960,000 | 600,000 | 560,000 | 600,000 | 600,000 | 600,000 |
| STP Funds | 450,000 | | 225,000 | 225,000 | | |
| Other Subtotal | | | | | | |

| | | | | | | |
|-----------------------|-------------------|------------------|------------------|------------------|------------------|------------------|
| Total Revenues | 12,082,289 | 2,405,400 | 2,500,400 | 2,560,400 | 2,440,763 | 2,175,326 |
|-----------------------|-------------------|------------------|------------------|------------------|------------------|------------------|

DESCRIPTION/JUSTIFICATION

CyRide's original bus storage building is 33 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 and a need to explore expansion options. 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:

- 2018/19: Replace a portion of CyRide's HVAC system in the original portion of the building (\$100,000); Bus Wash Rehab. (\$650,000); replace EIFS coating (\$25,000); concrete replacement (\$50,000)
- 2019/20: Replace a portion of CyRide's HVAC system in the original portion of the building (\$700,000); concrete replacement (\$85,000)
- 2020/21: Construct an addition onto a new/existing facility (\$750,000); concrete replacement (\$40,000); replace fueling system with a high-speed fueling system (\$250,000)
- 2021/22: Construct an addition onto a new/existing facility (\$750,000); concrete replacement (\$40,000)
- 2022/23: Construct an addition onto a new/existing facility (\$750,000); concrete replacement (\$40,000)

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 are original to the building. CyRide's current bus washer will be 14 years old at the time of replacement, which is past the expected 10-year life for this type of equipment. The concrete work is at CyRide's two bus turnarounds and CyRide's facility where the pavement 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. This CIP assumes a plan to expand CyRide's facility is developed over this next year and that this plan/facility will be built in pieces as funding is identified. To-date, CyRide has reserved \$715,166 in local match dollars for a grant to begin constructing more facility space.

LOCATION

CyRide, 601 N. University Boulevard

| | TOTAL | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|---------------------------|------------------|----------------|----------------|------------------|----------------|----------------|
| COST: | | | | | | |
| Architectural/Engineering | 175,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| Equipment | 2,650,000 | 825,000 | 785,000 | 1,040,000 | | |
| Construction | 1,580,000 | | | | 790,000 | 790,000 |
| TOTAL | 4,405,000 | 860,000 | 820,000 | 1,075,000 | 825,000 | 825,000 |
| FINANCING: | | | | | | |
| Transit Fund | 1,445,000 | 260,000 | 260,000 | 475,000 | 225,000 | 225,000 |
| State of Iowa - PTIG | 2,960,000 | 600,000 | 560,000 | 600,000 | 600,000 | 600,000 |
| TOTAL | 4,405,000 | 860,000 | 820,000 | 1,075,000 | 825,000 | 825,000 |

PROGRAM - ACTIVITY: Transportation - Transit **DEPARTMENT:** CyRide **ACCOUNT NO.:**

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: No Change

DESCRIPTION/JUSTIFICATION

This project is to address replacement of shop and office equipment used for CyRide operations. While a majority of the 2018/19 – 2022/23 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 \$50,000 per year, plus larger equipment as described below. Additionally, three to six computers, laptops and printers, as well as replacement of office chairs and standup style desks will be funded each year at an estimated cost of \$14,400 to \$20,400 per year.

2018/19 – 2022/23 larger equipment purchases include:

- 2019/20 – Replace CyRide's current forklift. (\$60,000); replace an air compressor (\$25,000)

COMMENTS

The 2018/19 smaller shop and office equipment expenditures include the replacement of three computers, three chairs and two standup desks, as well as the following shop equipment:

- Diesel Particulate (Trip Blaster) - (\$30,000)
- Tire Machine & Balancer - (\$20,000)

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 36 years old and is becoming unreliable and expensive to repair.

LOCATION
CyRide, 601 N. University Boulevard

| | TOTAL | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| COST: | | | | | | |
| Computers | 96,000 | 20,400 | 20,400 | 20,400 | 20,400 | 14,400 |
| Forklift | 60,000 | | 60,000 | | | |
| Shop Equipment | 250,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Air Compressor | 25,000 | | 25,000 | | | |
| FINANCING: | | | | | | |
| TOTAL | 431,000 | 70,400 | 155,400 | 70,400 | 70,400 | 64,400 |
| Transit Fund | 431,000 | 70,400 | 155,400 | 70,400 | 70,400 | 64,400 |
| TOTAL | 431,000 | 70,400 | 155,400 | 70,400 | 70,400 | 64,400 |

PROGRAM - ACTIVITY:
Transportation - Transit

DEPARTMENT:
CyRide

ACCOUNT NO.

BUS STOP IMPROVEMENTS

PROJECT STATUS: Scope 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 450 bus stop locations throughout the city. Therefore, over the next five-year period (2018/19 through 2022/23), 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 and 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.

Additionally, a number of these improvements are small improvements, but must now complete a historical and environmental process under new federal regulations. This can take up to four months to document and received federal approval. In order to be more responsive to its customers, CyRide will budget an additional \$25,000 each year in local dollars for these smaller projects so that they can more quickly be accomplished.

In 2019/20, CyRide will design a new bus stop sign and install these at its bus stop locations (\$20,000). Current signage is more than 20 years old, with many signs needing to be replaced. This project will allow for a fresh, new image and replace signs that would need to be replaced due to wear from the outdoor elements.

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 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|-------------------------|----------------------------|---------------|---------------|---------------|---------------|---------------|
| COST: | | | | | | |
| Pads, Benches, Shelters | 250,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Concrete | 125,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| | 20,000 | | 20,000 | | | |
| TOTAL | 395,000 | 75,000 | 95,000 | 75,000 | 75,000 | 75,000 |
| FINANCING: | | | | | | |
| Transit Fund | 195,000 | 35,000 | 55,000 | 35,000 | 35,000 | 35,000 |
| | Federal 5310 Grants | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| TOTAL | 395,000 | 40,000 | 95,000 | 75,000 | 75,000 | 75,000 |

CYRIDE VEHICLE REPLACEMENT

PROJECT STATUS: Scope 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 anticipates future state funding for new buses through the state's capital funding allocation process. CyRide has five 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:

- 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 (\$800,000); replace administrative vehicle (\$30,000)
- 2020/21: Purchase five used 40' buses (\$135,000); purchase one new 40' bus (\$800,000); replace administrative vehicle (\$30,000)
- 2021/22: Purchase five used 40' buses (\$135,000); purchase one new 40' bus and six minibuses (\$1,016,945); replace administrative vehicle (\$30,000); replace the Dial-A-Ride van (\$58,418)
- 2022/23: Purchase five used 40' buses (\$135,000); purchase one new 40' bus (\$850,000); replace administrative vehicle (\$30,000); replace the Dial-A-Ride bus (\$95,926)

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. For budget year's 2019/20 and 2020/21, the Ames Area MPO approved \$225,000 each year to assist in funding the purchase of new buses.

LOCATION

CyRide, 601 N. University Boulevard

| | TOTAL | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|-------------------------|------------------|----------------|----------------|----------------|------------------|------------------|
| COST: | | | | | | |
| Large Buses - 40' New | 3,976,945 | 510,000 | 800,000 | 800,000 | 1,016,945 | 850,000 |
| Used Buses | 665,000 | 125,000 | 135,000 | 135,000 | 135,000 | 135,000 |
| Administrative Vehicles | 150,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Shop Vehicles | 50,000 | 50,000 | | | | |
| Dial-A-Ride Bus/Van | 154,344 | | | | 58,418 | 95,926 |
| FINANCING: | | | | | | |
| TOTAL | 4,996,289 | 715,000 | 965,000 | 965,000 | 1,240,363 | 1,110,926 |
| Transit Fund | 1,241,258 | 307,000 | 100,000 | 100,000 | 380,073 | 354,185 |
| PTMS Funds | 3,305,031 | 408,000 | 640,000 | 640,000 | 860,290 | 756,741 |
| STP Funds | 450,000 | | 225,000 | 225,000 | | |
| TOTAL | 4,996,289 | 715,000 | 965,000 | 965,000 | 1,240,363 | 1,110,926 |

PROGRAM - ACTIVITY: Transportation - Transit

DEPARTMENT: CyRide

ACCOUNT NO.

CYRIDE TECHNOLOGY IMPROVEMENTS

PROJECT STATUS: Scope 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 to twelve buses each year (\$50,000 to \$60,000 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 three different video systems on its bus fleet, which are used to investigate customer complaints and identify operational issues.

CyRide would also upgrade its NextBus GPS vehicle tracking system over the next four years (\$80,000 to 100,000 each year) as it will be six to nine years old at the time the units are replaced or purchase a new vehicle location system based on an examination of available technology.

CyRide would also replace its radio system (\$80,000), as part of the citywide emergency radio replacement program, anticipated in 2019/20. Up to 25 Automatic Passenger Counters (APCs) 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 (\$25,000 per year).

CyRide's maintenance shop and bus storage areas would be added to a new security system that was added to the administrative offices in 2017/18. This second phase of the facility security system in 2018/19 would complete coverage of the building (\$200,000).

The disabled community has requested new technology on the buses that will automatically announce bus stop locations when the bus arrives for visually impaired customers. CyRide will phase this project in over four years (2018/19, 2019/20, 2020/21 and 2021/22) at a total cost of \$850,000.

COMMENTS

This area of CyRide's capital budget is has become a larger portion of the budget over the past five years as the federal government focuses on transit security and CyRide customers demand more technology to make using its service more convenient.

LOCATION

CyRide, 1700 University Boulevard

| | TOTAL | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|--------------------------|--------------|----------------|----------------|----------------|----------------|----------------|
| COST: | | | | | | |
| Bus Security Cameras | 270,000 | 60,000 | 60,000 | 50,000 | 50,000 | 50,000 |
| Building Security System | 200,000 | 200,000 | | | | |
| Annunciators | 850,000 | 300,000 | 200,000 | 200,000 | 100,000 | 50,000 |
| Radio System Upgrade | 80,000 | 80,000 | 80,000 | | | |
| APCs | 75,000 | 25,000 | 25,000 | 25,000 | | |
| GPS Tracking System | 380,000 | 100,000 | 100,000 | 100,000 | 80,000 | |
| TOTAL | 1,855,000 | 685,000 | 465,000 | 375,000 | 230,000 | 100,000 |
| FINANCING: | | | | | | |
| Transit Fund | 1,175,000 | 445,000 | 305,000 | 215,000 | 150,000 | 60,000 |
| 5310 Funds | 680,000 | 240,000 | 160,000 | 160,000 | 80,000 | 40,000 |

TOTAL 1,855,000 685,000 465,000 375,000 230,000 100,000

CyRide Capital - FY17 to FY23

12/8/17 8:54 AM

| | | FY17 | FY18 | FY19 | FY20 | FY21 | FY22 | FY23 |
|---------------------------------|--------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| Capital | | Actual | | | | | | |
| Beginning Balance | | \$ 1,509,194 | \$ 1,051,251 | \$ 471,691 | \$ 174,291 | \$ 118,891 | \$ 43,491 | \$ 3,018 |
| State/Federal Building | 80% | \$ 156,413 | | | | | | |
| PTIG Building | 80% | \$ 245,600 | \$ 405,009 | \$ 600,000 | \$ 560,000 | \$ 600,000 | \$ 600,000 | \$ 600,000 |
| State/Federal Bus | 80% | \$ 70,334 | \$ 1,040,832 | \$ 408,000 | \$ 640,000 | \$ 640,000 | \$ 860,290 | \$ 756,741 |
| STP Money | | | | | \$ 225,000 | \$ 225,000 | | |
| State/Federal Bus | 83% | | | | | | | |
| State/Federal Bus | 85% | \$ 2,441,882 | | | | | | |
| State/Federal Bus | 90% | | | | | | | |
| State/Federal Bus Stops | 80% | \$ - | \$ 160,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 |
| State/Federal Needs Anal. | 80% | \$ 5,149 | | | | | | |
| State/Federal Bus Annunciators | 80% | | | \$ 240,000 | \$ 160,000 | \$ 160,000 | \$ 80,000 | \$ 40,000 |
| ISU Parking | | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 |
| Interest | | \$ 2,400 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| GSB | | | | | | | | |
| Capital Transfer | | \$ 1,315,166 | \$ 460,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 |
| Capital Revenues | | \$ 4,253,944 | \$ 2,085,841 | \$ 2,108,000 | \$ 2,445,000 | \$ 2,485,000 | \$ 2,400,290 | \$ 2,256,741 |
| Total Available | | \$ 5,763,138 | \$ 3,137,092 | \$ 2,579,691 | \$ 2,619,291 | \$ 2,603,891 | \$ 2,443,781 | \$ 2,259,759 |
| | Grants | | | | | | | |
| Building (Grants) Pits | 5309 | \$ 195,517 | | | | | | |
| Roof Replacement | PTIG | \$ 307,000 | | | | | | |
| Hoists Repair | PTIG | | \$ 506,261 | | | | | |
| Bus Wash Rehab | PTIG | | | \$ 650,000 | | | | |
| HVAC Replacement | PTIG | | | \$ 100,000 | \$ 700,000 | | | |
| Facility Expansion | PTIG | | | | | \$ 750,000 | \$ 750,000 | \$ 750,000 |
| Buses (Grants) | | \$ 2,872,802 | \$ 1,301,040 | \$ 510,000 | \$ 800,000 | \$ 800,000 | \$ 1,016,945 | \$ 850,000 |
| | | 4 Artic @85% | 2 ICAAP, 1 PTMS | 1 PTMS 80% | 1 PTMS 80% Artic | 1 PTMS 80% Artic | 1 PTMS 80%, 6 Minib | 1 PTMS 80% |
| HIRTA Bus | 5310 | \$ 82,746 | | | | \$ - | | \$ 95,926 |
| HIRTA Van | 5310 | | | | | | \$ 58,418 | \$ - |
| Bus Stops | 5310 | \$ - | \$ 200,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Annunciators | 5310 | | | \$ 300,000 | \$ 200,000 | \$ 200,000 | \$ 100,000 | \$ 50,000 |
| Needs Analysis | 5309 | \$ 6,437 | | | | | | |
| Nextbus | | | | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 80,000 | |
| Building (Local) | | | | | | | | |
| Buses (Local) | | | \$ 60,000 | \$ 125,000 | \$ 135,000 | \$ 135,000 | \$ 135,000 | \$ 135,000 |
| Painting Buses | | \$ - | | | | | | |
| Video Systems | | \$ 225,487 | \$ 25,000 | \$ 60,000 | \$ 60,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Support Vehicle | | \$ 22,091 | | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| | | Escape (2012) | | Terrain (White 2014) | Terrain (Red 2015) | Fusion (2016) | | |
| Shop Trucks | | | \$ 95,000 | \$ 50,000 | | | | |
| Shop Equipment | | \$ 1,228 | \$ 24,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Computers/Office Equip. | | \$ 12,527 | \$ 12,000 | \$ 20,400 | \$ 20,400 | \$ 20,400 | \$ 20,400 | \$ 14,400 |
| Fluid Mangement | | | | | | | | |
| Electric Hoist | | | \$ 90,000 | | | | | |
| Concrete | | \$ 81,103 | \$ 90,000 | \$ 50,000 | \$ 85,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 |
| Concrete (Shelters) | | | | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 |
| A&E Services | | \$ 42,746 | \$ 35,000 | \$ 35,000 | \$ 35,000 | \$ 35,000 | \$ 35,000 | \$ 35,000 |
| Bus Stop Signs | | | | | \$ 20,000 | | | |
| Nelson Nygaard | | \$ 78,297 | | | | | | |
| System Redesign | | | | | | | | |
| Security System (Building) | | \$ 68,739 | | \$ 200,000 | | | | |
| Flood Pumps | | | \$ 160,000 | | | | | |
| Landscaping | | | \$ 17,100 | | | | | |
| HR Software | | | \$ 50,000 | | | | | |
| Forklift | | | | | \$ 60,000 | | | |
| Radios | | | | | \$ 80,000 | | | |
| EIFS Coating | | | | \$ 25,000 | | | | |
| APC's | | | | \$ 25,000 | \$ 25,000 | \$ 25,000 | | |
| High Speed Fueling | | | | | | \$ 250,000 | | |
| Air Compressor (Shop) | | | | | \$ 25,000 | | | |
| Capital Expenses | | \$ 3,996,721 | \$ 2,665,401 | \$ 2,405,400 | \$ 2,500,400 | \$ 2,560,400 | \$ 2,440,763 | \$ 2,175,326 |
| Ending Balance | | \$ 1,766,417 | \$ 471,691 | \$ 174,291 | \$ 118,891 | \$ 43,491 | \$ 3,018 | \$ 84,433 |
| Building Reserve | | \$ 715,166 | | | | | | |
| Balance without Building | | \$ 1,051,251 | \$ 471,691 | \$ 174,291 | \$ 118,891 | \$ 43,491 | \$ 3,018 | \$ 84,433 |

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 12, 2017

SUBJECT: 2018-2019 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:

- FY2017/18 Budget Status (current year)
- FY2018/19 Budget Assumptions, Expenses, Revenues and Options (next year)

FY2017/18 Budget Status (as of Oct. 31, 2017)

Year-to-date, compared to the same time period one year ago, the 2017/18 budget has experienced a +1.3% increase in expenses over the previous year; however, is trending lower than budgeted for the year. Revenues are lower year-to-date at -1.4% compared to a year ago and trending lower compared to the budget. The line items contributing to these changes are described below.

Expenses

There are two significant fixed route variances from budget in the expense line items. The single largest variance is in driver wages due to the amount of overtime required as a result of CyRide's driver shortage (+3.3% or +\$51,769). The 2017/18 budget amount for overtime was \$100,000 and is trending to be \$225,000 to \$250,000 this fiscal year.

The wages expense is being partially offset by lower than budgeted fuel cost at \$269,750 year-to-date compared to \$292,976 one-year ago. This is a result of lower fuel costs over the summer and early fall; however, *current prices* are higher than one year ago (\$1.95/gallon

versus \$1.54/gallon). The *year-to-date average* is \$1.84/gallon compared to a budgeted price of \$2.50/gallon.

All other expenses are relatively close to the 2017/2018 budgeted expenses.

Revenue

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

- **Farebox/Pass Sales** – -4.4% lower than one year ago – year-end decrease anticipated of \$11,600. All reduced fare categories are higher, while full fares are lower except for full fare semester passes.
- **Advertising Sales** - +96.8% higher than one year ago – year end increase anticipated of \$100,000.
- **STA (State) Operating Assistance** - +4.0% higher than one year ago. If this trend continues, CyRide could receive \$30,000 more in state funding.

There are three 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: federal, City, and Transit Contract funding.

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 project balances for the 2017/18 budget year.

Operating Balance - At the current time, the operating closing balance is anticipated to increase from the actual 2016/17 balance of \$1,047,895 to actual 2017/18 balance of \$1,494,651, increasing to a 12.8% fund balance.

Capital Balance – Currently, the capital closing balance is anticipated to decrease from the 2016/17 balance of \$1,051,251 to \$471,691 due mainly to the delivery of three, new 40' buses in early 2018 and a reduction in the operating fund transfer. Typically CyRide transfers \$800,000 annually, but only \$460,000 was transferred for the current budget year due to budget constraints.

Student Government Trust Fund Balance – The 2017/18 budget is projected to end the fiscal year with a \$428,905 balance, below the desired \$500,000 balance. (see attached chart entitled, “ISU Student Fees and Trust Fund Summary”). The reason for the lower balance is a result of projected student enrollment at 36,807 as opposed to the actual enrollment of 36,321, which generated less revenue than anticipate for the current year.

2017/18 Operating Budget Request

Budget Assumptions –

In the 2018/19 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 \$178,944 over 2017/18) to reflect the following:
 - **Rate increase** - 4%, increasing expenses by \$29,944
 - **Impact of ACA costs** – increasing expenses by \$150,000 (more drivers being offered and accepting insurance)
- **Payroll Expenses** - Overall payroll expenses (wages and benefits, less health insurance described above) will increase 2.9% from the 2017/18 adopted to 2018/19 requested budget due mainly to annual wage increases. This expense will increase by approximately \$227,001, which includes a \$50,000 increase in overtime from the current budget to \$150,000 in total.
- **Fuel** – Fuel is budgeted at \$2.75 per gallon, increased from the 2017/18 adopted budget of \$2.50 per gallon.
- **Federal/State Funding** – Federal funding will be budgeted at the last allocation CyRide received in light of the change in accounting practices where the federal allocation is allocated in arrears. The FY2018/19 budgeted revenue will be \$2,000,000. State funding is anticipated to remain the same at \$780,000 in the 2018/19 requested budget.
- **Funds Transferred to Capital** – The 2018/19 budget reflects a transfer of \$800,000 to the capital fund to purchase buses, shop equipment, repair the facility, etc. The 2017/18 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 needs.
- **Fares** – This baseline budget assumes no change in fare prices; however, a change in fare structure may be considered as an option to “rollback” fares to the fare structure in 2011.

In total, the annual operating costs from the adopted 2017/18 to 2018/19 budget is an increase of \$371,748 or 3.3%.

FY2018/19 Budget Options -

CyRide staff has developed a baseline budget, which preserves the existing level of service (same number of revenue hours) at next year’s cost. This baseline budget, does not include

modification of the initial driver's wage, but has been included as a budget option and can be added to the baseline budget. In addition to this wage change option, staff has identified three additional options for consideration as described below.

- **Option 1** – Increase Initial Driver Wages
- **Option 2** – 10 Additional Hours of Service Per Day
- **Option 3** – Part-Time Information Technology Manager
- **Option 4** – Fare Reduction

Each of these additional services is briefly described on the next page entitled "2018-2019 Budget Options Descriptions" and was presented in more detail at previous Transit Board meetings. Additionally, the attached chart entitled, "2018-2019 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 percentage increase in funding.

Staff is seeking board input on if/which baseline budget option(s) should be included in CyRide's final budget. The transit board may vote on a final budget at the December meeting or table action until the January meeting.

ALTERNATIVES:

1. Table action at the December meeting and take final action at the January 2018 Transit Board meeting.
2. Approve a baseline budget plus Option #1, #2 #3 and #4.
3. Approve a baseline budget option, plus board selected options.
4. Approve the baseline budget only.

RECOMMENDATION:

The Transit Director recommends Alternative #1 to defer action until January 2018 if there is a desire to add 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 December 12, 2017 meeting, the Transit Director recommends Alternative #2 from a technical standpoint.

2018-2019 Budget Options Description

#1 – Initial Driver’s Wage Modification

With extremely low unemployment in Ames and CyRide’s starting salary below many employers offering higher wages for competing positions, CyRide is finding it difficult to attract and retain a sufficient number of drivers to maintain existing service levels. Currently, CyRide’s overtime expense for this year is on track to be the highest in its history at around \$225,000 to \$250,000.

Additionally, typical driver staffing levels are between 160-165 drivers. CyRide began its fall 2017 service with 139 drivers. In reviewing current wages for similar driving positions offered by competing companies, CyRide found that CyRide’s starting level was below the middle, on top of not offering health insurance as is offered by other providers. In past years, CyRide had been near the top of the wage scale for driving positions in the area. The reason for this lower comparative starting wage rate occurred more than twelve years ago, during labor negotiations, CyRide’s lowest part-time driver wage (Step A) was frozen in a budget reduction measure. As a result, this wage has lagged behind the remainder of CyRide’s part-time driver pay scale (Steps B and C) and has contributed to the slide in CyRide’s ability to attract driving staff. If that wage had not been frozen, CyRide’s lowest pay rate for drivers today would be \$16.04 per hour.

To begin to increase the part-time wage and attract more qualified drivers to meet next years’ service level with the System Redesign, CyRide proposes to consider increasing its lowest part-time wage rate by an additional 2% beginning July 1, 2018 from \$15.29 per hour to \$15.60 per hour, making it closer to the wage that drivers would have been receiving if the wage freeze had not occurred.

Estimated Annual Cost: \$15,600

#2 - Additional Hours of Service 2016-2017: Service Priority #1

Typically, CyRide requests inclusion in each budget of 5 – 10 hours of additional service each weekday to address unknown impacts on service the following year, such as overcrowding on a route or bus stop where customers can not board the bus or significant ridership increases in the evening due to more night classes being offered. This year, with approximately 80% of CyRide’s service changing, staff believes that an additional 10 hours of service per weekday will be needed next year to ensure a quality service and address issues that occur as a result of this significant service change. There will be no ability to change service indicated in the schedule for one year, so these 10 additional hours are critical to address unforeseen issues that occur for CyRide’s customers, which can be addressed with modified schedules the following year. Service will only be added if it is needed and if not needed, will increase the closing balance at the end of the year. A priority ranking #1 was given to this service proposal, based on the service-level ranking adopted by the Transit Board in November 2014 as follows:

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

Estimated Annual Cost: \$104,500

#3 - Part-Time Information Technology Position

Over the years, CyRide has added technology to its buses, facilities and customer services. Services that are shared with other City of Ames Departments are supported by the City’s Information Technology Department; however, software/hardware that is specific to CyRide only is not directly supported, requiring CyRide staff to become technical experts using existing transit staff. CyRide has been fortunate that it has a Dispatcher that has an educational background in computer technology, in that the transit system has utilized this individual’s skill set to assist in research, deployment, daily use of the technology and trouble-shooting; however, this takes his time away from the daily operations of the system. The list below details the software/hardware supported by the city and the CyRide-specific technology not supported by the city.

| City Supported | City Not Supported |
|---|----------------------------------|
| Microsoft Office Package | NextBus |
| Telephone System | Google Transit |
| CyRide Server | CyRide Intranet |
| WiFi Service | Bus Camera (3 different systems) |
| Computer Purchases/Configuration/Installation | Digital Advertising Signs |
| | Radio System |
| | Open Runs Board System |
| | Automatic Passenger Counters |
| | Maintenance Bus Tracking Program |
| | Dispatch Monitoring Screens |
| | Website “Today’s Routes” |
| | Shop/Dispatch Laptop Toughbooks |

In addition, there are a number of technology projects in process or have been requested that have not been able to be included in staff’s available time, for which a dedicated IT professional could begin to address, such as:

- New radio system to coordinate with City of Ames/Emergency Services
- Expiration of NextBus 5-yr. contract for vehicle location technology
- Deployment of digital advertisement signage
- Desire for Automated Annunciators for the Disabled community
- Coordination with ISU’s Engineering Department on the ISU app for students that has not always displayed accurate information

It is staff's opinion that CyRide's technology has grown to the point where a part-time, in-house expert is needed to ensure quality operation of these systems and to move CyRide forward in this area.

Estimated Annual Cost: \$40,000

#4 – Fare Analysis

The fare structure charged customers has a direct impact on ridership. A modification in CyRide's current fare structure could positively impact customer's choices to use CyRide's new System Redesign services by maintaining or increasing the number of rides provided in light of the extensive service modifications planned for May and August 2018. **CyRide staff believes that rolling back fares to the \$1 fare structure would cause an approximately \$45,000 decrease in farebox revenue and an increase of 2.9% in its non-student ridership.** Staff believes this is the "worst case" scenario and is optimistic that there will be a lower financial impact due to the additional rides provided, with a more significant ridership increase. Besides the financial and ridership projections, there are also additional, positive benefits of this fare rollback as follows:

- **Positive System Redesign Impact** - Combining this change with the System Redesign next year, which could have a significant impact on CyRide's customer travel patterns, will provide an incentive for riders to try the new service. Similar fare-service change combinations have typically mitigated negative ridership impacts within other systems in the transit industry.
- **Customer Convenience** - Rolling back the cash fare to a single \$1 bill, as opposed to customers needing to have a dollar and a quarter when they board the bus, will be seen as a more convenient fare.
- **Mitigate Cost Impact for Customers** - Pass prices under CyRide's current fare structure are difficult for customers to come up with at one time (up to \$320 for a school year pass). The new prices are more within the reach of many customers as a one-time outlay.
- **Reduce Staff Time** - The sorting/counting of money every two weeks by staff to prepare the banks' cash deposit will be simplified and require less time to accomplish. The sorting of dollars bills from coins is labor intensive and with significantly fewer coins, this change will allow staff to spend more time on other tasks.

Estimated Annual Cost: \$45,000

CyRide's Fixed Route Fare Structure Comparison

| Fare Category | Current Fare Structure (2012 - Present) | Previous Fare Structure (2004 - 2011) |
|--|--|--|
| Fixed Route Service | | |
| Full Fare Cash | \$1.25 | \$1.00 |
| Reduced Fare Cash - K-12, Elderly and Medicare/Medicaid Card | \$0.60 | \$0.50 |
| ISU Students with ISU Card | Free | Free |
| 10-Ride Reduced Fare Ticket Book | \$6.00 | \$5.00 |
| 10-Ride Regular Fare Ticket Book | \$12.00 | \$10.00 |
| Regular Monthly Pass | \$40.00 | \$35.00 |
| Reduced Fare Monthly Pass | \$20.00 | Not Offered |
| Reduced Fare Summer Semester Pass | \$50.00 | \$40.00 |
| Winter Regular Fare Pass | \$150.00 | \$120.00 |
| Winter Reduce Fare Pass | \$75.00 | \$60.00 |
| Regular Fare Semester Pass (Fall/Spring) | \$160.00 | \$130.00 |
| Reduced Fare Semester Pass (Fall/Spring) | \$80.00 | \$65.00 |
| Regular Fare School Year Pass | \$320.00 | \$260.00 |
| Reduced Fare School Year Pass | \$160.00 | \$130.00 |
| Regular Fare Summer Pass | \$100.00 | \$80.00 |
| Reduced Fare Summer Pass | \$50.00 | \$40.00 |
| Children Under 6 | Free | Free |
| Attendant Accompanying ADA-Eligible Person | Free | Free |
| Replacement of Lost or Stolen Pass | \$10.00 | \$10.00 |

BUDGET ANALYSIS - 2017 Actual, 2018 Amended, 2019 Requested

12/5/2017

10/23/2017

As of

| | 12-13 Actual | 13-14 Actual | 14-15 Actual | 15-16 Actual | 16-17 Estimated | 17-18 Adopted | 17-18 Amended | 18-19 Request | % Chg. Am/Ad | % Chg. Am/Act | % Chg. Req/Ad | % Chg. Req/Am |
|---------------------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|------------------|------------------|------------------|
| 12/05/17 3:42 PM | | | | | | | | | | | | |
| FIXED ROUTE | | | | | | | | | | | | |
| 550-1221 Operations | \$4,476,908 | \$4,820,101 | \$5,335,159 | \$5,769,537 | \$6,166,739 | \$6,609,004 | \$6,485,080 | \$6,643,466 | -1.9% | 5.2% | 0.5% | 2.4% |
| 550-1222 Maintenance | \$2,067,061 | \$2,146,625 | \$2,119,741 | \$1,986,041 | \$2,100,140 | \$2,389,497 | \$2,423,447 | \$2,661,261 | 1.4% | 15.4% | 11.4% | 9.8% |
| FIXED ROUTE TOTAL | \$6,543,969 | \$6,966,725 | \$7,454,900 | \$7,755,577 | \$8,266,879 | \$8,998,501 | \$8,908,527 | \$9,304,727 | -1.0% | 7.8% | 3.4% | 4.4% |
| DIAL-A-RIDE | | | | | | | | | | | | |
| 550-1341 Operations | \$143,889 | \$175,671 | \$192,387 | \$200,532 | \$163,968 | \$207,458 | \$185,708 | \$184,122 | -10.5% | 13.3% | -11.2% | -0.9% |
| 550-1342 Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | |
| DIAL-A-RIDE TOTAL | \$143,889 | \$175,671 | \$192,387 | \$200,532 | \$163,968 | \$207,458 | \$185,708 | \$184,122 | -10.5% | 13.3% | -11.2% | -0.9% |
| ADMINISTRATION/SUPPORT | | | | | | | | | | | | |
| 550-1101 Administration | \$1,024,009 | \$1,131,713 | \$1,159,442 | \$1,177,940 | \$1,135,853 | \$1,337,841 | \$1,348,533 | \$1,391,289 | 0.8% | 18.7% | 4.0% | 3.2% |
| 550-1102 Safety/Training | \$216,990 | \$231,879 | \$251,212 | \$287,322 | \$342,885 | \$342,489 | \$344,091 | \$356,354 | 0.5% | 0.4% | 4.0% | 3.6% |
| 550-1103 Promotion | \$6,259 | \$2,594 | \$3,148 | \$5,803 | \$5,730 | \$6,800 | \$9,900 | \$9,900 | 45.6% | 72.8% | 45.6% | 0.0% |
| 550-1105 Bldg/Grounds | \$288,282 | \$358,061 | \$348,335 | \$364,479 | \$393,567 | \$352,846 | \$360,918 | \$370,176 | 2.3% | -8.3% | 4.9% | 2.6% |
| 550-1106 System Redesign | | | | | \$125,000 | | | | | | | |
| ADMIN/SUPPORT TOTAL | \$1,535,540 | \$1,724,247 | \$1,762,138 | \$1,835,545 | \$2,003,675 | \$2,039,975 | \$2,063,442 | \$2,127,720 | 1.2% | 3.0% | 4.3% | 3.1% |
| FINANCE ADJUSTMENTS | | | | | | | | | | | | |
| | | (\$125,114) | \$9,913 | (\$9,686) | \$8,874 | | | | | | | |
| TOTAL OPERATING EXPENSES | \$8,098,292 | \$8,876,556 | \$9,409,425 | \$9,800,528 | \$10,434,523 | \$11,245,935 | \$11,157,677 | \$11,616,569 | -0.8% | 6.9% | 3.3% | 4.1% |
| TRANSFER TO SG TRUST | \$140,800 | \$166,402 | \$0 | \$0 | \$83,579 | \$0 | \$0 | \$0 | | | | |
| TRANSFER TO CAPITAL FUND | \$378,801 | \$800,000 | \$800,000 | \$801,106 | \$1,315,166 | \$460,000 | \$460,000 | \$800,000 | | | | |
| TOTAL USED | \$8,617,893 | \$9,842,958 | \$10,209,425 | \$10,601,634 | \$11,833,268 | \$11,705,935 | \$11,617,677 | \$12,416,569 | -0.8% | -1.8% | 6.1% | 6.9% |
| OPENING BALANCE | \$786,976 | \$1,149,006 | \$1,153,948 | \$1,238,225 | \$1,577,120 | \$1,314,187 | \$1,047,895 | \$1,422,847 | -20.3% | -33.6% | 8.3% | 35.8% |
| OPERATING REVENUE | \$8,979,924 | \$9,850,940 | \$10,288,228 | \$10,940,529 | \$11,940,859 | \$11,886,399 | \$11,992,629 | \$12,116,834 | 0.9% | -12.6% | 1.9% | 1.0% |
| TOTAL AVAILABLE | \$9,766,900 | \$10,999,946 | \$11,442,176 | \$12,178,754 | \$13,517,979 | \$13,200,586 | \$13,040,524 | \$13,539,681 | -1.2% | -14.7% | 2.6% | 3.8% |
| Closing Balance Excess of 10% | | | | | \$2,409,816 | | | | | | | |
| CLOSING BALANCE | \$1,149,007 | \$1,156,988 | \$1,232,751 | \$1,577,120 | \$1,047,895 | \$1,494,651 | \$1,422,847 | \$1,123,112 | -4.8% | 35.8% | -24.9% | -21.1% |
| Closing/Operating Total | 14.2% | 13.0% | 13.2% | 16.1% | 10.0% | 13.3% | 12.8% | 9.7% | | | | |
| REVENUE/EXPENSE RATIO | 110.9% | 111.0% | 109.3% | 111.6% | 131.4% | 105.7% | 107.5% | 104.3% | | | | |
| OPERATING FUND BALANCE | \$1,149,007 | \$1,156,988 | \$1,232,751 | \$1,577,120 | \$1,047,895 | \$1,494,651 | \$1,422,847 | \$1,123,112 | | | | |
| CAPITAL FUND BALANCE | \$1,124,525 | \$659,497 | \$1,007,482 | \$1,509,185 | \$1,051,251 | \$572,691 | \$572,691 | \$255,291 | | | | |
| TRUST FUND BALANCE | \$1,078,094 | \$993,053 | \$804,635 | \$540,106 | \$613,803 | \$613,803 | \$613,803 | \$613,803 | | | | |
| INTERMODAL BALANCE | \$0 | \$0 | | | | | | | | | | |
| TRANSIT FUND BALANCE | \$3,351,626 | \$2,809,568 | \$3,044,868 | \$3,626,411 | \$2,712,949 | \$2,681,145 | \$2,609,341 | \$1,972,206 | | | | |

| | FY2017 | FY2018 | FY2019 | Increase |
|------------------------|-------------|-------------|-------------|----------|
| Operating Fund Balance | \$1,149,007 | \$1,821,476 | \$1,867,013 | 2.5% |
| Capital Fund Balance | \$1,124,525 | \$761,477 | \$818,759 | 2.5% |
| Trust Fund Balance | \$1,078,094 | \$4,997,703 | \$5,242,591 | 2.5% |
| Intermodal Balance | \$0 | | \$5,373,656 | |
| Transit Fund Balance | \$3,351,626 | \$2,809,568 | \$2,609,341 | |

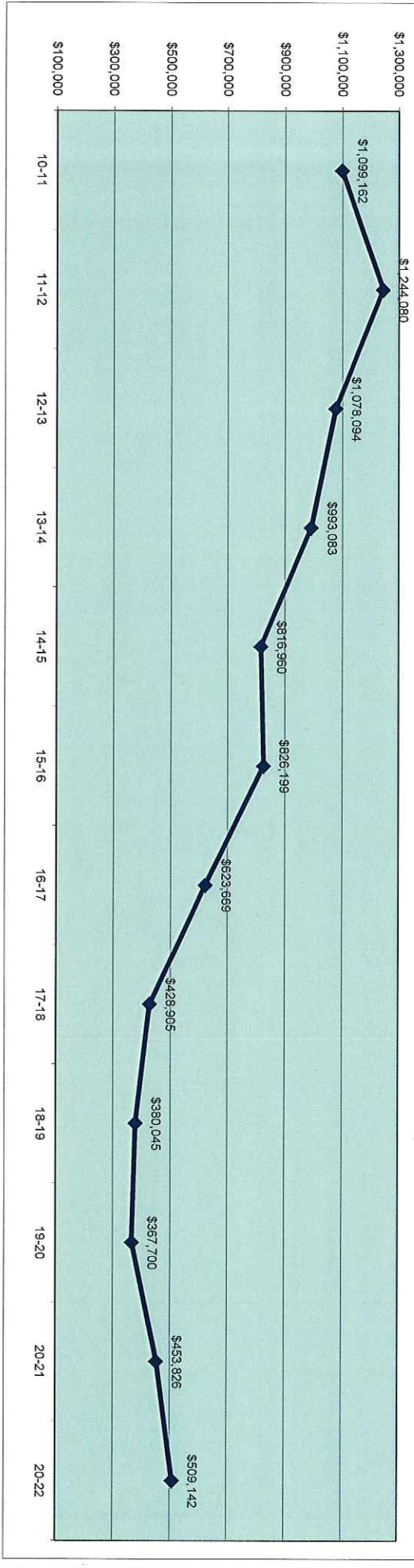
ISU Student Fees and Trust Fund Summary

| | Actual | Actual | Actual | Actual | Actual | Actual | Projected | 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 | 20-22 |
| CAPITAL & OPERATIONS | 3.8% | 4.0% | 4.0% | 6.5% | 11.9% | 13.8% | 5.1% | 4.9% | 5.0% | 5.0% | 5.0% | 5.0% |
| Budgeted Revenue | \$3,008,413 | \$3,204,263 | \$3,499,053 | \$3,726,491 | \$4,169,944 | \$4,746,157 | \$4,997,703 | \$5,242,591 | \$5,504,721 | \$5,779,957 | \$6,068,954 | \$6,372,402 |
| Actual Revenue | \$3,432,423 | \$3,339,076 | \$3,639,853 | \$3,892,893 | \$4,161,666 | \$4,467,677 | \$4,964,756 | \$5,060,973 | \$5,366,861 | \$5,762,611 | \$6,150,080 | \$6,422,718 |
| Surplus/(Deficit) | \$424,010 | \$134,813 | \$140,800 | \$166,401 | (\$8,278) | (\$278,480) | (\$42,947) | (\$181,618) | (\$137,859) | (\$17,345) | \$81,126 | \$50,316 |

| TRUST FUND | | | | | | | | | | | | |
|-----------------------|-------------|-------------|-------------|-------------|------------|-----------|-------------|-------------|-------------|------------|-----------|-----------|
| Opening Balance | \$667,188 | \$1,099,162 | \$1,244,080 | \$1,078,094 | \$993,083 | \$816,960 | \$826,199 | \$623,669 | \$428,905 | \$380,045 | \$367,700 | \$453,826 |
| Interest | \$7,964 | \$10,105 | (\$1,064) | \$9,758 | \$6,712 | \$9,239 | \$649 | \$6,098 | \$5,000 | \$5,000 | \$5,000 | \$5,001 |
| Payments | | | | | | | | | | | | |
| Extras | | | (\$77,565) | (\$165,000) | (\$86,000) | | | | | | | |
| Next Bus | | | (\$228,158) | (\$96,170) | (\$96,170) | | | | | | | |
| ICAAP | | | | | | | | | | | | |
| Plum Route | | | | | | | | | | | | |
| Transfers In (Out) | \$424,010 | \$134,813 | \$140,800 | \$166,401 | (\$665) | \$0 | (\$286,758) | (\$181,618) | (\$137,859) | (\$17,345) | \$81,126 | \$50,316 |
| Ending Balance | \$1,099,162 | \$1,244,080 | \$1,078,094 | \$993,083 | \$816,960 | \$826,199 | \$623,669 | \$428,905 | \$380,045 | \$367,700 | \$453,826 | \$509,142 |
| % of Budgeted Revenue | 36.5% | 38.8% | 28.3% | 24.9% | 19.9% | 17.4% | 12.5% | 8.2% | 6.9% | 6.4% | 7.5% | 8.0% |

| | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | 20-21 | 20-22 |
|-----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Increase | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1.50 | \$2.24 | \$6.75 | \$2.25 | \$4.25 | \$7.00 | \$7.00 | \$4.85 |
| Total Fees | \$62.61 | \$62.61 | \$62.61 | \$62.61 | \$64.11 | \$66.35 | \$73.10 | \$75.35 | \$79.60 | \$86.60 | \$93.60 | \$98.45 |
| Increase % | 0.0% | 0.0% | 0.0% | 0.0% | 2.4% | 3.5% | 10.2% | 3.1% | 5.6% | 8.8% | 8.1% | 5.2% |
| Student Semester FTES | 54,822 | 53,331 | 58,135 | 62,177 | 64,914 | 67,104 | 68,179 | 67,165 | 67,422 | 66,542 | 65,705 | 65,238 |
| Official Enrollment | 28,685 | 29,887 | 31,040 | 33,241 | 34,732 | 36,001 | 36,660 | 36,321 | 36,072 | 35,664 | 35,245 | 35,039 |

ISU Student Government Trust Fund Balance



2018-2019 Possible Budget Options

| Expense | Tot. Exp. | Tot. Local Cost | City Cost (24%) | ISU Cost (10%) | SG Cost (66%) | % Tot. Incr. | City Incr. | ISU Incr. | SG Incr. |
|---|--------------|-----------------|-----------------|----------------|---------------|--------------|------------|-----------|----------|
| 2017-2018 Adopted Expense | \$11,244,133 | \$7,864,892 | \$1,821,476 | \$798,789 | \$5,242,591 | | | | |
| 2018-2019 Baseline Budget | \$11,616,569 | \$8,059,428 | \$1,867,013 | \$818,759 | \$5,373,656 | 2.5% | 2.5% | 2.5% | 2.5% |
| Modify Driver's Initial Wage | | \$15,600 | \$3,744 | \$1,560 | \$10,296 | 0.2% | 0.2% | 0.2% | 0.2% |
| 10 Additional Hours of Service/Day | | \$104,500 | \$25,080 | \$10,450 | \$68,970 | 1.3% | 1.3% | 1.3% | 1.3% |
| Part-Time Information Technology Position | | \$40,000 | \$9,600 | \$4,000 | \$26,400 | 0.5% | 0.5% | 0.5% | 0.5% |
| Fare Reduction | | \$45,000 | \$10,804 | \$4,504 | \$29,692 | 0.6% | 0.6% | 0.6% | 0.6% |

| Staff Priority |
|---|
| 1 - Modify Driver's Initial Wage |
| 2 - 10 Additional Hours of Service/Day |
| 3 - Part-Time Information Technology Position |
| 4 - Fare Reduction |

| | |
|--|------|
| Baseline | 2.5% |
| Baseline + Driver's Wage | 2.7% |
| Baseline + Driver's Wage + 10 Add'l Hrs. | 4.0% |
| Baseline + Driver's Wage + 10 Add'l Hours + IT Position | 4.5% |
| Baseline + Driver's Wage + 10 Add'l Hours + IT Position + Fare Reduction | 5.1% |

CyRide 5 Year Pro Forma

| Operations | FY18 | Incr. | FY19 | Incr. | FY20 | Incr. | FY21 | Incr. | FY22 | Incr. | FY23 |
|-----------------------------|----------------------|--------------|----------------------|--------------|----------------------|--------------|----------------------|-------------|----------------------|--------------|----------------------|
| Beginning Balance | \$ 1,047,895 | | \$ 1,290,712 | | \$ 1,232,211 | | \$ 1,215,743 | | \$ 1,244,772 | | \$ 1,322,874 |
| State Operating | \$ 780,000 | 2.0% | \$ 795,600 | 2.0% | \$ 811,512 | 2.0% | \$ 827,742 | 2.0% | \$ 844,297 | 2.0% | \$ 861,183 |
| FTA Operating | \$ 2,000,000 | 1.0% | \$ 2,020,000 | 1.0% | \$ 2,040,200 | 1.0% | \$ 2,060,602 | 1.0% | \$ 2,081,208 | 1.0% | \$ 2,102,020 |
| ISU | \$ 798,789 | 5.0% | \$ 838,728 | 5.0% | \$ 880,665 | 5.0% | \$ 924,698 | 5.0% | \$ 970,933 | 5.0% | \$ 1,019,480 |
| City | \$ 1,821,476 | 5.0% | \$ 1,912,550 | 5.0% | \$ 2,008,177 | 5.0% | \$ 2,108,586 | 5.0% | \$ 2,214,015 | 5.0% | \$ 2,324,716 |
| SG | \$ 5,242,591 | 5.0% | \$ 5,504,721 | 5.0% | \$ 5,779,957 | 5.0% | \$ 6,068,954 | 5.0% | \$ 6,372,402 | 5.0% | \$ 6,691,022 |
| SG for Extra Service | | | | | | | | | | | |
| Transit Contracts | \$ 499,227 | 3.0% | \$ 514,204 | 3.0% | \$ 529,630 | 3.0% | \$ 545,519 | 3.0% | \$ 561,884 | 3.0% | \$ 578,741 |
| Farebox | \$ 296,000 | 0.0% | \$ 296,000 | 0.0% | \$ 296,000 | 0.0% | \$ 296,000 | 0.0% | \$ 296,000 | 0.0% | \$ 296,000 |
| Advertising | \$ 250,000 | 0.0% | \$ 250,000 | 0.0% | \$ 250,000 | 0.0% | \$ 250,000 | 0.0% | \$ 250,000 | 0.0% | \$ 250,000 |
| DOT/MPO/Int./Misc | \$ 296,500 | 0.0% | \$ 296,500 | 0.0% | \$ 296,500 | 0.0% | \$ 296,500 | 0.0% | \$ 296,500 | 0.0% | \$ 296,500 |
| Operating Revenues | \$ 11,984,583 | 3.7% | \$ 12,428,303 | 3.7% | \$ 12,892,641 | 3.8% | \$ 13,378,602 | 3.8% | \$ 13,887,240 | 3.8% | \$ 14,419,662 |
| Wages | \$ 6,044,876 | 2.8% | \$ 6,214,133 | 2.8% | \$ 6,388,128 | 2.8% | \$ 6,566,996 | 2.8% | \$ 6,750,872 | 2.8% | \$ 6,939,896 |
| Normal Growth | \$ 65,000 | 2.8% | \$ 66,820 | 2.8% | \$ 68,691 | 2.8% | \$ 70,614 | 2.8% | \$ 72,592 | 2.8% | \$ 74,624 |
| Benefits (no Health Ins.) | \$ 1,097,570 | 2.8% | \$ 1,128,302 | 2.8% | \$ 1,159,894 | 2.8% | \$ 1,192,371 | 2.8% | \$ 1,225,758 | 2.8% | \$ 1,260,079 |
| Health Insurance | \$ 907,101 | 8.0% | \$ 979,669 | 8.0% | \$ 1,058,043 | 8.0% | \$ 1,142,686 | 8.0% | \$ 1,234,101 | 8.0% | \$ 1,332,829 |
| Payroll | \$ 8,114,547 | 3.4% | \$ 8,388,924 | 3.4% | \$ 8,674,756 | 3.4% | \$ 8,972,668 | 3.5% | \$ 9,283,322 | 3.5% | \$ 9,607,428 |
| Next Bus | \$ 100,000 | 0.0% | \$ 100,000 | 0.0% | \$ 100,000 | 0.0% | \$ 100,000 | 0.0% | \$ 100,000 | 0.0% | \$ 100,000 |
| Internal Services | \$ 293,458 | 2.4% | \$ 300,501 | 2.4% | \$ 307,713 | 2.4% | \$ 315,098 | 2.4% | \$ 322,660 | 2.4% | \$ 330,404 |
| Insurance | \$ 285,793 | 5.0% | \$ 300,083 | 5.0% | \$ 315,087 | 5.0% | \$ 330,841 | 5.0% | \$ 347,383 | 5.0% | \$ 364,752 |
| Contractual | \$ 1,013,498 | 4.4% | \$ 1,058,092 | 4.4% | \$ 1,104,648 | 4.4% | \$ 1,153,252 | 4.4% | \$ 1,203,996 | 4.4% | \$ 1,256,971 |
| Commodities (no fuel) | \$ 449,470 | 3.0% | \$ 462,954 | 3.0% | \$ 476,843 | 3.0% | \$ 491,148 | 3.0% | \$ 505,882 | 3.0% | \$ 521,059 |
| Fuel | \$ 1,025,000 | 5.0% | \$ 1,076,250 | 5.0% | \$ 1,130,063 | 5.0% | \$ 1,186,566 | 5.0% | \$ 1,245,894 | 5.0% | \$ 1,308,189 |
| Services/Commodities | \$ 3,167,219 | 4.1% | \$ 3,297,880 | 4.1% | \$ 3,434,353 | 4.2% | \$ 3,576,905 | 4.2% | \$ 3,725,816 | 4.2% | \$ 3,881,376 |
| Operating Expenses | \$ 11,281,766 | 3.6% | \$ 11,686,803 | 3.6% | \$ 12,109,109 | 3.6% | \$ 12,549,573 | 3.7% | \$ 13,009,138 | 3.7% | \$ 13,488,804 |
| Capital Transfer | \$ 460,000 | | \$ 800,000 | | \$ 800,000 | | \$ 800,000 | | \$ 800,000 | | \$ 800,000 |
| Ending Balance | \$ 1,290,712 | 11.4% | \$ 1,232,211 | 10.5% | \$ 1,215,743 | 10.0% | \$ 1,244,772 | 9.9% | \$ 1,322,874 | 10.2% | \$ 1,453,733 |
| | | | | | | | | | | | |
| Capital | | | | | | | | | | | |
| Beginning Balance | \$ 1,051,251 | | \$ 471,691 | | \$ 174,291 | | \$ 118,891 | | \$ 43,491 | | \$ 3,018 |
| State/Federal | \$ 1,605,841 | | \$ 1,288,000 | | \$ 1,625,000 | | \$ 1,665,000 | | \$ 1,580,290 | | \$ 1,436,741 |
| ISU Parking | \$ 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 |
| Capital Transfer | \$ 460,000 | | \$ 800,000 | | \$ 800,000 | | \$ 800,000 | | \$ 800,000 | | \$ 800,000 |
| GSB Transfer | | | | | | | | | | | |
| Capital Revenues | \$ 2,085,841 | | \$ 2,108,000 | | \$ 2,445,000 | | \$ 2,485,000 | | \$ 2,400,290 | | \$ 2,256,741 |
| FY18 Budget | | | | | | | | | | | |
| Building | \$ 506,261 | | \$ 750,000 | | \$ 700,000 | | \$ 750,000 | | \$ 750,000 | | \$ 750,000 |
| HIRTA Van | | | | | | | | | \$ 58,418 | | |
| HIRTA Bus | | | | | | | | | | | \$ 95,926 |
| Buses (Grants) | \$ 1,301,040 | | \$ 510,000 | | \$ 800,000 | | \$ 800,000 | | \$ 1,016,945 | | \$ 850,000 |
| Buses (Local) | \$ 60,000 | | \$ 125,000 | | \$ 135,000 | | \$ 135,000 | | \$ 135,000 | | \$ 135,000 |
| Bus Stops | \$ 200,000 | | \$ 50,000 | | \$ 50,000 | | \$ 50,000 | | \$ 50,000 | | \$ 50,000 |
| Annunciators | | | \$ 300,000 | | \$ 200,000 | | \$ 200,000 | | \$ 100,000 | | \$ 50,000 |
| Shop Equipment | \$ 24,000 | | \$ 50,000 | | \$ 50,000 | | \$ 50,000 | | \$ 50,000 | | \$ 50,000 |
| Shop Truck | \$ 95,000 | | \$ 50,000 | | | | | | | | |
| Computers | \$ 12,000 | | \$ 20,400 | | \$ 20,400 | | \$ 20,400 | | \$ 20,400 | | \$ 14,400 |
| Support Vehicle | | | \$ 30,000 | | \$ 30,000 | | \$ 30,000 | | \$ 30,000 | | \$ 30,000 |
| NextBus | | | \$ 100,000 | | \$ 100,000 | | \$ 100,000 | | \$ 80,000 | | |
| Video Systems | \$ 25,000 | | \$ 60,000 | | \$ 60,000 | | \$ 50,000 | | \$ 50,000 | | \$ 50,000 |
| A&E Services | \$ 35,000 | | \$ 35,000 | | \$ 35,000 | | \$ 35,000 | | \$ 35,000 | | \$ 35,000 |
| Concrete | \$ 90,000 | | \$ 50,000 | | \$ 85,000 | | \$ 40,000 | | \$ 40,000 | | \$ 40,000 |
| Concrete (Shelters) | | | \$ 25,000 | | \$ 25,000 | | \$ 25,000 | | \$ 25,000 | | \$ 25,000 |
| Bus Stop Signs | | | | | \$ 20,000 | | | | | | |
| Flood Pumps | \$ 160,000 | | | | | | | | | | |
| HR Software | \$ 50,000 | | | | | | | | | | |
| Landscaping | \$ 17,100 | | | | | | | | | | |
| Electric Hoist | \$ 90,000 | | | | | | | | | | |
| Security System | | | \$ 200,000 | | | | | | | | |
| Radios | | | | | \$ 80,000 | | | | | | |
| EIFS Coating | | | \$ 25,000 | | | | | | | | |
| APC's | | | \$ 25,000 | | \$ 25,000 | | \$ 25,000 | | | | |
| High Speed Fueling | | | | | | | \$ 250,000 | | | | |
| Air Compressor (Shop) | | | | | \$ 25,000 | | | | | | |
| Forklift | | | | | \$ 60,000 | | | | | | |
| Capital Expenses | \$ 2,665,401 | | \$ 2,405,400 | | \$ 2,500,400 | | \$ 2,560,400 | | \$ 2,440,763 | | \$ 2,175,326 |
| Ending Balance | \$ 471,691 | | \$ 174,291 | | \$ 118,891 | | \$ 43,491 | | \$ 3,018 | | \$ 84,433 |

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: December 12, 2017
SUBJECT: Quarterly Operation's Report (July – September 2017)

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 first quarter of the fiscal year - July to September 2017. Below is a discussion regarding the negative trends (in red boxes) occurring during the quarter.

- **Total Passengers**– Ridership for all services (fixed route, Dial-A-Ride and Moonlight Exp.) was lower for the quarter: -3.8%. CyRide's fixed route service ridership decline for the quarter was much less than the Dial-A-Ride and Moonlight Express service declines as follows:

| Total Passengers | Fixed Route | Dial-A-Ride | Moonlight Exp. |
|-------------------------|--------------------|--------------------|-----------------------|
| -3.8% | -3.7% | -6.9% | -14.2% |

Possible reasons for these declines are as follows:

- **Fixed Route** - Significant developments in the Campustown area and milder weather during the quarter have contributed to this lower ridership.
- **Dial-A-Ride** – Lower numbers of individuals on the program have reduced ridership on this service.
- **Moonlight Express** - Large residential complexes near Campustown and the amenities offered at these complexes have reduced the number of people needing CyRide to travel to this area of town and made staying within the complexes more attractive.
- **Passengers/Hour and Expense/Passenger**– With ridership declines on all three services, the efficiency and financial measures using these ridership statistics are also less positive.
- **Average Drivers Per Month** – The average number of drivers CyRide was able to employ during the first quarter was a challenge (-9.3%), reinforcing CyRide's board discussion on

- its challenging in hiring/training drivers this year. The second quarter of this fiscal year should see some improvement.
- **Percent of Preventable Accidents, Miles/Preventable Accidents, and Passengers Per Comment** – The number of accidents and customer comments declined this past year; however, the first quarter is reversing last year’s trend with more accidents and the same number of comments during the first quarter. The upward trend in accidents is occurring in the maintenance areas as lane workers are moving buses around in the evenings. Staff has been analyzing reasons for these changes and are working with staff to return to lower levels in both areas.
- **Farebox Revenue** – Farebox revenue had been trending upward for the last three quarters of the previous year and continued during the first quarter of the current year; however, October’s farebox revenue declined and may signal a change in recent positive trends.
- **Major Mechanical Repairs, # of Roadcalls and Interior Buses Cleaned** – The number of major bus repairs decreased during the first quarter (-30.8%), there were fewer roadcalls (-17.6%) and there were more interiors of the buses cleaned (+40.5%). All positive trends in the maintenance area.

Operation's Report Summary (July – September 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 Roadcalls | - | - |
| # of Interior Buses Cleaned | + | + |

Key:

| | | |
|----------------|---------------|----------------|
| Positive Trend | Neutral Trend | Negative Trend |
|----------------|---------------|----------------|

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2017 to September 30st, 2017 (1st Quarter)

| | FY 2018 1st Qtr | FY 2017 1st Qtr | % CHANGE | FY 2018 YTD | FY 2017 YTD | % CHANGE |
|----------------------------|--------------------|--------------------|-------------|----------------|----------------|-------------|
| MAINTENANCE | | | | | | |
| Interior Clean | 111 | 79 | 40.5% | 111 | 79 | 40.5% |
| Shop Road Calls | 14 | 17 | -17.6% | 14 | 17 | -17.6% |
| Miles per Shop Road Call | 29,989 | 23,060 | 30.0% | 29,989 | 23,060 | 30.0% |
| NTD Minor Mech. | 48 | 54 | -11.1% | 48 | 54 | -11.1% |
| NTD Major Mech. | 9 | 13 | -30.8% | 9 | 13 | -30.8% |
| Total NTD Mechanical Prob. | 57 | 67 | -14.9% | 57 | 67 | -14.9% |
| Miles per Major Mech. | 46,649 | 30,155 | 54.7% | 46,649 | 30,155 | 54.7% |
| Gasoline Vehicles | | | | | | |
| Gas Miles Driven | 42,006 | 41,815 | 0.5% | 42,006 | 41,815 | 0.5% |
| Total Gallons Gas | 4,108 | 5,782 | -28.9% | 4,108 | 5,782 | -28.9% |
| Total Gas Cost | 7,726 | 10,331 | -25.2% | \$7,726 | \$10,331 | -25.2% |
| Avg. Gas Cost/Gallon | \$1.88 | \$1.79 | 5.3% | \$1.88 | \$1.79 | 5.3% |
| Gas Cost per Mile | \$0.18 | \$0.25 | -25.6% | \$0.18 | \$0.25 | -25.6% |
| Average Gas MPG | 10.2 | 7.2 | 41.4% | 10.2 | 7.2 | 41.4% |
| Diesel Vehicles | | | | | | |
| Diesel Miles Driven | 377,837 | 350,206 | 7.9% | 377,837 | 350,206 | 7.9% |
| Total Gallons Diesel | 88,425 | 90,028 | -1.8% | 88,425 | 90,028 | -1.8% |
| Total Diesel Cost | 145,055 | 113,139 | 28.2% | \$145,055 | \$113,139 | 28.2% |
| Avg. Diesel Cost/Gallon | \$1.64 | \$1.26 | 30.5% | \$1.64 | \$1.26 | 30.5% |
| Diesel Cost per Mile | \$0.38 | \$0.32 | 18.8% | \$0.38 | \$0.32 | 18.8% |
| Average Diesel MPG | 4.3 | 3.9 | 9.8% | 4.3 | 3.9 | 9.8% |
| All Vehicles | | | | | | |
| Total Miles Driven | 419,843 | 392,021 | 7.1% | 419,843 | 392,021 | 7.1% |
| Total Gallons Fuel | 92,533 | 95,810 | -3.4% | 92,533 | 95,810 | -3.4% |
| Total Fuel Cost | \$152,781 | \$123,470 | 23.7% | \$152,781 | \$123,470 | 23.7% |
| Avg. Cost/Gallon | \$1.65 | \$1.29 | 28.1% | \$1.65 | \$1.29 | 28.1% |
| Total Cost per Mile | \$0.36 | \$0.31 | 15.5% | \$0.36 | \$0.31 | 15.5% |
| Avg. MPG all Vehicles | 4.5 | 4.1 | 10.9% | 4.5 | 4.1 | 10.9% |
| Small Bus/Sup. Mileage | 40,846 | 38,993 | 4.8% | 40,846 | 38,993 | 4.8% |
| Large Bus Mileage | 378,997 | 353,028 | 7.4% | 378,997 | 353,028 | 7.4% |
| % Rev. Mi./Total Miles | 76.3% | 81.8% | -6.7% | 76.3% | 81.8% | -6.7% |
| Percentage Small Bus | 9.7% | 9.9% | -2.2% | 9.7% | 9.9% | -2.2% |
| Maintenance Expense | \$392,119 | \$421,666 | -7.0% | \$392,119 | \$421,666 | -7.0% |

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2017 to September 30st, 2017 (1st Quarter)

| | FY 2018 1st Qtr | FY 2017 1st Qtr | % CHANGE | FY 2018 YTD | FY 2017 YTD | % CHANGE |
|---------------------------|--------------------|--------------------|--------------|----------------|----------------|--------------|
| OPERATIONS | | | | | | |
| Total Passengers | 1,389,321 | 1,443,719 | -3.8% | 1,389,321 | 1,443,719 | -3.8% |
| Average Drivers per Month | 143.6 | 158.3 | -9.3% | 143.6 | 158.3 | -9.3% |
| Driving Hours | 41,470 | 43,731 | -5.2% | 41,470 | 43,731 | -5.2% |
| Drivers Late | 9 | 29 | -69.0% | 9 | 29 | -69.0% |
| Drivers No Show | 0 | 3 | -100.0% | 0 | 3 | -100.0% |
| Late/No Show per Driver | 0.06 | 0.20 | -69.0% | 0.06 | 0.20 | -69.0% |
| Total Comments | 47 | 47 | 0.0% | 47 | 47 | 0.0% |
| Driver Fault | 16 | 10 | 60.0% | 16 | 10 | 60.0% |
| Undetermined | 1 | 3 | -66.7% | 1 | 3 | -66.7% |
| No Fault | 12 | 11 | 9.1% | 12 | 11 | 9.1% |
| System Complaints | 10 | 8 | 25.0% | 10 | 8 | 25.0% |
| Service Requests | 2 | 7 | -71.4% | 2 | 7 | -71.4% |
| Compliments | 6 | 7 | -14.3% | 6 | 7 | -14.3% |
| Passengers/Comment | <u>29,560</u> | <u>30,717</u> | <u>-3.8%</u> | <u>29,560</u> | <u>30,717</u> | <u>-3.8%</u> |
| Pass./Complaint (D & U) | 81,725 | 111,055 | -26.4% | 81,725 | 111,055 | -26.4% |
| Driving Hours/Comment | 882 | 930 | -5.2% | 882 | 930 | -5.2% |
| Driving Hrs/Comment (D&U) | 2,439 | 3,364 | -27.5% | 2,439 | 3,364 | -27.5% |
| Accident Reports | 24 | 18 | 33.3% | 24 | 18 | 33.3% |
| Preventable Accidents | 17 | 11 | 54.5% | 17 | 11 | 54.5% |
| Percent Preventable | 70.8% | 61.1% | 15.9% | 70.8% | 61.1% | 15.9% |
| Miles/Prev. Accident | 24,697 | 35,638 | -30.7% | 24,697 | 35,638 | -30.7% |
| Hours/Prev. Accident | 2,439 | 3,976 | -38.6% | 2,439 | 3,976 | -38.6% |
| Unreported Accidents | 2 | 0 | #DIV/0! | 2 | 0 | #DIV/0! |
| Damage to Buses/Equip. | | | | | | |
| Caused by CyRide | \$5,078 | \$10,391 | -51.1% | \$5,078 | \$10,391 | -51.1% |
| Caused by Others | \$2,962 | \$19,147 | -84.5% | \$2,962 | \$19,147 | -84.5% |
| Caused by Unreported | \$639 | \$0 | #DIV/0! | \$639 | \$0 | #DIV/0! |
| Claims by Others (#) | \$2 | \$0 | #DIV/0! | 0 | 0 | #DIV/0! |
| Claims by Others (\$) | \$1,600 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Personal Injury Claims | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Operations Expense | \$1,348,468 | \$1,231,806 | 9.5% | \$1,348,468 | \$1,231,806 | 9.5% |

| | | | | | | |
|------------------------|--------------------|--------------------|--------------|--------------------|--------------------|--------------|
| SYSTEM TOTAL | | | | | | |
| Passengers | 1,389,321 | 1,443,719 | -3.8% | 1,389,321 | 1,443,719 | -3.8% |
| Revenue Miles | 320,421 | 320,771 | -0.1% | 320,421 | 320,771 | -0.1% |
| Revenue Hours | 30,618 | 30,751 | -0.4% | 30,618 | 30,751 | -0.4% |
| Revenue Miles per Hour | 10.5 | 10.4 | 0.3% | 10.5 | 10.4 | 0.3% |
| Pass./Rev. Mile | 4.3 | 4.5 | -3.7% | 4.3 | 4.5 | -3.7% |
| Pass./Rev. Hour | 45.4 | 46.9 | -3.3% | 45.4 | 46.9 | -3.3% |
| Operations Expense | \$1,348,468 | \$1,231,806 | 9.5% | \$1,348,468 | \$1,231,806 | 9.5% |
| Maintenance Expense | <u>\$392,119</u> | <u>\$421,666</u> | <u>-7.0%</u> | <u>\$392,119</u> | <u>\$421,666</u> | <u>-7.0%</u> |
| Total Expenses | <u>\$1,740,587</u> | <u>\$1,653,472</u> | <u>5.3%</u> | <u>\$1,740,587</u> | <u>\$1,653,472</u> | <u>5.3%</u> |
| Farebox Revenue | \$81,442 | \$78,646 | 3.6% | \$81,442 | \$78,646 | 3.6% |
| Rev./Exp. Ratio | 4.7% | 4.8% | -1.6% | 4.7% | 4.8% | -1.6% |
| Oper. Exp./Passenger | \$1.25 | \$1.15 | 9.4% | \$1.25 | \$1.15 | 9.4% |
| Oper. Exp./Rev. Mile | \$5.43 | \$5.15 | 5.4% | \$5.43 | \$5.15 | 5.4% |
| Oper. Exp./Rev. Hour | \$56.85 | \$53.77 | 5.7% | \$56.85 | \$53.77 | 5.7% |

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2017 to September 30st, 2017 (1st Quarter)

| | FY 2018 1st Qtr | FY 2017 1st Qtr | % CHANGE | FY 2018 YTD | FY 2017 YTD | % CHANGE |
|------------------------|--------------------|--------------------|--------------|--------------------|--------------------|--------------|
| FIXED ROUTE | | | | | | |
| Fixed Route Passengers | 1,372,637 | 1,424,777 | -3.7% | 1,372,637 | 1,424,777 | -3.7% |
| Shuttle Passengers | 1,911 | 1,933 | -1.1% | 1,911 | 1,933 | -1.1% |
| Total Passengers | <u>1,374,548</u> | <u>1,426,710</u> | <u>-3.7%</u> | <u>1,374,548</u> | <u>1,426,710</u> | <u>-3.7%</u> |
| Transfers | 12,290 | 12,254 | 0.3% | 12,290 | 12,254 | 0.3% |
| Revenue Miles | 304,538 | 306,674 | -0.7% | 304,538 | 306,674 | -0.7% |
| Revenue Hours | 29,257 | 29,481 | -0.8% | 29,257 | 29,481 | -0.8% |
| Revenue Miles per Hour | 10.4 | 10.4 | 0.1% | 10.4 | 10.4 | 0.1% |
| Pass./Rev. Mile | 4.5 | 4.7 | -3.0% | 4.5 | 4.7 | -3.0% |
| Pass./Rev. Hour | 47.0 | 48.4 | -2.9% | 47.0 | 48.4 | -2.9% |
| Operations Expense | \$1,308,914 | \$1,219,427 | 7.3% | \$1,308,914 | \$1,219,427 | 7.3% |
| Maintenance Expense | <u>\$381,938</u> | <u>\$413,121</u> | <u>-7.5%</u> | <u>\$381,938</u> | <u>\$413,121</u> | <u>-7.5%</u> |
| Total Expenses | <u>\$1,690,852</u> | <u>\$1,632,548</u> | <u>3.6%</u> | <u>\$1,690,852</u> | <u>\$1,632,548</u> | <u>3.6%</u> |
| Farebox Revenue | \$81,442 | \$77,740 | 4.8% | \$81,442 | \$77,740 | 4.8% |
| Rev./Exp. Ratio | 4.8% | 4.8% | 1.1% | 4.8% | 4.8% | 1.1% |
| Exp./Passenger | \$1.23 | \$1.14 | 7.5% | \$1.23 | \$1.14 | 7.5% |
| Exp./Rev. Mile | \$5.55 | \$5.32 | 4.3% | \$5.55 | \$5.32 | 4.3% |
| Exp./Rev. Hour | \$57.79 | \$55.38 | 4.4% | \$57.79 | \$55.38 | 4.4% |

| | | | | | | |
|------------------------|-----------------|----------------|----------------|-----------------|----------------|----------------|
| DIAL-A-RIDE | | | | | | |
| Passengers | 2,297 | 2,466 | -6.9% | 2,297 | 2,466 | -6.9% |
| Revenue Miles | 9,834 | 9,020 | 9.0% | 9,834 | 9,020 | 9.0% |
| Revenue Hours | 970 | 902 | 7.5% | 970 | 902 | 7.5% |
| Revenue Miles per Hour | 10.1 | 10.0 | 1.4% | 10.1 | 10.0 | 1.4% |
| Pass./Rev. Mile | 0.23 | 0.27 | -14.6% | 0.23 | 0.27 | -14.6% |
| Pass./Rev. Hour | 2.4 | 2.7 | -13.4% | 2.4 | 2.7 | -13.4% |
| Operations Expense | \$28,369 | \$1,923 | 1375.2% | \$28,369 | \$1,923 | 1375.2% |
| Maintenance Expense | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Total Expenses | <u>\$28,369</u> | <u>\$1,923</u> | <u>1375.2%</u> | <u>\$28,369</u> | <u>\$1,923</u> | <u>1375.2%</u> |
| Farebox Revenue | \$0 | \$906 | -100.0% | \$0 | \$906 | -100.0% |
| Rev./Exp. Ratio | 0.0% | 47.1% | -100.0% | 0.0% | 47.1% | -100.0% |
| Exp./Passenger | \$12.35 | \$0.78 | 1483.8% | \$12.35 | \$0.78 | 1483.8% |
| Exp./Rev. Mile | \$2.88 | \$0.21 | 1253.1% | \$2.88 | \$0.21 | 1253.1% |
| Exp./Rev. Hour | \$29.25 | \$2.13 | 1272.1% | \$29.25 | \$2.13 | 1272.1% |

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2017 to September 30st, 2017 (1st Quarter)

| | FY 2018 1st Qtr | FY 2017 1st Qtr | % CHANGE | FY 2018 YTD | FY 2017 YTD | % CHANGE |
|---------------------------|--------------------|--------------------|--------------|--------------------|--------------------|--------------|
| MOONLIGHT EXPRESS | | | | | | |
| Passengers | 12,476 | 14,543 | -14.2% | 12,476 | 14,543 | -14.2% |
| Revenue Miles | 6,049 | 5,077 | 19.1% | 6,049 | 5,077 | 19.1% |
| Revenue Hours | 392 | 368 | 6.4% | 392 | 368 | 6.4% |
| Revenue Miles per Hour | 15.5 | 13.8 | 12.0% | 15.5 | 13.8 | 12.0% |
| Pass./Rev. Mile | 2.1 | 2.9 | -28.0% | 2.1 | 2.9 | -28.0% |
| Pass./Rev. Hour | 31.9 | 39.5 | -19.4% | 31.9 | 39.5 | -19.4% |
| Operations Expense | \$11,185 | \$10,456 | 7.0% | \$11,185 | \$10,456 | 7.0% |
| Maintenance Expense | <u>\$10,181</u> | <u>\$8,545</u> | <u>19.1%</u> | <u>\$10,181</u> | <u>\$8,545</u> | <u>19.1%</u> |
| Total Expenses | <u>\$21,366</u> | <u>\$19,001</u> | <u>12.4%</u> | <u>\$21,366</u> | <u>\$19,001</u> | <u>12.4%</u> |
| Exp./Passenger | \$1.71 | \$1.31 | 31.1% | \$1.71 | \$1.31 | 31.1% |
| Exp./Rev. Mile | \$3.53 | \$3.74 | -5.6% | \$3.53 | \$3.74 | -5.6% |
| Exp./Rev. Hour | \$54.57 | \$51.65 | 5.7% | \$54.57 | \$51.65 | 5.7% |
| OPERATIONS REVENUE | | | | | | |
| Farebox | \$81,442 | \$78,646 | 3.6% | \$81,442 | \$78,646 | 3.6% |
| Transit Contracts | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| I.S.U. | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Student Body Government | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| City of Ames | \$159,906 | \$119,658 | 33.6% | \$159,906 | \$119,658 | 33.6% |
| IDOT - STA | \$204,019 | \$196,775 | 3.7% | \$204,019 | \$196,775 | 3.7% |
| Section 5307 | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Other Grants | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Other | \$26,847 | \$37,918 | -29.2% | \$26,847 | \$37,918 | -29.2% |
| Total Operating Revenue | <u>\$472,214</u> | <u>\$432,997</u> | <u>9.1%</u> | <u>\$472,214</u> | <u>\$432,997</u> | <u>9.1%</u> |
| TOTAL EXPENSES | | | | | | |
| Administration | \$233,258 | \$301,740 | -22.7% | \$233,258 | \$301,740 | -22.7% |
| Safety & Training | \$80,343 | \$90,336 | -11.1% | \$80,343 | \$90,336 | -11.1% |
| Promotion | \$0 | \$0 | #DIV/0! | \$0 | \$0 | #DIV/0! |
| Bldg. & Grounds | \$59,807 | \$78,031 | -23.4% | \$59,807 | \$78,031 | -23.4% |
| Fixed Route | \$1,690,852 | \$1,632,548 | 3.6% | \$1,690,852 | \$1,632,548 | 3.6% |
| Dial-A-Ride | \$28,369 | \$1,923 | 1375.2% | \$28,369 | \$1,923 | 1375.2% |
| Moonlight Express | <u>\$21,366</u> | <u>\$19,001</u> | <u>12.4%</u> | <u>\$21,366</u> | <u>\$19,001</u> | <u>12.4%</u> |
| Operating Total | <u>\$2,113,995</u> | <u>\$2,123,579</u> | <u>-0.5%</u> | <u>\$2,113,995</u> | <u>\$2,123,579</u> | <u>-0.5%</u> |
| Farebox Revenue | \$81,442 | \$78,646 | 3.6% | \$81,442 | \$78,646 | 3.6% |
| Farebox Rev./Exp. Ratio | 3.9% | 3.7% | 4.0% | 3.9% | 3.7% | 4.0% |
| Admin. Expense/Pass. | \$0.27 | \$0.33 | -17.5% | \$0.27 | \$0.33 | -17.5% |
| Admin. Exp./Rev. Mile | \$1.17 | \$1.47 | -20.5% | \$1.17 | \$1.47 | -20.5% |
| Admin. Exp./Rev. Hour | \$12.20 | \$15.29 | -20.2% | \$12.20 | \$15.29 | -20.2% |
| Total Expense/Passenger | \$1.52 | \$1.47 | 3.4% | \$1.52 | \$1.47 | 3.4% |
| Total Expense/Rev. Mile | \$6.60 | \$6.62 | -0.3% | \$6.60 | \$6.62 | -0.3% |
| Total Expense/Rev. Hour | \$69.04 | \$69.06 | 0.0% | \$69.04 | \$69.06 | 0.0% |

Transit Director's Report

December 2017

1. Rate-Setting (Fares)

Each year, as required as an agency of the City of Ames, CyRide formally establishes its rate structure for its fares and passes. Last year the board approved this structure along with the budget in December. This year, with the board's consideration of changing these rate structures, CyRide staff will delay discussion/action regarding this issue until its January 2018 board meeting.

2. City of Ames Complete Streets Plan

CyRide staff will be participating in the City of Ames Complete Streets planning project. CyRide's Assistant Director – Operations, Barb Neal, will participate on the Technical Committee and CyRide's Director will be part of the Advisory Committee. This will be a year-long project to develop a plan that will guide advancement of this concept within the community.

3. Purchase of Used Buses

CyRide recently purchased three new buses from Des Moines' DART transit system. As this was a bidding process CyRide just became aware of, staff was not able to notify board members of the opportunity prior to the bid. CyRide currently has \$60,000 budgeted in the current year's Capital Improvement Program for the purchase of used buses. The actual cost of the three buses totaled \$10,577, so this procurement was within approved expenditures. CyRide will work to repaint/refurnish these vehicles, replacing three, existing CyRide vehicles that are determined to be in the worst condition. The goal is to have this completed and the buses ready for service in the next school year.

January

| <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 Transit Board Meeting 8:00AM | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | 2018 | |