

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

September 17, 2018

1. CALL TO ORDER: 8:00 A.M.
2. Approval of August 15, 2018 Minutes
3. Public Comments
4. Service Planning for 2019-2020 Budget Year
5. Facility Site Analysis – Fatal Flaw Analysis
6. 2017-2018 Preliminary Closing Balance
7. Electric Bus Study Proposals and Award
8. Mechanic Assistant Wage Change
9. Quarterly Operation's Report
10. Director's Report
11. Fall Meeting Dates/Times:
 - October 24, 2018, 8:30 AM
 - November 14, 2018, 8:00 AM
 - December 12, 2018, 8:00 AM
12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 15, 2018

The Ames Transit Agency Board of Trustees met on August 15, 2018 at 8:00 a.m. in CyRide's Conference room. Vice President Jeffrey called the meeting to order at 8:05 a.m. with Trustees Nelson, Cain, Schainker, Jeffrey and Schrader present. Absent: Trustee Bibiloni.

Also present was Cathy Brown, representing ISU's Facilities Planning & Management Department.

Approval of June 28, 2018 Minutes: Trustee Nelson made a motion to adopt the June 28, 2018 transit board minutes as presented. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Public Comments: Director Kyras explained to transit board members that staff would be gathering comments on its CyRide 2.0 service changes during August and September and would present a summary of all comments to the transit board at the October meeting. She shared common themes of the comments received to date - Peach route service level; Steinbeck and Dickenson route structure/service level. Director Kyras shared that the current week was a "transition period" as classes were not in session and students could be returning throughout the week. CyRide operates a break service, level of service in these situations.

Trustee Jeffrey asked how the transit board members should respond when they receive emails on the new service. Director Kyras requested that board members forward the comments to her and CyRide staff would respond and copy the board member with the response.

Trustee Bibiloni arrived at 8:10 a.m.

Statewide Bus & Bus Facilities Grant: Director Kyras provided information regarding a request by the Iowa DOT. She indicated that on July 23, 2018 she received an email requesting each transit system provide a list of buses they desired to be included in the statewide Bus and Bus Facilities federal grant. She indicated that the deadline provided in the email was July 27, 2018. Director Kyras shared that she had distributed the number of buses she recommended and a funding plan for a consensus of the board in an email as there would not be sufficient time to call a formal meeting. With no comments received, she indicated that, based on a conversation with Trustee Schainker, the plan to include three buses would be forwarded to the Iowa DOT. This action was contingent upon formal approval of the Transit Board at the August 15, 2018 meeting. If board members desired to not fund three 40' buses, CyRide could decline the buses if the state received funding. As such, she requested that the transit board formally take action on the buses and plan.

Trustee Schainker made a motion to approve including three 40' buses in the State of Iowa's Statewide Bus & Bus Facilities Grant Application funded with up to \$377,680 in local match \$180,360 + \$135,000 + \$62,320). Trustee Cain seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

2018 ICAAP Grant Application: Director Kyras provided background on the federal government's CMAQ funding (Congestion Mitigation and Air Quality), which she explained that Iowa, in turn, uses to fund their ICAAP program (Iowa Clean Air Attainment Program). She stated that the purpose of this funding program is to reduce congestion or improve air quality and that transit systems can apply for funding to support new or expanded services. Further, she stated in the past CyRide had funded the Plum route, Weekday Green and Brown, and the Blue route service on Sunday. She indicated that CyRide budgets the full service cost and, if successful in receiving a grant, the grant revenues are shared with the funding partner(s) who originally provided the funding or placed in the closing balance for the board to reallocate in the future. She indicated that ICAAP applications were due to the Iowa DOT on October 19, 2018.

She indicated that staff had reviewed its new CyRide 2.0 service structure to determine if its new and expanded services would qualify for the funding program and found that the follow routes would rate the best under the program's criteria.

- #1 Red Route
- #5 Yellow Route
- #7 Purple Route
- #11 Cherry Route
- #13 Lilac Route

She also indicated that one, new bus could be included in the application to support services on these routes. She provided a detailed description of the reason for each route's eligibility and the operating/capital funding that could be requested at an 80% ICAAP funding share - \$840,515. She indicated staff's recommendation was for Alternative #1.

Trustee Schainker asked if the Peach route could be considered. Director Kyras indicated that it replaces two previous routes, so she did not believe it could be considered, and would rate well, as a result. Further, she stated that if CyRide received funding, that the board could use the savings from an ICAAP grant to fund changes to the Peach route next year, if it desired.

President Bibiloni asked if the Plum route savings, as a result of an ICAAP grant, was placed back into the student's CyRide Trust Fund as the student's originally paid for the service. Director Kyras indicated that it had and was reflected in the Trust Fund Summary (previously provided to board members) as a separate line item.

Trustee Cain asked for clarification on how many years CyRide might receive funding and why new buses could qualify for the program. Director Kyras indicated that the operating funding could be applied for each year, for three years and that the bus supports the services contained in the grant. She indicated that funding for new buses was difficult to secure and this program allowed capital expenditures, so that a transit system could afford to purchase a bus to run the services awarded operating funding.

Trustee Schrader made a motion to approve submission of an operating/capital ICAAP grant application for approximately \$840,515 for operating expenses on six of the new/expanded routes under CyRide's 2.0 and the purchase of one bus. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Facility Site Analysis Update: Director Kyras provided a brief background and history of CyRide's facility growth and challenges for new board members; then detailed four options the board and staff had reviewed/selected for further study and updated board members on work that had been completed in the last several months on the board-directed Site Analysis for a second location. She provided information regarding the Site Analysis methodology and the first step in the process to identify available vacant parcels of land.

She outlined the eight steps that would identify possible parcels of land and a process to narrow down/rate these parcels to arrive at a final preferred site by March of 2019. The last step would be to prepare and submit a federal Bus and Bus Facilities grant next summer.

She then explained the first step in identifying possible vacant land within the city limits. She indicated that the City Assessor's office and ISU had provided a list of possible sites that were then placed on a map to assist in identifying the location of each site. Director Kyras requested input on the proposed methodology and the criteria to be used to narrow the possible sites.

Trustee Schainker offered his thoughts regarding the S. Dakota and Hwy. 30 area of Ames. He expressed a concern that this area was part of the southwest growth area, and had been identified as residential housing, which he believed a bus facility would not be compatible with. Director Kyras and Cathy Brown indicated that a CyRide facility could be sited adjacent to Highway 30 and set back from S. Dakota to minimize these concerns.

Trustee Schainker also shared that he believes a good site opportunity would be on the fringe of the community where the area is currently undeveloped near the site, referencing the site included in the map on University Blvd. south of the Research Park. He indicated that he understood this forces CyRide further away, and there were cost ramifications, but he did not want to identify a site where development had plans

around/near the site. Director Kyras indicated that these concerns could be included as part of the ranking of possible sites, after the Fatal Flaw analysis. He also indicated that city parks should be considered a Fatal Flaw.

Trustee Jeffrey asked whether a traffic study that had been previously completed and identified challenges with additional traffic could be considered a fatal flaw. Director Kyras indicated that it could be utilized as ranking criteria, after the Fatal Flaw analysis.

Trustee Schainker suggested a combination of a map in the future, along with a list of the site locations and ownership, to be able to identify the parcel more easily.

There was a consensus to move forward with the study as proposed, with the Trustee requests included.

Affordable Care Act Update: Director Kyras provided a brief history of CyRide's implementation and challenges regarding the Affordable Care Act (ACA) requirements and an analysis of three options to address CyRide's unique part-time driver characteristics. Two of the options require monitoring of part-time driver hours on a monthly basis and the third offers insurance to ACA-defined full time employees who pick more than 30 hours, even though they may not work full-time (1,560 hours) within the year. Director Kyras explained each option, as well as offered pros and cons and estimated costs to implement each of the options.

To summarize the discussion, the first option would require CyRide's staff to monitor its part-time driver hours on a monthly basis, using a software program, and notify the City's Human Resources Department when to offer/terminate insurance. The responsibility of understanding the ACA and applying it correctly would fall on CyRide staff. The cost would include an additional part-time staff person to administer this program at a cost of \$30,000 to \$40,000 per year.

The second option would require hiring a third-party vendor to manage the monitoring of part-time driver hours. CyRide staff would supply the data and the vendor would determine who and when to offer/terminate insurance, as well as notify the City's Human Resources Department. The estimated cost of this approach was \$6,000 per year.

The third approach would not require monitoring of part-time employees as the City of Ames would offer insurance to any employee choosing a work schedule with 30 or more hours. Along with this option, CyRide would implement a new policy where employees could only choose a work schedule with 20-26 hours or more than 30 hours to minimize the possibility that a part-time employee, with less than 30 hours, could work more than 30 hours per week over the course of a year. The estimated cost of this option was \$23,000, based on staff projections of historical data and future staffing predictions. She indicated that all three options complied with ACA.

Trustee Schainker asked staff to describe the IRS process of ensuring compliance with the ACA. Director Kyras explained the two requirements of “Affordability” and “Offer of Insurance” and the ramifications of not meeting these requirements. Trustee Schainker shared his thoughts that doing nothing was not an option and that offering insurance upfront would reduce staff time.

Trustee Cain requested an explanation of how the City offers insurance and its rates. Director Kyras indicated that employees with 30-39 hours of work per week were offered insurance at a reduced rate and 40 hour per week employees at a different rate. Rob Jennings, CyRide’s Scheduler/Budget Analyst indicated that the employee cost for 30-39 hour employees was approximately \$500 per month.

Trustee Jeffrey asked if part-time employees could choose to take overtime. Director Kyras indicated that they could.

Trustee Cain asked how many of the drivers were students and Director Kyras said about a third or 50 are students. Trustee Cain asked if students typically work less than 30 hours per week. Director Kyras indicated that they did.

Trustee Schainker pointed out that under the third option, CyRide could offer insurance to employees who ultimately did not work 1,560 hours in a year, due to reduced hours over breaks and the summer.

Trustee Schainker mentioned that under the Union contract, CyRide/City of Ames could not unilaterally decide to provide employees with an additional benefit without union approval; therefore, he indicating he believed the third option would require discussions with the union, if this approach was approved.

Trustee Cain made a motion to approve option #3 to offer insurance at ¾-time rates to new drivers who choose 30+ hours per week shifts when they begin employment, contingent upon conversations with the Union. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Transit Director’s Report:

- 1) Towers Turnaround Update:** Director Kyras indicated that the towers turnaround was completed ahead of schedule and is open. Further, she indicated that the final cost is to be split between the City, University and CyRide, as approved by the Transit Board. She indicated that once the final cost was identified, she would provide the board with the final cost and agreed-upon cost sharing.
- 2) Public Transit Infrastructure Grant (PTIG) Awards:** Director Kyras shared that the PTIG awards were made by the Iowa DOT and that CyRide had been awarded funding for its HVAC and bus wash projects. She indicated that CyRide had requested

\$594,627, but was awarded \$517, 042, which was \$77,585 less than requested. Rich Leners, CyRide's Assistant Director - Fleet and Facilities, will be working to identify cost reductions in conjunction with CyRide's architectural firm.

- 3) **Iowa DOT Award of New Bus Funding:** Director Kyras indicated that CyRide was awarded four new buses in the State's FY17 funding programs and that CyRide staff would be utilizing the State of Iowa's 40 ft. bus bid to procure these vehicles. She indicated that the process would take approximately two years for the buses to be received.
- 4) **Year End Ridership:** Director Kyras indicated that CyRide's ridership for the 2017-2018 year decreased 1.3%. She indicated that reasons for this decline were attributed to enrollment decreases and changes in development patterns where more students could walk to/from campus.
- 5) **RAGBRAI Ridership:** Director Kyras indicated that CyRide's regular service provided 914 rides to RAGBRAI participants.
- 6) **CyRide Security System Bids & Award:** At the June 28, 2018 transit board meeting, Director Kyras had indicated that CyRide staff was working on the bid specifications for the Building Security System project. This project was delayed due to issues with the hoist construction project and she indicated that this project should be rebid later this fall.
- 7) **Electric Bus Study RFP Update:** Director Kyras indicated that CyRide had received two bids at the end of July; however, the two bids included vastly different costs (\$49,000 versus \$130,000) and project scope. She indicated that staff would be working with the two vendors to determine if the bids could be made to be comparable or whether they would need to be rejected both bids and solicit new bids. She indicated that a special transit board meeting might be needed before the scheduled September meeting to address this issue.

Trustee Item: Trustee Schainker provided the results of the Director's annual performance evaluation, acknowledging Director Kyras' goals, accomplishments and challenges this past year. Trustee Schainker indicated that the transit board was pleased with the numerous projects that the Director and staff had worked on this past year, such as CyRide 2.0, Facility Analysis, Affordable Care Act, new collective bargaining laws and their impact on CyRide employees and grants, grant funding received, electric buses, etc. In summary, he indicated that CyRide had progressed forward under her leadership and that CyRide could not have reached this point without her guidance.

Director Kyras acknowledged CyRide staff, listing all the numerous projects staff had completed to make CyRide successful this past year. She indicated that it was truly a team effort to reach the goals that CyRide had achieved.

Anticipated Closed Session:

Trustee Cain moved approval for a closed session pursuant to Section 20.17, Subsection 3, *Code of Iowa*, to discuss matters relating to contract negotiations. Motion seconded by Trustee Jeffrey. Vote on motion: 6-0. Motion declared carried unanimously.

Moved into closed session at 9:18 a.m.

Moved by Trustee Schrader and seconded by Trustee Jeffrey to return to Regular Session at 9:55 a.m. Vote on Motion: 6-0. Motion declared carried unanimously.

The meeting reconvened in Regular Session at 9:55 a.m.

Set Meeting Times and Place:

- September 17, 2018 – 8:00 A.M.
- October 24, 2018 – 8:30 A.M.
- November 14, 2018 – 8:00 A.M.
- December 12, 2018 – 8:00 A.M.

Adjourn: Trustee Jeffrey made a motion to adjourn at 9:58 a.m. Motion seconded by Trustee Cain.

Juan Bibiloni, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 17, 2018
SUBJECT: Service Planning for 2019-2020 Budget Year

BACKGROUND: The Transit Board of Trustees approved the new CyRide 2.0 route structure and service levels at their April 2017 board meeting. Since that time, staff has been working on implementing this new system. The first phase of this implementation began with smaller changes over the summer beginning in May 2018 and major changes in mid-August 2018.

If the Transit Board desires to modify CyRide 2.0 services based on customer, staff or general public comments/suggestions over the past several months, these modifications will need to be included in the 2019-2020 budget, which requires an approved budget no later than January 21, 2019.

INFORMATION: This report does not require action at the September meeting; however, it includes two topics – 2019-2020 proposed budget/service level process and summer CyRide 2.0 service update – that will assist board members in determining how/if modifications to the CyRide 2.0 system justify consideration in next year’s budget.

2019-2020 Proposed Budget/Service Level Process

Typically staff prepares for upcoming budget discussions beginning in October of each year with a board presentation on service change/level recommendations for the following year’s budget. Board priorities are then placed in the baseline budget or included as budget options for consideration in December of each year. With little experience operating the new CyRide 2.0 system by October 2018 (a little over one month’s data), staff has developed a proposed, modified process this fall for the 2019-2020 budget discussions/services. This proposed process is on the next page:

Board Meeting	Activity
September	Update on the summer CyRide 2.0 services
October	Update on the fall CyRide 2.0 services – <ul style="list-style-type: none"> Public and staff comments; consultant’s additional service recommendations <i>Possible</i> service modifications (including cost est.) Approval of a dollar amount to address possible service modifications to be included in baseline budget or options
December	Review 2019-2020 budget - with dollar amount to address board priorities for service modifications
January	Approve 2019-2020 budget - with dollar amount to address board priorities for service modifications
January - February	Approve 2019-2020 Service Modifications – Based upon fall semester data and staff recommendations on specific service changes for the summer/fall 2019

Staff believes that with the identification of possible service modifications in October, but waiting until January or February to make a decision on changes for the 2019-2020 budget year, when staff has more ridership data and experience with the new system, will ensure that the 2019-2020 service level will best meet customer needs. However, placing a dollar amount in the budget to address these changes, based on early ridership experience and customer comments, will allow for the budget process to be completed as required by CyRide’s Three-Party Agency Agreement (January 21st of each year).

Summer CyRide 2.0 Service Update

This report will provide an update of the performance to date on the new services implemented over the summer as part of CyRide 2.0. This phase began in May and operated through the second week of August 2018, replacing the #4 Gray and #10 Pink routes with the new EASE zone service in East Ames.

EASE Service - A comparison of the 2017 versus 2018 ridership is detailed below (a map of this service is attached).

EASE Service		
Month	2017 Ridership*	2018 Ridership
May	280	360
June	365	420
July	390	491
August	402	685
TOTAL	1,437	1,956

* Gray (excluding riders along S. 16th) and Pink routes

This represents a 36% increase in ridership on this new service.

CyRide also surveyed EASE service customers in July 2018 regarding their opinion of the service and an opportunity to provide written feedback on their experience in using the service. In summary, their opinion of the new service was positive with 92.8% of respondents indicating that their opinion of the service was positive. The following summarizes these **positive responses**:

- It's very convenient
- Consistent timely service and schedule
- Drivers are very friendly and easy to ask questions of - They go out of their way to help people
- I love this new route; I use it Monday – Friday to and from work
- Fee is low and I feel safe
- Like that it gets closer to my destination (parking lot)

CyRide has also received positive comments from social service agencies in Ames. For example, the Salvation Army Director shared her thoughts, "... the EASE route is working well for our Rep Payee clients. The wait times aren't bad at all. Thank you for making that service an option." The following summarizes the **negative responses** from the survey:

- Would like this service to DM Airport
- I need to get use to how this service operates
- Need more drop off points outside the zone
- Longer service hours on the route
- If there are a lot of pick up and drop off's, sometimes I don't get to City Hall by 10 am
- Need a timetable like other routes as it is confusing over the phone

Reasons that customers use the EASE service were as follows:

- Medical Appointments – 31%
- Work-School – 69.2%
- Shopping – 15.4%
- Personal Appointments – 30.8%
- Social Trips – 38.5%

Overall, staff believes this service is operating well for the community and would not suggest, at this time, any changes for the 2019-2020 budget for this service. Staff will need to monitor ridership on this service to ensure that a second bus is not needed at busy times of the day to ensure that the bus can arrive at City Hall on the hour to meet other buses.

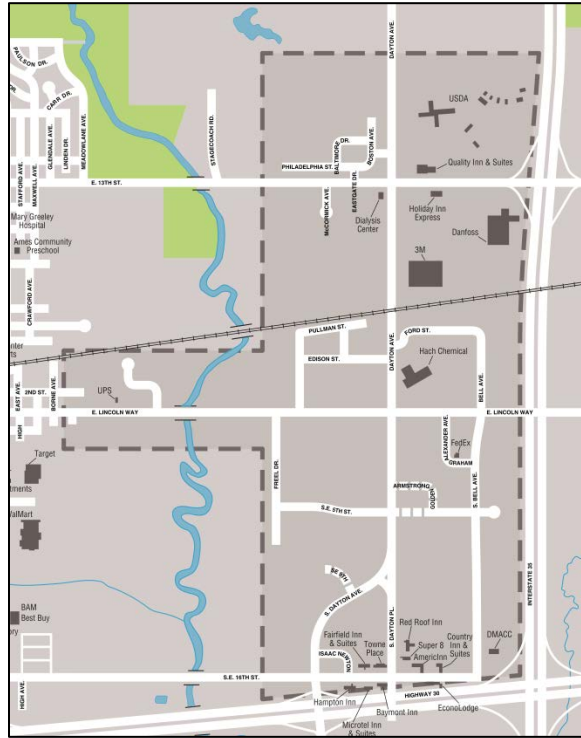
#5 Yellow Route - Additionally, the summer CyRide 2.0 changes provided an improvement in the #5 Yellow route to operate 30-min. service, all day from City Hall to the Kate Mitchell area of Ames via South Duff (see attached map of route). A comparison of the 2017 versus 2018 ridership on this route is detailed below.

#5 Yellow Route

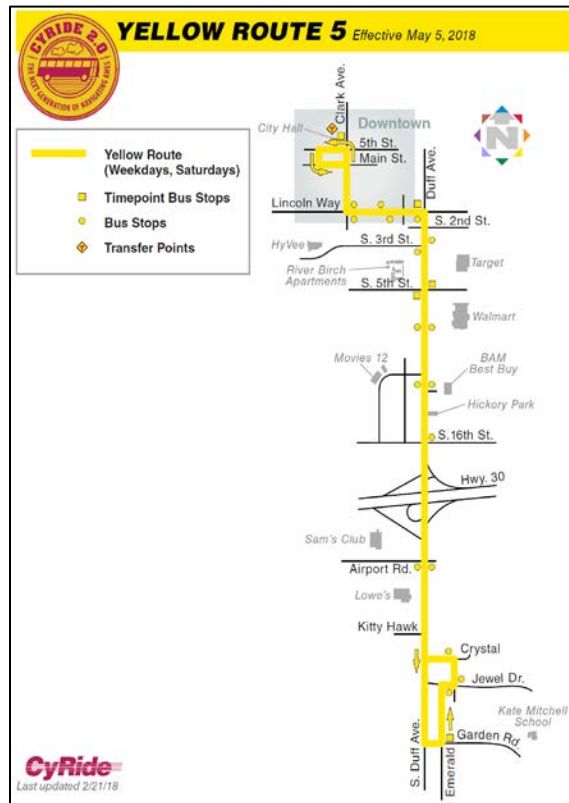
Month	2017 Ridership	2018 Ridership
May	1,435	1,618
June	1,484	1,507
July	1,307	1,753
August	1,546	2,005
TOTAL	5,772	6,883

The above data indicates that the change has been positive with a 19% increase in ridership over the summer months. Staff believes this summer route is also working well and, at this time, would not recommend any changes to the 2019-2020 budget on this service. One transfer issue was brought to staff's attention, which can be modified without budget implications.

EASE Service Map



#5 Yellow Route Map



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 17, 2018
SUBJECT: Facility Site Analysis – Fatal Flaw Analysis

BACKGROUND: CyRide has a long history of ridership growth, which has challenged its facility’s infrastructure to keep pace with this growth. CyRide’s main facility is located at 601 N. University Blvd. This building was constructed in 1983 and, due to CyRide’s growth since that time, it has constructed five expansions to provide space for its fleet, administration and maintenance functions in its current approximately 80,000 sq. ft. facility. In the past, master plans have been developed at this site regarding expansion plans; however, CyRide’s ridership growth from 4 million to just over 6.5 million has made these plans obsolete in a short period of time, as CyRide’s space needs have exceeded planning assumptions. The most recent facility studies were completed in 2009 and 2011 and assumed a smaller fleet size than CyRide operates today.

Today, CyRide has a second, temporary site at 2005 E. Edison St., which has been in use since 2016. This site is an outdoor, gravel lot owned by the City of Ames and shared with the Ames Police Department.

Currently, a significant portion of the fleet is parked outside (20% - 25%). Due to these less than ideal conditions, staff, under direction of the transit board, developed four options, ranging from second sites with varying proximities to CyRide’s site on University Blvd., as well as expansion at the current site. The purpose of these options was to assist board members in determining where CyRide’s infrastructure should be expanded to house CyRide’s fleet indoors and have adequate space to efficiently house the future operation of transit services in Ames.

At the May 29th meeting, board members directed staff to “complete a Site Analysis study for Option #3 (second facility more than ½ mile from current facility), including an 18 to 20 acre site, and to not proceed with additional studies at this time.”

At the August 15th board meeting, staff presented a map of all possible sites within the city limits of Ames.

INFORMATION: Staff has prepared a status report that does not require board action at this time.

Since the August meeting, staff has been working to narrow down the list of possible sites based on fatal flaw criteria as follows:

- Parcel resides in a floodplain
- Parcel is not available
- Parcel would have insurmountable infrastructure needs
- Parcel is adjacent to or near a single family residential development
- Parcel is a city park

It was anticipated that all available parcels of 8+ acres in size would be evaluated over the course of the month; however, due to the beginning of CyRide 2.0 services, a considerable amount of staff time was devoted to assisting customers in how to use the new system and in gaining feedback from its customers. As a result, staff able to complete the following analyses:

- Delete parcels with buildings on the site. The original list included a significant number of sites where businesses, cemeteries, schools, etc. were included and these locations were eliminated from consideration.
- Reviewed all potential sites (188) and narrowed down the list to 62 sites, based on the above fatal flaw criteria and the elimination of sites with buildings.

Based on this analysis, three pieces of information are in the process of being prepared for board member consideration.

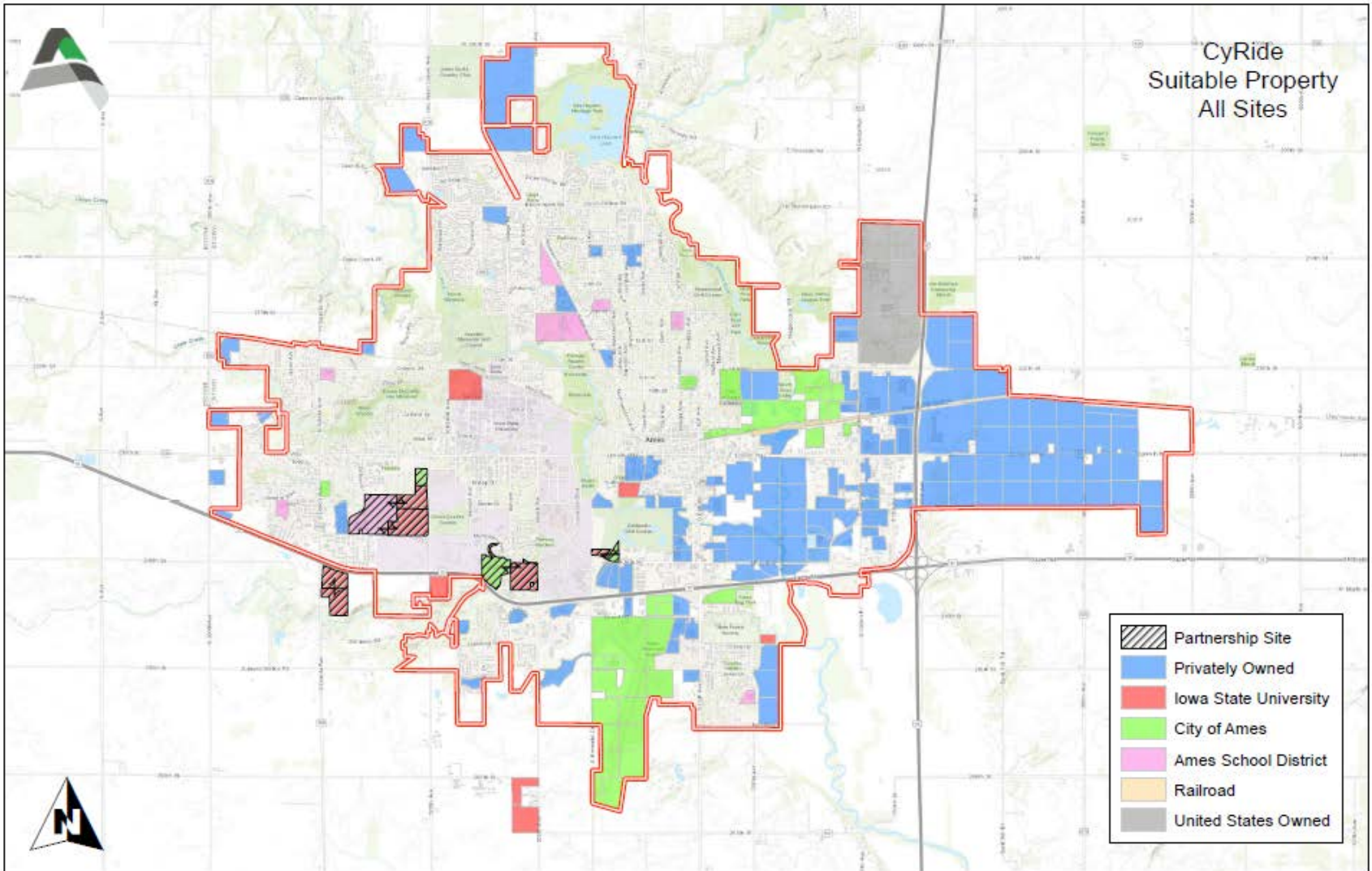
- **Maps** - The attached two maps delineate the original map listing all 188 sites and a second map illustrating the remaining 62 sites.
- **One-Page Document** - A sample of a one-page document that has been created for each of the remaining 62 parcels.
- **Parcel Listing** - List of all 188 original parcels illustrating their status as either still “active” for consideration or “deleted” as a result of fatal flaws.

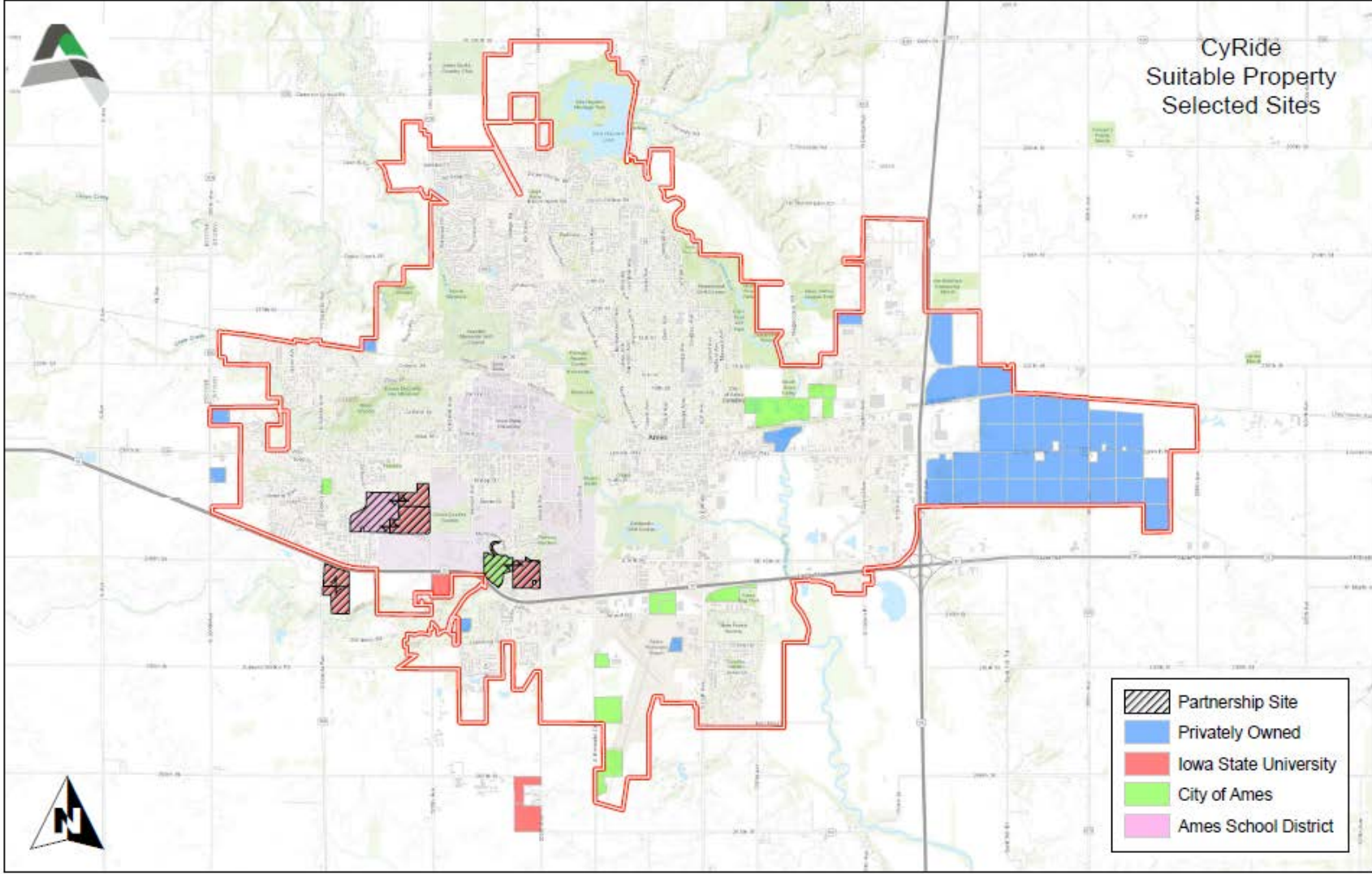
Staff is seeking board member input on two topics:

- **Evaluation Materials** - Whether the three types of information (Maps, One-Page Document, Parcel Listing) will be sufficient to base decisions on further narrowing the list of potential sites for a more in-depth analysis by CyRide’s On-Call Architectural/Engineering firm and staff. (Manageable list of sites would be 10-20 maximum)
- **Additional Criteria to Narrow Sites** – To achieve a smaller number of potential sites to study, staff is seeking direction on additional criteria to narrow the field, such as:
 - **Minimum of 15 Acres** (minimum acreage to consider consolidation of the operations into one location) – 12 sites

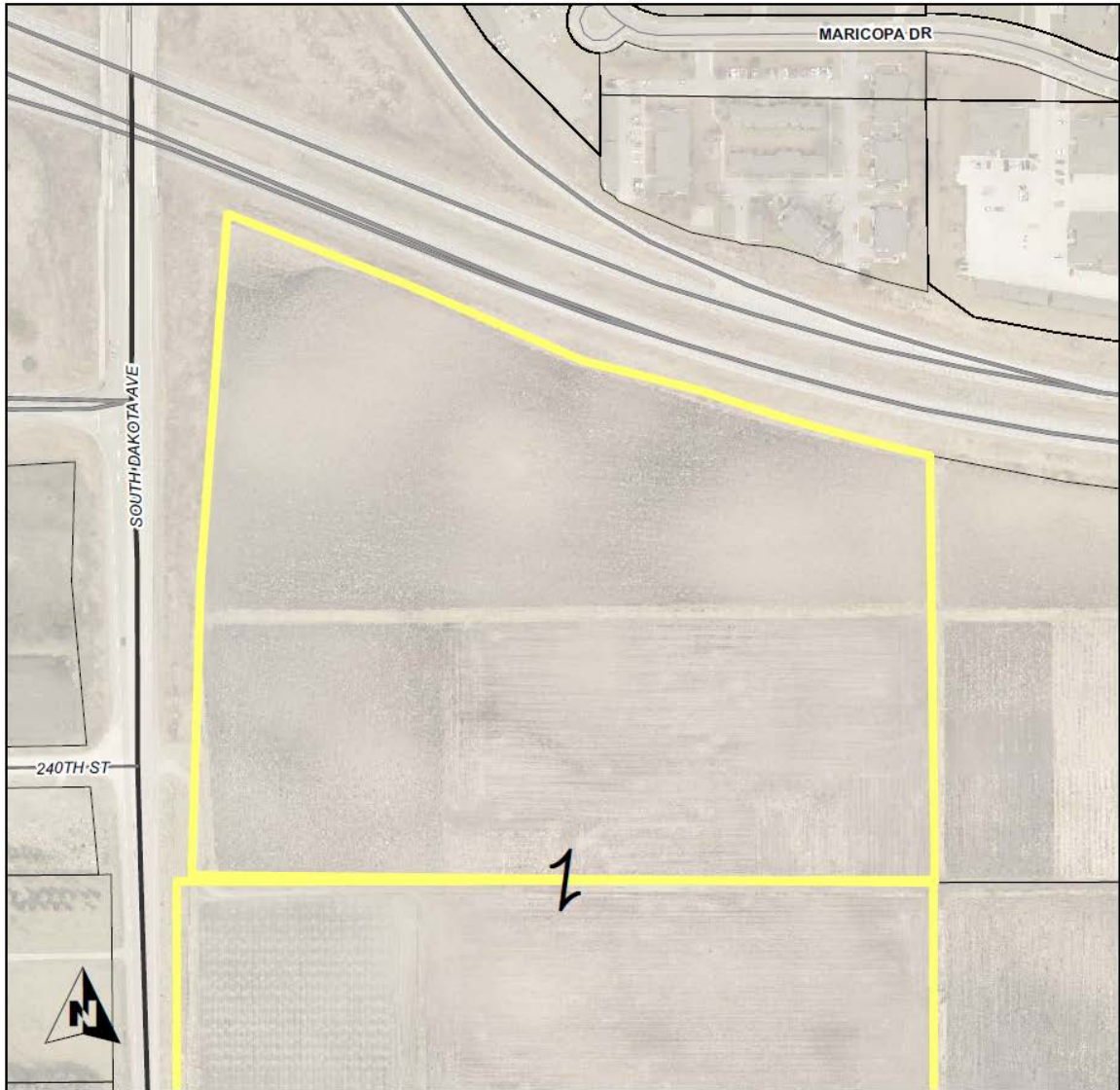
- **Elimination of Sites East of I-35** (farthest distance from current facility) – 36 sites

Based on board direction above, the remaining parcels will be further developed, with the three pieces of information listed above, for further discussion at the October board meeting.





Sample One-Page Document



Property Address:

Property ID: **0917100115**

Approx. Acres: **46.44**

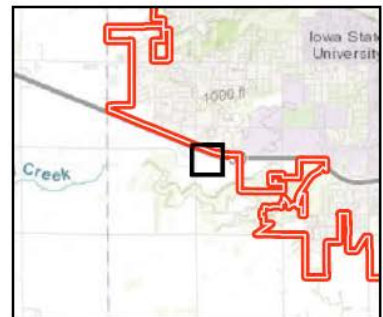
Ownership: **Iowa State University**

Owner Name: **ISU FOUNDATION**

Partnership Site: **Yes**

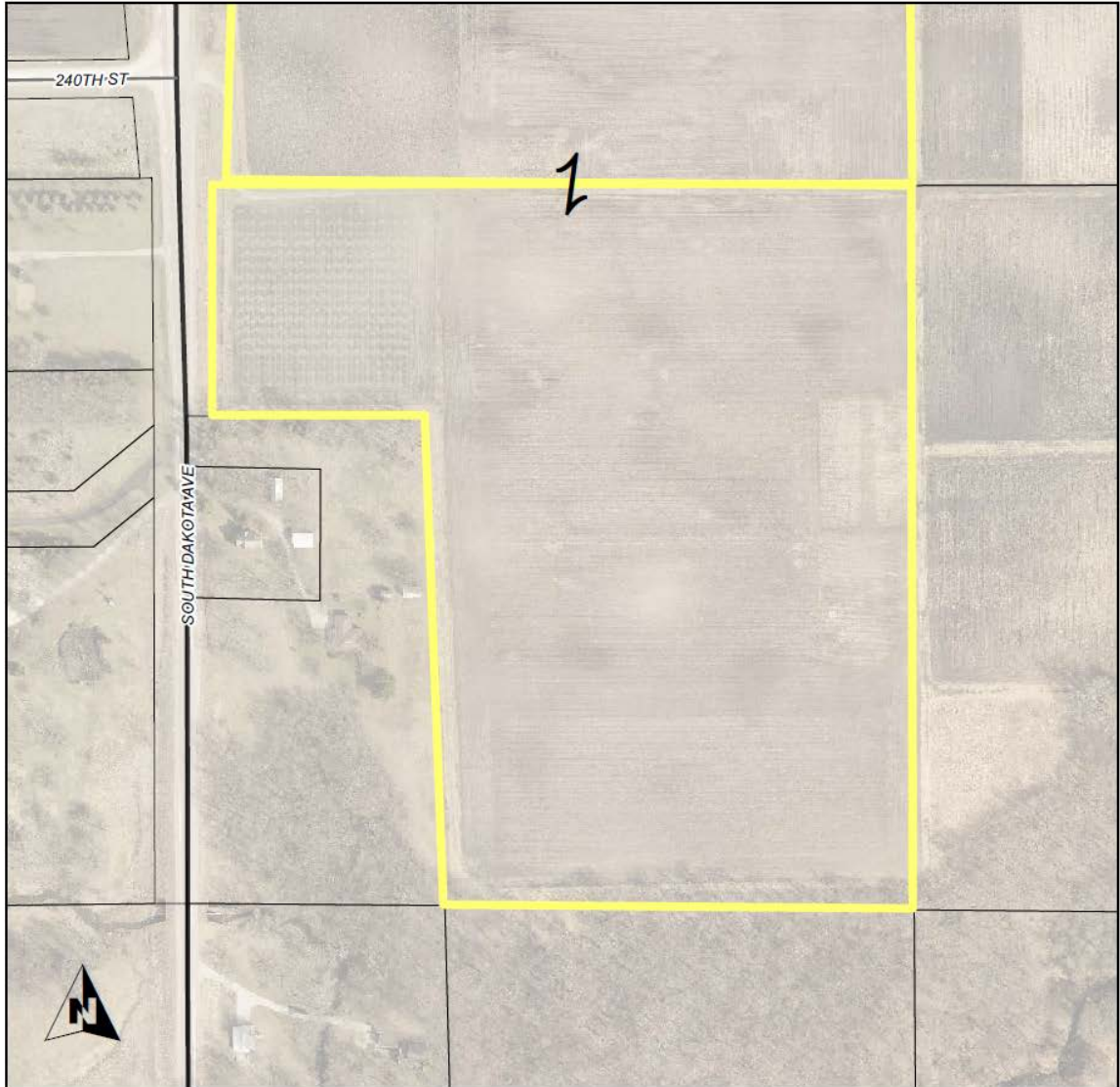
Site Analysis: **ACTIVE**

Reason for Inactive Status: **N/A**



 Subject Property  Partnership Site  Adjoining Parcel

Sample One-Page Document



Property Address:

Property ID: **0917100320**

Approx. Acres: **55.39**

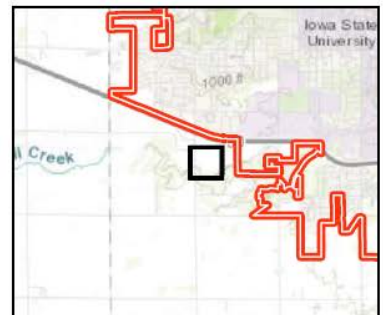
Ownership: **Iowa State University**

Owner Name: **ISU FOUNDATION**

Partnership Site: **Yes**

Site Analysis: **ACTIVE**

Reason for Inactive Status: **N/A**



 Subject Property  Partnership Site  Adjoining Parcel

Parcel Listing Sample

Parcel #	MapRefNo	Prop Address	Owner Name	Ownership	Legal_sqft	SFtoAcres	Suitable	GEOCODE	PARCELID	FullSitUS	Partnership Site	Shape_Area	Status
1	914325205	300 AIRPORT RD	AIRPORT ROAD DEVELOPERS LC	Privately Owned	637317	14.63078512	Yes	0914325205	0914325205	300 AIRPORT RD	No	107261.091	
2	913352020	3102 DIAMOND ST REAR	ALBERS IOWA FARM TRUST	Privately Owned	1250172	28.7	Yes	0913352020	0913352020	3102 DIAMOND ST REAR	No	207717.5809	Floodway Fringe
3	914300000	600 AIRPORT RD	AMES AIRPORT	City of Ames	2419758	55.55	Yes	0914300000	0914300000	600 AIRPORT RD	No	406860.5	
4	923100000	2540 AIRPORT DR	AMES AIRPORT	City of Ames	1733688	39.8	Yes	0923100000	0923100000	2540 AIRPORT DR	No	291336.5	
5	534105010	2005 24TH ST	AMES COMMUNITY SCHOOL	Ames School District	1148596	26.3681359	Yes	0534105010	0534105010	2005 24TH ST	No	192584	
6	535325010	300 20TH ST	AMES COMMUNITY SCHOOL	Ames School District	509976	11.70743802	Yes	0535325010	0535325010	300 20TH ST	No	86064.5	
7	534251350	1235 20TH ST	AMES COMMUNITY SCHOOL DIST	Ames School District	481774	11.06000918	Yes	0534251350	0534251350	1235 20TH ST	No	81147.63458	
8	534300000	1921 AMES HIGH DR REAR	AMES COMMUNITY SCHOOL DIST	Ames School District	1724976	39.6	Yes	0534300000	0534300000	1921 AMES HIGH DR REAR	No	282753	Floodway
9	534325000	1921 AMES HIGH DR	AMES COMMUNITY SCHOOL DIST	Ames School District	1354716	31.1	Yes	0534325000	0534325000	1921 AMES HIGH DR	No	226569	
10	905100010	4316 ONTARIO ST	AMES COMMUNITY SCHOOL DIST	Ames School District	472090	10.83769513	Yes	0905100010	0905100010	4316 ONTARIO ST	No	79908.99415	

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 17, 2018
SUBJECT: 2017-2018 Preliminary Closing Balance

BACKGROUND: The Transit Board has established a policy that its operating closing balance should be between 7 – 10% of operating expenses and that funds, in addition to the maximum percentage, can be considered for reprogramming to meet additional operating or capital needs. In past years, funds in excess of 10% have been earmarked for CyRide’s facility expansion needs.

Final operating expenses and operating closing balance levels will be available at the close of the City of Ames’ audit process, anticipated in December 2018; however, preliminary estimates are currently available.

INFORMATION: CyRide staff has prepared this report with preliminary closing balance information in light of a recent request for unplanned capital purchases (new buses in July from the Iowa DOT) and other more immediate operating/capital needs that have been identified, such as an electric bus study or possible interim service changes (instead of waiting until fall 2019) that staff and the transit board may desire to implement in the current budget to make it easier for its customers to use the new CyRide 2.0 system. The following information will provide preliminary 2017-2018 financial information, as well as staff-identified opportunities to address additional capital or operating needs.

Financial Information

CyRide completed the 2017-2018 year with an estimated \$4,316,970 operating closing balance or 39.9% of the year’s operating expenses, per CyRide and City of Ames Finance Department estimations. This is significantly higher than the recommended balance for this fund; however, the board has made commitments of these fund dollars as reflected in the chart on the next page.

Fund Activity	Dollars
Preliminary Closing Balance	\$4,316,970
Less 2018-2019 Federal Funds*	\$2,000,000
Less 10% Closing Balance for 2017-2018	\$1,082,616
Less Towers Turnaround (CyRide portion) Est.	\$207,500
Less 2017 Iowa DOT Grant for New Bus Local Match	\$102,500
Less Refund to Student Gov. Trust Fund for ICAAP	\$226,454
Uncommitted Closing Balance	\$697,720

* These funds are needed for cash flow purposes, as federal funds are received after the budget year has been completed.

Additional Capital/Operating Needs

As staff has reviewed its capital and operating needs, the following options are the most critical unfunded needs or represent unknown expenses within CyRide's system.

ACA Expenses – There may be additional ACA expenses for previous years (2016, 2017, 2018) that could require funding. The maximum expenses are estimated at \$270,000 for these three years, based on a consultant's calculation of the 2016 and 2017 ACA's requirements compared to the City of Ames experience in these years and an estimate of the 2018 maximum possible expenses.

Facility Expansion – CyRide's staff and board members are currently discussing the expansion needs of CyRide's current facility. Based on these discussions, a grant application could be submitted within the next year to seek federal funds to match local dollars. Currently, CyRide has \$750,000 earmarked for this local match; however, additional local dollars will allow CyRide to seek higher levels of federal funding to be able to complete more of a facility expansion. For example, a \$6 million dollar grant request would require at least \$1.5 million dollars in local funding and/or in-kind services (land).

CyRide 2.0 Services – The 2018-2019 budget year is the first year of the new CyRide 2.0 service structure. As with any major service change, there are opportunities to improve the system, over time, once a better understanding of how customers will use, or desire to use, the service is known. CyRide staff is preparing information for budget consideration for the 2019-2020 budget; however, some changes could be made in January 2019 (mid-2018-2019 budget) using closing balance funds in the current year and unbudgeted additional federal Small Transit Intensive Cities (STIC) funding estimated at, at least \$225,000 more per year for future years. Staff will be presenting information at the October board meeting about possible service modifications that could enhance CyRide's 2.0 system.

Bus Replacement – CyRide's staff and board members have indicated an interest to replace 40' buses with varying types of buses – articulated, electric. Incorporating larger capacity or environmentally cleaner vehicles could benefit CyRide for years to come; however, these vehicles are more expensive. Additional funding could accelerate the fleet's reconfiguration. Four additional articulated buses are needed to allow the operation of all

articulated buses on the #23 Orange route, as recommended by a consultant, and electric buses could benefit the community in providing quieter, cleaner operating vehicles while stabilizing its fuel costs. The additional cost of each vehicle is approximately \$250,000.

Electric Bus Study – The transit board directed staff to develop a Request for Proposal for a consulting firm to complete an analysis to determine possible benefits of, and how electric buses could be incorporated into CyRide’s operations and facility. A portion of these funds could be spent to fund this study.

Reserving 10% of 2018-2019 Operating Expenses – As CyRide’s budgeted operating expenses are \$922,569 higher in 2018-2019 than in 2017-2018, CyRide could commit an additional \$92,257 to ensure that the fund balance would end the current year closer to the 10% desired balance.

Each of these needs can be discussed further over the course of the fall and during the budget process to determine if/when the board desires to proceed forward with committing closing balance funds in excess of 10% operating expenses. The purpose of bringing the fund balance and needs to board member’s attention at this time is so that informed decisions can be made at appropriate times throughout the year.

ALTERNATIVES:

1. Table action at this time regarding the commitment of closing balance funds in excess of 10% of operating funds and consider commitment of the balance toward board directed priorities during the year.
2. Table action at this time regarding the commitment of closing balance funds in excess of 10% of operating funds until the December 2018 board meeting (in conjunction with the budget discussion and final 2017-2018 audited financials).
3. Approve commitment of a board-directed operating closing balance amount and purpose(s).
4. Do not commit the excess fund balance dollars and allow the fund to increase.

RECOMMENDATION:

The Transit Director recommends Alternative #1 to approve tabling action at this time and look at the possibility of committing a portion of the operating closing balance funds in excess of 10% of operating expenses later in the meeting for the Electric Bus Study (next agenda item) or at the October board meeting after a presentation on service requests and staff priorities for modifications. Using a portion of the excess fund balance could allow CyRide to move forward in its Electric Bus evaluation or address service concerns more quickly in the spring semester, which is during cold weather when CyRide services are most desired.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 17, 2018
SUBJECT: Electric Bus Study Proposals and Award

BACKGROUND: At the May 3, 2018 Transit Board meeting, board members directed staff to prepare a Request for Proposal to select a consulting firm that could assist CyRide in determining if the introduction of battery electric bus technology would be feasible/cost effective at CyRide and if so, how and at what cost it would take to deploy this bus technology. The title of the RFP was “Zero Emission Bus Roadmap”. Staff prepared the RFP, presented and gained board member input on the Scope of Work required in the RFP. It was then distributed on June 29, 2018 and proposals received on July 31, 2018. Due to vastly different proposals, CyRide staff requested additional information before final evaluation of the proposals could be completed.

INFORMATION: This report is divided into two topics – Proposal Results and Study Funding Options.

Proposal Results

Two proposals were originally received on July 31, 2018 from the following firms:

- Center for Transportation and the Environment (CTE) in partnership with Singh & Associates, Inc.
- CALSTART, Inc.

The following costs for the work contained in their proposals are as follows:

Proposal	Cost Proposal
CTE	\$138,994
CALSTART	\$49,930

Based on the wide variance in costs, CyRide staff held a telephone conversation with CTE to determine if the scope of work proposed by their firm closely followed the scope of work in the Request for Proposal. It was determined that the firm proposed a different scope that they believed met the “spirit of the scope”; however, allowed for enhancements for actual deployment of electric bus technology, as opposed to a research-based study to determine if

CyRide could benefit from/successfully implement this technology. As a result, they were provided one week to resubmit their proposal based on the RFP scope of work only for consideration by CyRide’s evaluation team. Their second proposal more closely reflected the RFP scope of work and is comparable to the CALSTART proposal’s scope of work. Their revised cost is \$49,941.

Based on the revised CTE proposal and original CALSTART proposal, the following evaluation results were found based upon the evaluation criteria of:

- Demonstrated understanding of the project
- Past performance in BEB studies within the industry
- Specialized experience and technical competence of the firm and key personnel
- Proposed management and firm capabilities to complete project within time schedule
- Price

CTE Score	CALSTART Score
9.85	9.2

Study Finding

Funding for this proposal could be secured through commitment of one of the following sources:

- **Small Transit Intensive Cities Funds (STIC)** – CyRide anticipates at least \$225,000 additional federal STIC funds in the current year, which were not included in this year’s budget revenues. The board has committed up to \$62,500 for possible FY18 federal bus purchases (State Bus Replacement grant); therefore, \$162,500 remains uncommitted at this time.
- **CyRide’s Operating Closing Balance** – CyRide currently has \$697,720 in uncommitted operating funds in excess of 10% of the 2017-2018 operating expenses. CyRide could utilize approximately \$50,000 of this funding to support further investigation of how electric buses could benefit and be accommodated within CyRide’s operations and facility.

ALTERNATIVES:

1. Approve award of the Zero Emission Bus Roadmap Study to **CTE** of Atlanta, Georgia for a total cost of \$49,941 to be **funded through CyRide’s operating closing balance**.
2. Approve award of the Zero Emission Bus Roadmap Study to **CTE** of Atlanta, Georgia for a total cost of \$49,941 to be **funded through STIC funding**.

3. Approve award of the Zero Emission Bus Road map Study to **CALSTART** of Pasadena, California for a total cost of \$49,930 to be **funded through CyRide's operating closing balance**.
4. Approve award of the Zero Emission Bus Road map Study to **CALSTART** of Pasadena, California for a total cost of \$49,930 to be **funded through STIC funding**.
5. **Reject all proposals** and reissue the Zero Emission Bus Roadmap RFP with direction on modifications to the Scope of Work.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to CTE for \$49,941. After reviewing competing proposals based on the same scope of work, CyRide staff believes the best value and firm to complete the work is CTE. This firm has more experience with cold weather deployments of the technology in Midwest (Duluth, MN and Madison, WI) and Northeast states, which would provide valuable information for CyRide's study. Additionally, this proposal includes utilizing an engineering firm that is certified as a Disadvantaged Business Enterprise (DBE), which is a desire/goal of the Federal Transit Administration. Staff recommends using a portion (\$49,941) of its operating closing balance funds in excess of 10% (\$697,720) to finance this study.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 17, 2018
SUBJECT: Mechanic Assistant Wage Change

BACKGROUND: In the spring of 2017, CyRide had a long-term Mechanic retire. A CyRide Mechanic Assistant was promoted to this position on June 1, 2017, which left an opening for this assistant position. Since the Mechanic Assistant opening occurred, CyRide has had four failed recruitments, with very few applicants.

At the June 2018 transit board meeting, members voted to offer a \$2,000 hiring bonus with the latest recruitment (4th recruitment), which was just completed and resulted no qualified, acceptable applicants. Three applicants applied, one completed the hiring test (the other two applicants signed up for, but did not take the test); however, the one individual did not pass the interview.

This position has been vacant for 15 months and is impacting CyRide's ability to complete maintenance repairs, as work is being deferred.

INFORMATION: After the last recruitment, the City's Human Resources Department and CyRide staff met to determine how to fill this position. As a result of this discussion, it was believed that four modifications could help recruit for this position.

- **Wage Change** - More than twelve years ago, during labor negotiations, CyRide's lowest wage (Step A) was frozen in a budget reduction measure. As a result, all union employees' starting wage (drivers, lane workers, Mechanics and Mechanic Assistants) has lagged behind the remainder of CyRide's pay scale for these positions (Steps B and C) and has contributed to the difficulty in CyRide's ability to attract staff. Therefore, staff proposes to increase the entry level pay for the Mechanic Assistant position from \$20.57 per hour currently to \$21.35 per hour effective immediately. The *estimated annual* financial impact to increase this wage would be approximately \$3,200. This will also require approval by the union, via a Memorandum of Understanding (signed MOU attached), and City Council.

- **Employee Referral Bonus** - Extend CyRide's \$500 employee referral bonus to the Mechanic Assistant position, in addition to CyRide's driver position. The maximum annual financial impact to extend this bonus would be \$500.
- **Reduce Recruitment Time Period** – The Human Resources Department will reduce the time period to apply for the position from three to two weeks and will review applications weekly, so that hiring tests can be scheduled during the application period to be able to more quickly arrive at the interview stage.
- **Enhanced Advertisement** – The Human Resources Department will develop a flyer highlighting the benefits of this position and provide information on how to apply. CyRide staff will identify locations where the flyers could be placed to encourage applicants (i.e. Parts Stores).

ALTERNATIVES:

1. Approve increasing the Mechanic Assistant's Step A (entry level wage) to \$21.35 per hour effective immediately upon approval by the Ames City Council and extending CyRide's current employee referral bonus to this position.
2. Approve increasing the Mechanics Assistant's Step A (entry level wage) to \$21.35 per hour effective immediately upon approval by the Ames City Council and not the employee referral bonus.
3. Approve extending CyRide's current employee referral bonus to the Mechanic Assistant's position only and do not increase the Mechanic Assistant Step A wages.
4. Do not make changes to the wage or referral bonus for the Mechanic Assistant position.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to increase the Step A Mechanic Assistant's wage rate and extend the employee referral bonus to this position. These changes, in combination with improvements in the recruitment process as mentioned earlier, are believed will provide a positive result in securing a new employee.

**Memorandum of Understanding
City of Ames
And
International Union of Operating Engineers, Local 234
Blue Collar Unit**

September __, 2018

Addendum D of the July 1, 2016 through June 30, 2019 collective bargaining agreement between the parties contains the wage provisions through June 30, 2019. That addendum provides for Step A Mechanic Assistant (CyRide) to receive wages of \$20.57 per hour in 2018-2019. CyRide, the City's transit agency, has faced difficulty in recent months in attracting Mechanic Assistants to fill vacancies. In an effort to make employment as a Mechanic Assistant more attractive, the parties agree to increase the Step A Mechanic Assistant (CyRide) wage 3.8% above the previously agreed wage rate, to \$21.35 per hour, as of September 17, 2018.

This agreement does not affect the wages of other classifications or other steps within the Mechanic Assistant classification. Those wages will remain as previously agreed during the course of contract negotiations. The changes are detailed in the table below:

**Addendum D
Effective 8/17/19 – 6/30/19**

	<u>HTE</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>STEP A (START)</u>		<u>STEP B (18 MOS)</u>		<u>STEP C (48 MOS)</u>	
				<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>
Original	323	1322	Mechanic Assistant (CyRide)		20.57		24.27		28.53
Amended	323	1322	Mechanic Assistant (CyRide)		21.35		24.27		28.53

Additionally, the \$2,000 hiring bonus approved by the Transit Board of Trustees and the IUOE in June 2018 will be extended for the next Mechanics Assistant recruitment.

For the mutual benefit of the City of Ames and IUOE, both parties agree to incorporate the above-stated changes to the terms agreed to in the collective bargaining agreement effective September 17, 2018.

Bob Kindred, City of Ames

Date

Chad Carter, IUOE Local 234 (Blue Collar)

Date

9/13/18

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: September 17, 2018

SUBJECT: Quarterly Operations Report

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

INFORMATION: Attached are the detailed system performance **and a summary** for the last quarter of the fiscal year – April to June 2018. Below is a discussion regarding the negative trends (in red boxes) or positive trend (green boxed) occurring during the quarter.

- **Total Passengers** – Ridership for CyRide’s fixed route service was higher for the quarter due to the Odyssey of the Minds event that added 73,057 additional rides in 2018. This is an every two year event. Year-end total ridership declined 1.3% or 85,692 rides. Both Dial-A-Ride (DAR) and Moonlight Express services were lower for the quarter and year-to-date. A summary of the three services for the fiscal year is as follows:

Total Passengers	Fixed Route	Dial-A-Ride	Moonlight Exp.
-1.3%	-1.1%	-4.0%	-27.1%

Possible reasons for the declines remain as reported in previous quarters – lower student enrollment and development changes with more walkable housing near campus, fewer DAR customers and fewer Campustown business customer combined with Uber and Lyft.

- **Passengers/Hour and Expense/Passenger** – With ridership declines, 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 this fiscal year was a challenge (-4.0%); however, the last quarter of the year was positive, as CyRide was able to surpass the number of drivers hired for the year in the last quarter compared to the same quarter last year. This was a focus for the agency last year, in an effort to place CyRide in a strong position to begin its fall CyRide 2.0 service changes.
- **Miles/Preventable Accidents and Percent of Preventable Accidents** – While the total number of accidents is increasing (+39.2%), the percentage of these accidents that drivers could have

prevented is decreasing, which indicates that the increase is attributable to more accidents where our drivers had no opportunity to avoid the collision – for example, accidents where cars have run into the back of a bus.

- **Passengers Per Comment** – While the total number of comments passengers have provided has slightly increased year-to-date (+4.4%), the last quarter received fewer complaints and more passengers per comment. This trend will most likely not continue into the next quarter with the implementation of CyRide 2.0 as customers previous travel patterns may be modified.
- **Farebox Revenue** – Farebox revenue has been trending downward and is -8.3% lower year-to-date (\$249,140 versus \$271,827 last year). The fare reduction was implemented at the end of the quarter, so future quarters will provide a clearer picture as to whether this change has made a positive impact on this performance measure.
- **Major Mechanical Repairs, # of Roadcalls** - The number of major bus repairs decreased year-to-date (-31.8%) with roadcalls lower for the quarter, but slightly higher year-to-date. Roadcalls began the year higher, but improved throughout the year based on the Maintenance Department’s monitoring of this measure.
- **Interior Buses Cleaned** – There were more bus interiors cleaned during the last quarter and year-to-date (+31.6% and 12.0%, respectively) allowing for a more pleasant ride for customers.

Operation's Report Summary (Apr. – Jun. 2018)

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
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CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2018 to June 30th, 2018 (4th Quarter)

	FY 2018 4th Qtr	FY 2017 4th Qtr	% CHANGE	FY 2018 YTD	FY 2017 YTD	% CHANGE
MAINTENANCE						
Interior Clean	100	76	31.6%	448	400	12.0%
Shop Road Calls	8	9	-11.1%	60	55	9.1%
Miles per Shop Road Call	47,038	38,136	23.3%	27,496	29,741	-7.5%
NTD Minor Mech.	45	51	-11.8%	223	234	-4.7%
NTD Major Mech.	3	8	-62.5%	30	44	-31.8%
Total NTD Mechanical Prob.	48	59	-18.6%	253	278	-9.0%
Miles per Major Mech.	125,436	42,903	192.4%	54,992	37,177	47.9%
Gasoline Vehicles						
Gas Miles Driven	41,033	33,642	22.0%	144,307	143,848	0.3%
Total Gallons Gas	7,257	4,902	48.0%	20,121	19,546	2.9%
Total Gas Cost	\$16,597	\$9,341	77.7%	42,533	36,131	17.7%
Avg. Gas Cost/Gallon	\$2.29	\$1.91	20.0%	\$2.11	\$1.85	14.4%
Gas Cost per Mile	\$0.40	\$0.28	45.7%	\$0.29	\$0.25	17.3%
Average Gas MPG	5.7	6.9	-17.6%	7.2	7.4	-2.5%
Diesel Vehicles						
Diesel Miles Driven	335,274	309,580	8.3%	1,505,455	1,491,933	0.9%
Total Gallons Diesel	90,007	75,011	20.0%	382,615	367,311	4.2%
Total Diesel Cost	\$196,777	120,755	63.0%	762,498	563,678	35.3%
Avg. Diesel Cost/Gallon	\$2.19	\$1.61	35.8%	\$1.99	\$1.53	29.9%
Diesel Cost per Mile	\$0.59	\$0.39	50.5%	\$0.51	\$0.38	34.1%
Average Diesel MPG	3.7	4.1	-9.7%	3.9	4.1	-3.1%
All Vehicles						
Total Miles Driven	376,307	343,222	9.6%	1,649,762	1,635,781	0.9%
Total Gallons Fuel	97,264	79,913	21.7%	402,736	386,857	4.1%
Total Fuel Cost	\$213,375	\$130,096	64.0%	\$805,030	\$599,809	34.2%
Avg. Cost/Gallon	\$2.19	\$1.63	34.8%	\$2.00	\$1.55	28.9%
Total Cost per Mile	\$0.57	\$0.38	49.6%	\$0.49	\$0.37	33.1%
Avg. MPG all Vehicles	3.9	4.3	-9.9%	4.1	4.2	-3.1%
Small Bus/Sup. Mileage	36,653	32,444	13.0%	134,383	136,940	-1.9%
Large Bus Mileage	339,654	310,778	9.3%	1,515,379	1,498,841	1.1%
% Rev. Mi./Total Miles	82.8%	87.5%	-5.4%	83.0%	82.8%	0.2%
Percentage Small Bus	9.7%	9.5%	3.0%	8.1%	8.4%	-2.7%
Maintenance Expense	\$623,810	\$531,631	17.3%	\$2,187,620	\$2,058,283	6.3%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2018 to June 30th, 2018 (4th Quarter)

	FY 2018 4th Qtr	FY 2017 4th Qtr	% CHANGE	FY 2018 YTD	FY 2017 YTD	% CHANGE
OPERATIONS						
Total Passengers	1,106,768	1,087,023	1.8%	6,572,065	6,658,027	-1.3%
Average Drivers per Month	150.0	147.6	1.6%	145.6	151.6	-4.0%
Driving Hours	37,659	37,205	1.2%	176,451	180,287	-2.1%
Drivers Late	13	14	-7.1%	46	102	-54.9%
Drivers No Show	2	4	-50.0%	5	18	-72.2%
Late/No Show per Driver	0.10	0.12	-18.0%	0.35	0.79	-55.7%
Total Comments	22	27	-18.5%	166	159	4.4%
Driver Fault	8	8	0.0%	50	41	22.0%
Undetermined	1	2	-50.0%	6	8	-25.0%
No Fault	4	5	-20.0%	35	39	-10.3%
System Complaints	8	7	14.3%	54	37	45.9%
Service Requests	1	1	0.0%	4	10	-60.0%
Compliments	0	4	-100.0%	17	22	-22.7%
Passengers/Comment	<u>50,308</u>	<u>40,260</u>	<u>25.0%</u>	<u>39,591</u>	<u>41,874</u>	<u>-5.5%</u>
Pass./Complaint (D & U)	122,974	108,702	13.1%	117,358	135,878	-13.6%
Driving Hours/Comment	1,712	1,378	24.2%	1,063	1,134	-6.3%
Driving Hrs/Comment (D&U)	4,184	3,720	12.5%	3,151	3,679	-14.4%
Accident Reports	28	7	300.0%	110	79	39.2%
Preventable Accidents	16	5	220.0%	69	51	35.3%
Percent Preventable	57.1%	71.4%	-20.0%	62.7%	64.6%	-2.8%
Miles/Prev. Accident	23,519	68,644	-65.7%	23,910	32,074	-25.5%
Hours/Prev. Accident	2,354	7,441	-68.4%	2,557	3,535	-27.7%
Unreported Accidents	1	0	#DIV/0!	5	1	400.0%
Damage to Buses/Equip.						
Caused by CyRide	\$3,563	\$1,909	86.7%	\$17,138	\$32,153	-46.7%
Caused by Others	\$53,781	\$5,534	871.8%	\$60,909	\$36,896	65.1%
Caused by Unreported	\$202	\$0	#DIV/0!	\$2,246	\$505	344.7%
Claims by Others (#)	\$2	\$1	100.0%	\$8	\$1	700.0%
Claims by Others (\$)	\$0	\$3,422	-100.0%	\$5,523	\$3,422	61.4%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,493,848	\$1,364,470	9.5%	\$6,451,591	\$6,099,759	5.8%

SYSTEM TOTAL						
Passengers	1,106,768	1,087,023	1.8%	6,572,065	6,658,027	-1.3%
Revenue Miles	311,435	300,383	3.7%	1,368,704	1,353,814	1.1%
Revenue Hours	29,638	28,468	4.1%	131,745	130,272	1.1%
Revenue Miles per Hour	10.5	10.6	-0.4%	10.4	10.4	0.0%
Pass./Rev. Mile	3.6	3.6	-1.8%	4.8	4.9	-2.4%
Pass./Rev. Hour	37.3	38.2	-2.2%	49.9	51.1	-2.4%
Operations Expense	\$1,493,848	\$1,364,470	9.5%	\$6,451,591	\$6,099,759	5.8%
Maintenance Expense	<u>\$623,810</u>	<u>\$531,631</u>	<u>17.3%</u>	<u>\$2,187,620</u>	<u>\$2,058,283</u>	<u>6.3%</u>
Total Expenses	<u>\$2,117,658</u>	<u>\$1,896,101</u>	<u>11.7%</u>	<u>\$8,639,211</u>	<u>\$8,158,042</u>	<u>5.9%</u>
Farebox Revenue	\$49,553	\$69,795	-29.0%	\$249,140	\$271,827	-8.3%
Rev./Exp. Ratio	2.3%	3.7%	-36.4%	2.9%	3.3%	-13.5%
Oper. Exp./Passenger	\$1.91	\$1.74	9.7%	\$1.31	\$1.23	7.3%
Oper. Exp./Rev. Mile	\$6.80	\$6.31	7.7%	\$6.31	\$6.03	4.7%
Oper. Exp./Rev. Hour	\$71.45	\$66.60	7.3%	\$65.58	\$62.62	4.7%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2018 to June 30th, 2018 (4th Quarter)

	FY 2018 4th Qtr	FY 2017 4th Qtr	% CHANGE	FY 2018 YTD	FY 2017 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,099,811	1,077,526	2.1%	6,516,271	6,585,640	-1.1%
Shuttle Passengers	0	0	#DIV/0!	3,115	3,023	3.0%
Total Passengers	<u>1,099,811</u>	<u>1,077,526</u>	<u>2.1%</u>	<u>6,519,386</u>	<u>6,588,663</u>	<u>-1.1%</u>
Transfers	9,336	10,757	-13.2%	38,974	42,536	-8.4%
Revenue Miles	298,225	287,730	3.6%	1,303,723	1,295,299	0.7%
Revenue Hours	28,421	27,322	4.0%	126,040	125,239	0.6%
Revenue Miles per Hour	10.5	10.5	-0.4%	10.3	10.3	0.0%
Pass./Rev. Mile	3.7	3.7	-1.5%	5.0	5.1	-1.7%
Pass./Rev. Hour	38.7	39.4	-1.9%	51.7	52.6	-1.7%
Operations Expense	\$1,445,174	\$1,317,831	9.7%	\$6,238,660	\$5,889,037	5.9%
Maintenance Expense	\$618,623	\$526,482	17.5%	\$2,147,801	\$2,018,594	6.4%
Total Expenses	<u>\$2,063,797</u>	<u>\$1,844,313</u>	<u>11.9%</u>	<u>\$8,386,461</u>	<u>\$7,907,631</u>	<u>6.1%</u>
Farebox Revenue	\$49,553	\$69,795	-29.0%	\$249,140	\$270,569	-7.9%
Rev./Exp. Ratio	2.4%	3.8%	-36.6%	3.0%	3.4%	-13.2%
Exp./Passenger	\$1.88	\$1.71	9.6%	\$1.29	\$1.20	7.2%
Exp./Rev. Mile	\$6.92	\$6.41	8.0%	\$6.43	\$6.10	5.4%
Exp./Rev. Hour	\$72.61	\$67.50	7.6%	\$66.54	\$63.14	5.4%
DIAL-A-RIDE						
Passengers	2,205	2,405	-8.3%	8,903	9,277	-4.0%
Revenue Miles	10,128	9,594	5.6%	41,323	34,934	18.3%
Revenue Hours	1,019	947	7.6%	4,209	3,445	22.2%
Revenue Miles per Hour	9.9	10.1	-1.9%	9.8	10.1	-3.2%
Pass./Rev. Mile	0.22	0.25	-13.2%	0.22	0.27	-18.9%
Pass./Rev. Hour	2.2	2.5	-14.8%	2.1	2.7	-21.4%
Operations Expense	\$42,338	\$40,290	5.1%	\$167,515	\$163,504	2.5%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$42,338</u>	<u>\$40,290</u>	<u>5.1%</u>	<u>\$167,515</u>	<u>\$163,504</u>	<u>2.5%</u>
Farebox Revenue	\$0	\$0	#DIV/0!	\$0	\$1,258	-100.0%
Rev./Exp. Ratio	0.0%	0.0%	#DIV/0!	0.0%	0.8%	-100.0%
Exp./Passenger	\$19.20	\$16.75	14.6%	\$18.82	\$17.62	6.8%
Exp./Rev. Mile	\$4.18	\$4.20	-0.5%	\$4.05	\$4.68	-13.4%
Exp./Rev. Hour	\$41.55	\$42.54	-2.3%	\$39.80	\$47.46	-16.1%
MOONLIGHT EXPRESS						
Passengers	4,752	7,092	-33.0%	43,776	60,087	-27.1%
Revenue Miles	3,082	3,059	0.7%	23,658	23,581	0.3%
Revenue Hours	198	199	-0.4%	1,497	1,588	-5.7%
Revenue Miles per Hour	15.6	15.4	1.1%	15.8	14.9	6.4%
Pass./Rev. Mile	1.5	2.3	-33.5%	1.9	2.5	-27.4%
Pass./Rev. Hour	24.0	35.7	-32.7%	29.3	37.8	-22.7%
Operations Expense	\$6,336	\$6,349	-0.2%	\$45,416	\$47,218	-3.8%
Maintenance Expense	\$5,187	\$5,149	0.7%	\$39,819	\$39,689	0.3%
Total Expenses	<u>\$11,523</u>	<u>\$11,498</u>	<u>0.2%</u>	<u>\$85,235</u>	<u>\$86,907</u>	<u>-1.9%</u>
Exp./Passenger	\$2.42	\$1.62	49.6%	\$1.95	\$1.45	34.6%
Exp./Rev. Mile	\$3.74	\$3.76	-0.5%	\$3.60	\$3.69	-2.2%
Exp./Rev. Hour	\$58.26	\$57.90	0.6%	\$56.96	\$54.74	4.0%

CYRIDE QUARTERLY OPERATIONS REPORT

April 1st, 2018 to June 30th, 2018 (4th Quarter)

	FY 2018 4th Qtr	FY 2017 4th Qtr	% CHANGE	FY 2018 YTD	FY 2017 YTD	% CHANGE
OPERATIONS REVENUE						
Farebox	\$49,553	\$69,795	-29.0%	\$249,140	\$271,827	-8.3%
Transit Contracts	\$80,871	\$22,695	256.3%	\$384,798	\$339,317	13.4%
I.S.U.	\$0	\$0	#DIV/0!	\$798,789	\$761,477	4.9%
Student Body Government	\$303,366	\$322,362	-5.9%	\$5,006,688	\$4,954,756	1.0%
City of Ames	\$727,440	\$714,021	1.9%	\$1,821,696	\$1,724,996	5.6%
IDOT - STA	\$185,879	\$189,093	-1.7%	\$781,008	\$771,722	1.2%
Section 5307	\$0	\$0	#DIV/0!	\$0	\$1,974,304	-100.0%
Other Grants	\$132,854	\$98,637	34.7%	\$428,783	\$178,352	140.4%
Other	\$102,647	\$84,918	20.9%	\$361,326	\$388,957	-7.1%
Total Operating Revenue	<u>\$1,582,610</u>	<u>\$1,501,521</u>	<u>5.4%</u>	<u>\$9,832,228</u>	<u>\$11,365,708</u>	<u>-13.5%</u>
TOTAL EXPENSES						
Administration	\$275,307	\$253,851	8.5%	\$1,137,274	\$1,103,113	3.1%
Safety & Training	\$85,415	\$75,770	12.7%	\$360,105	\$337,468	6.7%
Promotion	\$2,169	\$4,230	-48.7%	\$5,215	\$4,230	23.3%
Bldg. & Grounds	\$81,629	\$62,753	30.1%	\$403,735	\$384,523	5.0%
Fixed Route	\$2,063,797	\$1,844,313	11.9%	\$8,386,461	\$7,907,631	6.1%
Dial-A-Ride	\$42,338	\$40,290	5.1%	\$167,515	\$163,504	2.5%
Moonlight Express	<u>\$11,523</u>	<u>\$11,498</u>	<u>0.2%</u>	<u>\$85,235</u>	<u>\$86,907</u>	<u>-1.9%</u>
Operating Total	<u>\$2,562,178</u>	<u>\$2,292,705</u>	<u>11.8%</u>	<u>\$10,545,540</u>	<u>\$9,987,376</u>	<u>5.6%</u>
Farebox Revenue	\$49,553	\$69,795	-29.0%	\$249,140	\$271,827	-8.3%
Farebox Rev./Exp. Ratio	1.9%	3.0%	-36.5%	2.4%	2.7%	-13.2%
Admin. Expense/Pass.	\$0.40	\$0.36	10.1%	\$0.29	\$0.27	5.6%
Admin. Exp./Rev. Mile	\$1.43	\$1.32	8.1%	\$1.39	\$1.35	3.1%
Admin. Exp./Rev. Hour	\$15.00	\$13.93	7.7%	\$14.47	\$14.04	3.0%
Total Expense/Passenger	\$2.32	\$2.11	9.8%	\$1.60	\$1.50	7.0%
Total Expense/Rev. Mile	\$8.23	\$7.63	7.8%	\$7.70	\$7.38	4.4%
Total Expense/Rev. Hour	\$86.45	\$80.54	7.3%	\$80.05	\$76.67	4.4%

Transit Director's Report

September 2018

1. ISU Enrollment Impact

On September 10th, Iowa State University released its fall 2018 enrollment information, indicating a Fall 2018 enrollment of 34,992 students; whereas, CyRide's 2018-2019 budget was based on enrollment of 36,072 students or a reduction of 2.8%. With 1,001 fewer students this year, CyRide anticipates student government revenues will generate approximately \$165,676 less than estimated in January 2018, as the budget was being developed for the current year; which is in addition to lower enrollment and fees collected last year. The two-year combined impact is a reduction of the Trust Fund balance from two years ago of \$623,669 to \$291,553. The attached Trust Fund summary details this impact; however, student discussions are beginning on the fee increase requested and maximum percentage increase the students are able to accommodate next year. Additional information regarding this will be presented in conjunction with the board's 2019-2020 budget.

2. Ridership Statistics First Two Weeks of Fall Semester

First Week	2017	2018	% Change
Monday	41,034	40,617*	-1.1%
Tuesday	38,748	38,965	+0.5%
Wednesday	40,253	38,955	-3.2%
Thursday	38,434	37,457	-2.5%
Friday	37,118	36,945	-0.5%
5-Day Total	195,587	192,939	-1.2%

* Heavy Rain

Second Week	2017	2018	% Change
Monday	38,359	38,503	-0.3%
Tuesday	37,933	39,239*	+3.4%
Wednesday	39,005	37,532	-3.9%
Thursday	36,889	36,325	-1.5%
Friday	33,973	34,126*	+5.5%
5-Day Total	186,159	185,725	-.2%

* Heavy Rain

3. CyRide 2.0 Service Modifications Made To-Date

CyRide staff is gathering customer comments on its new CyRide 2.0 service structure for future discussion with the transit board; however, staff has identified no or low cost changes (within the 5 additional hours of service cap) that address concerns with the new system in an effort to be more responsive to its customers. These include:

- **Gold Route Trip Addition** – Customers shared that many riders from Schilleter Village were crossing Stange to use the #6 Brown route instead of taking one of two #25 Gold route options prior to 8 am. Their request was to add a trip at approximately 7:35 am. This trip was added reallocating an “extra” bus on Monday, August 27 and carried 40 people on the first day.
- **Bus Stop at Steinbeck & Dickenson** – With less service at Steinbeck & Dickenson this year, customers had requested a bus stop be added on South Dakota at Steinbeck (southbound only) to shorten their walk to an alternate bus stop/route. This was implemented on Thursday, August 30.
- **Bus Stops on Mortensen** – Customers requested a new bus stop to serve the Mortensen Heights complex near Mortensen & Lawrence (east end of Mortensen) to decrease the walking distance to a bus stop. An inbound and outbound bus stop was completed (including concrete pad) on August 23rd.
- **Bus Stop on S. 16th at Vet Med.** – CyRide has reached out to ISU to determine if an inbound to campus stop could be placed on ISU property to allow for another option to get to campus from Vet Med. on the #9 Plum Route. This route has 20-minute service, as opposed to 60-minute service on the #14 Peach route. There is currently an outbound stop on the south side of the road, but not a stop on the north side of the road to get to campus.
- **Pedestrian Crossing Signals** – There are two locations where customers have requested pedestrian crossing signals in an effort to increase safety as customers cross four-lane roadways to bus stops. These locations are: South Dakota & Steinbeck (northbound) and Stange and Blankenberg. This request has been forwarded to the City of Ames Traffic Engineer Division to evaluate. ***This may result in a request for CyRide to fund these signals.***
- **Extra Buses** - To date, CyRide has placed two buses, operating 9 additional trips on routes that are experiencing overcrowding. This is being monitored and, after the typical two to three week settling-in period, the need for buses on these trips will be re-evaluated.

4. Monthly Financial Report

One of CyRide’s two CyRide 2.0 performance measures established a financial goal – to end the fiscal year within .5% above or below budgeted expenses. Staff is in the process of developing a new tool to assess CyRide’s expenses, as well as revenues on a monthly basis to ensure that the new system is operating within budget constraints. A copy of the new report staff will be provided to board members at the October 2018 board meeting.

If it appears that expenses are modestly higher or lower than anticipated, staff will determine if expenses/services can be adjusted (remove/add extra buses). If larger scale changes are needed, staff will include the issue on a board meeting for discussion with board members.

5. Fuel Price Update

As the price of fuel has a significant impact on CyRide's budget, the following provides an update on last year and the current year-to-date prices.

- CyRide ended last fiscal year (July 1, 2017- June 30, 2018) at an average fuel price of \$1.99 per gallon. Fuel was budgeted last year at \$2.50 per gallon. As a result, this savings positively impacted CyRide's operating closing balance.
- The current year's budget includes fuel at \$2.75 per gallon over the course of the year. Currently, the year-to-date average through the end of July is \$2.23. Prices have been relatively stable since April.

6. New Federal Safety & Security Regulation

The Federal Transit Administration (FTA) recently released new regulations on July 19, 2018 that are effective on July 19, 2019, and that each transit system must comply with by July 20, 2020. These regulations are a result of the Transportation Law called MAP-21, which requires bus systems receiving FTA funds to develop and implement an Agency Safety Plan. The new regulation requires:

- Development of Performance Measures and Targets on:
 - Injuries
 - Fatalities
 - System Reliability (State of Good Repair)
 - Safety Events
- Develop an Agency Safety Plan that includes prescribed FTA documentation, policies and procedures, organizational responsibilities, etc.
- ***Requires each transit system to have a designated Chief Safety Officer that reports to the Accountable Executive (Transit Director)***
- ***The plan must be approved by the Accountable Executive and the Transit Board***
- Submission of completed plan to the Ames Area Metropolitan Planning Organization and the Iowa DOT
- The State of Iowa (Public Transit Division) can complete a document for CyRide; however, CyRide would be responsible for implementing what the state prescribes in the plan or CyRide can complete its own plan
- Transit Systems must certify that it has the required plan in place in 2020 and every year thereafter, and the federal Triennial Reviews will audit the plan for compliance

The required plan is the first phase of FTA's Safety Program requirements. Once it is completed, transit systems must begin development of a formal Safety Management

System (SMS), which would require the following ongoing processes:

- **Policy Statement**
- **Risk Management Process** – ID hazards, prioritize hazards, implement mitigations
- **Safety Assurance** – Monitoring, conducting investigations
- **Safety Promotion** – Training and communication for all employees and individuals responsible for safety

As part of the 2019-2020 budget process, CyRide staff will review the requirements of this new regulation against the duties of CyRide’s current positions and will provide the board with a recommendation on how to accomplish this new requirement by the 2020 deadline.

7. Transit Asset Management Plan

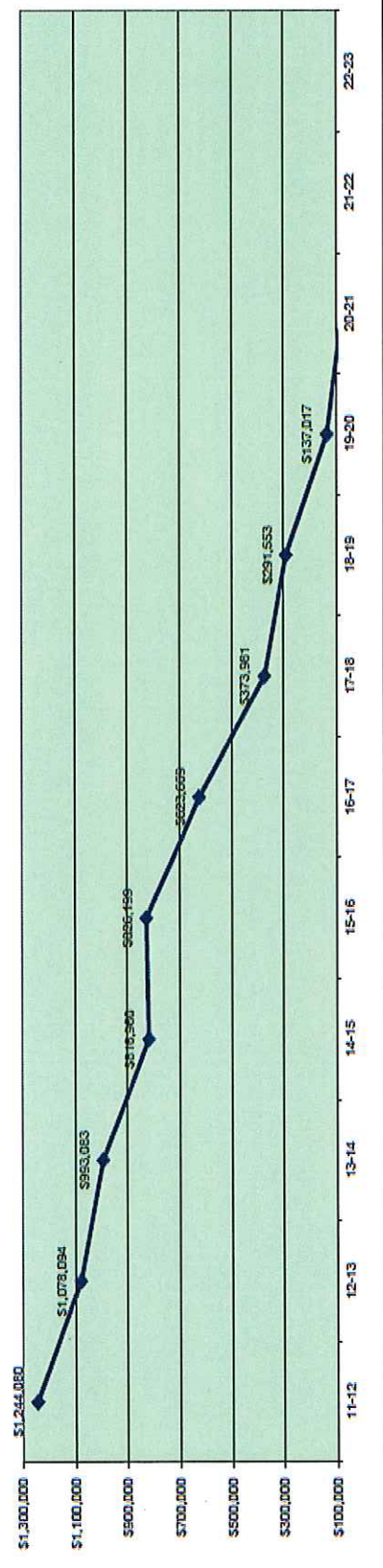
Per new federal regulations, CyRide is to have completed a Transit Asset Management (TAM) Plan by October 1, 2018, with submission of this document to the Ames Area Metropolitan Planning Organization (AAMPO). CyRide staff has been working to complete this plan and will present a summary of the results of its asset evaluation at the November board meeting. Included in this plan is a priority list of assets that can be used as one data point in discussions of CyRide’s Capital Improvement Plan that will be presented to the board in December 2018.

ISU Student Fees and Trust Fund Summary

Ending Balance no less than \$500,000

	4.0%	4.0%	6.5%	11.9%	13.8%	5.1%	4.9%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	Projected
CAPITAL & OPERATIONS													
Budgeted Revenue	\$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	\$6,691,022	\$6,691,022
Actual Revenue	\$3,339,076	\$3,639,853	\$3,892,893	\$4,161,666	\$4,467,677	\$4,954,756	\$5,006,687	\$5,190,839	\$5,549,497	\$6,005,972	\$6,351,588	\$6,687,423	\$6,687,423
Surplus/(Deficit)	\$134,813	\$140,800	\$166,401	(\$8,278)	(\$278,480)	(\$42,947)	(\$235,904)	(\$313,882)	(\$230,459)	(\$62,983)	(\$20,814)	(\$3,599)	(\$3,599)
TRUST FUND													
Opening Balance	\$1,099,162	\$1,244,080	\$1,078,094	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$291,553	\$137,017	\$79,034	\$63,221	\$63,221
Interest	\$10,105	(\$1,064)	\$9,758	\$6,712	\$9,239	\$649	\$5,461	\$5,000	\$5,000	\$5,000	\$5,001	\$5,001	\$5,001
Extras													
Next Bus													
ICAAP													
Plum Route													
Transfers In (Out)	\$134,813	\$140,800	\$166,401	(\$665)	\$0	(\$286,758)	(\$235,904)	(\$313,882)	(\$230,459)	(\$62,983)	(\$20,814)	(\$3,599)	(\$3,599)
Ending Balance	\$1,244,080	\$1,078,094	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$291,553	\$137,017	\$79,034	\$63,221	\$64,623	\$64,623
% of Budgeted Revenue	38.8%	28.3%	24.9%	19.9%	17.4%	12.5%	7.1%	5.3%	2.4%	1.3%	1.0%	1.0%	1.0%
Increase	\$0.00	\$0.00	\$0.00	\$1.50	\$2.24	\$6.75	\$2.25	\$4.25	\$5.50	\$7.00	\$5.30	\$5.15	\$5.15
Total Fees	\$62.61	\$62.61	\$62.61	\$64.11	\$66.35	\$73.10	\$75.35	\$79.60	\$85.10	\$92.10	\$97.40	\$102.55	\$102.55
Increase %	0.0%	0.0%	0.0%	2.4%	3.5%	10.2%	3.1%	5.6%	6.9%	8.2%	5.8%	5.3%	5.3%
Student Semester FTEs	53,331	58,135	62,177	64,914	67,336	67,779	67,132	65,211	65,211	65,211	65,211	65,211	65,211
Official Enrollment	29,887	31,040	33,241	34,732	36,001	36,660	35,993	34,992	34,992	34,992	34,992	34,992	34,992

ISU Student Government Trust Fund Balance



Updated 8/14/2018

October

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

2018