AMES TRANSIT AGENCY BOARD OF TRUSTEES

CYRIDE CONFERENCE ROOM

April 15, 2014

1. CALL TO ORDER: 3:30 P.M.
2. Approval of March 26, 2014 Minutes
3. Public Comments
4. Facility Planning History
5. Facility Planning Next Steps
6. Set Time and Place of Spring Semester Meetings:
    - April 23 – 3:15 pm
    - May 21 – 3:15 pm
7. Adjourn

AMES, IOWA **March 26, 2014**

The Ames Transit Agency Board of Trustees met on March 26, 2014 at 3:15 p.m. in the CyRide Conference room. President Rediske called the meeting to order at 3:20 p.m. with Trustees Haila, Goodman, Murrell, Madden, and Schainker present. Absent: None.

Public in Attendance: Crystal Davis and Drew Kamp of the Ames Convention and Visitors Bureau were present for the Ames-Des Moines Corridor Study discussion.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve the February 20, 2014 transit board minutes as presented. Seconded by Trustee Murrell. (Ayes: Five. Nays: None.) Motion carried.

AMES-DES MOINES CORRIDOR STUDY PRESENTATION – OLSSON ASSOCIATES: Director Kyras introduced Mark Swope and Clyde Prem with Olsson Associates. The consultants were hired by the Des Moines Area Metropolitan Planning Organization, as a result of the Capital Crossroad project, to conduct a study of the transportation corridor between Des Moines and Ames. The consultants provided the transit board with the study's task and timeline in order to gain the transit board's insight and perspective regarding improved services in the corridor as the study is beginning.

Mr. Prem told the transit board that the purpose of the study is to identify improvements in transporting people to jobs, schools, and shopping within the corridor and specifically to look at needs, cost of improvements, and determine who would provide any service improvements. The consultants presented initial information, ideas and concepts based on 2010 census information. Mr. Prem then described their initial ideas and operational concepts breaking down the concepts into three categories: Des Moines to/from Ankeny, Ankeny to/from Ames and Ames to/from Des Moines. He indicated that the strongest need included Ankeny to Des Moines as currently served by DART service and between Ames and Des Moines. The weakest travel pattern was between Ankeny and Ames.

He indicated that the project needs commuters that are on the same schedule and identified major City of Ames employers as the Iowa DOT, City of Ames, and ISU. He indicated that service could be provided with express bus, regular bus or vanpool services. Mr. Prem also stated that cost and funding would be completed at the end of the study, but indicated that a possible non-local source could be the State's Intercity funding program, but that it required intermediate stops between Ames and Des Moines. He then requested comment from the transit board regarding the information presented and their level of interest in improving transportation within the corridor.

Following a lengthy discussion, the Board of Trustees consensus was that the main purpose of CyRide is to provide exceptional customer service within Ames before moving outside of Ames. While this was a worthwhile study, at this time CyRide's focus needed to be within the community with its growth and unmet funding needs. Trustee Madden shared that he would not be against DART buses coming into Ames or the Intermodal Facility and believes Ames does not have major congestion problems. The Board of Trustees agreed that they would not be able to fund or subsidize services resulting from the study, but directed staff to continue to be part of the conversation and provide information to the consultants and study group.

QUARTERLY OPERATIONS REPORT: Director Kyras provided highlights from the first quarter of the fiscal year - July through September 2013. She explained that the second quarter statistics were completed, except for contractor numbers, but that this would be provided to the transit board at the next meeting. She indicated that she would also verbally provide information on the second quarter along with the first quarter so that board members had a better understanding of how the system was performing this year as they discussed the next agenda item.

She indicated that:

- Ridership was higher for the first quarter and even stronger for the second quarter - +3.8% and +13% respectively.
- Farebox revenue is down 2.5% - this is due in part to Iowa State Parking systems reducing their subsidy from 50% to 30% for faculty and staff in conjunction with the fare increase. As a result a significant number of individuals chose another means of transportation. Another factor may be due to the increasing number of passengers per bus making it less attractive to ride.
- Maintenance trends show bus interior cleanings were slightly lower, but this trend was reversed in the second quarter when drivers were available to assist with cleaning.
- The number of road calls is higher. In researching this trend, the failures are not due to similar issues, but staff will continue to closely monitor all failures. CyRide is operating with three spare buses because of the additional services provided this year. The normal number of spare buses is 15 – 18 for the number of CyRide buses operating at any one time. CyRide has a fleet of 83 buses of which, 7 are small and the rest are large buses.
- The average diesel miles per gallon were lower and staff believes that this may be due to a reporting error. Buses idled overnight this winter to keep them operating so

the diesel did not gel; however, this should not have contributed significantly to this statistic.

- Accidents were higher in the first and second quarter with most occurring in the CyRide bus storage area resulting in small dollar expenses, but a higher number of accidents. The current construction project contributed to the number of accidents.
- Customer comments increased but were due to more service requests and compliments.
- Drivers reporting late for work and missing work is lower, which is a good trend.
- Dial-A-Ride ridership for the first quarter was down, but up for the second quarter. Farebox revenue is lower, -31%. The Director indicated that she will discuss this with HIRTA staff.
- Moonlight Express ridership is higher due to the Iowa State-Iowa football game and generally higher on other nights. The remaining statistics indicate that service is being provided efficiently with expenses, miles and hours stable to slightly lower.

FIXED ROUTE SERVICE STATISTICS: Director Kyras explained that the fixed route service statistics agenda item was in response to the board members request at the January 2014 transit board meeting to gain a better knowledge of the peak times and lower ridership routes on CyRide's system. She indicated that a question had been raised about whether there were opportunities to incentivize period of the day to modify customer travel patterns allowing for CyRide to operate fewer buses. She began by explaining a chart that illustrated the #1 Red route peak period throughout the day by half hour periods. She indicated that most other routes in the system would reflect the same peaks with fewer riders. She pointed out to board members that at 50 rides, this equals approximately 1 bus. There were several observations from this chart: the morning peak period (7-9 am) is higher and more condensed, the number of rides provided throughout the day requires at least one bus per trip and she indicated that with more riders, the lower ridership times have changed dramatically as riders are choosing to take these trips to avoid the crowds. She also indicated that the only time periods to incentivize that would not require additional buses is later in the evening, on weekends and during the summer.

An extensive discussion by transit board members included commending staff for preparing the graph and allowing the board to have a conversation about ways to reduce the peak periods. Trustee Madden discussed that Iowa State had taken a look at staggering class periods to help spread out congestion on the buses and on campus. He indicated that there were challenges with this idea, such as having class at times that students do not prefer - early in the morning, evening, weekends. Other suggestions were discussed such as having freshmen come to campus at a certain time of the day, sophomores at a different time, etc. Director Kyras indicated that transit service cannot change travel patterns, it only serves to provide transportation to customers as they come to the bus stop.

Trustee Madden pointed out driving, walking, biking, and boarding the bus on Osborne Drive is becoming dangerous. He indicated that he was questioning whether Orange Route buses should move to Pammel; however, experience tells him this solution results in major changes.

Trustee Goodman shared that he believes the question that should be asked is if there is a way to move a bus or two per route during the peak times to eliminate the need for buses.

President Rediske shared that he knows students do not like changes and suggesting sharing the data presented at the meeting with ISU administration.

Trustee Schainker shared that possibly this would be a way to maintain a sustainable system for the future as opposed to looking at the cost-sharing model as discussed in previous board meetings.

Trustee Goodman shared that he was looking for a way to protect the city from increasing costs at a time when the growth was occurring as a result of higher enrollment. He further shared that his goal is to shift the peaks to even it out more. He suggested looking at an exercise that would illustrate what would happen if the peak periods could be reduced/shifted to no more than 450 riders and then project this savings forward for a ten year period.

Trustee Haila mentioned that additional apartments are being built within Ames, and system wide and asked if the vision of the Board of Trustees was to add buses and additional drivers. Director Kyras indicated that the mission of the board was to provide an efficient system that provided transportation for customers at the bus stop.

Trustee Madden asked for clarification from the other board members as to what they were asking for from CyRide staff and ISU administration. He further shared his concerns with the current operation of Osborn Drive where buses, cars, pedestrians, bikes and skateboards shared a confined area. He indicated that the university has had discussion on ways to reduce conflicts in this area such as prohibiting parking on the street, eliminating deliveries at certain peak times, etc.

Trustee Goodman suggested that staff develop information for the board and ISU administration that would broaden the peak period - spreading passengers out - which would save buses and require fewer buildings. He indicated that this could buy CyRide time in addressing these issues while at the same time not decreasing total riders. He indicated that he would like to see what this savings could be over a 10 year period.

Trustee Madden asked what factors should be included in this study - cost savings, safety. Also, how should this be accomplished - fewer stops? He indicated that the board would need to develop a plan before he could sell it to ISU administration.

One suggestion was raised to charge customers a premium during peak times. Director Kyras explained that if CyRide starts charging passengers, it will take passengers longer to board which will in turn requires more buses to carry the same number of people. The board decided to not identify specific solutions to spread out the peak, but to complete a hypothetical study to determine what/if there are benefits and then address this issue at that time.

Trustee Madden shared that students are the major revenue generators for CyRide and that it is important to educate the new Government of Student Body board who will be sworn into office before moving forward.

CyRide staff shared with the transit board that there is not enough time to implement changes that would result from this study for the 2014 fall semester. Information will be brought back to the transit board for possible implementation for fall of 2015.

At the completion of this discussion, Director Kyras briefly shared with the transit board the route performance statistics information indicating that there were three CyRide routes performance below the board-established minimum criteria - Pink, Yellow, and Aqua routes. She also shared that the Aqua route ridership was lower than the year before as well as pool attendance due to the rainy beginning of the season and hot end of the season. She also indicated that CyRide provides rides to approximately 3 -4% of the Ames residents using the pool. Based on this report, the transit board members decided to not consider further action on the three routes falling below the performance criteria.

TRANSIT DIRECTORS's REPORT:

- Union negotiations went smoothly this year and the impact to CyRide's budget will be $14,000 - $15,000 more in wages. CyRide anticipates fuel expenses will continue to trend lower than budgeted, which will provide the additional funding needed to address the wage expense.
- CyRide staff can submit an Iowa Clean Air Attainment Grant Application for projects to reduce congestion and improve air quality within the community. With the additional services approved in January by the transit board, CyRide staff can prepare a grant application to help pay for some of these services. An application would request up to 80% funding for two years for the Brown and Green route changes. This would reduce the dollars needed from students as they are funding 100% of these additional services. Transit board member consensus was to prepare an application for consideration.

Director Kyras reminded board members of the special transit board meeting scheduled for Tuesday, April 15, 3:30pm, CyRide Conference Room.

Trustee Goodman mentioned to Director Kyras that the City Council has requested to speak with Director Kyras and the HIRTA Director, Julia Castillo.

Transit Board meeting adjourned at 5:25 p.m.

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Dan Rediske, President Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: April 10, 2014

SUBJECT: Facility Planning History

BACKGROUND: CyRide's current facility has grown from 32,590 square feet in 1983 when it was originally built to 81,960 square feet with the latest bus storage addition. The original vision for the facility was to house the fleet size, at that time of 16 buses, with the ability to accommodate 25 buses, as well as administrative and maintenance functions to support the operations. Today, CyRide operates 83 vehicles at this site and, with the purchase of five used buses to address the spare bus shortage and next year's anticipated ridership growth in excess of 6.5 million riders, this number will increase to 88 buses. With the success of public transit services within the community, the facility has undergone six expansion projects to add infrastructure to house the growing number of buses and employees as follows:

- **1983 (Original Facility)** – Bus storage for up to 25 buses, administrative office, maintenance/fuel/service area – 32,590 sq. ft.
- **1983-1989** – Bus storage for 12 large buses and 5 mini buses – 13,420 sq. ft.
- **2002** – Bus storage for 10 large buses and 2 service vehicles, bus wash – 8,750 sq. ft.
- **2005** – Bus storage for 14 buses – 9,000 sq. ft.
- **2007** – Administrative office expansion – 10,000 sq. ft.
- **2014** – Bus storage for 13 large buses, flood wall/gates, original building ductwork raised, expanded parking area – 8,200 sq. ft.

The graphic on the next page illustrates these additions.

INFORMATION: CyRide's ridership, and as a result, its infrastructure, has varied over CyRide's over thirty years at its current site to support ridership demand; however, over the past eight years, large ridership increases have placed pressure on this infrastructure as evidenced by three of the six expansion projects in that time period. The following summarizes the discussions that have taken place over this eight-year period to address these pressures. An abbreviated timeline of this history, ridership and number of buses is attached entitled, "Facility Planning Timeline."

History

2002 Facility Master Plan

In 2002, CyRide developed a Facility Master Plan for CyRide's current site that divided improvements into three phases: bus storage/washer, office expansion, and maintenance shop relocation/expansion. This plan was developed to house a maximum of 77 total vehicles and stated that if the fleet grew larger than this over the ten year period, a satellite facility would better provide the space and facility efficiency that would be needed. Two of the three phases

(storage/washer and office expansion) were completed by 2007 when CyRide's fleet grew to the level where a satellite facility could be warranted within the next five year period. At that time, federal facility construction dollars were available to begin constructing the third phase; however, the Transit Board decided to examine a satellite facility option due to the need for additional bus storage to determine if these funds would be better spent at a second site as opposed to the current land-locked location.

2007 Space Needs Study

In late 2007, ISU enrollment had reached 26,160 students and CyRide was providing 4.3 million rides. With enrollment predicted at that time to be steady to slightly increasing, the Transit Board of Trustees approved hiring a transit industry expert to assist CyRide staff in determining how to meet current and future infrastructure needs over the next 20 year period. The consultant chosen was Parson's Brinkerhoff, a national firm that plans and designs transit facilities. Assumptions used at that time were that CyRide's fleet size would grow to 84 vehicles by 2028 and that CyRide would provide service to a maximum of 5.2 million riders (In comparison, today, six years later, CyRide is operating 83 vehicles and providing 6.5 million rides). The following assumption and results were identified in this study:

- **Assumption** – The minimum fleet size was identified at 84 buses in 20 years with an equivalent level of staffing to support this level of service. This was compared to CyRide's facility in 2008 (after the administrative building was completed and prior to the newest bus storage expansion). CyRide staff worked with the consultant using national industry standards for transit facility space requirements combined with CyRide's unique situation to develop square footage estimates for specific functions.
- **Result** - The study identified facility expansion needs as follows:
    - Staff levels and space to accommodate additional employees would need to increase by 40 employees to 188 total employees: 28 drivers and the remainder divided been administration, operations supervision and maintenance/lane workers.
    - CyRide is currently operating without traditional transit spaces for (see next page):

Facility Area	Missing Area	Undersized Area
Administration	Lost and Found	Conference rooms, telecommunications room, custodial room
Operations	Audio Visual storage, two offices, bus schedule storage room	Driver's breakroom, men's and women's restrooms, uniform storage
Maintenance	Farebox storage room, lube/compressor room, additional bus wash, building engineer's office, lawn/snow equipment storage room, bus stop/shelter storage area	Mechanical room, electrical room, hazardous material storage area
Parking (employee/visitor/handicapped)		130 spaces
Outdoor Space	Pre-trip inspection area	Bus circulation, yard and snow storage areas

In summary, a facility housing 84 vehicles (CyRide currently has 83) and 188 employees (CyRide currently has 156) would need 308,801 additional square feet of land area, divided as follows:

- **Building** - 70,294 square feet
- **Outdoor Areas** – 60,489 square feet
- **Site Circulation** – 130,783 square feet
- **Landscaping/Setbacks** – 26,156 square feet
- **Water Retention** – 13,079 square feet

The total land requirement to address these missing/undersized areas would require 11.29 acres compared to CyRide's currently available land area of 4.39 acres.

With this information, the Transit Board of Trustees directed staff and the consultant to complete a site analysis to identify potential locations where CyRide could efficiently locate a second, satellite bus storage facility.

2008 Satellite Site Selection Study

The satellite site selection study began in the Spring of 2008 with the aid of a Parsons Brinkerhoff consultant and a team comprised of Iowa State University's Facilities Planning & Management staff, City of Ames Planning staff and CyRide employees. The purpose of the study was to identify suitable parcels of land within the city limits or no farther than 1/2 mile from

the city to determine potential sites. Other satellite site criteria used to screen the locations included:

- Accessible from a collector/arterial street
- Minimum of 4 - 5 1/2 acres, but preferably 10-12 acres to provide for the possibility of locating the entire facility at this new site in the future
- No major site conditions, such as located in a flood plain or on an un-buildable piece of land

The list of potential sites was narrowed to the following ten locations (the attached map entitled, "Potential Satellite Facility Sites" graphically illustrates these locations):

- **Site A** - South side of E. 13th St., west of McCormick Ave.
- **Site B** - South of Lincoln Way and College Creek, west of State St.
- **Site C** - South of Airport Rd., east of Riverside Dr.
- **Site D** - South of Airport Rd., west of Riverside Dr.
- **Site E** - East of University Blvd., South of Unnamed Creek
- **Site F** - West of University Blvd., south of site E.
- **Site G** - East of South Dakota, north of Minnesota Ave.
- **Site H** - North of Ontario, west of Minnesota Ave.
- **Site I** - North of 24th St., east of Somerset Dr.
- **Site J** - East of Duff Ave., south of Airport Rd. (State Nursery)

Each of these sites was then ranked based on eleven criteria ranging from the sites configuration, conditions and utilities available to the potential for purchase of the land.

Of the ten sites, two were selected for further consideration: Sites D and E. However, after further discussion with the transit board it was discovered that these two sites were within the planned Research Park Expansion plans. As a result, conversations were directed at three additional parcels of land not originally considered - Central Iowa Transit's property and buildings in east Ames and the Wiley-Blackwell Publishing site and buildings on State Street, south of Hwy. 30, and the ISU soccer fields south of CyRide's building. The team then reviewed each site's consistency with the Land Use Policy Plan, a visual review of the land parcel including buildings, initiated discussions with the land owner, developed a preliminary layout of the facility and estimated operational costs.

In reviewing the division of functions between the existing and satellite sites the following conceptual facility plans were created.

<u>Existing Site Functions:</u>

- Administrative Offices
- Operations - Training, 1/2 dispatch, two supervisors offices
- Bus Storage - 50+ buses

- Maintenance Shop - Light duty repairs (2 bays)
- Fuel-Wash Lane
- Vault Room

Satellite Facility:

- Operations - Two supervisors offices, 1/2 dispatch, clerk's office
- Bus Storage - 30+ buses
- Maintenance Shop - 6 heavy repair bays, 2 light-duty repair bays, tire and brake shops. parts storage, supervisor and clerk's office
- Fuel/Wash lane
- Paint Booth
- Body Repair Bays
- Vault Room

Based on these assumptions, a satellite facility was estimated in 2008 to cost approximately $21.7 million dollars; however, its construction could be phased in with an initial expense of $8 - 9 million, concentrating on the bus storage component first.

Through further Transit Board discussions of the three sites, the soccer fields were identified as the most promising parcel of land due to its proximity to the existing facility and its operational and financial benefits. One major hurdle to overcome at this site would be flooding issues as it lies within the 100-year flood plain. Staff was directed to have further conversations with the ISU Athletic Department about the possible soccer field site.

At a future board meeting the result of discussions regarding the soccer fields were relayed to board members. In summary the Athletic Department was open to considering vacating this parcel; however, the department would need to be compensated for the improvements it had made at this location. As a result of these discussions, board members asked staff to revisit CyRide's ability to house all functions on its current site as opposed to dividing the operations. Reasons for this decision centered on the current sites' centralized location and lower operating costs of one facility.

2008 Existing Site - Facilities Master Plan Study

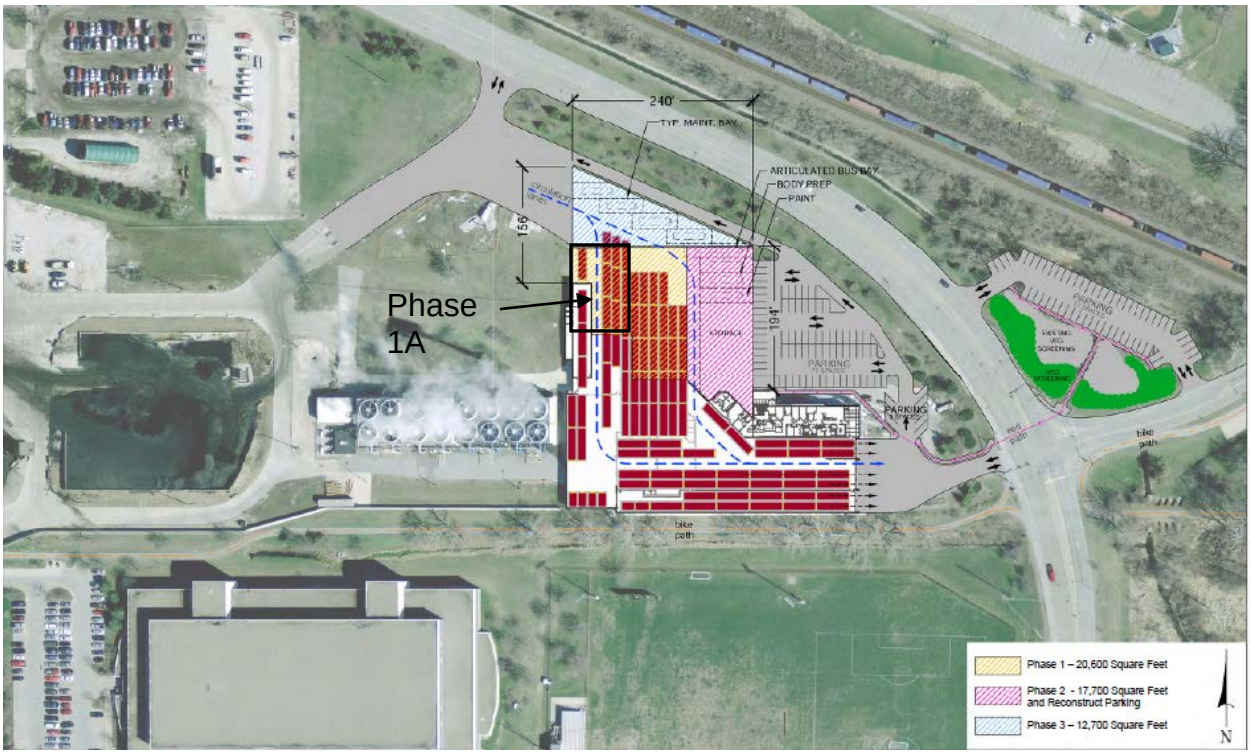
The third phase of facility discussions began in the Fall 2008 working with the Parson's Brinkerhoff team to revisit CyRide’s 2002 facility master plan and develop a new plan at the existing site based on current and predicted growth levels and needs.

Nine conceptual facility variations were developed to accommodate a ten-year plan to house a fleet of 84 buses and parking for 138 employees at any given time. The option entitled "D1a" below was chosen by the Transit Board as the optimal facility configuration; however, this plan, estimated, at approximately $25 million in total improvements, met only about 80% of the space needs identified in the 2007 Space Needs Study. Areas that were undersized for a fleet of

84 buses included bus storage (55,486 sq. ft.), maintenance (6,438 sq. ft.), outside spaces for circulation (15,000 sq. ft.), parking (8 spaces), and other miscellaneous functions.

Upon completion of the study, the Transit Board approved moving forward to select an architect to begin constructing additional storage space based on the 2008 Facility Master Plan developed by Parson's Brinkerhoff and funded with available federal and local dollars.

As a result, URS Corporation was chosen, through a competitive bidding process, to refine the Parson's Brinkerhoff master plan concept and, ultimately, to develop specifications for the first phase of the project identified as "1A" in the graphic below. Various facility configurations to maximize the use of space on CyRide's existing site are attached for comparison to the selected option. The chosen option below is the result of the current construction project that is to be completed by May 31, 2014.

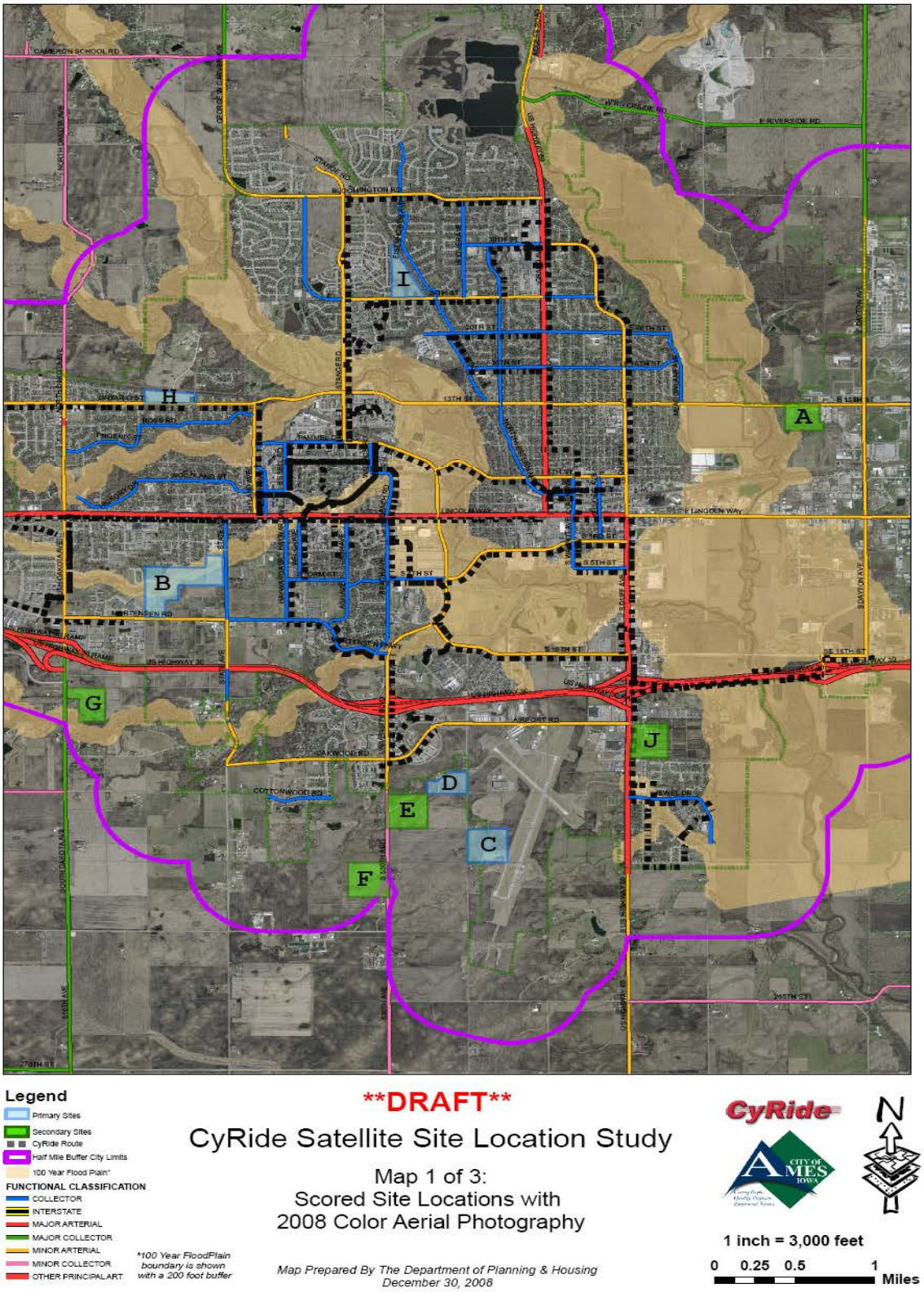


Facility Planning Timeline

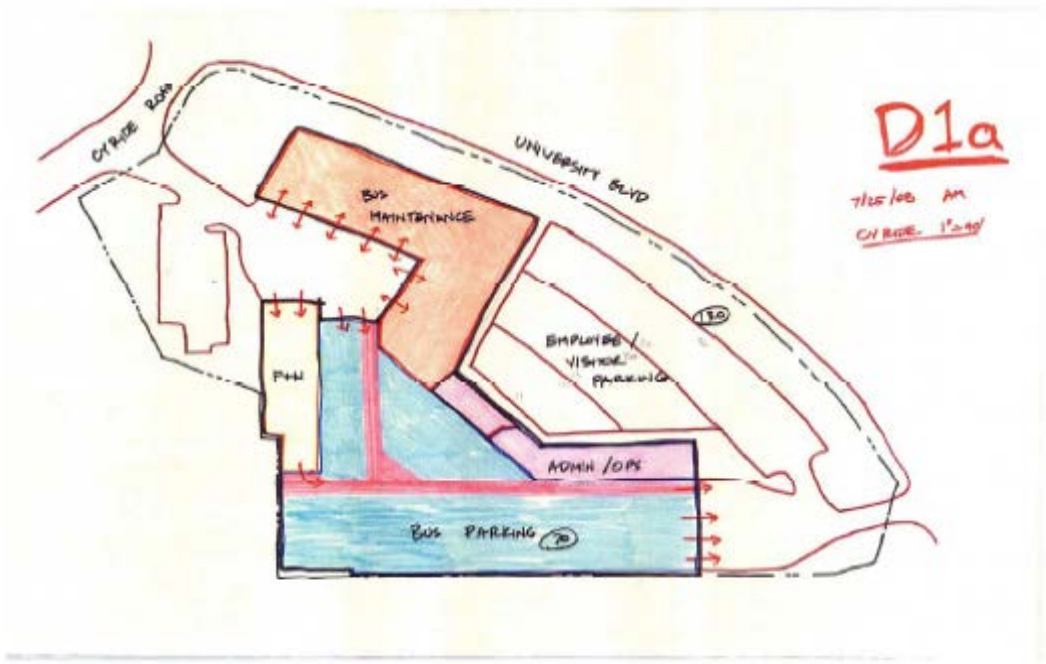
Rides	# Lg. Buses	Activity	Year
3.4 mil.	49	**Facility Master Plan** o Bus Storage - completed o Admin. Offices - completed o Maintenance	2002
4.3 mil.	56	Buses parked outside	2007
		Staff - Questioned whether federal construction dollars should be used at current site or satellite site.	2007
		Board Decision – CyRide should quantify space needs for its fleet over the next 20 yrs.	**2007**
4.3 mil.	56	**Space Needs Planning** (84 bus max. at current site with not all space needs being met)	2007
		Staff Recommendation – Federal dollars would be better utilized at a second site.	2008
		Board Decision – Begin identifying potential locations for second facility.	**2008**
4.6 mi.	59	**Satellite Facility Study** o Two sites ▪ Site D (Research Park east end) ▪ Site E (Research Park Expansion along Univ. Blvd.)	2008
		Staff Recommendation – Enter into arrange-ments to lease ISU's soccer field site and begin construction drawings.	2008
		Board Decision – Believe current site is the best. Transit Board directed staff to revisit growth at its current site and "fit in" as much as possible.	**2008**

Rides	# Lg. Buses	Activity	Year
5.0 mil.	63	**New Facility Master Plan** o 90 max large buses o Additional parking across the street o New maintenance shop	2009
5.3 mil.	65	**Board Decision – Proceed with Phase 1A of the New Master Plan.**	**2010**
5.4 mil.	72	FTA Documentation and Approval	
5.7 mil.	76	Construction Document Development	2012
5.9 mil.	80	Construction Begins on Phase 1A	2013
6.5 mil.	83	Construction Complete o 3 buses remain parked outside o Parking strained o Breakroom over capacity at times	2014
6.8 mil.	88	**Satellite Facility Master Plan?**	2015

Potential Satellite Facility Sites



Approved Option - Existing Site Option D1a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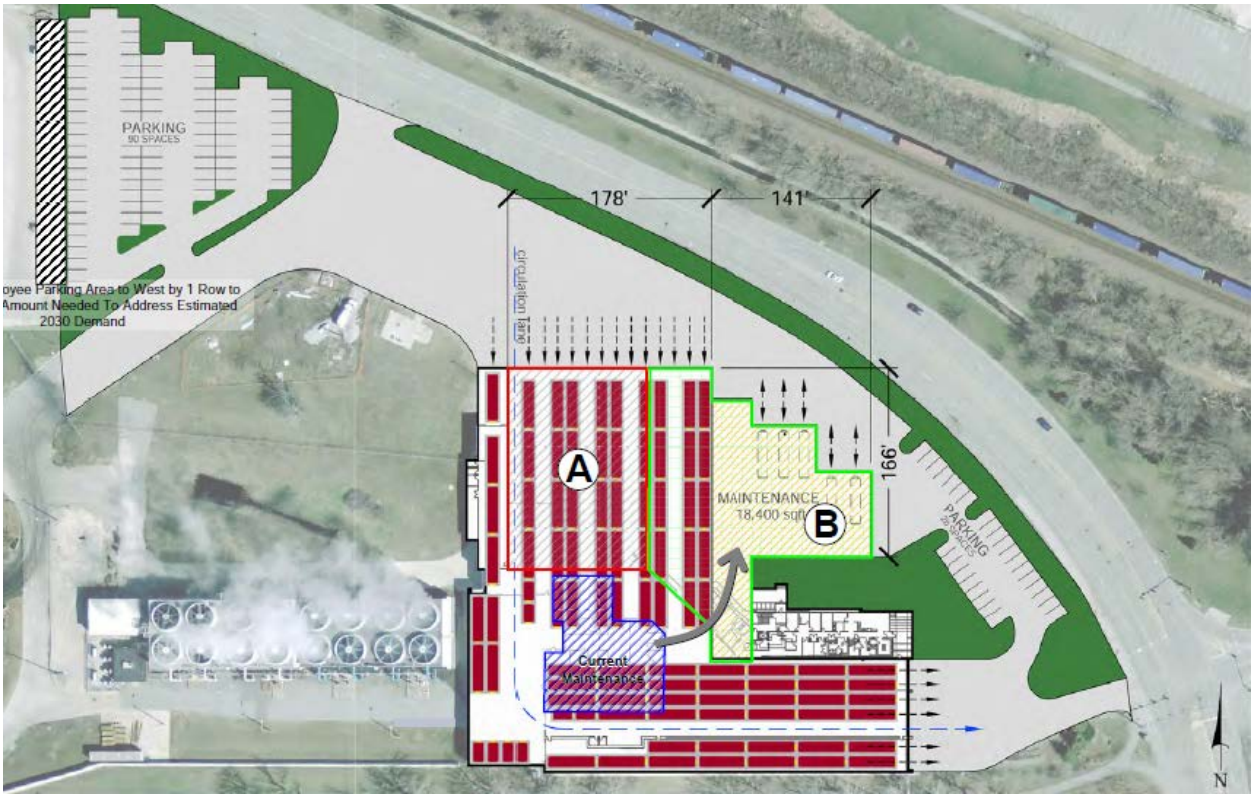
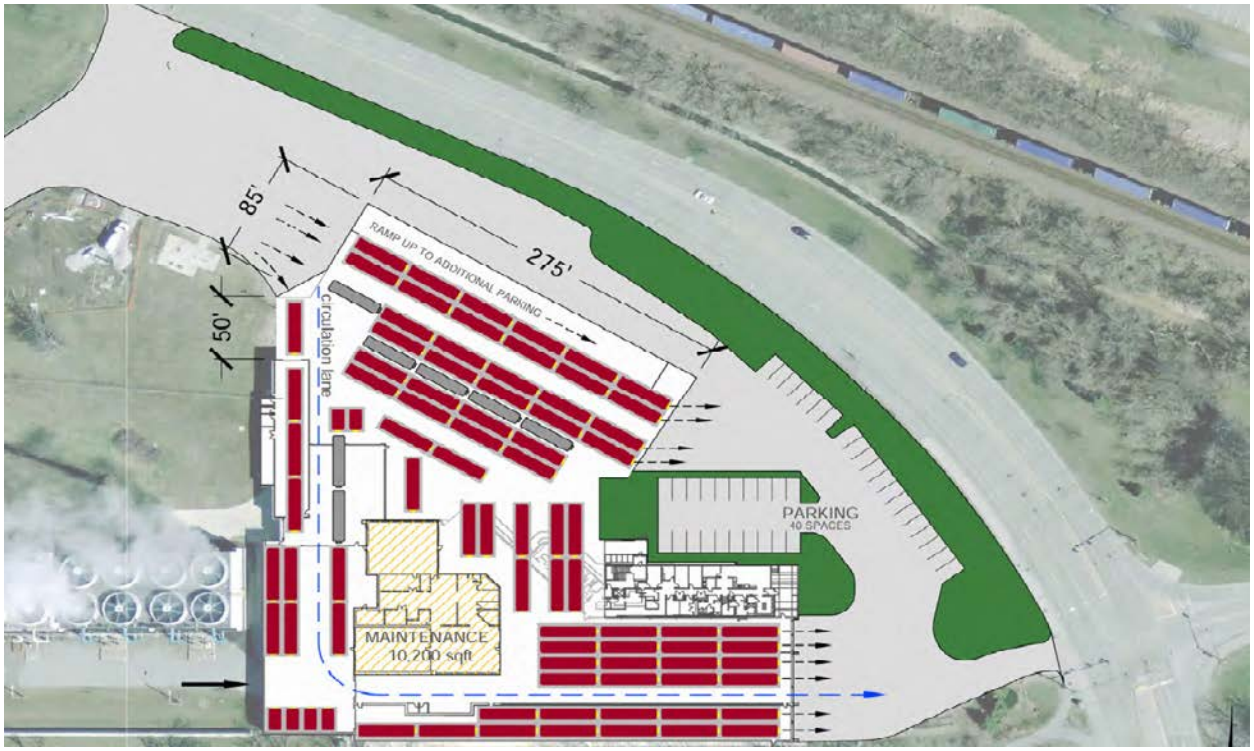
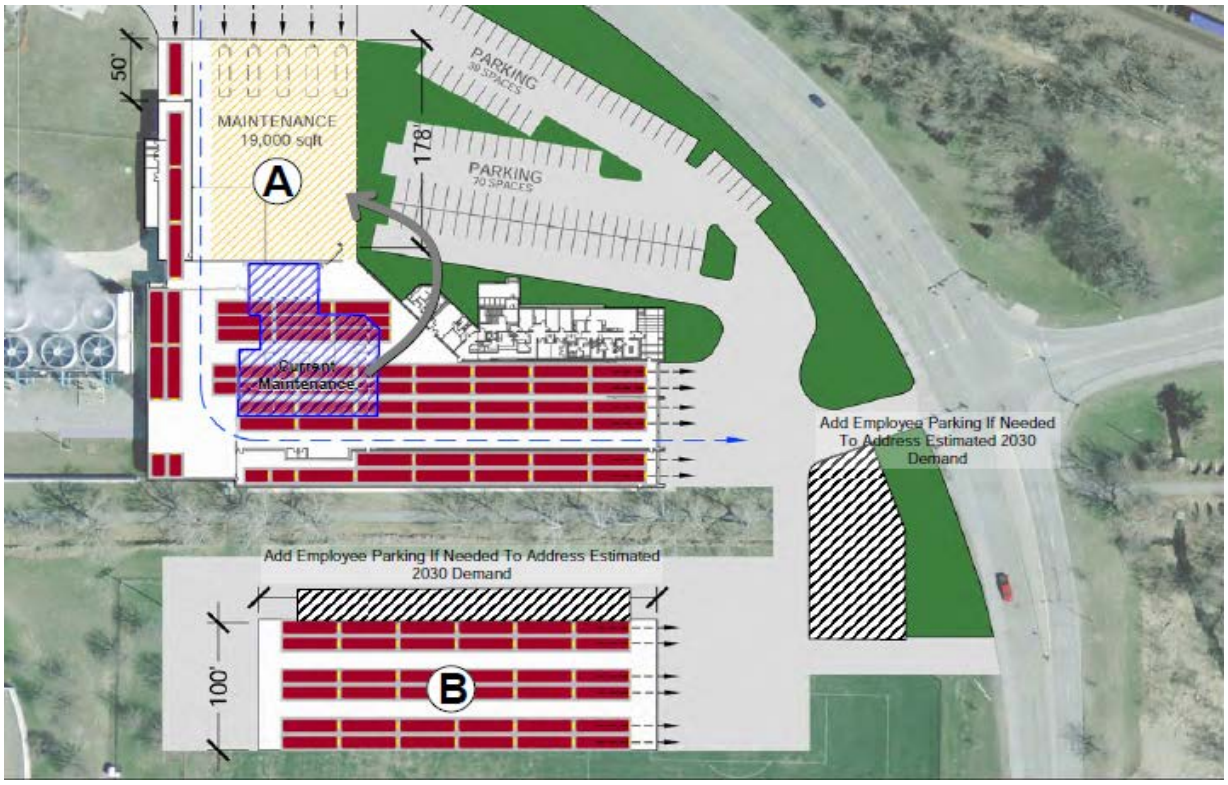
Additional Options Not Chosen for the 2008 Facility Master Plan



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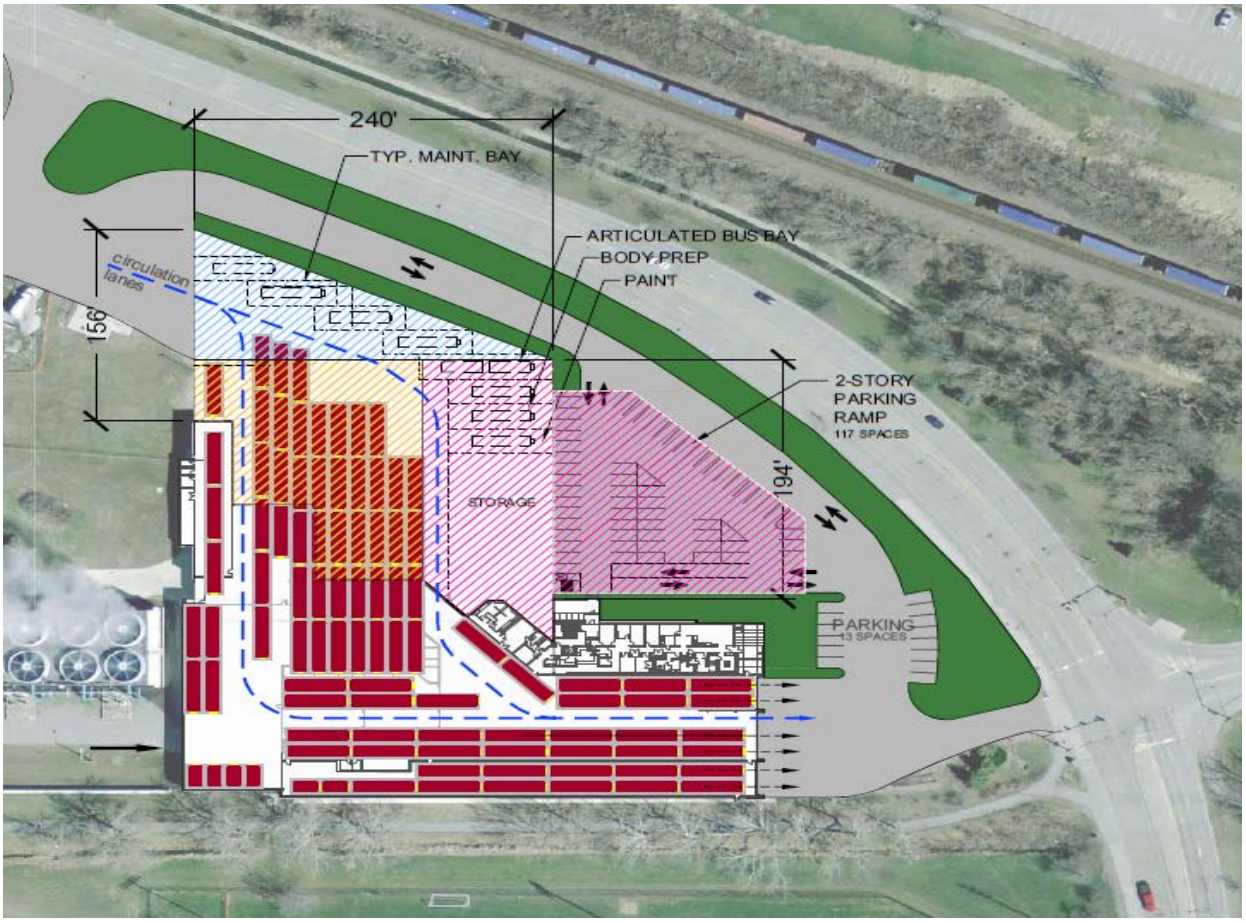
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13 SPACES

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: April 15, 2014

SUBJECT: Facility Planning Next Steps

INFORMATION: In nearing completion of the current master plan's Phase 1A and in looking at CyRide's current facility needs, anticipated future service levels and bus requirements, a review of the current Master Plan's subsequent phases is required to ensure that CyRide's organization will be able to continue to support the system's operation into the future. In reviewing the assumptions used in this plan, as well as in past facility planning efforts, CyRide's ridership and size of its bus fleet have not matched CyRide's actual growth over the past eight years. The current master plan has designed a facility for a maximum fleet size of 84 buses (large and small buses) under the Parson's Brinkerhoff study and 90 under the URS Corporation's final development of the current master plan.

In the fall of 2014, CyRide will have 88 buses and should have a fleet of 95 buses if adequate spare buses were available to support the operations (more than 3 spare buses). Therefore, staff believes that a fleet of 100-110 buses in the next 10-20 years is a realistic estimate of the fleet size that should be accommodated at its facilities. With the current master plan reflecting a substantially lower fleet size, this brings the current plan's relevance into question. The following information provides additional information in order to assess the current master plan's continued value and discuss possible next steps in CyRide's facility planning process.

Status of Current Project

Upon completion of the Current Master Plan, CyRide began working with URS to design phase 1A of the plan, which, as originally designed, would add eleven bus storage spaces within the facility. At the time the facility expansion project was being designed, nine buses were currently parked outside due to a lack of bus storage space, which meant that it would virtually be full upon its completion. In reality, it is full with buses remaining parked outside. Specific elements of the current construction project include the following:

- **Flood Protection** – In 2010, CyRide's facility received approximately 12" of water in the lower level, sustaining just under $900,000 in damage to repair the facility and equipment. As a result, CyRide has spent around $1 million dollars to construct a flood wall/gate system to protect-in-place if another flood event occurs. The wall was designed to the 100-year flood level, plus three feet.

- **Raising Duct Work in the Original Building** – The original building was constructed in 1983 shortly after the energy crisis and, as a result, the ceiling height was lowered to reduce energy consumption. However, the hybrid buses and new articulated buses are too tall to fit in this section of the storage facility. As part of this project, the ductwork was raised above the metal joists allowing for all buses to travel throughout the facility.

- **Bus Storage Expansion** – An eleven-bus storage expansion is close to completion that includes an articulated bus repair hoist. When all construction is completed, it is believed that thirteen buses will be able to be parked in this new storage facility; however, with seventeen buses being parked outside due to the lack of storage space, this will leave four buses plus the five additional buses that are currently being purchased (nine in total) to be parked outside beginning in the fall of 2014.

- **Employee Parking** – Prior to the current construction project, CyRide had 77 employee parking spaces. As a result of the three projects described above, approximately 80% of the parking lot was required to be removed and, with its replacement, also allowing the size of the area to increase to a 100 stall parking lot available for CyRide Staff. This lot is currently full during peak times of the day with numerous employees currently biking, walking and riding motorcycles to work in temperate weather.

The project is scheduled to be completed by the end of May 2014 with mainly landscaping and punch list items remaining to be completed. Landscaping is scheduled to begin in late April.

Available Funding

The total dollars spent to-date on the current construction project, including architectural fees, testing expenses and construction costs is approximately $5.1 million dollars, with 80% of the funding secured from federal and state sources. The following budget details the total dollars remaining that are available for future construction projects.

Funding Source	Dollars
Federal Grant #-0111 Remaining Dollars	$ 430,000
Local Share	$ 107,500
TOTAL	**$ 537,500**

In approving the capital budget this year in January, the Transit Board of Trustees committed $200,000 in local match toward a state/federal grant. The first grant opportunity to secure facility capital dollars is called "Public Transit Infrastructure Grant" (PTIG) funding. The maximum amount that is anticipated to be available to a transit system is $800,000, but is dependent upon the dollars that the state legislature appropriates to this program. **If awarded full funding of a grant request, the total dollars available for future facility construction could increase to $1,537,500 ($537,500 + $200,000 + $800,000).**

Next Steps

As staff has discussed various options available to house the fleet parked outside, four options have been identified and are as follows:

Option 1 – With available funding, continue with the current master plan to build the maximum number of bus storage spaces as possible at CyRide's existing site. Previous studies identified 80% of CyRide's needs for a smaller fleet size could be accommodated at the existing site. This will provide bus storage space; however, employee parking spaces will be reduced substantially. An additional challenge will be in constructing the next phase on top of existing underground oil tanks as it creates more complexity to the project and, most likely more cost. CyRide would hire an architectural firm to design the facility expansion.

Option 2 – Revisit the current master plan to identify a different facility concept that will allow 100% of all current and future needs to be accommodated on the current site as well as identifying its financial cost. CyRide would hire an architectural firm to develop conceptual designs, cost estimates and assist in identifying funding sources for the preferred concept.

Option 3 – Work with an architectural firm, as well as ISU and city staff, to identify a satisfactory satellite facility site. Design the most efficient facility for this site with a scalable plan to build up to the total build out of the site. The first phase of this plan would match currently available funding and focus on bus storage space.

Option 4 – Do not move forward with the current facility master plan and permanently park buses outside recognizing the operational, financial and environmental impact of buses parked outside in cold temperatures.

ALTERNATIVES:

1. Approve options #2 and #3 for additional review by directing staff to develop a scope of work and budget for this work to be discussed with the Transit Board prior to bidding of the project for services.

2. Approve option #1 to continue with the current master plan and hire an architectural firm to develop final concepts, estimate costs and final drawings for as much of Phase 1B as possible utilizing available capital dollars.

3. Approve option #4 to not add to the existing facility or consider a satellite site at this time.

4. Table the discussion to a future meeting and direct staff to prepare additional information for board member consideration.

RECOMMENDATION:

In response to the need to house nine buses as early as next fall and over $500,000 available to begin identifying the best option to proceed forward with, staff recommends that Alternative #1 be adopted to approve options #2 and #3 for further study. A scope of work and budget could be prepared for this study for consideration by the transit board followed by preparation of a Request for Qualifications for these services.

Staff believes that CyRide should plan for a bus fleet of, at minimum, 100 buses and more likely 110 buses in the next 10-20 years. Option #1 under the current master plan, will not accommodate a fleet of this size on CyRide's existing site. Likewise, option #4 has serious ramifications that staff believes would be unacceptable to the community. These include the following:

Operational -

- **Service reliability** is jeopardized when buses are not able to start in weather lower than 10°. This can and has resulted in missed trips this past winter.
- **Additional time** is required to "unpack" buses in the morning in order to begin service. Buses parked outside are closely packed together each night to make it difficult to tamper with the buses. If buses do not start, trips may be missed.
- Buses are cold in the winter, hot in the summer for our **customers** until the air conditioning/heaters are able to catch up.

Financial –

- With a growing fleet, **additional staff** will be required to work early morning shifts to start buses/unpack buses that may or may not initially start.
- **Additional outside electrical outlets and block heaters** will need to be available to plug buses in each night when it is below 20°.
- **Additional time/cost will be required for lane workers** to service buses each night and to prepare them for the overnight as a result of site congestion.
- **Additional cost to idle buses** all night below 10°.
- **More accidents** will occur due to site congestion.
- Buses can be **vandalized** in an unprotected area.

Environmental –

- Buses parked outside in the extreme winter weather **will need to run overnight and when not in operation** so that the diesel will not gel. This will release harmful emissions into the air that would not occur if parked in a heated facility.

April

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
		1 2014 APTA Universities Conf	**2**	**3**	**4**	**5**
6	**7** VEISHEA	**8** Sheri's Jury Duty	**9**	**10** DAR Mtg. CC 5:00pm	**11**	**12**
13	**14**	**15** Special Transit Bd. Mtg. 3:30pm	**16**	**17**	**18**	**19**
20	**21**	**22** Sheri's Jury Duty	**23** Transit Bd. Mtg. 3:15pm	**24**	**25**	**26**
27	**28**	**29**	**30**			

May

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
				1	**2**	**3**
4	**5**	**6**	**7**	**8**	**9**	**10** ISU Graduation
11	**12**	**13**	**14**	**15**	**16**	**17**
18	**19**	**20**	**21** Transit Bd. Mtg. 3:15pm	**22**	**23** Sheri Vacation	**24**
25	**26** Memorial Day	**27** OM	**28**	**29**	**30**	**31** OM ends June 1