

AGENDA

PUBLIC TRANSIT ADVISORY COMMITTEE

June 27, 2024

Hybrid Meeting In-person and via Zoom



AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADACoordinator@ellensburgwa.gov.

**CITY OF ELLENSBURG
PUBLIC TRANSIT ADVISORY COMMITTEE AGENDA**

**CouncilConference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, June 27, 2024
4:00 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
 - 1.A Roll Call of Members
- 2. Approval of Agenda (No Public Comment)**
 - 2.A Motion to approve the PTAC Special Meeting 6-27-24
- 3. Approval of Minutes**
 - 3.A Approve of the May 21, 2024, Minutes
- 4. Agenda Items**
 - 4.A Approval of the 2024 - 2029 Transit Development Plan and 2023 Annual Report
- 5. Transit Marketing Updates**
 - 5.A ADA Capital Projects Updates
- 6. Next PTAC Meeting**
 - 6.A July 16, 2024
- 7. Adjournment**



For more information on the Ellensburg Public Transit Advisory Committee, contact Transit Manager, Betsy Dunbar, at 509-925-8680.

The Contents of this agenda have been photocopied on recycled paper.

2024-2029

TRANSIT DEVELOPMENT PLAN

and

2023 Annual Report



Central Transit
Ellensburg, Washington



Date of Public Hearing:
Adopted:
Prepared by Central Transit Staff

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Plan Adoption, Public Hearing and Distribution

Plan Adoption

The City of Ellensburg City Council adopted the 2024-2029 Transit Development Plan on July 15, 2024, at 7PM at the City of Ellensburg's City Hall Council Chambers located at 501 N Anderson Street, Ellensburg, WA 98926.

Public Participation Process

The 2024-2029 Transit Development Plan draft was reviewed by the Public Advisory Committee on June 18, 2024, and recommended it be submitted to the Ellensburg City Council for adoption.

Public Comment Period: July 15, 2024.

Comments Submitted to: transit@ci.ellensburg.wa.us

Betsy Dunbar, Transit Manager
501 N Anderson Street
Ellensburg, WA 98926

Notice Posted to Website: Central Transit posted a notice of hearing on the Transit Development Plan to its website at www.centraltransit.org on July 1, 2024.

Notice Published in Local Paper: The Daily Record published a notice of the hearing on the Transit Development Plan on July 1, 2024.

Request for Paper or Digital Copies: Central Transit allowed the public to request a paper or digital copy of the Transit Development Plan on and after June 20, 2024, by emailing transit@ci.ellensburg.us or by calling 509-925-8680.

Available to the Public for Review: Central Transit allowed the public to view a copy of the draft Transit Development Plan at City Hall, 501 N Anderson Street, Ellensburg, WA 98926.

Plan Distribution:

On July 23, 2024, Central Transit distributed the adopted Transit Development Plan to:

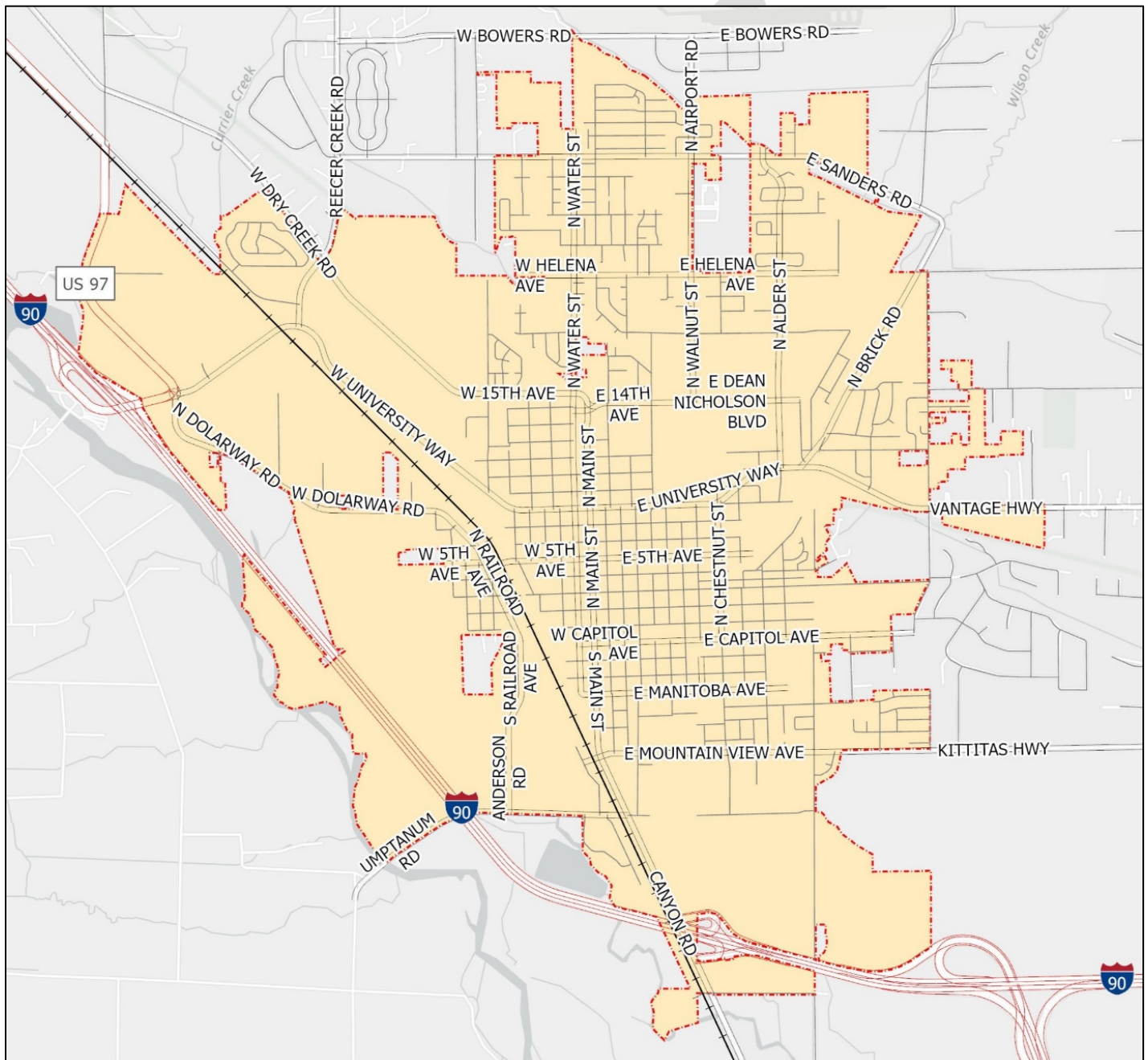
- PTDPlans@wsdot.wa.gov
- The agency's assigned WSDOT Community Liaison.
- The Transportation Improvement Board via:
Vaughn Nelson, Finance Manager at vaughnn@tib.wa.gov Chris Workman, Engineering Manager at chrisw@tib.wa.gov
- All cities, counties and regional transportation planning organizations within which Central Transit operates.

Description of Service Area, Operations and Facilities

Service Area

Central Transit is a rural public transit system serving the general public within the city limits of Ellensburg. Located just east of the Cascade Range at the junction of Interstate 90 and 82, Ellensburg is known as the most centrally located city in the State of Washington.

Exhibit A: City Limits of Ellensburg Map



Operations

Central Transit provides accessible fixed route, complimentary ADA paratransit services and an 24-7 non-emergency medical transportation service called Cabulance.

Fares and Holidays

All Central Transit services are fare free.

Transit services operate year-around with the exception of the following holidays: New Year's Day, President's Day, Memorial Day, 4th of July, Thanksgiving Day and Christmas Day.

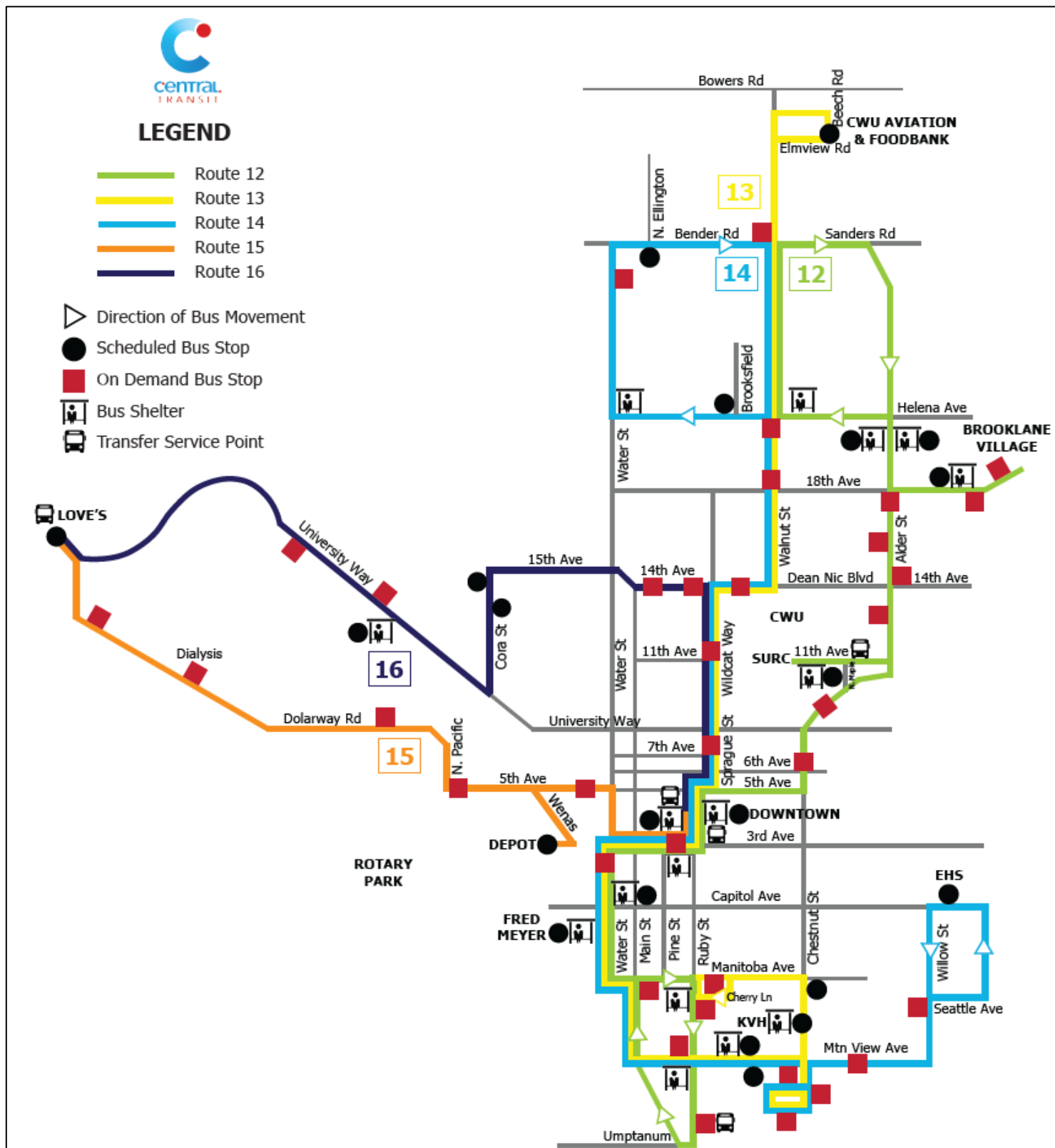
Service information, route schedules and maps can be found on Central Transit's website at www.centraltransit.org.

Fixed Route

Central Transit operates 5 fixed routes daily between 6:55 AM to 8:15 PM. Central Transit's system map, shows the locations of each route, the direction of bus movement, scheduled stops, on demand bus stops, bus shelters and transfer service points.

- Route 12 A operates from 7:10 AM – 7:45 PM and serves the north and south ends of the City, Central Washington University, downtown, and the business and shopping areas on the south end of town.
- Route 12 B operates from 7:40 AM to 8:15 PM and serves the north and south ends of the City, Central Washington University, downtown, and the business and shopping areas on the south end of town.
- Route 13 operates from 6:57 AM to 7:15 PM and extends north to Elmview and south to senior housing and the Kittitas Valley Healthcare.
- Route 14 operates from 6:55 AM to 6:45 PM and serves additional north end housing and Ellensburg High School on the southeast end.
- Route 15 operates from 7:58 AM to 7:21 PM and serves downtown and the west side of Ellensburg.
- Route 16 operates from 7:25 AM to 6:50 PM and serves downtown and the west side of Ellensburg.

Exhibit B: Central Transit Full Service Map



ADA Paratransit

In compliance with the Americans with Disabilities Act, Central Transit provides accessible door to door transportation services for individuals who, because of a disability, are unable to travel on Central Transit's fixed route service.

Exhibit C: ADA Paratransit Service



Cabulance

Central Transit's Cabulance service operates independently 24-7 to provide accessible non-emergency medical transportation for individuals within the City limits of Ellensburg to and from specific medical facilities as initiated by Kittitas Valley Healthcare and other contracted facilities.

Connecting Washington

Connections with other transit systems occur Monday through Friday with Yakima Transit at Umptanum and Ruby, Ellensburg Safeway and E. 11th Ave and Maple Street; HopeSource Transportation's Kittitas County Connector daily to and from Safeway in Ellensburg. Regional connections to other ground transportation include Greyhound, Flixbus, Travel Washington Apple Line which travels between Omak and Ellensburg and the Bellair Airporter Shuttle which connects with SeaTac International Airport and Amtrak.

Exhibit D: Central Transit Connections



Central Transit also connects passengers with many shared-use biking and pedestrian trails including the Palouse to Cascades State Park Trail.

Exhibit E: Shared-use Biking and Pedestrian Trails



Service Support

The City of Ellensburg provides support for HopeSource Transportation’s county wide Dial A Ride and Kittitas County Connector services. The City also provides support for Yakima Transit’s Yakima-Ellensburg Commuter Service.

Contractor

The City of Ellensburg contracts all transportation operations to HopeSource, a local private nonprofit organization.

Facilities

All operational equipment is owned and maintained by HopeSource Transportation located at 606 W 3rd Avenue, Ellensburg, Washington 98926.

EXHIBIT F : Contractor Location



Central Transit's administrative office is located at 501 N Anderson Street, Ellensburg, Washington.

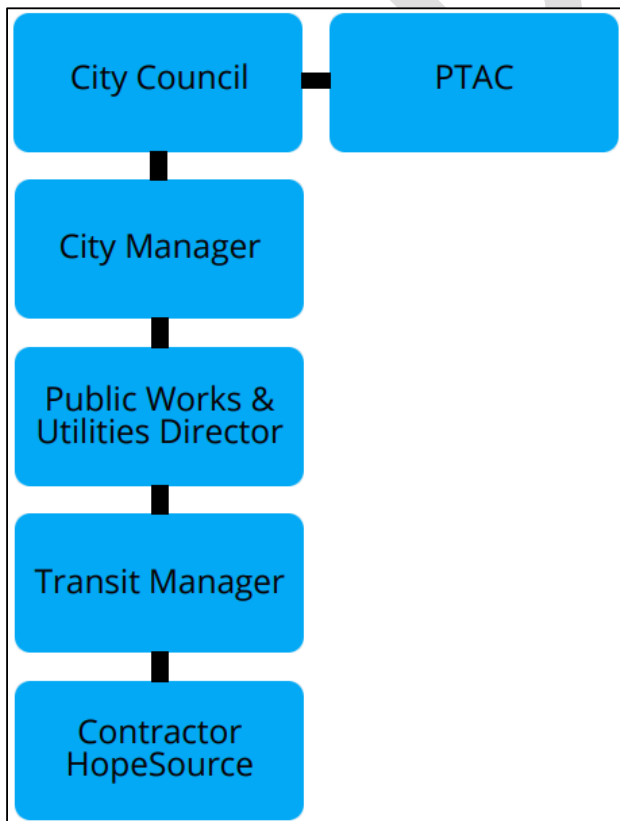
EXHIBIT G: Ellensburg City Hall



Organization

The Ellensburg City Council is responsible for Central Transit's operations. The Public Transit Advisory Committee provides oversight of the transit system and reports to the City Council on those and other elements as directed. The City Manager and Public Works and Utilities Director also report to the City Council on Transit activities, policies and finances. The Transit Manager oversees and manages the administrative and operational activities of the Transit System.

EXHIBIT H: Organization Chart



State and Agency Goals, Objective, and Strategies

From 2024-2029, Central Transit will focus on the five agency goals in table below. The table shows how Central Transit's local priorities align with state goals established in the Washington State Transportation Plan.

Through its mission, Central Transit strives to provide transportation choices which connects people, jobs and community; increasing the quality of life in our community. To that end, Central Transit's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

The state's six policy goals are:

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State.
- **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

For the Washington Transportation Plan, 2040 and Beyond visit:

<http://www.wtp2040andbeyond.com/>

State Goal Areas						
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Goal 1: Provide a safe, reliable and secure transit system for the public						
Objective 1.1: Emphasize the safety of Central Transit riders and citizens in all aspects of Central Transit operations.						
Ride the bus system regularly.		X	X	X		X
Survey passengers quarterly.		X	X	X		X
Coordinate with connecting services to ensure timely connections. Keep information on 211 up to date and accurate.	X	X	X	X	X	X
Review WSTIP's Best Practices in the area of safety.	X	X	X			X
Objective 1.2: Ensure Contractor is providing training for a safe and secure experience for all and to help eliminate preventable accidents.						
Ensure vehicle operator trainings occur quarterly and operators are trained to proficiency in knowing the bus routes, operating the buses and proper use of the accessibility equipment including wheelchair and passenger securements on board the vehicles as well as all other safety requirements.	X	X	X	X		X
Review contractor's driver training records.	X	X	X	X		X
Objective 1.3: Enforce transit rules and establish a culture of excellent customer service.						
Post transit rules on the Central Transit Website.			X	X		X
Enforce transit rules and establish a consistency of service to riders in a safe and respectful manner.			X	X		X
Goal 2: Provide Effective Transportation Services						
Objective 2.1: Create a positive transportation experience that is reliable, accessible, equitable, safe, secure and comfortable for all users.						
Routinely evaluate Central Transit's fixed route reliability and on-time performance using the performance modules within our Transit Technology Platform. Use the data to gauge and improve route performance and schedule adherence.	X	X	X	X		X
Promote SMS & IVR navigation tools for vision-impaired passengers and for those who may not have access to rider applications.	X	X	X	X		X
Provide timely, accurate and clear service alerts and updates to the public.			X	X		X

State Goal Areas						
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Provide additional amenities to make riding transit more comfortable.	X	X	X	X	X	X
Evaluate service coverage and re-route design standards to improve access for low-income, youth, aging adults and persons with limited mobility as needed. Improve and predict the movement of people throughout the city and state with multimodal connections and other accessible modes of transportation.	X	X		X	X	X
Objective 2.2: Improve service accessibility for non-motorized modes.						
Identify and complete a prioritized list of non-motorized access deficiencies at existing bus stops and bus shelters	X	X	X	X	X	X
Provide connecting services to pedestrian and biking trails	X	X	X	X	X	X
Objective 2.3: Create a living ADA Transition Plan for capital projects.						
Use Central Transit's ADA Transition Plan to ensure all bus stops are ADA and RCW compliant.	X	X	X	X	X	X
Goal 3: Financial Stewardship						
Objective 3.1: Operate an efficient cost effective system.						
Maintain internal controls and compliance over public resources.		X				X
Continually review funding opportunities to leverage local resources.		X				X
Plan for future capital needs and costs escalations by maintaining a substantial reserve.		X				X
Continue to provide connections to other transportation services.	X	X		X	X	X
Strengthen coordination and integration of social services and transportation resources.	X	X		X	X	
Set future goal to expand transportation services within the county.	X	X		X	X	X
Goal 4: Community Partnerships and Transportation Choices.						
Objective 4.1: Cultivate partnerships throughout the community.						
Work with local agencies, schools, facilities and businesses regarding the benefits of using public transportation. Work with Social Services to ensure all passengers can safely use	X	X	X	X	X	X

Central Transit services. Collect feedback received from passengers and community members.						
State Goal Areas						
Goals, Objectives and Strategies	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Participate in outside committees, regional planning organizations and boards.	X					X
Continue to coordinate with the City's Public Works and Utilities Department on planning and capital projects.	X	X	X			X
Participate in community events and partnerships that promote Central Transit services to the community.	X	X		X	X	X
Objective 4.2: Reduce fossil fuel consumption through the consideration of alternative fuel technology.						
Use the Central Transit Zero-Emissions Transition Plan as a guide to transition to alternative fuel vehicles and supportive infrastructure.	X	X		X	X	X
Support the procurement of alternative fuel transit vehicles as they become available.	X	X		X	X	X
Support the development of a zero-emissions infrastructure.	X	X		X	X	X
Support transportation services for large employers within the city limits.	X	X		X	X	X
Goal 5: Meet the requirements of the Americans with Disabilities Act						
Objective 5.1: Ensure Central Transit buses and amenities are ADA accessible.						
Use Central Transit's ADA Transition Plan to identify and schedule projects to remove accessibility barriers.	X	X	X	X		X
Continue to promote and provide ADA Paratransit services for those who qualify.	X	X	X	X		X
Participate in community events and the direct and indirect public marketing of paratransit services.	X	X	X	X		X

Local Performance Measures and Targets

Performance Measure	Target
Technology Amenities	Provide additional apps and icons on the Central Transit website. Use and upgrade software to track on-time performance and reliability.
Passenger Amenities	Add additional bus shelters at active stops and vulnerable population locations. Add additional pullouts, ADA landings, seating and lighting to create convenient, safe locations for passengers to wait for the bus.
Connectivity	Improve non-motorized access deficiencies at existing bus stops and shelters.
Collisions	Encourage zero collisions and at fault vehicle and passenger accidents or incidents.
Alternative Fuels	Use the Zero-Emissions Transition Plan to support the transition to alternative fuel vehicles with a supportive infrastructure.
Transit Productivity	Fixed Route: Increase passenger count per revenue hour by 10-15%. Paratransit: Increase qualified passenger ridership by 5-10%.
Amenity State of Good Repair	Maintain all transit amenities within a state of good repair.
Service Coverage	Review and adjust routes when needed to ensure demographics in service areas within 0.5 miles of a transit stop serve priority populations.
Growth	Expand or add additional routes in community growth and development areas.
Coordination	Work with other agencies and jurisdictions to coordinate a safe, accessible and integrated system of public transportation.

Plan Consistency

Central Transit actively participates in the planning of regional projects and policies which provides access to transportation, strengthens communities and promotes self-sufficiency and the general welfare of populations who have alternative transportation needs.

Regional Transportation Goals:

1. Sustain and expand transportation services to vulnerable populations, those who have transportation needs, and those living in overburdened communities.
2. Promote safe and accessible transportation services for persons with alternative transportation needs by educating and advocating specific benefits to the consumers within communities as well as cross-jurisdictional communities.
3. Coordinate, expand, and link transportation with human service providers to accommodate the consumer's needs and efficiently utilize transportation resources.
4. Provide capital planning, construction, facilities, equipment, vehicles, and technology to improve mobility options.

The 2022 Human Services Transportation Plan can be found on the Quadco RTPO Website.
[QUADCO RTPO](#)

Planned Capital Changes

Table 1: 2024-2029 Summary of Planned Capital Changes

Year	Projects
Amenities and infrastructure	
2024	Bus shelters with artwork, bus pullouts, ADA landings, bus stop seating and lighting. Improve service accessibility and connections to non-motorized pathways and trails. Support the Central Transit Zero-Emissions Transition Plan. Support an intermodal transit station.
2025	Bus shelters with artwork, bus pullouts, ADA landings, bus stop seating and lighting. Improve service accessibility and connections to non-motorized pathways and trails. Support a zero-emissions infrastructure. Support an intermodal transit station.
2026 - 2029	Bus shelters with artwork, bus pullouts, ADA landings, bus stop seating and lighting. Improve service accessibility and connections to non-motorized pathways and trails. Support a zero-emissions infrastructure. Support an intermodal transit station.

Planned Operating Changes

Table 2: 2024-2029 Planned Operating Changes

2024 – 2029 Projects	Reduction	Expansion/Improvement
Adjust routes to better serve passengers as ridership patterns change.		X
Work with a Public Relations firm to promote Central Transit services to the community.		X
Implement transit services in area with high key priority populations.		X
As needed, adjust routes to provide new housing and business developments.		X
Adjust service based on ridership analysis.		X

Add or adjust services as community needs are identified.		X
Promote Central Transit services and technologies available through direct and indirect marketing outreach.		X
Update schedules, maps and brochures on a regular basis.		X

Multiyear Financial Plan

2024-2029 Capital Improvement Program and Financial Assumptions

Central Transit's capital improvement program includes the capital expenses identified in Table 3 below.

Retail sales tax collected in Central Transit's public transportation benefit area is the primary revenue source. Other funding sources include support from Central Washington State University, state operating grant funding, federal capital funding and other miscellaneous revenues.

Local Sales Tax revenue throughout the planning period in all years is based on recent averages.

Operating and capital grant funds are subject to federal and state funding opportunities.

Central Transit is responsible for all required matching funds.

These system projects and improvements noted above are subject to change pending inputs from the City of Ellensburg's Finance Department, the Public Transit Advisory Committee, and the Ellensburg City Council.

Table 3: 2024-2029 Capital Improvement Estimated Financial Plan

Capital Expenditure	2024	2025	2026	2027	2028	2029
Bus Shelters	20,000	40,000	40,000	40,000	40,000	40,000
Bus Stop Seating	10,000	20,000	20,000	20,000	20,000	20,000
Bus Shelter Artwork	13,000	13,000	13,000	13,000	13,000	13,000
Access improvement at existing bus stops and bus shelters	80,000	80,000	80,000	80,000	80,000	80,000
Movement of Bus Stops	5,000	5,000	5,000	-	-	-
Chargers and Utility Infrastructure	-	-	-	200,000	900,000	900,000
Total Capital Improvement Financial Plan	128,000	158,000	158,000	353,000	1,053,000	1,053,000

Table 4: 2024-2029 Operating *Estimated* Financial Plan

Operating Expenses	2024	2025	2026	2027	2028	2029
Administrative	380,000	399,000	418,898	439,898	461,892	484,987
Fixed Route	1,600,000	1,650,000	1,700,000	1,800,000	1,950,000	2,000,000
ADA Paratransit	31,000	32,500	34,200	35,800	37,600	39,500
NEMT Cabulance	51,000	53,500	56,200	59,000	62,000	65,000
Dial A Ride	82,313	82,313	82,313	82,313	83,000	83,000
Kittitas County Connector	44,000	44,000	44,000	44,000	45,000	45,000
Yakima-Ellensburg Commuter	20,000	20,000	20,000	20,000	20,000	20,000
Insurance	45,000	48,000	51,000	54,000	57,000	60,000
Marketing	40,000	50,000	50,000	15,000	15,000	15,000
Total Expenses	2,293,313	2,379,313	2,456,611	2,550,011	2,731,492	2,812,487

Table 5: Operating and Maintenance *Estimated* Finance Plan

Capital Expenditure	2024	2025	2026	2027	2028	2029
2023 – 2025 PTD0617 Consolidated Grant Program – Operating	1,195,000	627,375	-	-	-	-
2023 – 2025 PTD0937 Special Needs Formula	6,327	2,109	-	-	-	-
WSTIP	5,000	5,000	5,000	5,000	5,000	5,000
Transportation Services (ASCWU)	75,000	75,000	75,000	75,000	75,000	75,000
Interest Income	80,000	80,000	80,000	80,000	80,000	80,000
Local Sales Tax	1,470,000	1,470,000	1,470,000	1,470,000	1,470,000	1,470,000
Total Revenues	2,831,327	2,259,484	1,630,000	1,630,000	1,630,000	1,630,000

*Grant funds are subject to future state and federal funding.

Note to Table 3, 4, and 5:

Figures are based upon the continuation of a fare free transit system, a robust sales tax and the continuation of federal and state funding. The Public Transit Advisory Committee continues to evaluate our current transit system to ensure equal access and to better serve the needs of the Ellensburg community.

2023 Annual Report

2023 Service Expenses

Central Transit Public Transit Service Expenditures thru 12-31-23	2023 Total
Total Administrative, Marketing, Insurance	498,385
Fixed Route	1,335,126
ADA Paratransit	18,234
NEMT Cabulance	35,784
Yakima Transit Yakima-Ellensburg Commuter Service	20,000
HopeSource Dial A Ride Service	82,313
HopeSource Kittitas County Connector Service	44,000
Total Expenditures	2,033,842

2023 Central Transit Stats

SERVICE	1-WAY BOARDINGS	REVENUE MILES	REVENUE HOURS	GALLONS OF FUEL	ACCIDENTS	INJURIES
Fixed Route	116,980	244,634	21,581	35,155	0	0
Paratransit	111	45	76	160	0	0
Cabulance	176	373	237	86	0	0
Total	117,267	81,684	21,894	35,401	0	0
Supported HopeSource Services						
Dial A Ride	15,217	98,543	8,501	13,194	0	0
KCC	7,384	100,472	4,380	9,424	0	0
Total	22,601	199,015	12,881	22,618	0	0
Supported Yakima Transit Service						
Yakima - Ellensburg Commuter	Off On Ellensburg	-	-	-	-	-
Total	20,309	-	-	-	-	-

2023 Completed Transportation Improvements

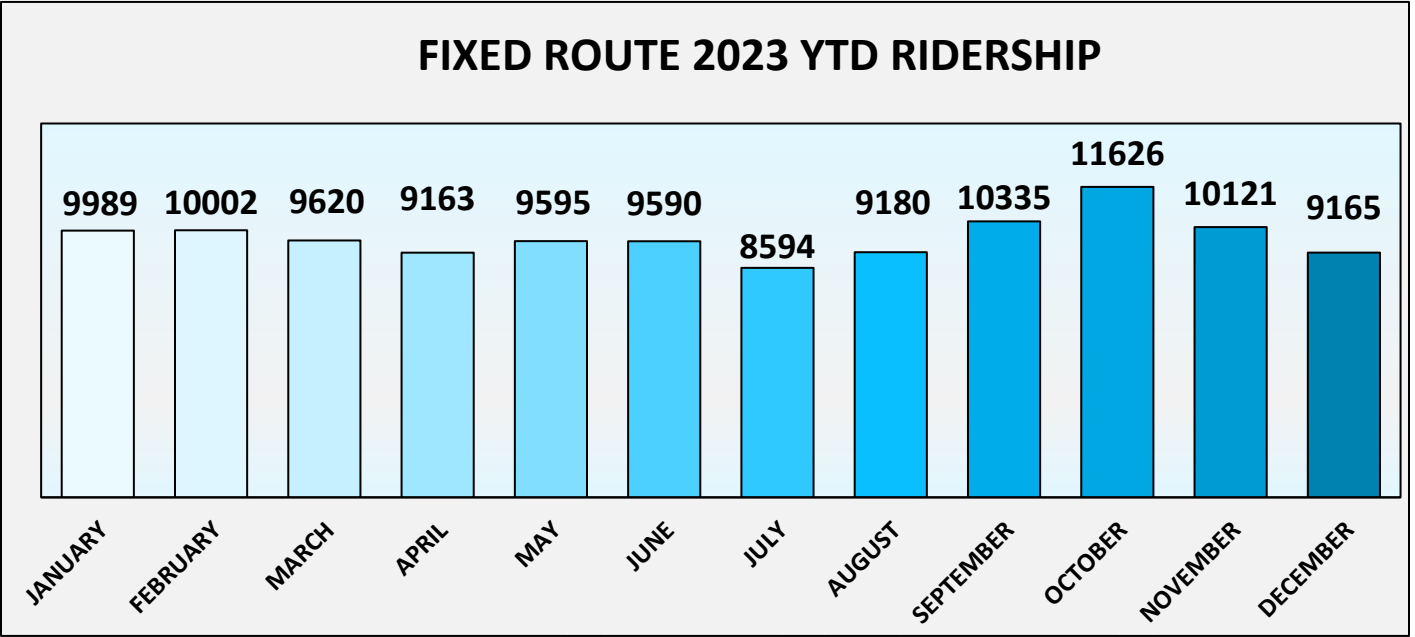
ADA curb cuts and ramp upgrades.
Sidewalk repairs and improvements.
Bus shelter artwork was installed in the bus shelter at the Ellensburg Public Library.
A flashing crosswalk was installed between University Way Westbound and the DSHS bus shelter.
A new bus stop was added to Route 15 at 3 rd Avenue and Wenas Street to service HopeSource.
The following bus stop landing pads were updated to be ADA compliant: • 6th and Chestnut bus stop Southbound • Water and Capitol bus shelter Southbound • Ruby and 3rd Avenue Eastbound
The fixed route times for all routes were updated.
An ADA Transition Plan was created to ensure all bus stops and bus shelters are ADA and RCW compliant. The planned 2024 capital projects were submitted to the City's Engineering Team.

2023 Benchmarks

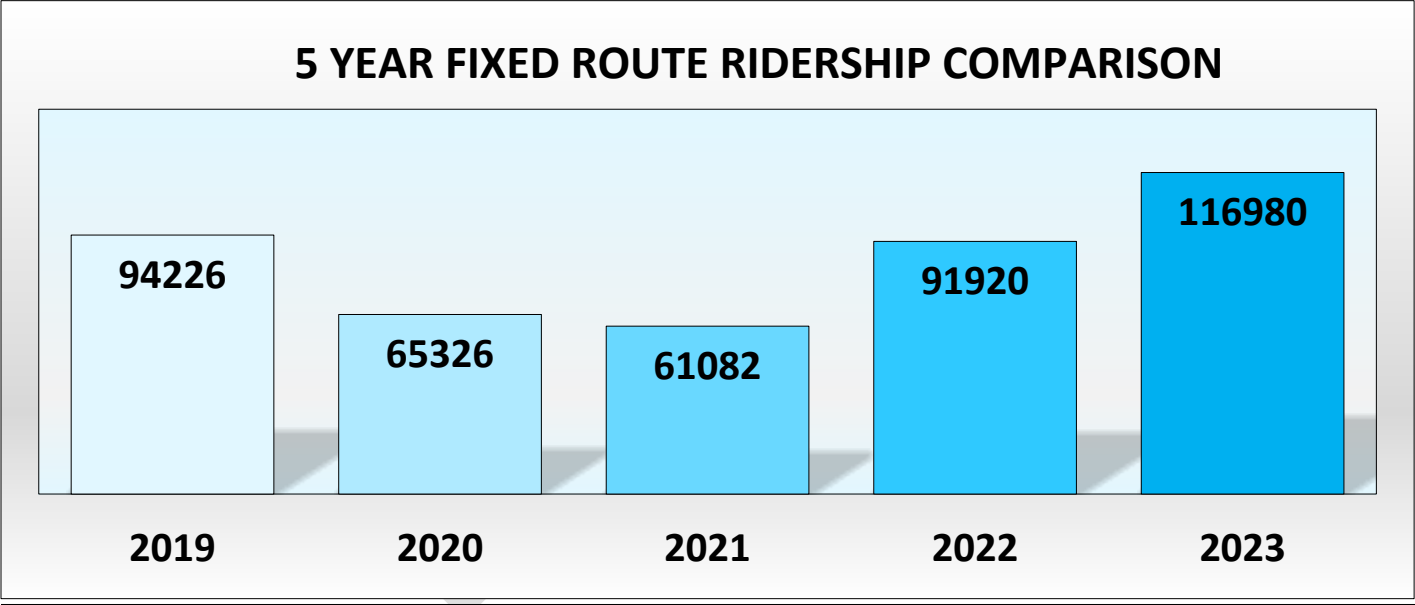
Fixed Route ridership for 2023 of 116,980 boardings was the highest in Central Transit history.
2023 ridership was 27% higher than in 2022.

2023 Ridership Stats

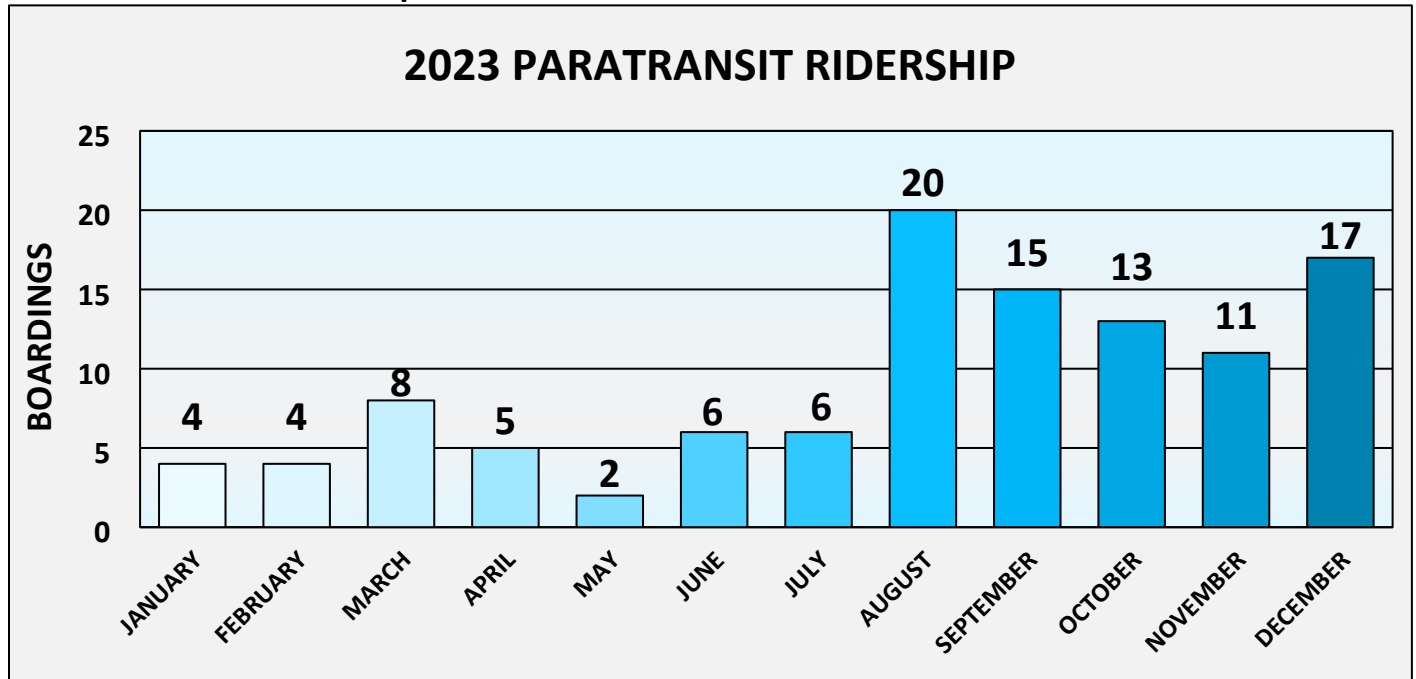
Fixed Route



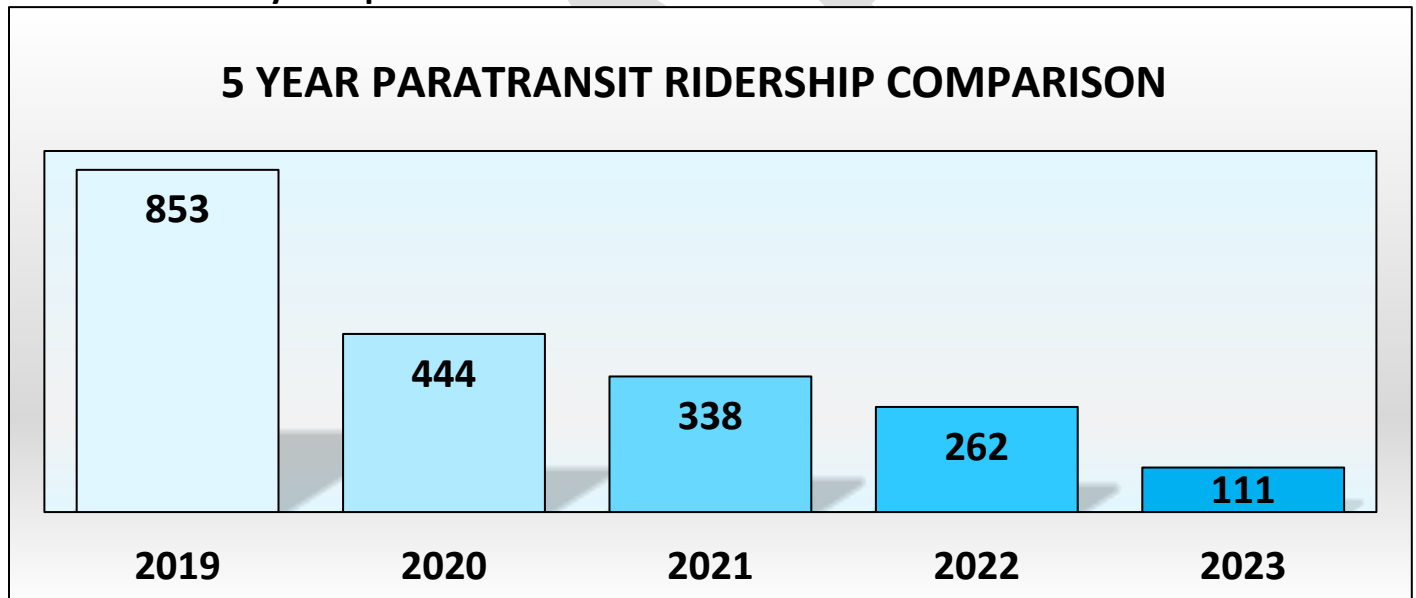
Fixed Route Yearly Comparison



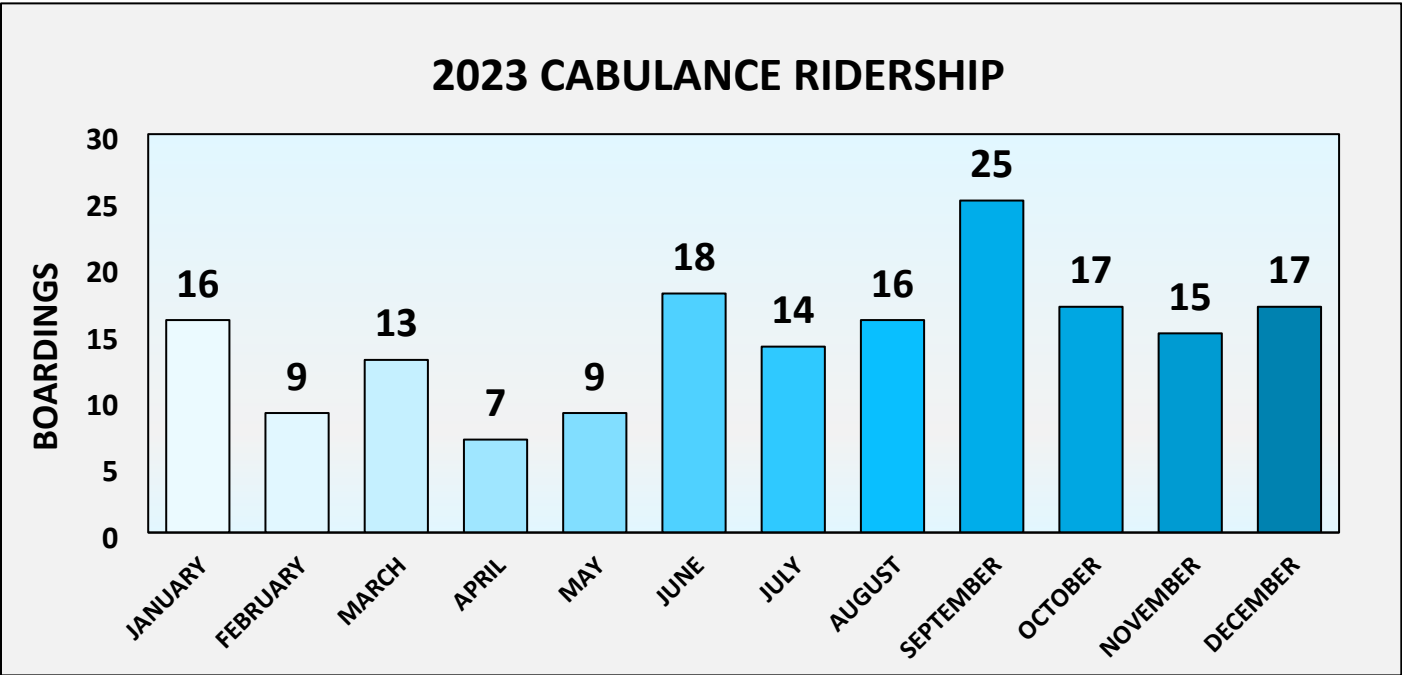
2023 Paratransit Ridership



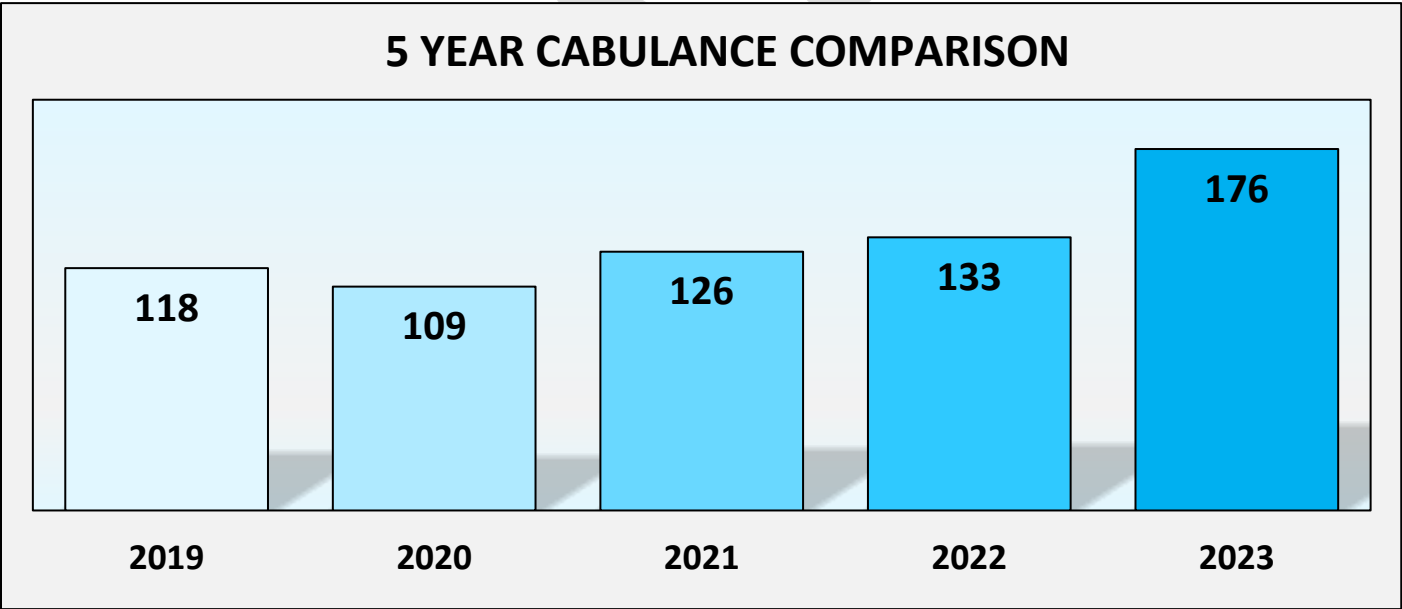
Paratransit Yearly Comparison



2023 Cabulance Ridership

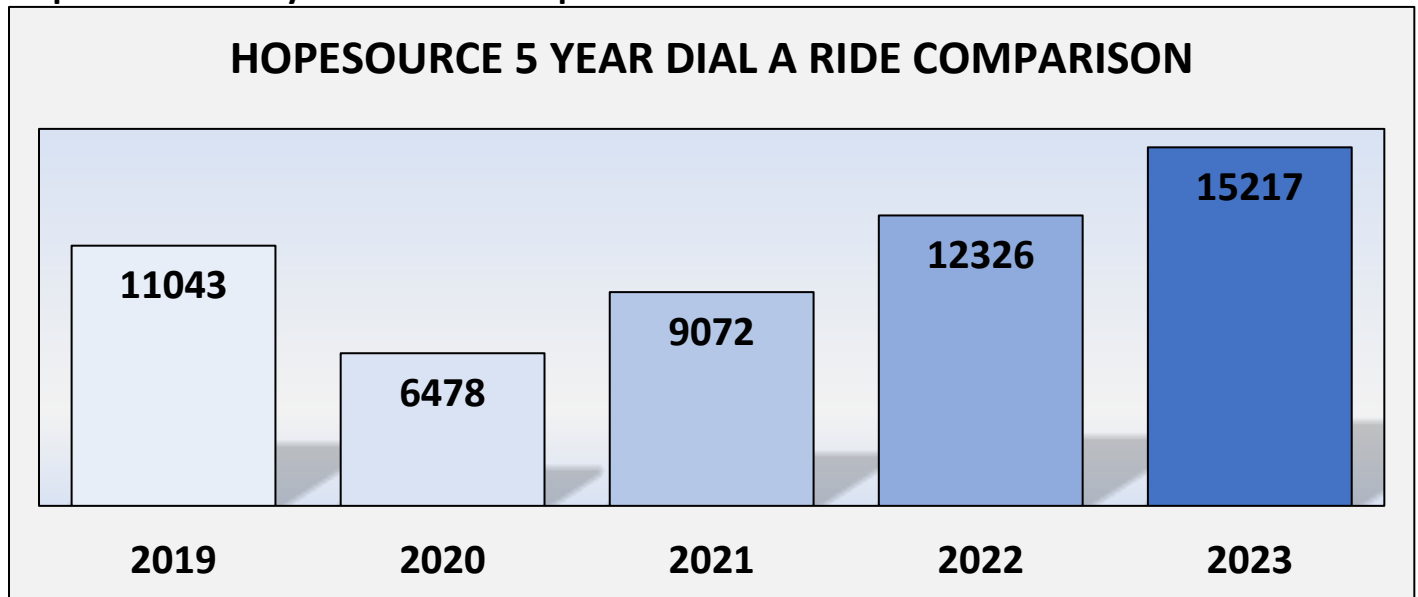


Cabulance Yearly Comparison

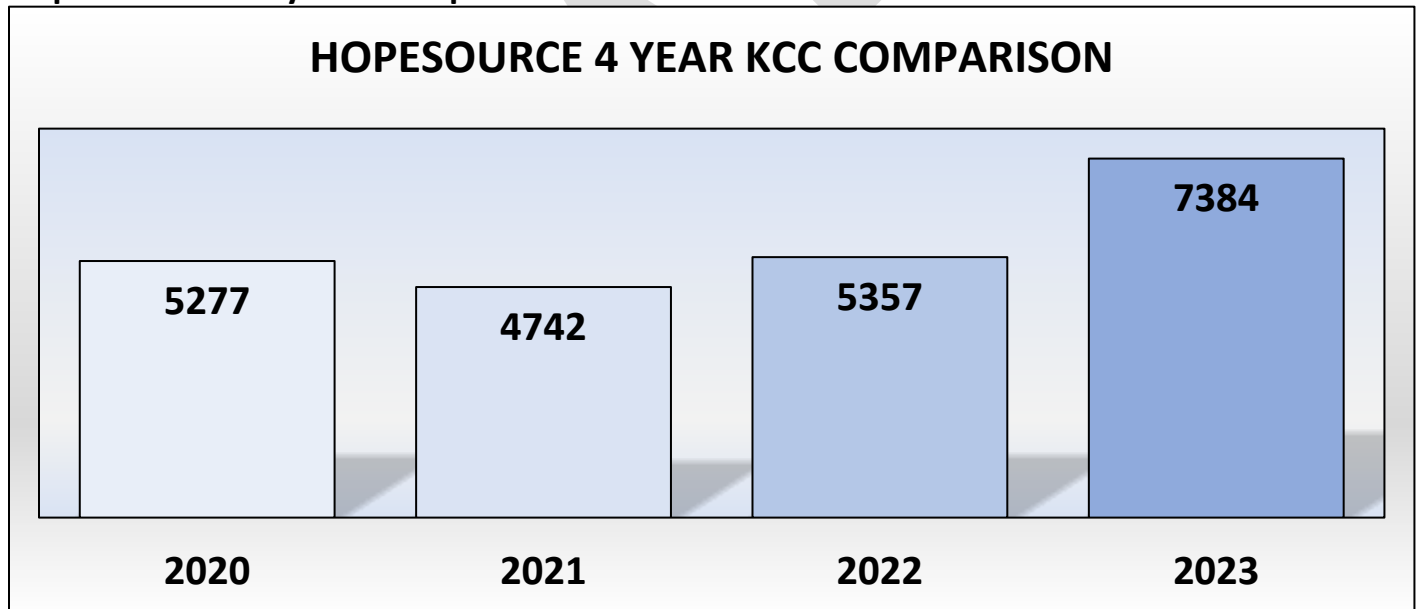


Supported HopeSource Services

HopeSource Yearly Dial A Ride Comparison

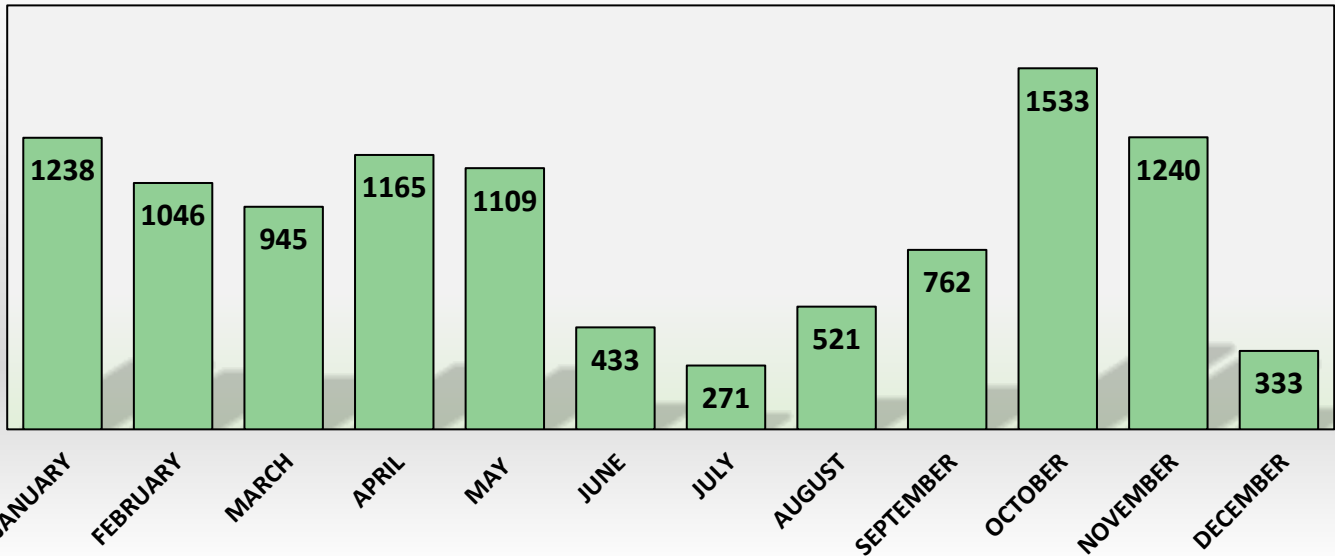


HopeSource Yearly KCC Comparison

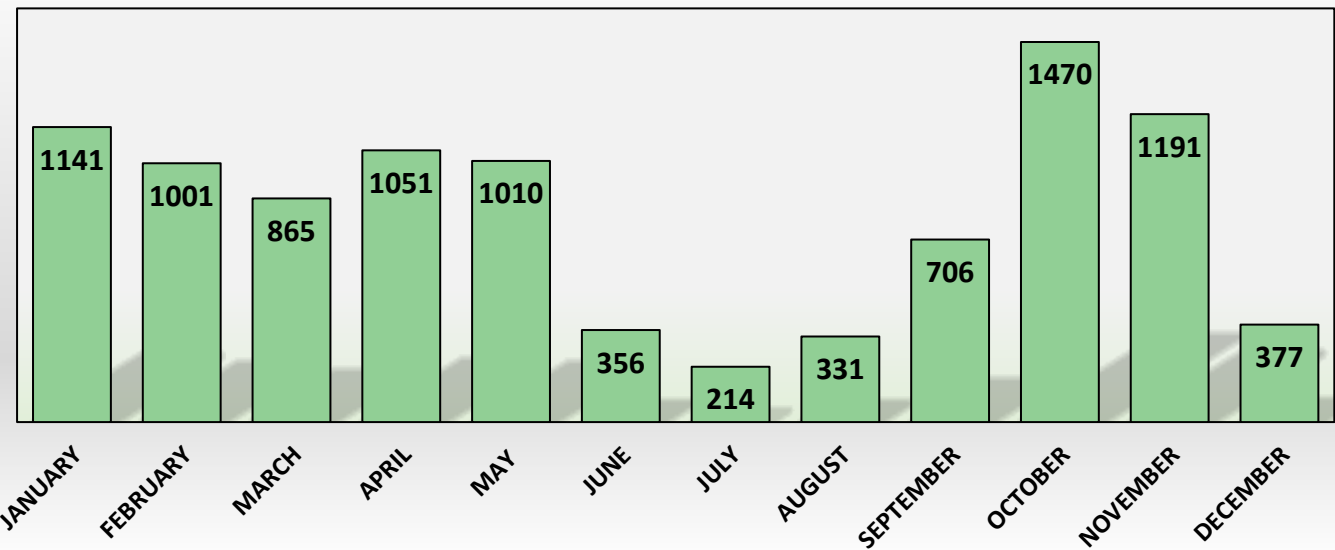


Yakima – Ellensburg Commuter 2023 Ridership Stats

YAK - EBURG COMMUTER - OFF IN ELLENSBURG



YAK - EBURG COMMUTER - ON IN ELLENSBURG



DRAFT