



Transit Development Plan

Sept 2013-August 2019

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Ben Franklin Transit

1000 Columbia Park Trail
Richland, WA 99352
509-735-4131

This document was produced by the staff of Ben Franklin Transit:

General Manager	Timothy Fredrickson
Administration Manager	Gloria Boyce
Dial-A-Ride Manager:	Katherine Ostrom
Human Resources Manager:	Debra Hughes
Maintenance and Facilities Manager:	Richard Ciccone
Operations Manager	Barbara Hays

Service Development Manager and Contact Person:

Kathy McMullen

E-mail: kmcmullen@bft.org

Ph: (509) 734-5107

TABLE OF CONTENTS

Section	Title	Page
I	Financial Background	4
II	Organization	5
III	Service Characteristics	7
IV	Service Connections	13
V	Accomplishments and Goals	14
VI	Recap Analysis and Capital	18
VII	Plan Assumptions 2013-2019	23
VIII	Adoption Timeline and Public Process	27
VIII	Proposed Changes & Facilities	28
Appendix	List of Equipment	30
	Facilities Inventory	33
	Rolling Stock Inventory (PTMS)	40
	Regional Land Use Plans	Tab 4
	BFT TIP Six Year 2014-2019	Tab 5



Transit Development Plan 2013-2019

Section I Financial Background

Ben Franklin Transit (BFT) is a municipal corporation, which provides public transportation services in a 588.26 square mile area located in Benton and Franklin Counties. The area includes all of the cities of Kennewick, Pasco, Richland, West Richland, Benton City, Prosser and certain unincorporated areas of Benton and Franklin County. The service area contains a population of approximately 240,000 residents.

BFT was formed May 11, 1981, when the voters in the service area voted to levy a 0.3 percent sales tax to support public transit with a 64% majority. The Dial-A-Ride system was started January 1, 1982, by contract with the Benton Franklin Developmental Center. BFT assumed the operation of the Dial-A-Ride system January 1, 1985. The Vanpool service was initiated in September of 1982, under a contract with the Benton-Franklin Council of Governments. BFT took over Vanpool operations on January 1, 1984.

On November 4, 1997 the voters of Benton City and Prosser elected to be annexed to the Benton Franklin Public Transportation Benefit Area (BFT), with a 62% majority. Service was contracted with the City of Prosser to provide service to the communities of Prosser and Benton City using their Prosser Rural Transit system. In January 1999, BFT took over the Prosser and Benton City Operations.

On May 15, 2001 a sales tax proposition of 3/10 of one percent was voted on. It was narrowly defeated by 169 votes.

On March 12, 2002 the Voters of Benton and Franklin Counties approved the sales tax proposition of 3/10 of one percent. Voting statistics by county are as follows: Franklin County--53.5% and Benton County--56.28%.

On April 26, 2005 the Voters of Finley elected to be annexed to the Benton Franklin Public Transportation Benefit Area (BFT), with a 65.12% majority vote.

The governing body consists of a ten member Board of Directors with one Benton County Commissioner, two Franklin County Commissioners, and one Council Member each from the cities of Benton City, Prosser, Kennewick, Pasco, Richland, and West Richland including one non-voting Union Representative.

Tax Authorized: 0.6 percent total sales and use tax—0.3 was approved in May 1981 and an additional 0.3 percent was approved in March 2002.

BFT's operation is accounted for under a single enterprise fund, which uses the same accrual accounting method as private enterprise. Under revenue recognition and matching principles of the accrual accounting method, revenues are recorded when earned, and expenses are recorded as soon as they result in liabilities for benefits provided.

Annually WSDOT and FTA require Ben Franklin Transit to submit a six year Transit Development Plan. This is a six year projection of operating and capital expenditures as well as goals, accomplishments and organizational structure for our transit agency. Each year Ben Franklin Transit staff updates

the agency’s financial picture. Looking back has been a guideline for the future and helped create BFT’s Transit Development Plan. Transit has enjoyed the support of the region’s tax payers for years. We receive over 80% of our funding from local sales taxes. BFT is owned by the community and we all, operations, vanpool, technical staff, administration and maintenance, work to serve this community’s needs. The following is an overview of what has been happening with our wages, our operating costs and the revenues for the past six years. We should all consider this when making decisions about BFT’s future.

Section II: Organization

Ben Franklin Transit (BFT) is a public transportation benefit area, authorized by Washington State Law Chapter 36.57A RCW. It is located in Benton and Franklin Counties in Washington State. BFT began providing public transportation services in May 1982. The BFT system map follows and shows the extent of the service area. BFT is a Public Transportation Benefit Area governed by a nine member board of directors. The Board consists of two Franklin County commissioners, one Benton County commissioner, and a city council member from each of six cities: Richland, Pasco, Kennewick, West Richland, Benton City, and Prosser. Our Board of Directors holds public meetings the second Thursday of each month at Ben Franklin Transit’s Administration building located at 1000 Columbia Park Trail, Richland, 99352.

The BFT service area includes portions of Central Benton & Franklin Counties (a map follows) with a PTBA population 222,000 in 2010 going from a small to a large urban area. The Ben Franklin Transit tax authorization is a 0.6 percent district-wide local sales & use tax under Washington State law; additional referendums could raise this to a maximum of .09 percent. BFT is now participating in the Transportation Management Area through the Benton Franklin Council of Governments.

BFT participates in the Benton Franklin Council of Governments, the South Central office of the Washington State Department of Transportation and Region 10 of the Federal Transit Administration. This Transit Development Plan provides information to meet the Washington State Transportation Plan, Regional Transportation Planning Organization, Metropolitan Planning Organization and Federal Transit Administration guidelines.

Employees

BFT does not discriminate on the basis of race, color or national origin. BFT is an equal opportunity employer. April 1, 2013, BFT employed approximately the following number of full time equivalents (FTEs) and unfilled and unfunded positions listed by Division:

FTES 2012	FTES 2013	DEPARTMENT	POSITIONS ON HOLD
99	108	Operations	(Driver numbers fluctuate as needed)
95	96	Dial-A-Ride Paratransit	1 Eligibility Coordinator, (Driver numbers fluctuate as needed)
32	34	Maintenance	
12	16	Administration	
15	16	Service Development	
253	270	Total	

The Public
Users and Tax Payers

BEN FRANKLIN TRANSIT
2013-14
ORGANIZATIONAL CHART

Board of Directors
Watkins, Matt, Chair
Miller, Rick
Koch, Bob
Becken, Steve
Bloom, Richard
Bob Olson Vice-Chair
Benton City Pending
Christensen, Terry
Johnson, Lynn
Nelson, Norma

Citizens Advisory
Committee

Legal Counsel
Roach, Patrick T.

General Manager
Fredrickson, Timothy J.

Executive Assistant/
Clerk of the Board
Snowdy, Susan

Administrative
Services
Accounting,
Treasurer, Auditing,
MIS, Grant
DBELO, EEOs
Boyce, Gloria
Dept Mgr

Transit
Operations
Coach Operations
Special Events,
EEO
Hays, Barb
Dept Manager

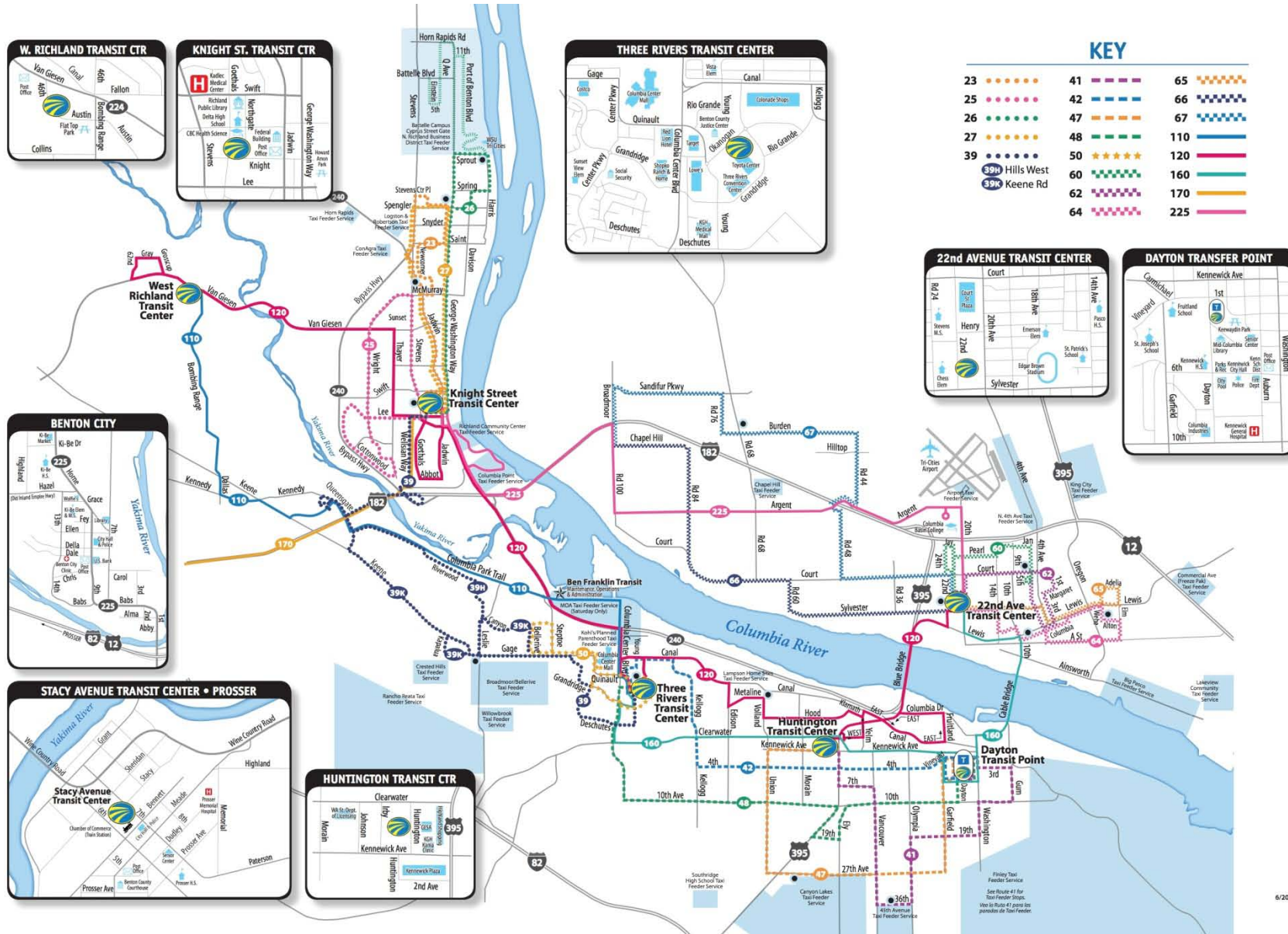
Special Projects
Maintenance
Fleet Maintenance,
Facilities
Passenger Facilities,
Projects
Ciccione, Richard
Dept Manager

Service
Development
Customer Service, Travel
Training, Planning,
Marketing, EEO, Vanpool
and Rideshare, Grants,
Service Planning
McMullen, Kathleen
Dept. Manager

Human
Resources
Compensation ,EEO
Labor, Benefits,
DBELO
Hughes, Debra
Dept Mgr

Dial-A-Ride
Operations
Eligibility
Route/revenue
Productivity, EEO
Ostrom, Katherine
Dept Manager

Section III: Service Characteristics



Ben Franklin Transit (BFT) provided several types of transportation options during 2012-13 all will continue into 2013- 2019. The following section describes options, along with guidelines and processes for monitoring and changing services.

Title VI

Ben Franklin Transit does not discriminate on the basis of race, color or national origin.

- Ben Franklin Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. A complaint process is in place for anyone with concerns about discrimination.
- Ben Franklin Transit is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.
- Pass and ticket outlets are throughout the area in addition these may be purchased on line at www.bft.org or by standard mail.

Fares:

Fares Adopted June 2012					
Adult and Dial-A- Ride			Day Pass	All ages all fixed route	\$4.00
Cash		\$1.50	Trans +Plus	All ages all times and days	
10 Tickets		\$12.00	Cash		\$3.00
Monthly Pass		\$25.00	10 Premium Tickets		\$25.00
Premium Dial-A-Ride	Pick-ups and drops beyond ¾ mile of fixed routes	\$2.50	Freedom Pass	All hours & services	\$50.00
Youth	Age 6 through High School		Taxi Feeder/Finley Routes	Less than 4 mile trip length	\$1.00
Cash		\$1.00	Premium Taxi Feeder: More than 4 mile trip length	Cash or Premium Tickets	\$3.00
10 Tickets		\$8.00	Special Events		
Monthly Pass		\$14.00	Cash per person		\$1.50
Summer Youth	2010 application	\$25.00	Family up to 5 People		\$4.00
Medicare or Disabled	Medicare card or DSHS certificate with approved codes.		Seniors, Reduced	With BFT Picture ID Card	.75
Cash		\$0.75	College Stickers	Pricing set contractually	
10 Tickets		\$6.00	Senior Citizens	65 years and older Fixed Route	Free
Monthly Pass		\$12.50	Children	Age 5 and younger Fixed Route (up to five children with one adult)	Free

Service Types and Levels: Year End 2012 calculations

Service Type	Annual Revenue Miles 2012	Annual Revenue Miles 2011	Annual Hour 2012	Annual Hour 2011	Annual Diesel Usage	Annual Gas Usage	2012 Ridership	2011 Ridership
Bus	2,063,201	2,269,732	132,226	132,510	487,461	0	3,010,910	3,178,833
General Demand	215,689	214,529	9,218	9,449	32,076	264,861	52,460	58,725
Dial-A-Ride	1,914,549	1,941,916	114,537	120,388			335,217	358,755
Night Service	388,678	328,831	18,488	16,416			62,326	54,836
Taxi Feeder	20,088	18,825	938	945			5,571	6,352
Finley	41,172	57,745	1,467	1,048			11,988	17,929
Vanpool	4,710,335	5,039,227	112,841	116,710	10,132	325,687	1,193,910	1,295,002
Total	9,353,712	9,870,805	389,715	397,466	529,669	590,548	4,672,382	4,970,432
Comparison of (2012 & 2011)	-5.24%		-1.95%				-6.00%	

Ridership	2012	2011	2010	2009	12 vs 11	11 vs 10	10 vs 09
Jan	236,980	267,309	283,553	312,309	-11.35%	-5.70%	-9.20%
Feb	254,597	259,894	289,189	315,147	-2.04%	-10.10%	-8.20%
Mar	268,044	296,570	305,420	328,639	-9.62%	-2.90%	-7.10%
Apr	254,438	274,618	294,514	334,979	-7.35%	-6.80%	-12.10%
May	286,600	292,746	283,422	324,447	-2.10%	3.30%	-12.60%
June	234,537	268,477	259,018	310,889	-12.64%	3.70%	-16.70%
July	201,911	236,013	243,336	291,254	-14.45%	-3.00%	-16.50%
Aug	259,218	286,371	266,706	301,146	-9.48%	7.40%	-11.40%
Sep	233,108	262,046	275,628	302,245	-11.04%	-4.90%	-8.80%
Oct	309,669	270,066	291,872	321,716	14.66%	-7.50%	-9.30%
Nov	255,809	242,435	259,858	277,441	5.52%	-6.70%	-6.30%
Dec	215,999	222,288	236,521	258,341	-2.83%	-6.00%	-8.40%
Total	3,010,910	3,178,833	3,289,037	3,678,553	-5.28%	-3.40%	-10.60%

1. Weekday and Saturday Fixed Route Bus Service: All BFT routes are numbered and each has a printed schedule. BFT has 21 routes serving Benton City, Kennewick, Pasco, Prosser, Richland, and West Richland. There are five (5) Inter-City routes (which travel between cities) and 16 routes called locals which do not leave their designated city. During travel, many riders have to transfer between routed buses to get to their destination. Buses are scheduled to arrive at the transit centers at approximately the same time and leave at the same time so transferring from bus to bus is simple to do and easy to understand. All route and schedule information is available on line at www.bft.org as well as Google Transit.

2. Taxi Feeder Routes are a premium service providing transit links for lower density areas. Customers call BFT's contractor for service and have a shared taxi ride to their final destination or are picked up near home and dropped off to catch a bus. This provides access to locations that are costly to serve with fixed route service.

3. Dial-A-Ride Paratransit Service has the same hours as fixed route local service through a reservation system with one day's notice of travel plans and exceeds requirements set forth in the Americans with Disabilities Act. (ADA). Ben Franklin Transit prohibits discrimination and ensures equal opportunity for persons with disabilities. This includes access to employment opportunities and our facilities. We provide reasonable modification to aid rider use of our services. BFT completed an "ADA Reasonable Modification Plan" in early 2013 which coordinated ADA processes and policies throughout the modes. This was taken out for public comment and approved by the Board of Directors in May and will be updated as needed.

4. Trans+Plus Night Service operates from 7:00 p.m. to 12:30 a.m. Monday thru Saturday. Reservation lines open at 2:00 p.m. daily and riders schedule trips as needed. Some subscription trips are booked for clients taking the same trips daily for weeks or months at a time, such as work trips. Night Service is currently financially capped to assure that expenditures remain within BFT's approved annual budget. This cap may be maintained but raised to provide for requested customer demand through the balance of this plan. Tri-City Taxi currently provides this service.

5. Demand Response Services provide trips as needed in low density communities such as Prosser and Finley. Finley service is provided through a contract with reservations being taken by Tri City Taxi the day prior to travel, or by subscription. Designated stops have been established for pick-up. BFT staff provides door-to-door service is provided for paratransit eligible riders in this area. Prosser services are provided by BFT staff with door-to-door service and designated pick-up locations for the general public matching Finley service.

6. Vanpools: This service is employer or community based with volunteer drivers for a shared ride. BFT makes 12 passenger and mini vans available for use on specific pre-approved trips with volunteer drivers and coordinators for community non-profit or governmental groups usually of single or low frequency trips such as special events. BFT's Vanpool system is an excellent transportation alternative for those with long commutes. Riders in BFT's vans share the cost of fuel, maintenance, and insurance through a monthly fare. Vanpool drivers are fellow commuters, responsible for collecting the monthly fee and fueling the vehicle, in return the driver rides free. The monthly Vanpool fare varies based upon miles travelled. A daily 70-mile round trip averages \$65 per month. Community Vanpools pay the full cost of mileage as do the employer based vanpools.

Inclusive Public Participation:

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of BFT. BFT has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public is invited to participate in the following activities:

Transit Development Plan (TDP): The TDP is a six year plan required by the Washington State Legislature and Federal Transit Administration. The TDP is prepared by the independent transit properties and submitted to the State DOT for approval and final submittal to the Federal Transit Administration. A summary document is prepared which shows the size of the fleet, costs, revenue, service revenue hours, revenue miles, expenses, operating characteristics and capital expenditures. Public hearings and a thirty day comment period are held to obtain input from the public on the TDP.

Transit Improvement Plan (TIP): Another document called the TIP is prepared and used by Benton Franklin Council of Governments (BFCOG). It is also a federal and state requirement. The TIP is a planning document that only addresses capital projects and improvement projects with federal funds. All TIPs from local jurisdictions (counties and cities) and agencies feed into a Regional TIP as required by the federal government. If a capital item we wish to purchase is not listed in the TIP, it cannot be funded with federal money. TIP is only for capital projects and represents the capital section of the Transit Development Plan. Although the TIP is a federal requirement, it goes through approval by the region and the state. Public hearings are held to obtain comments from the public on the TIP and again as the projects become part of the State's STIP.

Board Meetings: The Board of Directors holds monthly meetings and the public is invited to attend the 2nd Thursday of each month.

Customer Comment Process: Citizens may call our Customer Service Department to lodge a complaint, suggestion or concern. All comments are input into a database and then distributed to the relevant manager who researches the complaint and responds back to the citizen.

General Awareness Surveys: We conduct onboard rider and general awareness surveys as needed in addition to route or service specific surveys as needed. These are distributed in Spanish and English and are often coordinated with other agencies.

Bilingual Outreach: BFT has an outreach program where Spanish-speaking customers are taught how to ride the bus through seminars and one-on-one assistance. BFT attends a Hispanic tradeshows and delivers information on Title VI and DBE programs. English as a Second Language (ESL): Spanish is the primary language for a significant portion of the people in our communities. We provide translations in all of our published schedules and public notices. Spanish speaking translators attend our public meetings and if a significant portion of the attendees speak Spanish we translate the full presentation. In addition, a telephone translation service is available in customer service to aid communication for all languages. Russian, Arabic, and Chinese translation services have been used in the past year. Google Transit is now available with translations of the trip information available in numerous languages.

Customer Comments:

The BFT Customer Comment Policy has been established to ensure that riders of all modes of the system, including bus, paratransit, vanpool and contracted services have an easy and accessible way to provide feedback to the agency. BFT is open to hearing any customer feedback including complaints, comments, suggestions, or concerns. These policies were updated in 2013 with Board Adoption of current policies.

Riders can contact BFT in the following ways:

- Postage-free Customer Comment Cards shall be available on all BFT and contractor vehicles
- US Mail: Riders can mail their feedback to the Ben Franklin Transit, 7109 W. Okanogan Place, Kennewick, WA 99336-2341.
- Telephone: Riders can contact Ben Franklin Transit Customer Service Department at (509) 735-5100.
- E-mail: Riders can contact Ben Franklin Transit by e-mailing customercomment@bft.org.
- Fax: Riders can send written feedback by fax to (509)783-9956.
- Language Line: For riders who speak a language other than English, BFT will utilize the services of The Language Line to facilitate the call.
- In-person at the Three Rivers Customer Service Center, 7109 W. Okanogan Place, Kennewick
- Web-Site: Riders can offer feedback on the Ben Franklin Transit Web-site, [www. bft.org](http://www.bft.org) by going to the “Contact Us “ link
- Dedicated phone line and recording for customer comments at (509)734-5103.
- Vanpool customers call (509)943-5442.

The categories listed below are broad with specific complaints placed in each using the best judgment of the staff person receiving the call. Safety Issue: include any safety related issues including driving; Discourteous include any behavioral issues involving BFT staff; Repeating Callers are members of the public call on regular basis with similar or varying complaints or comments. Equipment Problems: all types of mechanical issues, Fares: payment issues, Bus Stop Issues usually location, additional, or concerns; Schedule Change Request: schedule issues, Missed Connection: people missing their bus. Passed by Passengers: bus did not stop and caller was at the stop, Route Requests: additional locations, Schedule Change: time adjustments, other. Customer Comment Report BFT changed the software provider for this service on May 1st of 2013.

May 1, 2012 through April 30, 2013 **Commendations: 69 Complaints: 429 total**

Dangerous	111	Discourteous	116
Customer Service	14	Equipment	3
Fare	3	Bus Stop	11
Late/Early Service	21	Missed Connection	10
Passed by Customer	51	Schedule	1
Other	88		

Section IV: Connections

Transportation Partners: Ben Franklin Transit connects passengers with:

- Tri-Cities Airport
- Grapeline service to Walla Walla
- Fixed route service to most schools
- Connects to Columbia Basin Community College in Pasco
- Battelle and other North Richland business locations
- Tri City Trolley: Hermiston and Pendleton Mon thru Sat.
- Pasco Amtrak and Greyhound Station
- People for People service to Yakima;
- Overload/ Tripper buses on busier routes
- WSU-Tri-Cities
- 10 park and ride lots within BFT's service area

Major Employers by Business Type

- Vanpools provide options to major employers including those listed below :

Product	Name	Product	Name
Army	Umatilla Army Depot	Prisons	Coyote Ridge
Wood by-products	Boise Cascade		Walla Walla Penitentiary
Construction	Moses Lake REC	Food	Broetje Farms
	Hanford		Canoe Ridge Winery
	Bechtel		Columbia Crest Winery
Dam related	Ice Harbor Dam		McCain Foods
	Lower Monument dam		Mercer Canyons Farm
	McNary Dam		St. Michelle Estates
	Priest Rapids Dam		St. Michelle Winery
	Walla Walla Army Corps of Eng	Government	Walla Walla City/County
Schools	Prosser School District		Benton County
	Wahluke Schools		Yakima Government Offices
	Connell Elementary		Benton Rural Electric Association
		Other	Canam Steel

Section V: BFT Accomplishments 2012-13 and Goals 2013-2014 including Washington Transportation Plan 2013-2019 Prioritized Investment Guidelines

Ben Franklin Transit's (BFT's) Core Values were developed through discussion with the Board of Directors, public input and staff. The WSDOT goals have been assimilated into the BFT goals and accomplishments listed in detail above and include: Preservation, Safety, Economic Vitality, Mobility, Environmental Quality and Health.

Accomplishments

Customer Satisfaction

- Installed and implemented "Service Desk" from Fleetnet throughout the agency. This will aid tracking complaints, compliments and service requests throughout the agency.
- Updated the BFT Website, with a go live date in June. New schedule books, brochures for DAR services and continued service to pass and ticket outlets.

Collaboration

- Collaborated with various local high schools in their mock interview exchange, at career fairs with the local colleges, and served as Notary for 18 employees or family members.
- Completed Title VI Plan in coordination with the BFCOG, BFT departments, especially Human Resources.
- Completed the ADA Reasonable Modification Plan with input from all departments.
- Working with the County Fair to provide joint advertising, improved fair entry and operations.

Diversity

- Diversity: Processed 1489 total applicants in 2012, testing over 160 "driver" applicants for driving positions x 3 tests each for a total of 480 total pre employment tests in 2012, and hiring 17 new hires of which 9 were offers to minority candidates. BFT strives to increase its diversity outreach each year.
- Received the Business of the Year Award from the Hispanic Chamber of Commerce in Pasco. This was awarded due to BFT's outreach through Spanish translation of all our customer information, Spanish speaking staff in all departments and Spanish ads and information in the local Spanish News and radio.

Fiscal Accountability

- Closed a record 33 LNI claims, kept the claims ratio of 75% medical to 25% time loss, collected \$14,631 from the Labor & Industries Stay at Work Program, received 3 new "free" computers delivered to BFT from LNI, reduced our experience modification factor (which resulted in BFT paying \$100,000 less to LNI), utilized Skype for interviews (rather than flying candidates in).
- 2012 operating and capital budgeting goals were met.
- Received unqualified state auditor's report on BFT's financial statements for fiscal year ended December 31, 2011.

- Increased fixed route coverage in Kennewick without additional cost through route restructuring.
- Changes in data collection and recording to comply with National Transit Data reporting requirements for NTD and MAP-21.

Innovation

- Helped in the development, purchased and received of Zero Emissions Propulsion (ZEP) electric bus.
- Restructured Administrative Services Department for increased efficiency, effectiveness and internal controls.
- Completed update of Website with new capability for staff to update information. Now have a Facebook Page and Twitter.
- Use of GPS in the vanpool program to monitor drivers receiving complaints and random sampling for speeds.

Sustainability

- Digitized documents such as the legal database, the Board resolution database and most recently, all previous union contracts dating back to 1983. In addition, the HR Team has populated Fleetnet's HR module which saves time and energy vs. looking up data manually and has streamlined the Fleetnet attendance module for ease of understanding and report writing.
- Completion of MOA and Project closeout
- Migration of IT Services from third party consultant to in-house
- Maintain high reliability on BFT servers.

Safety

- In 2012 there were a total of 398 individual events that were processed between the various modes (fixed route, paratransit, vanpool, & maintenance). Of that number, only 25 of them were considered preventable on the part of the operator/driver, which says a lot about BFT's training programs and the caliber of employees BFT employs. This past year, BFT rolled out a new WSTIP operator/driver training course. BFT also implemented the new driver license abstract program called Envision to help us better track our employees driving records and therefore making our agency and our employees more accountable. We also worked with the CAC on a variety of public safety issues which made accessing our facilities that much safer. A total of 150 drug and 52 alcohol tests were performed in 2012: 58 pre-employment, 91 random tests and 1 post accident. Also, a total of 52 alcohol tests were performed in 2012: 19 pre-employment, 32 random tests and 1 post accident. BFT is dedicated to providing safe transportation services to our transit system passengers.

Goals 2013 and 2014

Staff will continue working to provide excellent transit service by selecting, working on and completing tasks that support the following core values of the organization.

Customer Satisfaction

- Continue refinement of the new website. Include links to other agencies, BFT information and easy use of Google tools.
- Provide staff and information at CBC during the first week of school to help improve bus ridership through our CBC pass program and other similar outreach efforts. Including Bechtel Environmental fair, School outreach and others.
- Carry out route level surveys and in-depth driver surveys for ridership, customer satisfaction and customer requested improvements.

- Increase productivity of the transit system based upon updated data collection methods to improve service times and coverage.

Collaboration

- Continued implementation of ERMS interdepartmental modules for greater efficiencies of work flow (maintenance, procurement)
- Planning work with all departments to develop ridership reports with performance measures to meet FTA guidelines and internal analysis of service to improve efficiency.
- Work with BFCOG on STIP development and input to their long range planning efforts.
- Planning work with maintenance and fixed route bus operations to develop bus stop inventories and plan for consistent amenities and appearance.
- Collaborate between departments to implement the ADA Reasonable Modification plan guidelines for eligibility and assessment. Also coordinate appeals processes to assure adequate opportunities for customers to be heard.

Diversity

- Continue excellent work in networking with ESL customers and organizations; including maintaining Spanish speaking staff levels, translation of all information and outreach efforts.
- Continue recruiting efforts in 2014 to maintain bilingual staff; and staffing that reflects the diversity of our area.

Fiscal Accountability

- Receive unqualified state auditor's report on BFT's financial statements for fiscal year ended December 31, 2012.
- Submit 2012 Comprehensive Annual Financial Report to Government Finance Officers Association for Certificate of Achievement for Excellence in Financial Reporting.
- Changed data collection methodology and level of detail in the vanpool department to meet National Transit Database requirements.
- Revise the compensation plan for non-representative employees to assure industry and local comparability.
- Outsource FMLA work resulting in a cost savings.
- Update Vanpool Riders Guide and accompanying procedures manual to reflect changes in data collection and recent changes in data and fare collection.
- Complete FTA Triennial Review

Innovation

- Continue to identify and institute cost containment measures in discretionary spending.
- Begin a desired bus stop and amenities list including solar lighting, GPS location and consistent appearance for our system.
- Continue pursuing electric bus options and energy storage/creation on site.
- Maximize usage of current software packages and research future web based and internal systems.
- Additional GPS tracking units and upgraded usage in the vanpool program

- Optimize the usage of Fleetnet to include bus stop longitude and latitudes, inventory of amenities and create a Bus Stop Plan to include designs, colors and look of stop, spacing and safety features. This will outline procurements of these facilities for replacement of all old shelters and benches within the 6 year time frame.
- Optimize the use of Trapeze to help increase passengers per trip in the Paratransit system to reduce costs and track eligibility of riders.

Sustainability

- Successfully complete the FTA Triennial Review process
- Complete staff training in federal procurement guidelines.
- Develop E-Bus program and develop solar recharge and power storage capabilities.
- Begin Park and Ride improvements at Tulip Lane and Columbia Park Trail.

Safety

- Work with Ops and Safety to develop bus stop placement guidelines to improve safety for riders, drivers and equipment/facilities.
- Continue light duty program to utilize employees on LNI for needed BFT work or training. This will reduce time lost due to injuries or illness and increase productivity.
- Develop and begin implementation of increased security such as cameras on vehicles and sites, maintenance of video storage and policy development for this activity, counter reconfigurations and other items as needed.

Proposed Increased service as funding allows:

All services would require Title VI analysis, public hearing and Board of Director approvals.

- Remove or increase funding and trip caps on Trans+Plus night service.
- Fixed route service to East Pasco.
- Fixed route service to East Kennewick
- Fixed route service to West Richland
- Increase service hours by 1/2 hour in the evening.
- Increase Saturday services, coverage, hours and/or frequency
- Replace Sunday Service, contracted with reservations, ADA trips and premium fares are previously provided.

Section: VI Recap Analysis - Capital and Operating Projections*

Beginning Balance includes \$500,000 Self Insurance.

BFT Financial Forecasting Model							
	2013	2014	2015	2016	2017	2018	2019
<i>Revenues</i>							
Local							
Fares	4,015,867	3,975,708	3,935,951	3,896,592	3,916,075	3,935,655	3,955,333
Contracted Services	50,000	50,500	51,005	51,515	52,030	52,551	53,076
Sales Tax	24,431,244	24,553,400	24,676,167	24,922,929	25,421,387	25,929,815	26,448,412
Other	200,000	201,000	202,005	203,015	204,030	206,070	208,131
Total Local	28,697,111	28,780,609	28,865,128	29,074,051	29,593,522	30,124,091	30,664,952
State							
JARC	100,000	-	-	-	-	-	-
State Grant (New-2012)	270,000	270,000	270,000	270,000	270,000	270,000	270,000
Regional Mobility Grant	592,500	-	-	-	-	-	-
Special Needs	-	-	-	-	-	-	-
Total State	962,500	270,000	270,000	270,000	270,000	270,000	270,000
Federal							
FFY 2012 5307/5340 Formula	1,750,000						
FFY 2012 5309 (earmark)	1,000,000						
FFY 2013 5307/5340 Formula	8,310,086	8,636,438	8,636,438	8,679,620	8,723,018	8,810,248	8,898,351
FFY 2013 5310 Mobility/Disabilities	68,450	68,450	68,450	68,792	69,136	69,828	70,526
FFY 2013 5339 Bus/Facilities Form	1,001,820	1,001,820	1,001,820	1,006,829	1,011,863	1,021,982	1,032,202
Total Federal	12,130,356	9,706,708	9,706,708	9,755,242	9,804,018	9,902,058	10,001,079
Total Revenues	41,789,967	38,757,317	38,841,836	39,099,292	39,667,540	40,296,149	40,936,030

Operating Expense								
Salaries & Wages	14,002,891	14,338,960	14,683,095	15,035,490	15,396,341	15,765,854	16,144,234	
Employee Benefits	6,466,294	6,724,946	7,128,443	7,449,222	7,784,437	8,134,737	8,500,800	
Total Labor	20,469,185	21,063,906	21,811,538	22,484,712	23,180,779	23,900,591	24,645,034	
Professional Services	1,662,105	1,703,658	1,737,731	1,798,551	1,834,522	1,871,213	1,908,637	
Fuel & Lubricants	4,489,135	4,556,472	4,624,819	4,162,337	3,537,987	2,936,529	2,437,319	
Tires & Tubes	274,353	278,468	282,645	286,885	291,188	295,556	299,989	
Materials & Supplies	966,495	985,825	1,005,541	1,025,652	1,046,165	1,067,089	1,088,430	
Utility	203,500	206,553	209,651	212,796	215,987	219,227	222,516	
Insurance and Liability	919,179	932,967	946,961	961,166	975,583	990,217	1,005,070	
Purchased Transportation	2,333,050	2,368,046	2,403,566	2,439,620	2,476,214	2,513,357	2,551,058	
Rentals	41,779	42,406	43,042	43,687	44,343	45,008	45,683	
Miscellaneous	295,187	299,615	304,109	308,671	313,301	318,000	322,770	
Total Non-Labor	11,184,783	11,374,008	11,558,066	11,239,365	10,735,291	10,256,196	9,881,473	
Total Operating Expense	31,653,968	32,437,914	33,369,604	33,724,077	33,916,070	34,156,787	34,526,507	
Capital Expense								
Coach	3,750,000	4,274,250	4,274,250	2,829,000	2,829,000	2,829,000	2,829,000	
Dial A Ride	2,500,000	922,500	922,500	922,500	922,500	922,500	922,500	
Van Pool	1,250,000	640,625	640,625	640,625	640,625	640,625	640,625	
Asset Mgt/Improvements**	255,520	1,277,600	319,400	239,550	241,946	244,365	246,809	
Small Capital Projects	10,000	10,200	110,404	112,612	114,864	117,162	119,505	
Total Capital Expense	7,765,520	7,125,175	6,267,179	4,744,287	4,748,935	4,753,652	4,758,438	

Service Restoration		1,200,000	1,229,719	1,265,040	1,278,478	1,285,756	1,299,673
Current Year Surplus/(Deficit)	2,370,479	(2,005,773)	(2,024,666)	(634,112)	(275,942)	99,955	351,412
Beginning Reserves	12,000,000	14,370,479	12,364,706	10,340,040	9,705,929	9,429,987	9,529,942
Current Year Surplus/(Deficit)	2,370,479	(2,005,773)	(2,024,666)	(634,112)	(275,942)	99,955	351,412
Subtotal Reserves	14,370,479	12,364,706	10,340,040	9,705,929	9,429,987	9,529,942	9,881,353
Restrict 3 Month Op Reserve	7,913,492	8,109,479	8,342,401	8,431,019	8,479,017	8,539,197	8,631,627
Surplus Funds	6,456,987	4,255,228	1,997,640	1,274,910	950,970	990,745	1,249,726
<i>*For 2014 thru 2018</i>							
<i>** MAP-21 = 1% of 5307</i>							
Fares							
Coach	3,750,000	5,129,100	4,274,250	2,829,000	2,829,000	2,829,000	2,829,000
Dial A Ride	2,500,000	1,660,500	922,500	922,500	922,500	922,500	922,500
Van Pool	1,250,000	1,281,250	1,025,000	1,025,000	1,025,000	1,025,000	1,025,000
	7,500,000	8,070,850	6,221,750	4,776,500	4,776,500	4,776,500	4,776,500
Farebox Recovery Ratio	12.8%	12.4%	11.9%	11.7%	11.7%	11.7%	11.6%

Vehicles	Cost/Each	2013	2014	2015	2016	2017	2018	2019
Coach	417,000	10	10					
E-Coach	460,000			6	6	6	6	6
DAR	90,000	50	10	10	10	10	10	10
Vans	25,000	35	25	25	25	25	25	25

BFT Financial Forecasting Model	Inflation Factor					
	2014	2015	2016	2017	2018	2019
Revenues						
Local						
Fares	-1.0%	-1.0%	-1.0%	0.5%	0.5%	0.5%
Contracted Services	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Sales Tax	0.5%	0.5%	1.0%	2.0%	2.0%	2.0%
Other	0.5%	0.5%	0.5%	0.5%	1.0%	1.0%
Total Local	0.29	0.29	0.72	1.79	1.79	1.80
State						
JARC						
State Grant (New-2012)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Regional Mobility Grant						
Special Needs	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total State	-71.95	0.00	0.00	0.00	0.00	0.00
Federal						
FFY 2012 5307/5340 Formula						
FFY 2012 5309 (earmark)						
FFY 2013 5307/5340 Formula	0.0%	0.0%	0.5%	0.5%	1.0%	1.0%
FFY 2013 5310 Mobility/Disabilities	0.0%	0.0%	0.5%	0.5%	1.0%	1.0%
FFY 2013 5339 Bus/Facilities Formula	0.0%	0.0%	0.5%	0.5%	1.0%	1.0%
Total Federal						
Total Revenues	-7.26	0.22	0.66	1.45	1.58	1.59
Operating Expense						
Salaries & Wages	2.4%	2.4%	2.4%	2.4%	2.4%	2.4%
Employee Benefits	4.0%	6.0%	4.5%	4.5%	4.5%	4.5%
Total Labor	2.91	3.55	3.09	3.10	3.11	3.11
Professional Services	2.5%	2.0%	3.5%	2.0%	2.0%	2.0%
Fuel & Lubricants	1.5%	1.5%	-10.0%	-15.0%	-17.0%	-17.0%
Tires & Tubes	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%

Materials & Supplies		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Utility		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Insurance and Liability		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Purchased Transportation		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Rentals		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Miscellaneous		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Total Non-Labor		1.69	1.62	-2.76	-4.48	-4.46	-3.65
Total Operating Expense		2.48	2.87	1.06	0.57	0.71	1.08
Capital Expense							
Coach		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Dial A Ride		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Van Pool		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Asset Mgmt/Transit Improvements**		400.0%	-75.0%	-25.0%	1.0%	1.0%	1.0%
Small Capital Projects		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Total Capital Expense		-8.25	-12.04	-24.30	0.10	0.10	0.10
Service Restoration		2.48%	2.87%	1.06%	0.57%	0.71%	1.08%
Current Year Surplus/(Deficit)		-184.61	0.94	-68.68	-56.48	-136.22	251.57
Beginning Reserves		19.75	-13.96	-16.37	-6.13	-2.84	1.06
Current Year Surplus/(Deficit)							
Subtotal Reserves							
Restricted - 3 Month Op Reserve		2.48	2.87	1.06	0.57	0.71	1.08
Surplus Funds		-34.10	-53.05	-36.18	-25.41	4.18	26.14
<i>*For 2014 thru 2018</i>							
<i>** MAP-21 = 1% of 5307</i>							

Section VII: Plan Assumptions 2013 – 2019

1. **Population and Employment** – The population of the BFT service area is 238,877, according to the latest information from the BFCOG. Conservative projections are for a consistent increase of 1.6 percent per year through 2019 according to recent WSDOT calculations, resulting in a population projection of 239,000 by the end of 2015. When the urban area exceeds 200,000; BFT may become a direct FTA (Federal Transit Administration) recipient for formula funding. This would result in maintaining the funding status quo but entails increased reporting and data collection for FTA.
2. **Sales tax** – Sales tax revenue is projected to remain fairly flat. BFT needs to rebuild local option funds and any excess funds can serve this purpose. Sales tax in 2013 through 2019 is projected to increase between .5% and 2% annually for the subsequent years.
3. **Fare Increase** – BFT increased and simplified fares June 1, 2012, with rates determined by the Board of Directors. In addition a variable increase or decrease at the General Managers discretion is in place and may offset any dramatic changes in program costs. This should result in maintaining or increasing the current 14% farebox recovery rate. Falling vanpool ridership due to layoffs may reduce the overall fare box recovery for the agency. Fare will be analyzed in 2015 for possible changes per Board of Director direction.
4. **Inflation Factor** – BFT's wage and salary costs, through the balance of the plan, will be calculated at 2.4% for 2014 through 2019.
5. **Operating Cost Reduction** – Service will be increased as funding permits while maintaining a balanced budget. Improving performance measures will help improve service where possible while minimizing cost impacts. If funding levels improve a list of possible service increases will be created and implemented based upon projected ridership.
6. **Annexations** – If requested, BFT will explore possible annexation of Benton or Franklin County areas currently outside of the BFT boundaries. Expenditures for serving the annexed area shall be equal to the additional tax revenue to be derived from the annexed area resulting in no net increase in costs. No Annexations are projected at this time.
7. **Fare box recovery** – BFT will maintain the fare box recovery ratio through some of the following strategies:
 - a. Maintaining ridership
 - b. Deploying available service to most productive areas and times to increase efficiency
 - c. Monitoring system through increased data collection
 - d. Developing and implementing cost-containing measures in Dial-A-Ride.
 - e. Reducing expenditures where possible
8. **Vanpool** – BFT will operate up to 280 vans through 2014 with changes resulting from employment levels at Hanford and other major employers. Fare flexibility, for responding to fuel prices and other operating will continue with an effort to maintain a low fare structure. There is a farebox recovery goal of 80% for the program that staff reaches annually.

9. **Demand Response Services** - Will be limited with caps previously maintained. Additional funding could allow BFT to increase the levels of Night Service to meet the continued requests from the public.
10. **Maintenance, Operations and Administration Facility** – A new project to increase security will begin in 2014 with completion scheduled for 2015. The security will include cameras on all buses, transit centers and at the customer service and vanpool locations where monies are being collected for passes and fares.
11. **Vehicles** - Grant applications are pending for equipment replacement with increases in 5307 funding levels with BFT becoming a large urban area our capital program is planned to increase with our fleet being modernized to FTA useful life standards within the time line of this plan.
12. **Park and Ride** - BFT received funding from the WSDOT Regional Mobility Grant process to pave stripe, provide curbing, and improve entrances and signage at Tulip Lane and Columbia Park Trail. BFT will work with WSDOT on a lease of the property, local property owners on landscaping and the city to meet their codes and transportation plans.
13. **Service Improvements** - Appropriate service level increases in fixed-route, rural and contracted services to meet expected population growth.
14. **Plan sites and work to acquire property** for Park and Rides / transit centers in Pasco and South Kennewick: Southridge (Kennewick, no property or specific location); Pasco (Road 68 vicinity, no property or specific location).

Assumption 2013-14 Budget

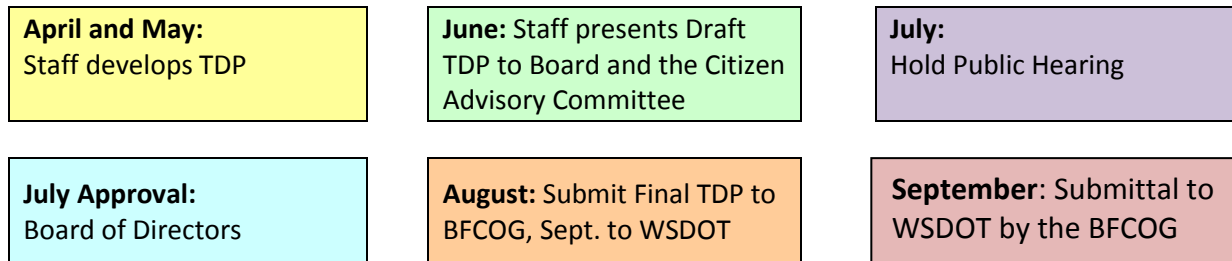
1. **Sales tax** rate of 2% is used to calculate the revenue increases in the following 5 years which includes fares. Grants are predicted to be flat due to limitations expected from the Federal Transit Administration.
2. **Farebox recovery** company-wide is 14.8%
3. **Limited wage increases** currently being negotiated.
4. **Health Insurance** Impacts of the new health care package are being implemented throughout the country. BFT staff will work to provide good plans for staff while limiting costs where possible.

5. **Operations (DAR, Fixed Route, Contracted and Vanpool)** - Increased service is being requested by the community as population grows. Management is working to reduce cost per revenue mile and hour by renewing our fleet to reduce maintenance and increase efficiency of all service provided.
6. **General Administration** is showing an increase as several new positions have been filled to provide data and bookkeeping expertise to meet requirements of BFT becoming a direct grant recipient for FTA funding additional staff may be needed as the work load assessed.
7. **Service Development** has increased with the hiring of a Planner. Additional data collection needs may require temporary help or possibly an intern.
8. **Overall effect on Reserves from Operations** maintains a positive cash flow and reserve balance over the life of this plan.
9. **Capital projects** include new buses, para-transit vehicles, vans and service vehicles. Also paving, restriping of transit centers along with bus benches and shelters to maintain the appearance and quality of our transit system. A new park and ride lot at Tulip Lane, possible solar collection and storage facilities.
10. BFT will establish a sub-recipient for 5310 Disabled Transportation funds to fulfill FTA grant guidelines.

Section VIII: Adoption Time Line and Public Process

The six year Transit Development Plan was developed using staff input, information from a Board of Directors and public input. The draft plan included completion of project goals reflecting agency core values. Public comment was sought through the Citizen Advisory Committee and a public hearing advertised thirty days prior to the hearing. The Board received copies of all public comments received. They participated in discussions during committee meetings, the board retreat and regularly scheduled board meetings. The meeting was open to the public, posted and shown on our website. The process is shown below in a flow chart.

Public Process Transit Development Plan



Section VIII: Proposed Changes and Facilities, 2012-2017

2013	Preservation	Improvement
Services	Assess and modify fixed route as necessary	
Facilities	Repave, stripe and provide conduit in up to 3 transit centers. Replace shelters and benches as needed	
Vehicles	Replace 30 paratransit vehicles, Replace up to 10 buses	
2014	Preservation	Improvement
Services	Assess and modify fixed route as necessary	
Facilities	Increase security in transit centers, areas where money is being exchanged for passes etc., parking areas and on BFT vehicles. Cameras, data storage, raised counters, glass and outside vending.	
Vehicles	Replace 30 paratransit vehicles, Replace vans as needed up to 10 Buses	
2015	Preservation	Improvement
Services	Assess and modify fixed route as necessary	
Facilities	Maintain fixed assets, maintenance equipment, replace shelters and benches.	
Vehicles	Replace 5-8 transit buses, Replace 15-20 paratransit vehicles, Replace 30 vans	
2016	Preservation	Improvement
Services	Assess and modify services as necessary	
Facilities	Maintain fixed assets, maintenance equipment.	
Vehicles	Replace 5-8 Transit buses, Replace 15-20 paratransit vehicles, Replace 30 vans	
2017	Preservation	Improvement
Services	Assess and modify services as necessary	
Facilities	Maintain fixed assets.	
Vehicles	Replace 5-8 Transit buses, Replace 15-20 paratransit vehicles, Replace 30 vans	
2018	Preservation	Improvement
Services	Assess and modify services as necessary	
Facilities	Maintain fixed assets.	
Vehicles	Replace 5-8 Transit buses, Replace 15-20 paratransit vehicles, Replace 30 vans	
2019	Preservation	Improvement
Services	Assess and modify services as necessary	
Facilities	Maintain fixed assets.	
Vehicles	Replace 5-8 Transit buses, Replace 15-20 paratransit vehicles, Replace 30 vans	

Section VIII: Projected Operating Data, 2013 – 2019 (in thousands)

<u>Fixed Routes Services</u>	2013	2014	2015	2016	2017	2018	2019
Revenue vehicle hours	116	124	124	124	124	124	124
Total vehicle hours	122	131	131	131	131	131	131
Revenue vehicle miles	2,102	2,249	2,249	2,249	2,249	2,249	2,249
Total vehicle miles	2,234	2,390	2,390	2,390	2,390	2,390	2,390
Passenger trips	3,489	3,733	3,733	3,733	3,733	3,733	3,733
Fatalities	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Diesel fuel consumed (gal)	480	514	514	514	514	514	514
Gasoline consumed (gal)	0	0	0	0	0	0	0
<u>Route Deviated Services N/A</u>							
<u>Demand Response</u>	2013	2014	2015	2016	2017	2018	2019
Revenue vehicle hours	189	208	208	208	208	208	208
Total vehicle hours	212	233	233	233	233	233	233
Revenue vehicle miles	3,061	3,367	3,367	3,367	3,367	3,367	3,367
Total vehicle miles	3,305	3,636	3,636	3,636	3,636	3,636	3,636
Passenger trips	641	705	705	705	705	705	705
Fatalities	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Diesel fuel consumed (gal)	53	58	58	58	58	58	58
Gasoline fuel consumed	325	357	357	357	357	357	357
<u>Vanpooling Services</u>	2013	2014	2015	2016	2017	2018	2019
Revenue vehicle hours	121	98	98	98	98	98	98
Total vehicle hours	133	122	122	122	122	122	122
Revenue vehicle miles	4,356	3920	3920	3920	3920	3920	3920
Total vehicle miles	4,413	3972	3972	3972	3972	3972	3972
Passenger trips	1,366	1,229	1,229	1,229	1,229	1,229	1,229
Fatalities	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Diesel fuel consumed (gal)	15	14	14	14	14	14	14
Gasoline fuel consumed	320	288	288	288	288	288	288

Appendix A

List of Equipment 2013 (Public Transportation Management System)

Separate file

Instructions for Facility Forms

Every facility which has a replacement value of \$25,000 or greater shall be reported on the enclosed forms. Facilities of a lesser value may be reported at the agency’s discretion. For the purposes of establishing a base year inventory, the information required will include: facility name (or address); condition; age; remaining useful life; replacement cost; facility code; detailed facility description; and, any comments about the facility which the reporting agency wishes to have noted. A more complete definition of these categories is provided below.

Facility Inventory Form

Facility Name What is the name by which the facility is most commonly referred — e.g., Battleground Park and Ride, North Base, Edmonds Ferry Terminal.

Condition A list of potential facility subsystems is provided below. Each of the subsystems existing within a facility should be evaluated based on the 100-point scale provided. The facility condition reported would be the total of all subsystem points received as a percentage of the maximum possible points for the number of subsystems rated.

Age Years since the facility was completed and opened for use.

Remaining Useful Life The estimated number of years which the facility will be able to carry out its intended purpose before replacement.

Replacement Cost The estimated purchase price, in current year dollars, of in-kind replacement of the facility on the existing site at the end of the remaining useful life.

Facility Code	01 Power Distribution Substations	13 Incline Railway
	02 Tunnels	14 Track System
	03 Bridges	15 Overhead Power Distribution System
	04 Elevated Right of Way/Track	16 Passenger Amenities (Shelters, Restrooms, etc.)
	05 People Mover	17 Terminals, Intermodal
	06 Transit Center	18 Toll Booths
	07 Boarding Platforms/Stations/Floats	19 Uncovered Bus Storage
	08 Pedestrian Access Facilities	20 Covered Bus Storage
	09 Park and Ride Lots	21 Wash Islands/Fuel Islands
	10 Administration Building	22 Warehouse/Storage
	11 Maintenance Building	23 Multifunctional (Ops. and Maint.; Ops. and Admin.)
	12 Rail Yards/Shop	24 Other

Facilities Description Form — Item 1 from the Facilities Inventory Form should match Item 1 on this form. Additional copies of the Facilities Description Form should be made to match the items in the Facilities Inventory Form.

Description	A complete description of the facility including information on the exact location, size, and function(s) of the facility.
Comments	If there are any issues related to the facility which are considered significant, they should be noted. Examples might be plans for rehabilitation, elimination, or anticipated relocation of some functions from this site to another. If problems are being encountered with specific subsystems, this would be the place to note such problems. Issues of ability to address regulatory requirements might be noted here.

Point Score Definitions for Facility Condition Assessment

100	Requires routine preventive maintenance.
80 – 90	In good working order, requiring only nominal or infrequent minor repairs.
50 – 70	Requires frequent minor repairs or infrequent major repairs (more than six months between repairs).
20 – 40	Requires frequent major repairs (less than six months between repairs).
10	In sufficiently poor condition that continued use presents potential hazard.

Subsystems to Be Evaluated as a Part of a Facility if Existing Within the Facility

- Heating, ventilation, and air conditioning systems (HVAC)
- Roof
- Structure (walls, floors, windows, and foundation)
- Electrical/lighting
- Parking/driving surfaces (includes track system in rail yard)
- Pedestrian access
- Water/sewer
- Functional capacity (does the current use exceed design capacity)
- Safety (alarms, detector, security, sprinkler, extinguishers, etc.)
- Communications (including signage)
- Accessibility (ADA)
- Mechanical (fixed or built-in) (examples might include vehicle hoists, elevators, cranes, delivery systems for fuel island)
- Fuel, fluid, or chemical storage

Owned Facilities Inventory

Facility Code	Facility Name	Condition (points)	Age (years)	Useful Life (years)	Replacement Cost (\$)
1. 11	Maintenance Building (needs Kitchen and Bath re-dos, Hot water heater and painting)	80	2	18	8,564,747
2. 10	Administration Building	100	3	16	8,564,747
3. 19	Operations Facilities	100	2	18	8,564,747
4. 06	Huntington Transit Center*	75	15	10	832,539
5. 06	Knight Street Transit Center*	75	17	8	593,913
6. 06	Pasco Transit Center*	75	24	1	567,552
7. 16-10	3 Rivers Transit Center (customer service needs interior paint and carpet, upholstery, furniture in break room)	80	8	17	2,500,000
8. 06	Richland Wye Park and Ride	100	10	15	250,000

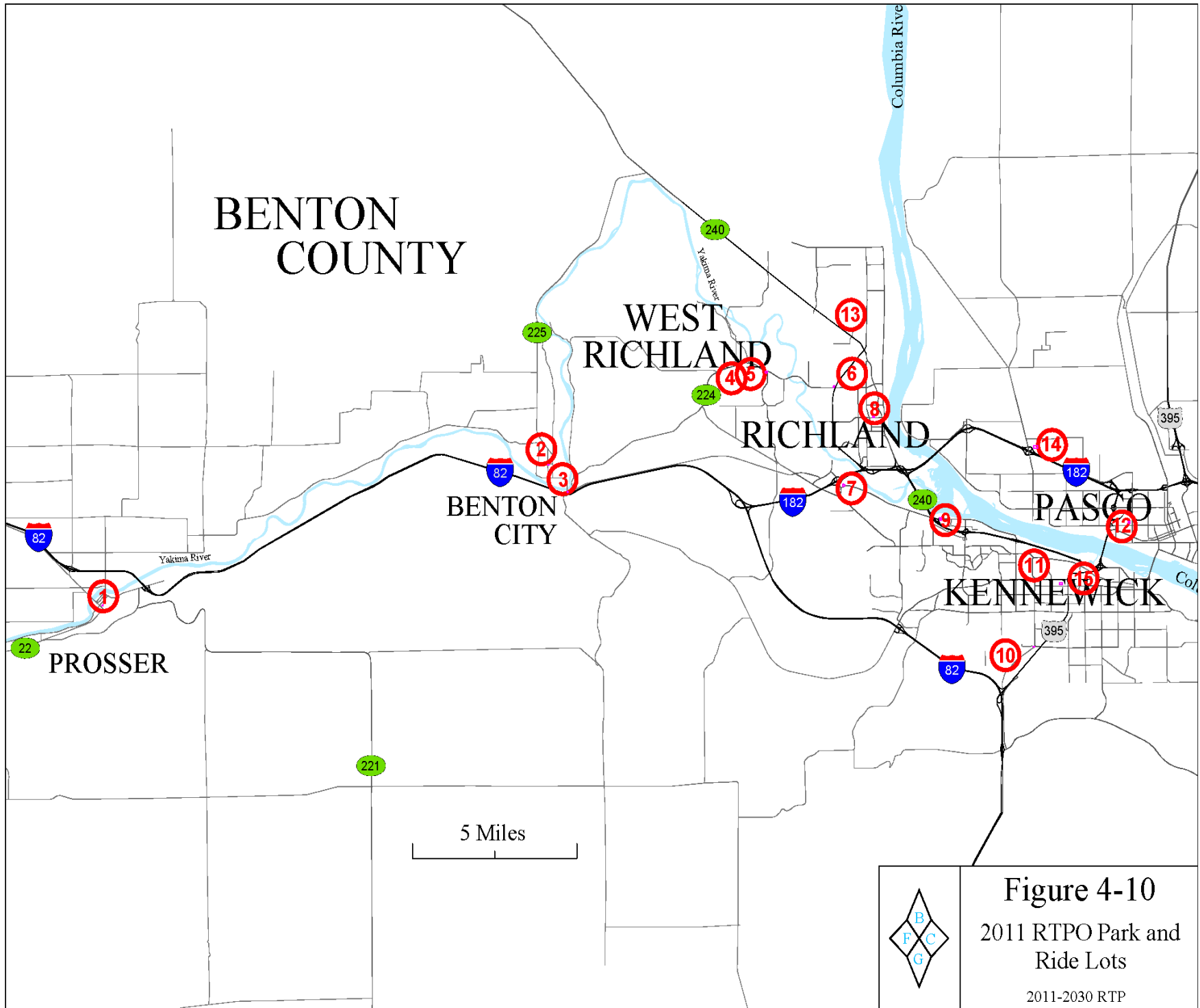
* Transit Centers need repaving and striping.

Park and Ride information provided by the BFCOG follows: It included an inventory of usage maintained by WSDOT and a map of existing lots from the BFCOG's long range plan. BFT has listed the following locations and need for additional Park and Ride facilities. There is currently not funding for these projects.

- Acquire property for Park and Rides / transit centers in Pasco and South Kennewick
- Tulip Lane (Richland),
- Southridge (Kennewick, no property or specific location),
- Pasco (Road 68 vicinity, no property or specific location)

TRI-CITIES AREA FORMAL PARK & RIDE FACILITIES						
Site ID#	Facility	Facility Owner	Facility Type	Capacity	2010 Avg Monthly Occupancy	2010 Avg Monthly % Occupancy
1	Stacy Avenue Station	Prosser/BFT	Park & Ride	28	10	48%
2	SR 225 & Dale Avenue	Benton City/BFT	Park & Ride	37	31	83%
3	I- 82 & SR 224 Interchange	WSDOT	Park & Pool	30	24	81%
4	West Richland Transit Center	W Richland/BFT	Park & Ride	27	19	69%
5	Flat Top Park Parking Lot	West Richland	Park & Ride	127	62	49%
6	SR 224 & SR 240 Intersection	WSDOT	Park & Pool	89	68	76%
7	I-182 & Queensgate Interchange	WSDOT	Park & Pool	139	6	5%
8	Knight Street & Goethals Drive	BFT	Park & Ride	33	7	20%
9	WSDOT - Columbia Park Trail	WSDOT	Park & Pool	249	196	79%
10	West 27th Avenue & South Union Street	Kennewick	Park & Pool	50	40	81%
11	West Clearwater Ave & North Huntington St	BFT	Park & Ride	135	35	26%
12	Park Street & 22nd Avenue	BFT	Park & Ride	50	19	38%
13	Stevens Drive & Spengler Road	Port of Benton	Park & Pool	350	253	72%
14	TRAC	TRAC	Park & Pool	172	70	40%
15	US 395 & Yelm Street	Kennewick	Park & Pool	39	17	43%

Source: 2007 Tri-Cities Metropolitan Area Park and Ride Lot Report; WSDOT South Central Region Monthly Park and Ride Inventory



Facilities Description: Maintenance, Operations and Administration Center: 1000 Columbia Park Trail, Richland, WA 99352. 10.5 total acres, 1058 Columbia Park Trail 3.4 acres, 1060 Columbia Park Trail 1-½ acres, 1066 Columbia Park Trail 1-¾ acres and the balance in parking for employees and visitors. There are 219 parking spaces with transit adjacent to the site.

1. Maintenance Facility. This facility was renovated in 2011 with technical refinements continuing into 2012.

- Heating, ventilation, and air conditioning systems (HVAC): All New
- Roof: New
- Structure (walls, floors, windows, and foundation):
- Electrical/lighting: Good
- Parking/driving surfaces: Pavement is in good condition.
- Pedestrian access: At grade sidewalks and doorway throughout as well as striping and designated pedestrian walkways at all crossings.
- Water/sewer: Excellent drainage system (bio swales). Inadequate restroom and staff lock space.
- Functional capacity (does the current use exceed design capacity) Good
- Safety (alarms, detector, security, sprinkler, extinguishers, etc.): The facilities are to code.
- Communications (including signage): Signage is in place.
- Accessibility (ADA): This is a fully accessible facility.
- Mechanical (fixed or built-in) (examples might include vehicle hoists, elevators, cranes, delivery systems for fuel island): Good
- Fuel, fluid, or chemical storage: New vehicle wash has capacity for small and large vehicles. Recycling of water is excellent. Storage for chemicals is also excellent.
- **Needs: New hot water heater, renovation of Kitchens and bathrooms facilities.**

2. Administration: An additional Administration Building was just constructed completed 11/2010. It will be LEED Certified.

- Heating, ventilation, and air conditioning systems (HVAC):
- Roof: New
- Structure (walls, floors, windows, and foundation): New
- Electrical/lighting: New
- Parking/driving surfaces: Good
- Water/sewer: All new
- Functional capacity (does the current use exceed design capacity): All adequate with space to grow
- Safety (alarms, detector, security, sprinkler, extinguishers, etc.): There is no surveillance equipment. Doors are locked for the same building serves Vanpool driver, fixed routes bus staff, human resources and finance. There have been thefts due to public access during hours when most staff are at home. For example dispatchers are in the building alone at 4:00 a.m.
- Communications (including signage): New facility with older equipment mixed with new as needed.
- Accessibility (ADA): The building is fully accessible.
- Mechanical (fixed or built-in) (examples might include vehicle hoists, elevators, cranes, delivery systems for fuel island): New
- Fuel, fluid, or chemical storage: Not Applicable
- **No Needs**

3. Operations Building was renovated in 2011 including staff kitchen, lockers, lounge areas and office space. Dispatch and information centers established for drivers:

Heating, ventilation, and air conditioning systems: HVAC LEED Certified

Roof: New

Structure (walls, floors, windows, and foundation): Renovated

Electrical/lighting: New

Parking/driving surfaces Good, New

Water/sewer: All new

Functional capacity (does the current use exceed design capacity): All adequate with space to grow

Safety: (alarms, detector, security, sprinkler, extinguishers, etc.) There is no surveillance equipment. Doors are locked for the same building serves

Vanpool driver, fixed routes bus staff, human resources and finance. There have been thefts due to public access during hours when most staff are at home. For example dispatchers are in the building alone at 4:00 a.m.

Communications (including signage): New facility with older equipment mixed with new as needed.

Accessibility (ADA): The building is fully accessible.

Mechanical (fixed or built-in): Elevator New

Fuel, fluid, or chemical storage: Not Applicable

4. Description: Ed Frost Transit Center 17 N. Huntington, Kennewick, WA 2.86 Acres, parking for 130 cars, 10 bus bays, 6600 Sq.Ft. of service island.

Heating, ventilation, and air conditioning systems (HVAC) : No A/C heat only.

Roof: The roof is over 10 years old.

Structure (walls, floors, windows, and foundation): In good repair

Electrical/lighting: Poorly lit, needs up-grading including the electrical system.

Parking/driving surfaces (includes track system in rail yard): **Needs repaving and striping**

Pedestrian access: Good

Water/sewer: Good

Functional capacity (does the current use exceed design capacity): Good

Safety (alarms, detector, security, sprinkler, extinguishers, etc.): Good

Communications (including signage): New signage is needed.

Accessibility (ADA): Good

Mechanical (fixed or built-in) (examples might include vehicle hoists, elevators, cranes, delivery systems for fuel island): N/A

Fuel, fluid, or chemical storage: N/A

Needs paving striping and increased security.

5. Description: Knight Street Transit Center 1010 Knight Street, Richland, WA 1.61 Acres with parking for 47 cars, 10 bus bays, and a service island of 8160, square feet.

Heating, ventilation, and air conditioning systems (HVAC). NA

Roof: Shelters need replacement

Structure (walls, floors, windows, and foundation): In good repair

Electrical/lighting: Poorly lit, needs up-grading including the electrical system.

Parking/driving surfaces (includes track system in rail yard): **Needs Repaving and striping**

Pedestrian access: Good

Water/sewer: Good

Functional capacity (does the current use exceed design capacity): Good

Safety (alarms, detector, security, sprinkler, extinguishers, etc.): Good

Communications (including signage): New signage is needed.

Accessibility (ADA): Compliant

Mechanical (fixed or built-in) (examples might include vehicle hoists, elevators, cranes, delivery systems for fuel island): N/A

Fuel, fluid, or chemical storage: N/A

Needs paving and striping and increased security

6. Description: Pasco Transit Center; 719 N 22nd Street, Pasco, WA 1.86 Acres with parking for 50 cars, 11 bus bays and a service island of 7760 square feet

Heating, ventilation, and air conditioning systems (HVAC): N/A.

Roof: Shelters need replacement

Structure (walls, floors, windows, and foundation): In good repair

Electrical/lighting: Poorly lit, needs up-grading including the electrical system.

Parking/driving surfaces (includes track system in rail yard): **Needs repaving and striping**

Pedestrian access: ADA Compliant

Water/sewer: Good

Functional capacity (does the current use exceed design capacity): Good

Safety (alarms, detector, security, sprinkler, extinguishers, etc.): Good

Communications (including signage): New signage is needed.

Accessibility (ADA): Compliant

Mechanical (fixed or built-in) (examples might include vehicle hoists, elevators, cranes, delivery systems for fuel island): N/A

Fuel, fluid, or chemical storage: N/A

Needs paving, striping and increased security

7. Description: Richland Wye Park and Ride, has 3.3 acres with 250 parking spaces, No bus service within, but adjacent.

Heating, ventilation, and air conditioning systems (HVAC): NA

Roof: NA

Structure (walls, floors, windows, and foundation): NA

Electrical/lighting: Well lit

Parking/driving surfaces: Good

Pedestrian access: Good

Water/sewer: Bio Swale, no plumbing

Functional capacity (does the current use exceed design capacity): 80% full on weekdays

Safety (alarms, detector, security, sprinkler, extinguishers, etc.): NA

Communications (including signage): N/A

Accessibility (ADA): Compliant

Mechanical (fixed or built-in): N/A

Fuel, fluid, or chemical storage: N/A

8. Description: 3 Rivers Transit Center Kennewick has 2.8 Acres with parking for 20 cars, 10 bus bays a 7700 Sq. Ft. service island and a 3000 Sq. Ft. Customer Service Center.

No major repairs needed at this time.

Heating, ventilation, and air conditioning systems (HVAC): Good

Roof: Good

Structure (walls, floors, windows, and foundation): In good repair

Electrical/lighting: Good

*Parking/driving surfaces (includes track system in rail yard): **Repaving needed and striping.***

Pedestrian access: Good

Water/sewer: Good

Functional capacity (does the current use exceed design capacity): Good

Safety (alarms, detector, security, sprinkler, extinguishers, etc.): Good

Communications (including signage): Good

Accessibility (ADA): Good

Mechanical (fixed or built-in) (examples might include vehicle hoists, elevators, cranes, delivery systems for fuel island): N/A

Fuel, fluid, or chemical storage: NA

Needs increased security.