2013 Annual Report

2014-2019 Transit Development Plan

RiverCities TRANSIT

Prepared by RiverCities Transit Staff

Adopted by the Cowlitz Transit Authority

August 13, 2014

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2013 Cowlitz Transit Authority:

Todd McDaniel, Chair - City of Kelso
Rick Roberson, Vice Chair - City of Kelso
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Dennis Weber - Cowlitz County
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INTRODUCTION

The Transit Development Plan (TDP) is drafted by RiverCities Staff and approved by the Cowlitz Transit Authority annually. It serves to fulfill both *RCW's 35.58.2795* and *35.58.2796* which requires the creation of a *Public Transportation System Six-year Transit Plan* and *Annual Report*, respectively.

The Washington State Department of Transportation is required to develop an annual report that summarizes the status of public transportation systems in the state for the previous calendar year. RiverCities Transit is required to submit this annual report to assist in the development of that statewide plan. The report also serves as a tool to communicate our past accomplishments and future goals for our transit system to the community. It outlines our organizational structure, transportation services, major accomplishments, and proposed future action strategies and a program for funding those strategies.

The DRAFT TDP was posted on the RiverCities Transit website August 4, 2014. Hard copies were made available at the RiverCities Transit Administration office. There were no public comments received. The document was presented at a public hearing on August 13, 2014 and approved by the Cowlitz Transit Authority Board.

SECTION 1: Organization

RiverCities Transit has a long history in the communities of Longview and Kelso. It began over 85 years ago serving mill workers as they traveled to their work. The bus service was run by several private owners until 1975 when the City of Longview purchased the operation.

CTA's Mission

"To enhance the quality of life in our area, the Cowlitz Transit Authority provides safe, reliable, and efficient transit services that link people, jobs and communities." CTA

In 1987, the voters of Longview and Kelso elected to create a taxing authority, the Cowlitz Transit Authority (CTA), to fund the system. The agency received a one-tenth of one percent sales tax until 2008 when voters approved a two-tenths of one percent increase bringing the total to three-tenths of a percent.

Incorporated as a Public Transportation Benefit Area (PTBA) under authority of Chapter 36.57A of the Revised Code of Washington, CTA is governed by a five member board consisting of two members of the Longview City Council, two members of the Kelso City Council, one Cowlitz County Commissioner, and one non-voting union representative. The public transportation governed by CTA operates under the name RiverCities Transit (RCT). The CTA operates as a taxing authority only and has no staff. They contract all transit related functions including management, administration, drivers, and maintenance to the City of Longview (Figure 1).

2013 Cowlitz Transit Authority Organizational Structure

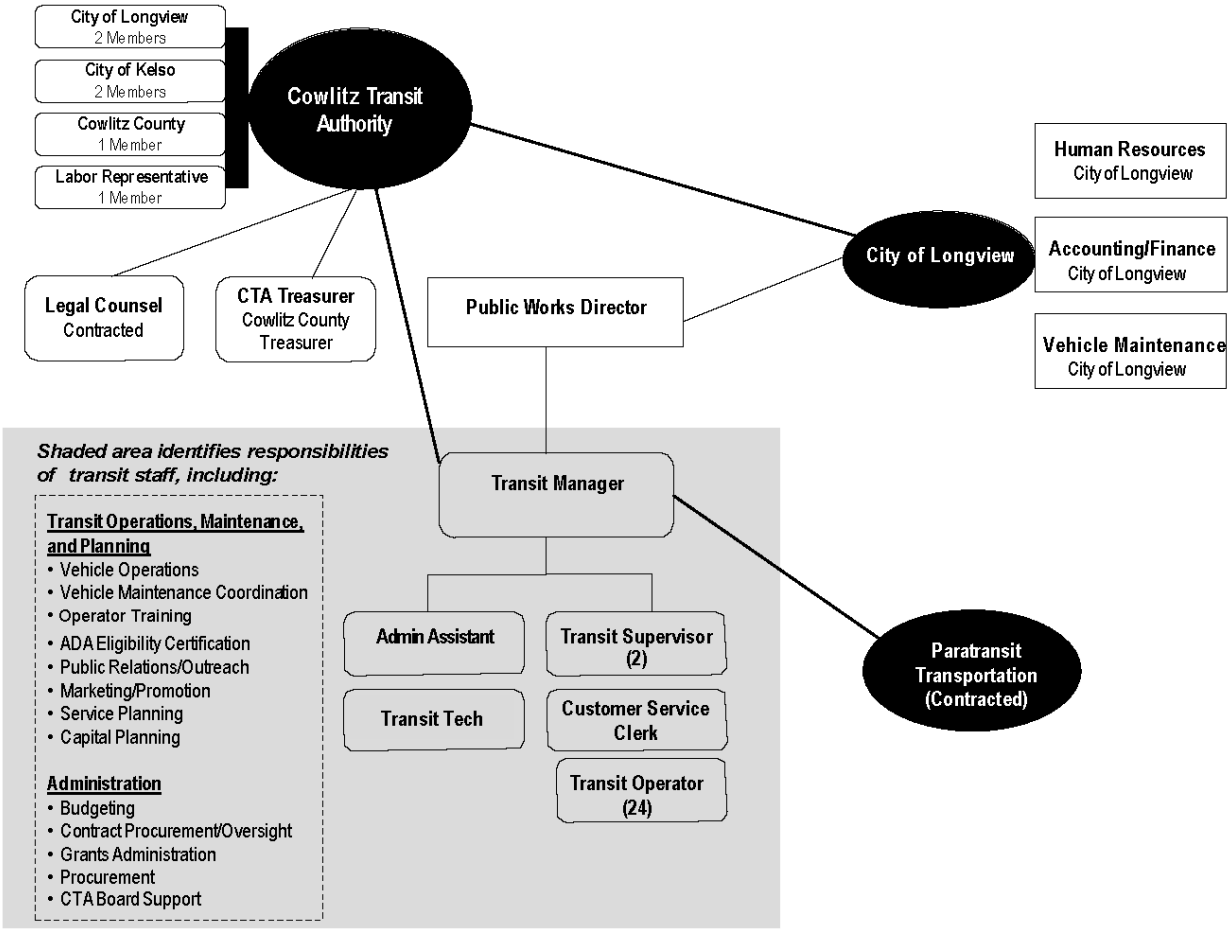


Figure 1

SECTION 2: Physical Plant

RiverCities Transit operates out of the Longview City Shop, located at 254 Oregon Way, Longview, Washington. The facility is approximately 8,000 sf and houses all transit administrative staff, driver break rooms and contracted Paratransit Services staff. The fleet maintenance functions that support the entire city are also housed here. RiverCities has outgrown this facility and is in need of a replacement. The CTA commissioned a study in 2013 to begin looking at possible alternatives.

Longview City Shop

RiverCities Transit also has a Transit Center in downtown Longview, Washington located at 1135 12Th Avenue. The Transit Center provides customer service including RCT system information, pass sales, shelters, indoor waiting area, and restrooms.

Downtown Transit Center

In addition to these two facilities, RCT rents space from the City of Kelso at the Kelso Multimodal Transportation Center. The rented space serves as a break room for drivers and as a meeting room when all staff are required to be present.

In addition to these facilities, RCT also maintains 33 bus shelters and/or benches at major service stops.

SECTION 3: Service Characteristics

Overview

RiverCities Transit operates seven (7) fixed routes within the urban areas of Longview and Kelso, Washington (see Figure 2 and Appendix C). RCT has experienced many changes during 2013 as a result of the voter approved sales tax increase in 2008. After the passage of the increase, the CTA drafted a community supported long range plan that was adopted in December 2010. That plan, the Transit Enhancement Plan, has provided a list of strategies that the CTA and RCT has successfully implemented over the past three years. 2013 proved to be a busy year with several service changes successfully implemented:

- Implemented an ITS project and installed Route Match on all fixed routes and Paratransit transportation
- Implemented route changes including greater frequency on popular routes from every 60 minutes to every 30 minutes; started service 30 minutes earlier and changed routes to begin out in the community rather than at the downtown transit center
- Raised on-time performance from 50% to 93% in 2013 as a result of schedule changes and use of ITS
- Started operations 30 minutes early to accommodate access to employment and school
- Installed new bus stop signs throughout the community with new route names and color codes
- Launched a new and improved website www.rctransit.org with new route information, a 'Where's My Bus' feature that allows for real time tracking of buses and a mobile application, Route Shout
- Began implementation of automatic passenger counting system
- Hired and trained 10 additional operators
- Negotiated lease agreement with City of Kelso for office space for driver break room and for meeting space at the Kelso Multimodal Transportation Center
- Developed an improved Paratransit eligibility application and made it available online at rctransit.org
- 9 vehicles added to fleet, including 5 coaches, 2 cutaways and 2 driver relief vehicles

New Bus Route Signs Installed 2013

Fixed Route Services

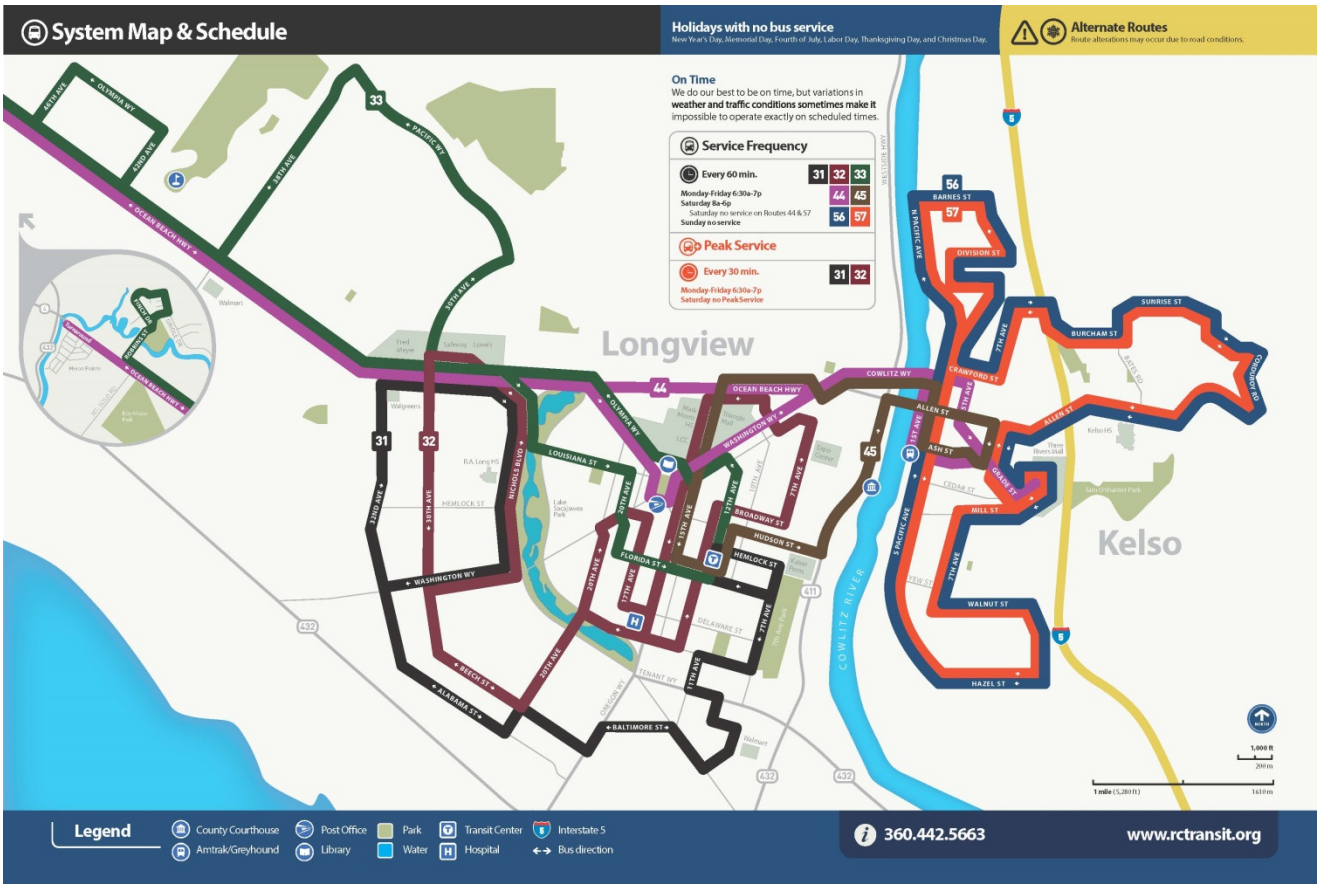


Figure 2

Figure 2 illustrates the current fixed-route service area for the PTBA. This service area encompasses approximately 27 square miles and contains a population of approximately 50,000 people. RCT operates seven fixed-routes, which circulate through most urbanized neighborhoods in Longview and Kelso Monday –Friday 6:30am to 7:00pm and five routes Saturday from 8am to 6pm. Five of the routes are designed to complete a round trip in about fifty minutes, allowing the routes to operate on sixty minute headways, and to provide transfer connections at the RCT Transit Center. This provides simplicity and convenience for customers, allowing them to travel between almost any two points in the Longview-Kelso region with a maximum of one transfer and little wait time for transfers. Two of our most heavily travelled routes offer service every 30 minutes Monday through Friday.

RiverCities LIFT

RCT provides federally mandated complementary Paratransit service within ¾ mile of all fixed-routes in accordance with the requirements of the Americans with Disabilities Act (ADA) for those functionally unable to use the fixed-route service (see Figure 3 for service area map). This service operates as RiverCities LIFT and is operated under contract with Paratransit Services Inc. To qualify, individuals must complete an application form and be certified as being unable to utilize regular fixed-route transportation. Paratransit service is offered on a next-day reservation basis. In addition, RiverCities LIFT offers same-day response service as a "premium" service at an additional cost. RiverCities LIFT operates on the same schedule as fixed-route service; weekdays from 6:30 a.m. to 7:00 p.m. and Saturday from 8:00 a.m. to 6:00 p.m.

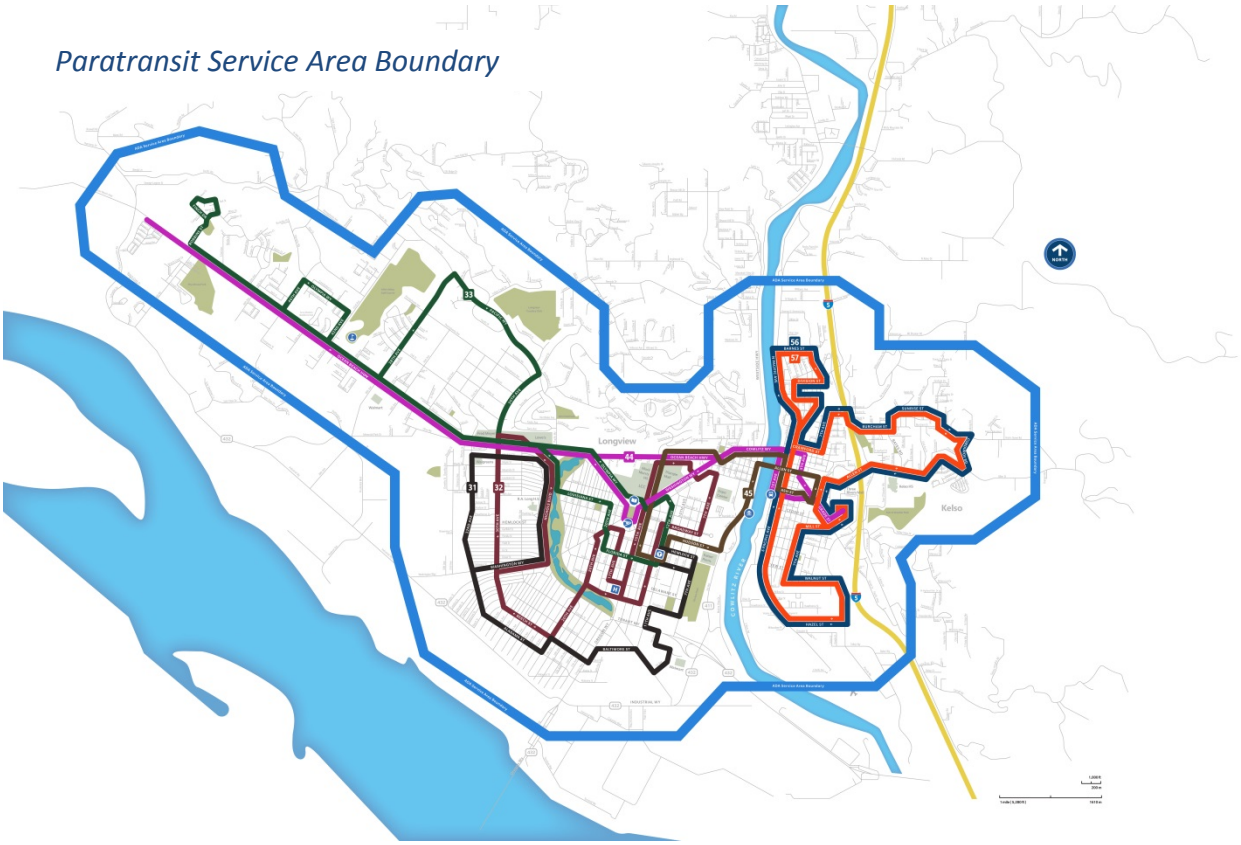


Figure 3

Fares for adults, students, disabled and seniors are listed in Figure 4. Monthly, quarterly and yearly passes are listed in Figure 5 and are sold at the following locations:

RiverCities Transit Center | 1135 12th Ave: monthly and three month passes available.

Longview City Hall | 1525 Broadway St: monthly passes only.

Kelso City Hall | 203 S. Pacific Way: monthly and three month passes available.

Fares

Rider	One Way	Day Pass	Month Pass	3 Month Pass
Adult	.60¢	$1.20	$10.00	$30.00
Student	.60¢	$1.20	$6.00	$18.00
Disabled	.30¢	.60¢	$5.00	$15.00
Senior(62+)	.30¢	.60¢	$5.00	$15.00

Figure 4

Passes

	Monthly	Quarterly	Yearly
Fixed-route, age 18-61 years	$10.00	$30.00	$120.00
Fixed-route, age 62 or more years	$ 5.00	$15.00	$ 60.00
Fixed-route, students	$ 6.00	$18.00	$ 72.00
Fixed-route and Paratransit, ADA Certified	$ 5.00	$15.00	$ 60.00

Figure 5

More information about RiverCities Transit and RiverCities LIFT can be found on our website at www.rctransit.org.

SECTION 4: Service Connections

In addition to services provided by RCT, a number of regional programs operate services from outlying areas to the Kelso-Longview area. Longview and Kelso serves as a regional destination to for medical appointments, shopping, employment, school and other transportation connections. These connections are described below. RCT is a partner with many of these agencies as they utilize the downtown transit center as a connection hub.

Columbia County Rider

Columbia County Rider (CC Rider) is a public transportation program administered and funded by Columbia County, Oregon. CC Rider provides three routes per weekday into Longview-Kelso, making connections with RCT at the Kelso Train Depot and RCT Transit Center. They also stop at Holtz Mini-Mart, St. Johns Medical Center and the Triangle Mall. CC Rider passengers come to Longview-Kelso for shopping, medical appointments, and to access Lower Columbia Community College from across several Oregon counties.

C-Tran Vanpool Program

C-Tran, the primary transit provider for Clark County, operates five vanpools that serve Cowlitz County in 2013. C-Tran provides vanpool services to individuals with origins or destinations in Clark County, as well as to individuals whose commute passes through Clark County. Trips are not required to begin or end within Clark County, and will support vanpools that travel from Longview to Portland.

Route	# of Riders	Vehicle Type
Vancouver to St John's Medical Center, Longview	6	Minivan
Kelso to NE Vancouver	8	Full Size Van
Vancouver to Longview Fibre Mill	12	Full Size Van
Longview to E Vancouver	7	Minivan
Longview to E Vancouver	7	Minivan

Figure 6

Wahkiakum on the Move

Wahkiakum on the Move (WOTM) provides service between Cathlamet and Longview-Kelso on a daily basis and between Naselle (with connections to Pacific Transit in Pacific County) and Longview-Kelso three days a week. WOTM makes connections with RCT at the Kelso Train Depot and RCT Transit Center. While service is available to the general public, half of the riders are seniors. Passengers use the service to access for shopping, medical appointments, and to access Lower Columbia College.

Lower Columbia Community Action Program (CAP)

The Lower Columbia Community Action Program (CAP) provides several transportation services in the Kelso-Longview area. CAP offers transportation services for seniors in Cowlitz and Wahkiakum Counties. It provides medical and shopping trips in wheelchair accessible vans to residents who live outside of the RCT service area. CAP operates service along the I-5 corridor between Castle Rock and Vancouver. CAP makes connections with RCT at the Kelso Train Depot and RCT Transit Center. The service is available to the general public and the fare is only a dollar each way. CAP provides transportation by car or wheelchair accessible van for a fee.

Cowlitz Tribe Transit

The Cowlitz Indian Tribe provides dial-a-ride service to tribal members and the general public. The Tribe's service area encompasses Cowlitz and South Lewis Counties. Service is available Monday through Friday. Services are not provided within Longview except for tribal members who request it; otherwise, people needing services within Longview are referred to RCT.

Sunset Transportation Services, Astoria, Oregon

Sunset Transportation Services operates out of Astoria, Oregon and offers a Connector Columbia route on weekends only. They depart Warrenton at 8:50am and 1:50pm and offer a round trip ticket for $15. Connections in Longview and Kelso occur at the Transit Center, Amtrak Station and Walmart.

Intermodal Connections

Several other services provide regional public transportation connections. RCT makes connections with Amtrak and Greyhound. It also connects with several rural and Paratransit providers, as previously described.

SECTION 5: Activities and Accomplishments in 2013

Fixed-Route

RCT operates seven (7) fixed-routes, depicted in Figure 2 and described on page 4. The trend in ridership over the past five years shows a slight decline due in part to the downturn in the economy during the great recession (Figure 7). The service changes implemented in August 2013 also resulted in a slight decline in passenger boardings for the last quarter of the year, which is fairly common with major changes as people adjust to the new routes (Figure 8). Service has already increased over 2013 levels as of the writing of this report in July 2014 and RCT anticipates an even greater increase as it begins greater community outreach and education. In 2013, RCT's fixed-route service logged 22,779 revenue hours. The 2013 budget included 18.7 full-time equivalent (FTE) employees.

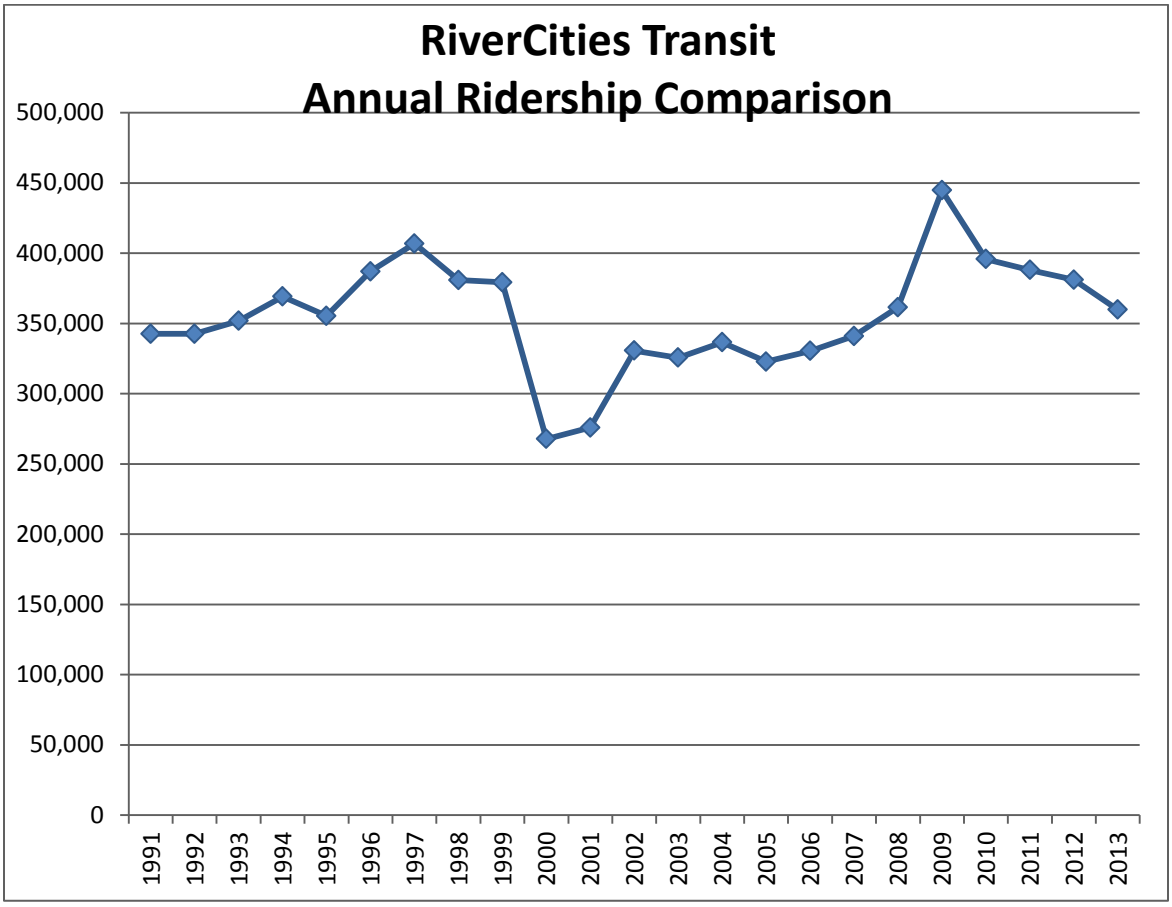
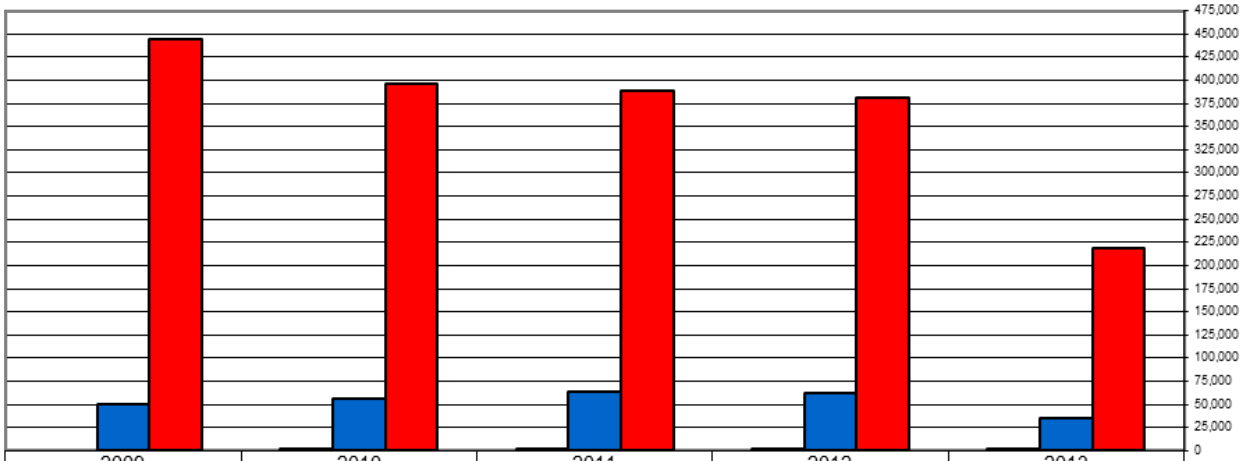


Figure 7

RCT LIFT ADA Paratransit Service

RCT's Paratransit service is called RiverCities LIFT and is operated under contract by Paratransit Services, Inc., a non-profit organization headquartered in Bremerton, Washington. Paratransit Services provides drivers and scheduling/dispatch staff. The vehicles are owned by CTA. Complementary Paratransit transportation is provided in compliance with ADA requirements, which means that Paratransit is offered during the same hours of service as the fixed-route, and within ¾ -mile of fixed-route services. Trips are provided for any purpose, and there is no restriction on the number of trips an individual may take. The ADA requires there be no capacity constraints or trip denials. In 2013, LIFT logged 20,981 revenue hours and operated using 17 FTE's.



	2009	2010	2011	2012	2013
BUS	444,789	395,778	388,070	381,018	219,047
PARA	49,603	55,858	63,562	62,044	35,019
%	10.03%	12.37%	14.07%	14.00%	13.78%

Figure 8

Fleet Statistics

In 2013, 65,466 gallons of diesel was consumed driving 280,972 revenue vehicle miles on fixed-routes, providing 359,742 passenger trips. RCT fixed-route fleet fuel consumption averaged 4.3 revenue miles per gallon. RCT fixed-route service averaged approximately 5.5 passenger trips per gallon of fuel consumed.

In the same year, 8,319 gallons of fuel were consumed driving 180,682 revenue miles of Paratransit service for 59,381 passenger trips. The average fuel economy of 21.7 revenue miles per gallon, Paratransit service averaged approximately 7.1 passenger trips per gallon of fuel consumed.

RCT continues to maintain a robust vehicle replacement program based on the following Federal Transportation Administration (FTA) guidelines:

- 30' diesel bus = 10 years or 350,000 miles
- 35' diesel bus = 12 years or 500,000 miles
- 25'- 35' medium light duty = 5 years or 150,000 miles

The average age of the RCT fixed-route fleet is 7.5 years, while the Paratransit fleet average age is 6.7 years. Regular and scheduled maintenance of facilities and customer amenities ensures RCT capital facilities remain in excellent physical condition.

RCT continues its tradition of excellence in the area of safety, recording no fatalities or significant passenger injuries in 2013.

2013 Accomplishments

RCT has experienced many changes during 2013 as a result of the voter approved sales tax increase in 2008. After the passage of the increase, the CTA drafted a community supported long range plan that was adopted in December 2010. That plan, the Transit Enhancement Plan, has provided a list of strategies that the CTA and RCT has successfully implemented over the past three years. 2013 was a busy year and many strategies were successfully implemented. Collectively, these accomplishments support Washington State's six transportation policy goals of safety, preservation, mobility (congestion relief), environment, stewardship, and economic vitality.

Planning Accomplishments:

- Completed Governance Study to assess pros and cons of restructuring
- Began facilities study to assess suitable site location options for development of a new facility for all transit administration and operations functions as current facility is inadequate spatially and functionally
- Completed conceptual layout for revised downtown transit center configuration to improve bus circulation and parking, improve safety of pedestrians, remove enclosed shelters that attract over-night usage and review options for expanding the existing facility

Facilities/Assets Accomplishments:

- Created new parking facilities for expanded fleet including installation of electricity access, striping, and lighting
- Expanded employee parking lot and installed lighting and security cameras to increase safety and security
- Installed new bus stop signs with new route information and text message alert numbers
- Geocoded every bus stop location and all newly installed signs for asset identification and links to Information Technology System
- 9 vehicles added to fleet, including 5 coaches, 2 cutaways and 2 driver relief vehicles

Community Outreach and Partnerships:

- Initiated and secured contract with Lower Columbia College to provide transit services to students

- Launched RiverCities Transit website with new system maps, interactive 'Where's my Bus' real - time bus tracking, and links to mobile application Route Shout that provides nearest stop locations

System Accomplishments

- Implemented an ITS project and installed Route Match on all fixed routes
- Implemented route changes including greater frequency on popular routes from every 60 minutes to every 30 minutes; started service 30 minutes earlier and changed routes to begin out in the community rather than at the downtown transit center
- Raised on-time performance from 50% to 93% in 2013 as a result of schedule changes and use of ITS
- Started operations 30 minutes early to accommodate access to employment and school
- Installed new bus stop signs throughout the community with new route names and color codes
- Launched a new and improved website www.rctransit.org with new route information, a 'Where's My Bus' feature that allows for real time tracking of buses and a mobile application, Route Shout
- Began implementation of automatic passenger counting system
- Hired and trained 10 additional operators
- Negotiated lease agreement with City of Kelso for office space for driver break room and for meeting space at the Kelso Multimodal Transportation Center
- Developed an improved eligibility application that is now available online at rctransit.org.
- Updated Disadvantaged Business Enterprise (DBE) plan
- Updated ADA Plan

SECTION 6: Proposed Action Strategies, 2014-2019

The proposed changes outlined in Section 7 reflect the following Action Strategies:

- Operate transportation systems reliably and responsibly for the customer

The CTA is currently funded through a combination of retail sales tax revenues, fares, and grants. A 0.3% (three tenths of one percent) sales tax, fares, and federal/state grants provide the operation, maintenance, and capital funding for the public transportation system.

- Provide viable mobility choices for the customer and expand the system to accommodate growth and future transportation infrastructure

With goals of accommodating customer needs and developing a broader customer base, CTA will continue to implement the adopted Transit Enhancement Plan to develop and implement enhanced service delivery.

- Implement governance and facilities solutions that are in the best interest of the community

SECTION 7: Proposed Changes, 2014 – 2019

2014	**Preservation**	**Expansion**
Service	Annual service change Operations Technology	30 minute frequency on 2 additional routes Operations Technology
Facilities	Replace non-compliant bus shelters Security Cameras & Automated Gate	Bus shelters Bus stop pads
Equipment	Replace two Paratransit vehicles One Fixed Route Bus	Two Paratransit Vehicles
2015	**Preservation**	**Expansion**
Service	Annual service change	No Change
Facilities	Passenger Shelters	Bus stop pads and Shelters
Equipment	Replace two Paratransit vehicles	Two Paratransit Vehicles
2016	**Preservation**	**Expansion**
Service	Annual service change	No Change
Facilities	Passenger Shelters Transit Facilities	New facilities
Equipment	Replace one Paratransit vehicles	One Paratransit Vehicle
2017	**Preservation**	**Expansion**
Service	Annual service change	No Change
Facilities	Passenger Shelters New facilities	New facilities
Equipment	No Change	No Change
2018	**Preservation**	**Expansion**
Service	Annual service change	No Change
Facilities	Passenger Shelters	No Change
Equipment	Replace two Paratransit vehicles	No Change
2019	**Preservation**	**Expansion**
Service	Annual service change	No Change
Facilities	Passenger Shelters Transit Facilities Construction	New Facilities Construction
Equipment	Replace one fixed-route bus	No Change

SECTION 8: Capital Improvement Program

All figures in thousands of dollars

Preservation	2014	2015	2016	2017	2018	2019
Transit Buses	450	-	-	-	-	550
Paratransit Vehicles	148	170	75	-	160	-
Operations Technology	78	-	-	-	-	-
Passenger Shelters	175	25	25	25	25	25
Security Cameras & Automated Gates	97	-	-	-	-	-
Parking for Transit	1	-	-	-	-	-
Transit Facilities	-	-	135	2,305	-	7,501
Totals	**$949**	**$195**	**$235**	**$2,330**	**$185**	**$8,076**

Expansion	2014	2015	2016	2017	2018	2019
Transit Buses	450	-	-	-	-	550
Paratransit Vehicles	148	170	75	-	160	-
Operations Technology	78	-	-	-	-	-
Passenger Shelters	175	25	25	25	25	25
Security Cameras & Automated Gates	97	-	-	-	-	-
Parking for Transit	1	-	-	-	-	-
Transit Facilities	-	-	135	2,305	-	7,501
Totals	**$949**	**$195**	**$235**	**$2,330**	**$185**	**$8,076**

SECTION 9: Operating Data 2013-2019

Fixed Routes	**2013** Actual	**2014** Projected	**2015** Projected	**2016** Projected	**2017** Projected	**2018** Projected	**2019** Projected
Revenue Vehicle Hours	22,779	28,930	28,930	28,930	28,930	28,930	28,930
Total Vehicle Hours	23,176	25,000	30,000	30,000	30,000	30,000	30,000
Revenue Vehicle Miles	280,972	335,000	335,000	335,000	335,000	335,000	335,000
Total Vehicle Miles	288,941	345,000	345,000	345,000	345,000	345,000	345,000
Passenger Trips	359,742	370,534	381,650	393,100	404,892	417,038	929,550
Diesel Fuel Consumed (Gal)	65,466	78,000	78,000	78,000	78,000	78,000	78,000
Paratransit							
Revenue Vehicle Hours	20,981	21,000	21,000	21,000	21,000	21,000	21,000
Total Vehicle Hours	22,549	22,000	22,000	22,000	22,000	22,000	22,000
Revenue Vehicle Miles	180,682	184,000	184,000	184,000	184,000	184,000	184,000
Total Vehicle Miles	196,746	200,000	200,000	200,000	200,000	200,000	200,000
Passenger Trips	59,381	59,000	59,000	59,000	59,000	59,000	59,000
Diesel Fuel Consumed (Gal)	8,319	8,000	8,000	0	0	0	0
Gasoline Fuel Consumed (Gal)	24,238	25,000	23,000	33,000	33,000	33,000	33,000

SECTION 10: Revenues and Expenditures

The governance structure for RiverCities Transit is such that two separate budgets are maintained for the purpose of operating the public transportation system. The Cowlitz Transit Authority contracts with the City of Longview to provide transit services. As operator of the system, the City of Longview is the designated recipient of federal and state funds that are intended for transit use only. All remaining costs of operating RiverCities Transit are paid by the Cowlitz Transit Authority, which receives local sales tax revenue dedicated for transit use.

Section 10 combines both budgets to provide one complete overview of all revenues and expenditures which support RiverCities Transit. Also, the expenditures for 2014 are expected to be considerably lower than the approved budget, so a 2014 estimated column has been included to provide a more accurate estimate for future years.

Section 10: Revenues and Expenditures, 2014-2019

	2014 *Approved*	2014 *Estimated*	2015 *Estimated*	2016 *Estimated*	2017 *Estimated*	2018 *Estimated*	2019 *Estimated*
CITY OF LONGVIEW - Transit							
Operating Revenues							
Cowlitz Transit Authority	$ 3,512,018	$ 2,943,760	$ 3,107,154	$ 3,121,070	$ 3,142,021	$ 3,366,817	$ 3,791,406
Federal 5307 - Operating	$ 920,000	$ 909,829	$ 795,500	$ 906,250	$ 1,000,000	$ 894,000	$ 592,500
Federal Competitive Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Washington DOT Grants	$ 50,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000
Farebox Recovery	$ 225,000	$ 160,000	$ 160,000	$ 160,000	$ 160,000	$ 160,000	$ 160,000
Interest	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Paratransit Lease	$ 7,292	$ 7,292	$ 7,292	$ 7,292	$ 7,292	$ 7,292	$ 7,292
Other (Advertising, Misc.)	$ 25,000	$ 25,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Operating Revenues Total	**$ 4,740,310**	**$ 4,186,881**	**$ 4,240,946**	**$ 4,365,612**	**$ 4,480,313**	**$ 4,599,109**	**$ 4,722,198**
Operating Expenditures							
Wage & Benefits	$ 1,968,221	$ 1,892,571	$ 2,017,386	$ 2,110,005	$ 2,192,432	$ 2,278,480	$ 2,368,326
Motor Pool Rent	$ 1,164,030	$ 875,000	$ 885,000	$ 895,000	$ 905,000	$ 915,000	$ 925,000
Other	$ 666,059	$ 569,310	$ 463,560	$ 475,607	$ 487,881	$ 500,629	$ 513,872
Paratransit Contract	$ 942,000	$ 850,000	$ 875,000	$ 885,000	$ 895,000	$ 905,000	$ 915,000
Operating Expenditures Total	**$ 4,740,310**	**$ 4,186,881**	**$ 4,240,946**	**$ 4,365,612**	**$ 4,480,313**	**$ 4,599,109**	**$ 4,722,198**
Capital Revenues							
Cowlitz Transit Authority	$ 962,379	$ 336,388	$ 50,500	$ 36,250	$ 25,000	$ 49,000	$ 107,500
Federal 5307 - Capital	$ -	$ 178,714	$ 144,500	$ 63,750	$ -	$ 136,000	$ 467,500
Federal Competitive Grants	$ 373,500	$ 373,500	$ -	$ -	$ -	$ -	$ -
Federal/State Funding (Undetermined)	$ 1,613,951	$ -	$ -	$ 1,356,000	$ 2,305,293	$ -	$ 7,501,731
Federal ARRA Grant							
Washington DOT Grants	$ -	$ 120,000	$ -	$ -	$ -	$ -	$ -
Capital Revenues Total	**$ 2,949,830**	**$ 1,008,602**	**$ 195,000**	**$ 1,456,000**	**$ 2,330,293**	**$ 185,000**	**$ 8,076,731**
Capital Expenditures							
New Fixed-Route Buses	$ 450,000	$ 450,000	$ -	$ -	$ -	$ -	$ 550,000
New Paratransit Buses	$ 170,000	$ 148,000	$ 170,000	$ 75,000	$ -	$ 160,000	$ -
Support Vehicles	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fleet Painting	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operations Technology (ITS)	$ -	$ 78,597	$ -	$ -	$ -	$ -	$ -
Bus Stop Signs & Posts	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bus Shelters / Pads	$ 215,000	$ 175,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000
Security Cameras & Automated Gates	$ -	$ 97,006	$ -	$ -	$ -	$ -	$ -
Generator for Longview City Hall	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -
Parking for Transit	$ 100,000	$ 9,999	$ -	$ -	$ -	$ -	$ -
Move Old City Hall Generator to City Shop	$ 14,830	$ -	$ -	$ -	$ -	$ -	$ -
Transit Facilities	$ 2,000,000	$ -	$ -	$ 1,356,000	$ 2,305,293	$ -	$ 7,501,731
Misc Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Expenditures Total	**$ 2,949,830**	**$ 1,008,602**	**$ 195,000**	**$ 1,456,000**	**$ 2,330,293**	**$ 185,000**	**$ 8,076,731**
LONGVIEW TRANSIT - End Balance	**$ 1,056,010**	**$ 1,056,010**	**$ 1,056,010**	**$ 1,056,010**	**$ 1,056,010**	**$ 1,056,010**	**$ 1,056,010**

COWLITZ TRANSIT AUTHORITY	2014 *Approved*	2014 *Estimated*	2015 *Estimated*	2016 *Estimated*	2017 *Estimated*	2018 *Estimated*	2019 *Estimated*
Fund Balance (Year Begin)	$ 2,631,456	$ 2,631,456	$ 2,347,172	$ 2,374,959	$ 2,498,032	$ 2,709,205	$ 2,772,317
Revenues							
Change from Prior Year	*3.0%*	*3.0%*	*3.0%*	*3.0%*	*3.0%*	*3.0%*	*3.0%*
Sales Tax	$ 3,072,883	$ 3,072,883	$ 3,165,070	$ 3,260,022	$ 3,357,823	$ 3,458,557	$ 3,562,314
Other Revenues	$ 6,768	$ 60,371	$ 60,371	$ 60,371	$ 60,371	$ 60,371	$ 60,371
Revenues Total	**$ 3,079,651**	**$ 3,133,254**	**$ 3,225,441**	**$ 3,320,393**	**$ 3,418,194**	**$ 3,518,928**	**$ 3,622,685**
Expenditures							
Other Purchases and Services	$ 40,000	$ 137,390	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Payments to Longview	$ 4,474,397	$ 3,280,148	$ 3,157,654	$ 3,157,320	$ 3,167,021	$ 3,415,817	$ 3,898,906
Expenditures Total	**$ 4,514,397**	**$ 3,417,538**	**$ 3,197,654**	**$ 3,197,320**	**$ 3,207,021**	**$ 3,455,817**	**$ 3,938,906**
Fund Balance (Year End)	**$ 1,196,710**	**$ 2,347,172**	**$ 2,374,959**	**$ 2,498,032**	**$ 2,709,205**	**$ 2,772,317**	**$ 2,456,096**

ENDING BALANCE	2014 *Approved*	2014 *Estimated*	2015 *Estimated*	2016 *Estimated*	2017 *Estimated*	2018 *Estimated*	2019 *Estimated*
LONGVIEW TRANSIT	$ 1,056,010	$ 1,056,010	$ 1,056,010	$ 1,056,010	$ 1,056,010	$ 1,056,010	$ 1,056,010
COWLITZ TRANSIT AUTHORITY	$ 1,196,710	$ 2,347,172	$ 2,374,959	$ 2,498,032	$ 2,709,205	$ 2,772,317	$ 2,456,096
TOTAL	**$ 2,252,720**	**$ 3,403,182**	**$ 3,430,969**	**$ 3,554,042**	**$ 3,765,215**	**$ 3,828,327**	**$ 3,512,106**

Appendix A

Rolling Stock Inventory 2013

Public Transportation Management System
Owned Rolling Stock Inventory

Agency/ Organization: RiverCities Transit

Date: March 13, 2014

I herby certify that all information reported in this inventory reflects true, accurate and complete information for the agency/organization listed

Signature and Title *Date* 3/13/14

	Year/Make/Model	Vehicle Code	Vehicle Identification Number	Agency Vehicle Number	Current Odometer	Condition (points)	Age (years)	Remaining Useful Life Years	Replacement Cost $	ADA Access (yes/no)	Seating Capacity	Fuel Type	WSDOT Title (yes/no)
1	2002/Gillig/Phantom	2	15GCB211921111145	42-01	363,443	75	12	0	$450,000	Yes	35	DE	No
2	2002/Gillig/Phantom	2	15GCB211021111146	42-02	361,468	75	12	0	$450,000	Yes	35	DE	No
3	2002/Gillig/Phantom	2	15GCB211221111147	42-03	359,171	75	12	0	$450,000	Yes	35	DE	No
4	2002/Gillig/Phantom	2	15GCB211421111148	42-04	360,353	75	12	0	$450,000	Yes	35	DE	No
5	2003/Gillig/Phantom	2	15GCB211631112206	42-05	305,453	75	11	1	$450,000	Yes	35	DE	No
6	2003/Gillig/Phantom	2	15GCB211831112207	42-06	305,377	75	11	1	$450,000	Yes	35	DE	No
7	2009/Gillig/Low Floor	2	15GGB271691176151	42-07	115,743	90	5	7	$450,000	Yes	32	DE	No
8	2011/Gillig/Low Floor Hybrid	2	15GGB3012B1176766	42-09	67,198	95	3	9	$600,000	Yes	32	DE	No
9	2013 Gillig/Low Floor BRT	2	15GGB2710D1181774	42-10	14970	100	1	11	$450,000	Yes	32	DE	No
10	2013 Gillig/Low Floor BRT	2	15GGB2712D1181775	42-11	14140	100	1	11	$450,000	Yes	32	DE	No
11	2013 Gillig/Low Floor BRT	2	15GGB2714D1181776	42-12	15991	100	1	11	$450,000	Yes	32	DE	No
12	2013 Gillig/Low Floor BRT	2	15GGB2716D1181777	42-13	13786	100	1	11	$450,000	Yes	32	DE	No
13	1998/Gillig/Phantom	3	15GCA2117W1088845	42-29	395,657	60	15	0	$400,000	Yes	29	DE	No
14	2001/Ford/Eldorado	11	1FDXE45F31HA38504	42-33	141,622	70	13	0	$85,000	Yes	17	DE	No
15	2003/Ford/Eldorado	11	1FDXE45F63HB23324	42-34	138,857	70	11	0	$85,000	Yes	16	DE	No
16	2004/Ford/Eldorado	11	1FDXE45P14HA86127	42-35	136,804	75	10	0	$85,000	Yes	15	DE	No
17	2004/Ford/Eldorado	11	1FDXE45P34HA86128	42-36	142,415	75	10	0	$85,000	Yes	15	DE	No
18	2005/Ford/Eldorado	11	1FDXE45P35HA02326	42-37	146,568	75	9	0	$85,000	Yes	15	DE	No
19	2005/Ford/Eldorado	11	1FDXE45P55HA02327	42-38	162,219	75	9	0	$85,000	Yes	15	DE	No
20	2007/Ford/Eldorado	11	1FDXE45S76DB32686	42-39	127,882	80	7	0	$85,000	Yes	15	GA	No
21	2007/Ford/Eldorado	11	1FDXE45S66DB32687	42-40	130,325	80	7	0	$85,000	Yes	15	GA	No
22	2008/Ford/Eldorado	11	1FDXE45S07DB26388	42-41	111,557	80	6	1	$85,000	Yes	15	GA	No
23	2008/Ford/Eldorado	11	1FDXE45S27DB26389	42-42	113,434	80	6	1	$85,000	Yes	15	GA	No
24	2009/Dodge/Caravan	11	1D8HN44E99B520685	42-43	20,281	85	5	2	$41,000	Yes	3	GA	No
25	2010/Ford/Eldorado	11	1FDFE4FS2ADA11163	42-44	61,486	90	4	3	$85,000	Yes	13	GA	No
26	2010/Ford/Eldorado	11	1FDFE4FS4ADA11164	42-45	70,027	90	4	3	$85,000	Yes	13	GA	No
27	2011/Ford/Eldorado	11	1FDFE4FS9ADB00390	42-46	47,679	90	3	4	$85,000	Yes	13	GA	No
28	2012/Ford/Eldorado	11	1FDFE4FS7CDB09317	42-47	16,073	95	2	5	$85,000	Yes	13	GA	No
29	2013/Ford/Eldorado	11	1FDFE4FS0DDA93088	42-48	5817	95	1	6	$85,000	Yes	13	GA	No

Appendix B

Facilities Inventory 2013

Public Transportation Management System
Owned Facility Inventory

RiverCities Transit

Date: 13-Mar-14

	Facility Code	Facility Name	Condition (points)	Age (years)	Remaining Useful Life (years)	Replacement Cost ($)	Comments *(If more than two lines, please attach a separate comment page)*
1	06	RiverCities Transfer Center	60	21	19	$2,000,000	
2							
3							
4							
5							
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18							
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20							

Appendix C

2013 System Map and Schedule

System Map & Schedule 2013

RiverCities Transit

SERVING LONGVIEW AND KELSO, WA

Fares

Transfers are free

Operators do not make change.	One Way	Day Pass	Month Pass	Three Month Pass*
Adult	.60¢	$1.20	$10.00	$30.00
Student	.60¢	$1.20	$6.00	$18.00
Disabled	.30¢	.60¢	$5.00	$15.00
Senior (62+)	.30¢	.60¢	$5.00	$15.00

Pass Outlets

- **RiverCities Transit Center 1135 12th Ave:** Month or Three Month Passes
- **Longview City Hall 1525 Broadway St:** Month Pass only
- **Kelso City Hall 203 S Pacific Wy:** Month or Three Month Passes

Three Month Passes sold quarterly: January / April / July / October
Passes are also sold by mail.

Enjoy the ride.

Lost & Found

RiverCities Transit is not responsible for lost items. Found items will be kept in the Customer Service Office located at the Transit Center. Call 360.442.5663. with the route number, date and time you were riding. Items will be kept for 30 days.

www.rctransit.org
Customer Service 360.442.5663

Riding the Bus

Wait next to the bus stop sign if you want to board the bus.

Safety Guidelines

Follow these important safety rules so that everyone arrives safely at their destination.

1 | It is unsafe to board after the bus leaves a stop.
2 | Maintain a firm hold on all personal items you place on the floor, and keep aisles and doorways clear of personal items.
3 | If possible, collapse your stroller, remove it from the aisle, and carry your child onto the bus. If the bus is full, you must fold your stroller or wait for the next bus. An open stroller in the aisle is a hazard for everyone on board (even your child).
4 | Keep your children safe by either securely holding them or by keeping them seated during the ride.
5 | After boarding, move behind the yellow line to ensure the operator can see his right outside mirror and through the bus doors.
6 | Have a seat as soon as possible. If you must stand, hold on to the stanchion bars. The bus will begin moving once the doors are shut.
7 | Move out of the aisle if possible to make way for for boarding and alighting passengers.
8 | Ring the bell in a timely manner before your intended stop, allowing the bus operator ample time to stop smoothly and safely.
9 | **Exit at the rear door when possible.**
10 | After Exiting, move a safe distance from the bus.
11 | **Never** cross (step) in front of the bus, unless it is stopped at a red light.

www.rctransit.org/safetyguidelines

Boarding

Remain at the curb until the bus pulls up to the stop. Make sure the bus has come to a complete stop before you board.

- **Let exiting passengers off first.**
- **A small light is helpful for night stops.**

Seats in the front of the bus are designated for the elderly and disabled. Be considerate of others and move to the back of the bus. Once the doors are closed, the bus will begin moving. Please be seated as soon as possible.

Exiting

At least one block before your stop, signal the operator by pushing on the yellow bell tape or by pulling the cord above the windows. Remain behind the yellow standee line while the bus is in motion.

- **Please watch you step when exiting the bus.**

www.rctransit.org
Customer Service 360.442.5663

Notifying the Public of Rights Under Title VI

RiverCities Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with RiverCities Transit. PO Box 128, Longview, WA 98632; 360-442-5663 (TTY Relay: 711); **service@rctransit.org.**

Provisions

Accessible

If the wheelchair spaces on the bus are occupied, riders in mobility devices must wait for the next bus. All RiverCities buses have ADA lifts or ramps. The bus driver can kneel the bus closer to the curb making it easier for you to board. Please request this service if it is not provided for you.

Strollers

Once aboard the bus, strollers must be collapsed and stowed out of the aisle. In no case is a stroller to be positioned so as to block aisles, doors, steps, or emergency exits.

Carts

Passengers may use a two-wheel cart to carry no more than four 25 lbs. bags. The cart must not exceed 18 inches in width and be light enough to safely stow out of the aisle. Passengers may request use of the ADA lift or ramp to board carts.

Carry-Ons

Carry-on items other than grocery bags must be small enough to fit under the seat or safely on the passenger's lap or an adjacent seat; this includes luggage. Passengers may bring only items they can safely hold or stow so as to not present a hazard to other passengers or the driver during the trip.

Bike Racks

Bike racks are available on all buses.

www.rctransit.org/provisions

Rules of Conduct

Please obey these rule while riding the bus and on all transit properties. They are for the safety and comfort of all passengers.

1 | Do not harass drivers, employees, or other passengers.
2 | Have the proper fare ready when boarding the bus.
3 | Shirt and shoes must be worn at all times.
4 | Use headphones with all music.
5 | Do not use any form of profanity.
6 | Silence cell phones.
7 | No littering, eating, or drinking on the bus (except from a sealed container).
8 | No smoking (including tobacco, e-cigarettes, marijuana, etc.).
9 | No loitering, panhandling, or otherwise defacing property.
10 | No sleeping, lying down, or occupying more than one seat.
11 | Please move from securement areas when mobility devices board.
12 | No consuming or carrying open alcohol containers.
13 | Do not put your feet on the seats.
14 | Collapse strollers and safely secure personal items.
15 | Do not block any aisle or exit.
16 | Follow all Federal, State and Municipal Laws.
17 | Animals are not allowed on the bus unless:
1) in an appropriate carrier or 2) approved as service animal.

Special Note: Any animal, service or otherwise, that is out of control or poses a threat to the health and/or safety of others, will be removed.

Your Bus Driver's Priorities

Your Safety. Your Service. Our Schedule

They may, at their discretion, choose to deal with an issue, call for assistance, submit an incident report or take no immediate action.

Their role is that of *Peacekeeper*, not enforcer. Enforcement of the code of conduct is handled through a network of professionals that can be called on by the bus driver.

Thank you for respecting their commitment to their priorities.

www.rctransit.org/rulesofconduct

System Map & Schedule

Holidays with no bus service

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Alternate Routes

Route alterations may occur due to road conditions.

On Time

We do our best to be on time, but variations in weather and traffic conditions sometimes make it impossible to operate exactly on scheduled times.

Service Frequency

Every 60 min. 31 32 33 44 45 56 57

Monday-Friday 6:30a-7p
Saturday 8a-6p
Saturday no service on Routes 44 & 57
Sunday no service

Peak Service

Every 30 min. 31 32

Monday-Friday 6:30a-7p
Saturday no Peak Service

Legend

- County Courthouse
- Amtrak/Greyhound
- Post Office
- Library
- Park
- Water
- Transit Center
- Hospital
- Interstate 5
- Bus direction

360.442.5663

www.rctransit.org