

Pullman Transit - City of Pullman

2020 Annual Report

2021-2026 Transit Development Plan

Date of Public Hearing: March 23, 2021

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## Introduction

Pullman Transit is a city-owned public transportation service, authorized in Chapter 36.57A of the Revised Code of Washington (RCW 36.57A), and located in the city of Pullman, Washington. Pullman Transit began providing public transportation services in 1979.

Pullman Transit's main governing body is the Pullman City Council. The transit system is a division of the city's Public Works Department and is under the direction of the Director of Public Works. Transit staff handle day-to-day operations and administration while support services such as finance, human resources, and building and vehicle maintenance are provided by other city departments.

The Transit Development Plan (TDP) provides a reference point when considering and developing future service designs, capital facilities, equipment, agency policies and other key business strategies. It also serves as the basis for developing future operating and capital annual budgets.

Copies of this document are available on Pullman Transit's website.

## Section 1: Organization

Pullman Transit's service area is the City of Pullman city limits.

Following is the current organizational chart for Pullman Transit:

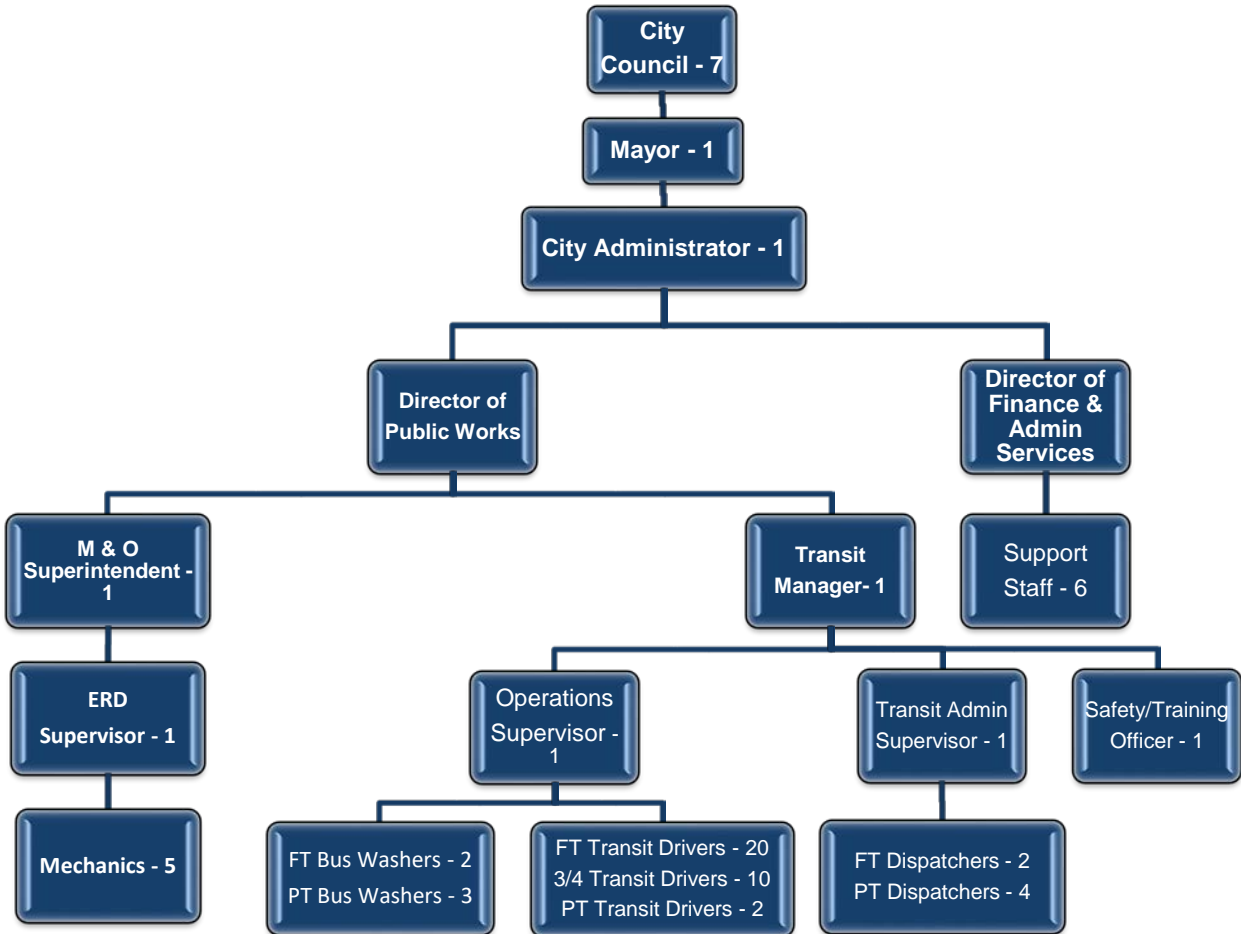


Figure 1: Pullman Transit Organizational Chart

For the annual report year, Pullman Transit employed:

Transit Manager	1.0 FTE
Operations Supervisor	1.0 FTE
Transit Administrative Supervisor	1.0 FTE
Training and Safety Officer	1.0 FTE
Dispatchers	4.2 FTE
Bus Washers	3.2 FTE
Transit Drivers	21.2 FTE

TOTAL

32.6 FTE

Pullman Transit is funded through a combination of utility tax, fares and fare contracts, and Federal and State grants (major fare contracts are outlined in Section 3). Current and projected revenues and expenses are detailed in Section 9.

## Section 2: Physical Plant

Pullman Transit's administrative offices are located at 775 NW Guy Street in Pullman within the city's Maintenance and Operations yard. These administrative offices and bus storage facility are separate from all other city divisions located in the city yard. Conveniently, the vehicle maintenance facility is also located within the city yard, and operated by the city's Equipment Rental Division.

## Section 3: Service Characteristics

In 2020, Pullman Transit continued to provide fixed-route service for the general public throughout the city of Pullman, including on the Washington State University (WSU) campus. In addition, Pullman Transit provided corresponding accessible paratransit service (Dial-A-Ride). Because major service changes tend to occur at the end of each summer, our schedules are set on an academic year basis. This works well for the Pullman School District and WSU as well, so our 2020 service characteristics are summarized separately here in 2019-2020 and 2020-2021 blocks.

This year, unplanned service changes resulted as Pullman Transit prepared for the arrival of the coronavirus, and its impacts. Service was generally reduced, but additional resources were aimed at cleaning programs and additional buses were made available to respond when lowered route capacities became problematic. Details are provided in item C, below.

### Core Service

- A. **Dial-A-Ride** is Pullman Transit's **year-round** accessible **paratransit service**, on a schedule concurrent with our fixed-route service (discussed below).
  - Paratransit service is available to senior citizens (age 65 and over), and persons with qualifying disabilities (ADA and non-ADA).
  - Service was provided with five wheelchair-accessible vans. Section 8 below shows our operating data for the year.
  
- B. **Fixed Route** service is divided into two levels, Community as our baseline and Community Plus as enhanced for when WSU is in spring or fall session and our population booms.

### Community Service

This is our main, year-round service, operated as a standalone from 6:30 a.m. to 6:30 p.m. weekdays during periods when WSU is not in spring or fall session. The periods of operation for Community Service include the longer Summer and Christmas breaks, but also President's Day, Spring Break, and Thanksgiving Week.

Routes typically consist of the year-round neighborhood routes (covering Military Hill, Sunnyside Hill, and Pioneer Hill) with connecting service to the residential portions of the WSU campus. These routes have evolved over time, by both name and design.

**Community Plus Service**

This is our “enhanced” service, used when the Pullman population balloons during WSU’s Fall and Spring semesters. Community Plus service ran the majority of the year, except for holidays, and periods of school breaks such as Spring Break and summertime when Community Service was in place.

The route coverage is much the same as in Community service, except that evening and Saturday service runs until midnight (rather than just 6:30 p.m.) and on-campus Express service is more frequent (15 minute frequencies with six buses, rather than 45 minutes with one). Year-round Sunday service runs from 10:00 a.m. to 5:30 p.m.

**Holiday Service**

During both the 2019-2020 and the 2020-2021 service years, Holiday Service consisted of running the North and South routes, along with Dial-A-Ride, from 10:00 a.m. to 5:30 p.m. Observed Holidays in 2019 include:

New Year’s Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

President’s Day operates on Community Service levels, since university offices remain open.

**C. COVID-19 Impacts**

Beginning in early March of 2020, Pullman Transit began planning service adjustments in response to the challenges presented by COVID-19. Primarily, limited ridership, social distancing, and the need for additional and regular vehicle cleaning drove changes. Even as ridership diminished, Pullman Transit was able to run scheduled service up to and through the March 14-21<sup>st</sup> spring break. The Pullman School District announced the cancellation of live classes on March 16<sup>th</sup>, and WSU announced a “distance delivery” model to start on the 23<sup>rd</sup>.

The most significant changes began April 1<sup>st</sup>, when transit service moved to a hybrid between full (Community Plus) and of reduced (Community). Without live classes on the WSU campus, or at PSD, Pullman Transit ran half the regular number of Express Routes (Express ridership dropped from approximately 8,000 daily riders to 1,500), no school bus routes and no Coffee Route which had provided quicker and high capacity service directly to campus from downtown Pullman. Weekday service which had previously operated until midnight was now ended at 10pm. As centers for retirement living in Pullman began to limit outside travel or visitors in order to protect residents, our Dial-A-Ride service saw an immediate reduction in the number of trips, and the need for responding vehicles.

Driver hours were reduced, going from 20 full time and 12 part time positions to just 18 full time and 11 part time. Two drivers chose this as an opportunity to retire, and one was hired into an available Dispatch position. Empty positions were not filled in order to maximize the hours for available employees. By the end of 2020, the number of unfilled vacancies throughout the department totaled seven.

Several driving positions were preserved by an increase in the number of hours Pullman Transit committed to daily vehicle and facility cleaning. This, combined with the “Tripper” approach where Pullman Transit would send out an extra bus to provide trailing service to full buses (10 capacity), allowed for five valuable part time shifts. To assist the City Library and Council on Aging, Dial-A-Ride drivers were dispatched to deliver sanitized media material to library patrons, and meals to local senior citizens.

**Key dates in Pullman Transit’s COVID-19 virus response:**

Mar 4	Began regular use of hospital grade disinfectant “Virex” daily throughout transit vehicles and facilities
Mar 12	Pullman Mayor declares state of emergency
Mar 16	Pullman School District cancels school indefinitely
Mar 17	Pullman Transit locks facility doors to visitors and vendors
Mar 17	began delivery of sanitized media packages for City Library.
Mar 17	Posted “fares are not currently required” on all revenue vehicles to limit driver interaction and money handling
Mar 19	Added new white “standee” line, full six feet behind driver in all buses.
Mar 23	WSU moves to “distance delivery” following spring break
Mar 27	Pullman Transit cuts popular Coffee Route
Apr 1	Start of unplanned reduced service, to hybrid model
Apr 27	WSDOT announces FTA CARES Act funding assistance of \$1,253,037
May 10	Start of regularly scheduled summer service
May 11	Initiated discussions with Sound Transit to purchase two used buses for use in Tripper, capacity overflow service
May 14	Initiated discussions with Gillig to retrofit buses to rear-door-entry only option
May 15	Started weekly Tue/Fri meal delivery for local Council on Aging
Jun 8	Employees required to wear masks
Jun 10	Limit of one driver per break vehicle (or two in van) to maintain social distancing
Jun 12	Dispatch begins taking temperature of all employees and allowed visitors with digital thermometer
Jun 26	Masks required on buses
Jul 6	Began blocking off seats and limiting bus capacity to 10, in order to maintain six foot social distancing
Jul 23	WSU declares fall 2020 semester to be conducted via distance learning
Aug 11	Pullman Transit confirms order of plexiglass driver barriers for coach buses
Aug 12	Pullman School district declares fall semester will begin with “distance learning model”

Aug 19	WSDOT announced distribution of second half of FTA CARES Act funds to state transit agencies, bringing our total to \$2,506,074
Aug 24	Pullman Transit initiates five route "Tripper" service as commitment to second bus on routes that establish pattern of reaching 10 person capacity
Dec 1	Cancelled annual Pullman Transit Safety Banquet, due to social distancing limitations
Dec 5	Touchless faucets installed in three Transit facility restrooms
Dec 11	Power Manufacturing completes plexiglass driver barrier install on fixed route fleet

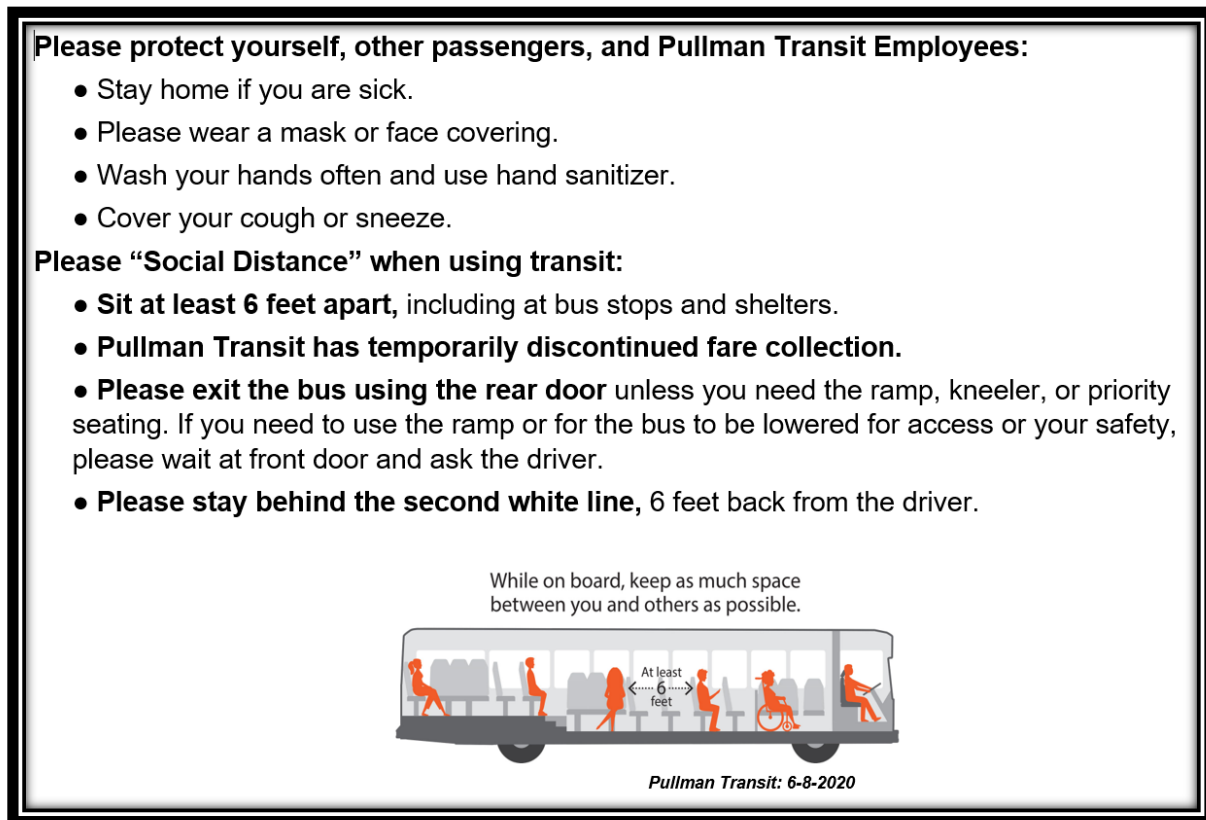


Figure 2: Sign posted inside Pullman Transit buses beginning June 2020

### COVID-19 Service Impact Timeline

Jan 1 - Jan 11	Community Service, as scheduled (16 Driver shifts)
Jan 12 – Mar 31	Community Plus Service, as scheduled (32 Driver shifts)
Apr 1 – May 9	Reduced Spring Service (29 Driver shifts)



- Three Express routes instead of six
  - Three Bus Washing and four Driver Extraboard shifts – Normally just two Extraboard Driver shifts exist, but additions needed to address extra cleaning due to COVID-19
  - Two 8 hours Dial-A-Ride shifts – Normally four 8 hour shifts
  - No PSD school bus service – Normally provided five morning routes and six in the afternoon
  - Weekday service ends at 10:15pm and 10:00pm Saturday – Normally service ends at midnight, Monday through Saturday
- May 10 – Jun 12      Community Service (16 Driver shifts)
- No PSD school bus service – normally these five morning and six afternoon routes operate past the WSU semester end, into mid-June
- Jun 13 – Aug. 23      Community Service, as scheduled (16 Driver shifts)
- Aug 24 – Oct 11      Reduced Fall Service (26 Driver shifts)
- Three Express routes instead of six
  - Two 8 hours Dial-A-Ride shifts and one 8 hour DAR/Bus Washer shift – Normally three 8 hour and one 3.75 hour DAR shift
  - Five Tripper/Bus Washer shifts - Normally these shifts do not exist, and were created for extra cleaning due to COVID-19
  - Weekday service ends at 10:15pm and 10:00pm Saturday – Normally service ends at midnight, Monday through Saturday
- Oct. 12 – Dec. 18      Reduced Fall Service (27 Driver shifts)
- Three Express routes instead of six
  - Two 8 hours Dial-A-Ride shifts and one 8 hour DAR/Bus Washer shift – Normally four 8 hour DAR shifts
  - Five Tripper/Bus Washer shifts - Normally these shifts do not exist, and were created for extra cleaning due to COVID-19
  - Weekday service ends at 10:15pm and 10:00pm Saturday – Normally service ends at midnight, Monday through Saturday
- Dec. 19 – Dec 31      Reduced Community Service (15 Driver shifts)
- Two 8 hour DAR shifts and one 3.75 hours DAR shift – Normally three 8 hour DAR shifts



# CITY OF PULLMAN

## Pullman Transit and Dial-A-Ride

775 N.W. Guy Street, Pullman, WA 99163  
Transit (509) 332-6535      Dial-A-Ride (509) 332-5471  
[www.pullmantransit.com](http://www.pullmantransit.com)

Pullman Transit has taken the following measures to protect our passengers and drivers during this COVID-19 environment. With the lessons learned from this experience, you can expect to see many of these measures remain in place well after the virus threat subsides, as we continue to protect our passengers and drivers.

- Hand sanitizer and individually-packaged masks are available in all buses and vans
- Cloth face coverings are required for all Transit employees, and for all patrons unless prevented by a medical condition
- Written reminders in all buses and vans remind patrons to cover cough, use hand sanitizer, and “social distance”
- Reader boards on buses promote messages like “wash your hands” and “six feet apart”.
- Bus Washing staff nightly ensured seats in wheelchair securement areas were raised, and signage on buses encouraged use of every other seat/row
- Ridership was limited to 10 per bus on July 6, and seats marked as unavailable, to promote social distancing
- Five daily “Tripper” shifts provide extra drivers to respond when buses reach 10 capacity
- Drivers between trips or on duty but not otherwise assigned assist with vehicle disinfecting
- Hospital grade disinfectant is applied:
  - Daily in all Transit vehicles
  - Twice daily to Dial-A-Ride vans
  - Daily in Transit facilities
  - At least once daily at bus stops with seats and shelters  
(campus stops maintained and cleaned by WSU personnel)
- Fares were temporarily discontinued in March to minimize driver/patron interaction and allow rear door boarding
- Patrons are encouraged to board through rear doors to minimize driver/patron interaction.
- Patrons are encouraged to exit through rear door unless needing to use the bus ramp, kneeling feature, or priority seating near the front of the bus
- Low floor buses will soon (December 2020) be equipped with rear-door opening mechanism to discourage use of front door
- Sliding plexiglass barriers provide added driver/patron separation, when distancing is not an option (shower curtains provided an early version of this barrier)
- Drivers work with window/fan recommendations to provide positive airflow (fresh air) throughout bus
- The white “standee” line on the bus floor is a full six feet behind the driver, to promote distancing
- Dial-A-Ride trips are scheduled for only one patron at a time, unless requesting riders are from same residence.
- Locked front doors at Transit facilities minimize unnecessary visits and exposure to the building
- Employees and visitors to Transit receive daily temperature check to ensure none over 100.4 degrees
- For shift changes, only one driver is allowed per break vehicle, or two in a van, to maximize distancing

3 NOVEMBER 2020

Figure 3: Notice posted inside all Pullman Transit buses beginning November 3, 2020.

<b>SERVICE HOURS - FARES AND PASSES</b>			<b>5</b>
<p><b><u>Community Service:</u></b></p> <p><b>Monday - Friday</b>            Blue 6:30am - 6:45pm            Loop 6:30am - 6:45pm            Paradise 6:30am - 6:45pm            Silver 6:30am - 6:45pm            Community Express            6:45am - 6:40pm            DAR 6:30am - 6:45pm</p> <p><b>Saturday</b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p> <p><b>Sunday</b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p>	<p><b><u>Community Plus Service:</u></b></p> <p><b>Monday - Friday</b>            Blue 6:30am - 6:45pm            Coffee 7:05am - 10:00am            Loop 6:30am - 6:45pm            Paradise 6:30am - 6:45pm            Silver 6:30am - 6:45pm            Cougar Express 6:55am - 6:15pm            Crimson Express 6:45am - 6:30pm            Gray Express 6:50am - 8:40pm            Wheat 6:30pm - Midnight            Lentil 6:30pm - Midnight            DAR 6:30am - 9:00pm</p> <p><b>Saturday</b>            Wheat 9:15am - Midnight            Lentil 9:15am - Midnight            DAR 9:15am - 9:00pm</p> <p><b>Sunday</b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p>	<p><b><u>Holiday Service:</u></b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p>	<b>Service Hours</b>
<p>See Pg. 3 for the            Service Level            Calendar</p>			

Figure 4: Service Levels from the 2019-2020 system schedule

<b>SERVICE HOURS - FARES AND PASSES</b>			<b>5</b>
<p><b><u>Community Service:</u></b></p> <p><b>Monday - Friday</b>            Blue 6:30am - 6:45pm            Loop 6:30am - 6:45pm            Paradise 6:30am - 6:45pm            Silver 6:30am - 6:45pm            Community Express            6:45am - 6:40pm            DAR 6:30am - 6:45pm</p> <p><b>Saturday</b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p> <p><b>Sunday</b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p>	<p><b><u>Community Plus Service:</u></b></p> <p><b>Monday - Friday</b>            Blue 6:30am - 6:45pm  <b>Coffee Not Operating</b>            Loop 6:30am - 6:45pm            Paradise 6:30am - 6:45pm            Silver 6:30am - 6:45pm            Cougar A Express 6:55am - 6:30pm  <b>Coug B Express Not Operating</b>            Crimson Express 6:45am - 6:30pm (1 Bus)            Gray Express 7:05am - 6:30pm (1 Bus)            Wheat 6:30pm - 10:15pm            Lentil 6:30pm - 10:15pm            DAR 6:30am - 9:00pm</p> <p><b>Saturday</b>            Wheat 9:15am - 10:00pm            Lentil 9:15am - 10:00pm            DAR 9:15am - 9:00pm</p> <p><b>Sunday</b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p>	<p><b><u>Holiday Service:</u></b>            Wheat 10:00am - 5:30pm            Lentil 10:00am - 5:30pm            DAR 10:00am - 5:30pm</p>	<b>SERVICE HOURS</b>
<p>See Pg. 4 for the            Service Level            Calendar</p> <p><b>All times shown are temporary due to COVID-19 and are subject to change. Please visit our website for updated service levels or give us a call at 509-332-6535.</b></p>			

Figure 5: Service levels from the 2020-2021 system schedule

## SERVICE LEVELS

3

### LEVELS OF SERVICE FOR YOUR TRANSPORTATION NEEDS

August 15th - September 1st.....	Community Plus
September 2nd.....	Holiday
September 3rd - November 10th.....	Community Plus
November 11th.....	Holiday
November 12th - November 22nd.....	Community Plus
November 23rd - November 27th.....	Community
November 28th.....	Closed
November 29th.....	Holiday
November 30th.....	Community
December 1st - December 13th.....	Community Plus
December 14th - December 24th.....	Community
December 25th.....	Closed
December 26th - December 31st.....	Community
January 1st.....	Closed
January 2nd - January 11th.....	Community
January 12th - January 19th.....	Community Plus
January 20th.....	Holiday
January 21st - February 16th.....	Community Plus
February 17th.....	Community
February 18th - March 13th.....	Community Plus
March 14th - March 21st.....	Community
March 22nd - May 9th.....	Community Plus
May 9th - May 24th.....	Community
May 25th.....	Holiday
May 26th - July 3rd.....	Community
July 4th.....	Holiday
July 5th - August 19th.....	Community

Home Football Game Service: Football service is based on Park N Ride locations. For more information please visit [pullmantransit.com](http://pullmantransit.com) to get the most up to date information.

2019 WSU Home Football Games: August 31st, September 7th, 21st, October 19th,  
November 16th, 23rd

Pullman School District Service: Routes will run from August 28th 2019 - June 12th 2020. This service runs on days when Pullman High School and Lincoln Middle School are in session. See page 20 for maps and arrival times.

Figure 6: Service calendar from the 2019-2020 system schedule

**LEVELS OF SERVICE FOR YOUR TRANSPORTATION NEEDS**

August 24th - September 6th.....	Modified Community Plus
September 7th.....	Holiday Service
September 8th - November 10th.....	Modified Community Plus
November 11th.....	Holiday Service
November 12th - November 20th.....	Modified Community Plus
November 21st - November 25th.....	Community
November 26th.....	Closed
November 27th.....	Holiday Service
November 28th....	<i>The remainder of the 2021 calendar will be updated in advance of November 28th once it is determined when the Spring semester will start. Until then, effective November 21st, Pullman Transit will operate at Community Service levels.</i>

Home Football Game Service: Football service is based on Park N Ride locations. For more information please visit [pullmantransit.com](http://pullmantransit.com) to get the most up to date information.  
 2020 WSU Home Football Games: September 12th, 19th, October 3rd, 10th, 31st,  
 November 21st, 27th

**Home game dates are subject to change depending upon the final determination from the Pac-12 of the upcoming seasons schedule.**

Pullman School District Service: Routes will run from August 26th 2020 - June 11th 2021. This service runs on days when Pullman High School or Lincoln Middle School are in session. See pages 25 - 27 for bus information.

Figure 7: Service calendar from the 2020-2021 system schedule

## Fare Structure

### Fixed-route fare structure, per boarding

Pullman Transit offers cash, token and pass options on its fixed routes. Transfers from one fixed route to another are free.

Fares did not increase in 2020, with a basic adult one-way ride remaining at \$1.00. Complete fare charts are shown in the two figures below.

**FARES AND PASSES**  
A valid fare or pass must be shown everytime you ride!

When accompanied by an adult, all pre-kindergarten children can ride the bus free of charges.

**TRANSFERS:** When transferring, please notify the driver in advance so that you are sure to make the proper connection. Most transfers take place at the Davis Way transfer station or The Chinook on the WSU campus. You may also transfer at other locations.

FARES	YOUTH (K-12)	ADULT	SENIOR & DISABLED
Standard Fare	0.60	1.00	0.60
Tokens (20)	10.00	18.00	10.00
Monthly Pass*	18.00	30.00	18.00
Semi-Annual Pass	90.00	165.00	90.00
Annual Pass	170.00	300.00	170.00
Youth School Year Pass**	165.00	N/A	N/A
Summer Youth Pass	50.00	N/A	N/A

\*Monthly passes valid for calendar months only.  
\*\*School Year passes valid for school year only.  
Summer youth pass valid June-August.  
All Passes may be purchased at City Hall or at the WSU Visitors Center

**IDENTIFICATION CARDS**

WSU students, staff, and faculty are pre-paid and can ride by presenting their valid WSU identification to the driver. NOTE: "Community Member" ID cards are not valid for riding the bus.

Figure 8: Fixed route fare and pass information from the 2019-2020 system schedule

## FARES AND PASSES

**A valid fare or pass must be shown everytime you ride!**

When accompanied by an adult, all pre-kindergarten children can ride the bus free of charge.

**TRANSFERS:** When transferring, please notify the driver in advance so that you are sure to make the proper connection. Most transfers take place at the Davis Way transfer station or The Chinook on the WSU campus. You may also transfer at other locations.

Fares:	Youth (K-12)	Adult	Senior & Disabled
Standard Fare	0.60	1.00	0.60
Tokens (20)	10.00	18.00	10.00
Monthly Pass*	18.00	30.00	18.00
Semi-Annual Pass	90.00	165.00	90.00
Annual Pass	170.00	300.00	170.00
Youth School Year Pass**	165.00	N/A	N/A
Summer Youth Pass	50.00	N/A	N/A

\*Monthly passes valid for calendar months only.  
 \*\*School year passes valid for school year only  
 Summer youth pass valid June–August.  
 All Passes may be purchased at City Hall or at the WSU Visitors Center

### IDENTIFICATION CARDS

WSU students, staff, and faculty are pre-paid and can ride by presenting their physical WSU ID (Cougar Card) to the driver upon entering the bus. **NOTE: Department specific ID cards, digital cards on your phone, and Community Member ID cards are not valid for riding the bus.**

Figure 9: Fixed route fare and pass information from the 2020-2021 system schedule

### Dial-A-Ride fare structure, per boarding

Pullman Transit offers cash, token and pass options on its Dial-A-Ride service. Fares did not increase in 2020, and actual rates are shown in the figures below.

## DIAL-A-RIDE SERVICE

4

### DIAL-A-RIDE SERVICE

DIAL-A-RIDE is a service provided for Pullman Transit customers who are at least 65 years of age, disabled or temporarily disabled and are unable to ride a regular fixed route bus.

#### How It Works:

Fill out an application and:

- Fax it to 509-332-6590
- Mail it to 775 NW Guy St. Pullman, WA 99163
- Email it to [pullmantransit@pullmantransit.com](mailto:pullmantransit@pullmantransit.com)
- Or drop it off in person at our office.
- If you are 65 years of age or older, you automatically qualify.
- For customers with disabilities or special needs that prevent them from riding our fixed route buses, once the information on your application is verified with your doctor, you will be notified of your application status.
- Applications are available online at [www.pullmantransit.com](http://www.pullmantransit.com), at our office or we can mail one to you.
  - Once your application is approved you are ready to start scheduling rides!
  - When you call a Transit Dispatcher, they will do their best to accommodate your request. For ADA customers, we may have to negotiate a pick-up-time of up to one hour earlier or later than your requested time and possibly more for non-ADA riders.
  - All rides are scheduled with a 20 minute time range (window) in which you can expect a Dial-A-Ride driver to pick you up.
  - When a Dial-A-Ride driver arrives to pick you up, they can only wait for five minutes (even if your 20 minute window has not expired).
  - Your driver may make several stops along the way before arriving at your destination, and at times you will be required to ride with other customers.
  - Dial-A-Ride service hours mirror those of fixed route schedules. However, for those rides needed after 9:00pm, we require the reservation be made at least a day in advance.

Dial-A-Ride has been operating since March 1979. We operate wheelchair accessible vans to accommodate our riders. We provide nearly 1500 rides per month for over 600 clients. We will take you where you need to go, within our regular service area (Pullman City Limits) and hours of operation. Every trip is important and you may schedule a trip for any purpose.

#### DIAL-A-RIDE FARES

Effective August 15th, 2019

Cash (One Way)	\$0.80
Tokens (10)	\$7.00
Monthly Pass	\$24.00
Semi-Annual Pass	\$125.00
Annual Pass	\$245.00

All passes may be purchased at City Hall or at the WSU Visitors Center.

Figure 10: 2019-2020 Dial-A-Ride fare and pass schedule



## DIAL A RIDE SERVICE

DIAL-A-RIDE is a service provided for Pullman Transit customers who are at least 65 years of age, disabled, or temporarily disabled, and are unable to ride a regular fixed route bus.

### How It Works:

Fill out an application and:

- Fax it to 509-338-3247
- Mail it to 775 NW Guy St. Pullman WA 99163
- Email it to [pullmantransit@pullmantransit.com](mailto:pullmantransit@pullmantransit.com)
- Or drop it off in person at our office.
- If you are 65 years of age or older, you automatically qualify.
- For customers with disabilities or special needs that prevents them from riding our fixed route buses, once the information on your application is verified with your doctor, you will be notified of your application status.
- Applications are available online at [www.pullmantransit.com](http://www.pullmantransit.com), at our office, or we can mail one to you.
  - Once your application is approved, you are ready to start scheduling rides!
  - When you call a transit Dispatcher, they will do their best to accommodate your request. For ADA customers, we may have to negotiate a pick-up time of up to one hour earlier or later than your requested time and possibly more for non-ADA riders.
  - All rides are scheduled with a 20 minute time range (window) in which you can expect a Dial-A-Ride driver to pick you up.
  - When a Dial-A-Ride driver arrives to pick you up, they can only wait for five minutes (even if your 20 minute window has not expired).
  - Your driver may make several stops along the way before arriving at your destination, and at times you will be required to ride with other customers. (current rider limitations due to Covid-19 are only 1 patron on a van at a time)
  - Dial-A-Ride service hours mirror those of fixed route schedules. However, for those rides needed after 9:00pm, we require the reservation be made at least a day in advance.

Dial-A-Ride has been operating since March 1979. We operate wheelchair accessible vans to accommodate our riders. We provide nearly 1500 rides per month for over 600 clients. We will take you where you need to go, within our regular service area (Pullman City Limits) and hours of operation. Every trip is important and you may schedule a trip for any purpose.

### DIAL-A-RIDE FARES

Effective August 15th, 2019

Cash (One Way)	\$0.80
Tokens (10)	\$7.00
Monthly Pass	\$24.00
Semi-Annual Pass	\$125.00
Annual Pass	\$245.00

All passes may be purchased at City Hall or at the WSU Visitors Center.

Figure 11: 2020-2021 Dial-A-Ride fare and pass schedule

## **Transit Fare Pass System for local educational institutions**

Pullman Transit has contracts in place with Washington State University (WSU), the Pullman School District (PSD), and the Pullman Branch of Spokane Falls Community College (SFCC) to provide pre-paid fare and pass systems.

For WSU, the agreement has allowed all students, staff, retirees, and faculty to ride the buses and Paratransit vans (if they are eligible) by showing a valid University identification card since 1991. The contract also provides for enhanced levels of service, and was modified in 2020 to reduce the monthly rate due to service changes which resulted from the COVID-19 outbreak.

The contract with the PSD allows students who qualify to ride our School Bus Routes (five AM and six PM) by showing a school district-issued pass, and has been in place since 1999. These students are also eligible to ride all fixed-route services during the operated by Pullman Transit during the regular academic year. In the spring of 2020, this contract was put on hold when the district adopted a distance learning approach in response to the COVID-19 outbreak. At the end of 2020, the contract remained suspended.

Pullman Transit continued its Universal Transit Access Pass agreement with the local branch of Spokane Falls Community College (SFCC), a partnership begun in 2017. With classes held on the WSU campus, students are issued a “Cougar Card”, which acts as the pass for SFCC students to ride, prepaid, Pullman Transit fixed routes. On-site classes ceased in the spring of 2020, and the contract has remained inactive since that point.

## **Section 4: Service Connections**

Pullman Transit provides access to the following public transportation operators and facilities:

- Wheatland Express, which provides service to the Spokane Airport and charter service in our area.
- Northwestern Trailways regional bus service at Dissmores IGA three times daily.
- Pullman-Moscow Regional Airport (service is only provided by Dial-A-Ride and only to eligible riders of the service).
- Council on Aging (COAST) for partnered local Dial-A-Ride service or fixed route connections.

## **Section 5: Activities in 2020**

### **Introduction**

Transit activity in 2020, like any other year, relied heavily on grant assistance. In particular, the FTA 5311 (federal rural) operating grant provided approximately 25% of our operating budget. With transit agencies nationwide losing other anticipated revenue as a result of the coronavirus impact on service and ridership, we were among the recipients of FTA CARES Act funding. These funds helped supplement lost farebox and utility tax revenue, as well as cancelled or reduced contracts with WSU, PSD, and SFCC, extra employee hours required to sanitize vehicles and facilities, and Personal Protective Equipment needed in the response.

Starting in March, Transit service in 2020 was significantly impacted by the coronavirus. We made some basic service level adjustments, including fewer Express routes, no Coffee Route, and ending service at 10pm rather than midnight. Many driving shifts were converted to extra Bus Washing shifts, to assist in keeping facilities and the fleet sanitized. Activities tended to focus on safeguarding employee and public health, such as providing masks and hand sanitizer, not charging fees to eliminate money handling, and installing driver plexiglass barrier. Other highlights for 2020 that are not included in Section 3 above, include the following:

- Developed interlocal agreement with state of Virginia to place order for two grant-funded electric buses (state of Washington heavy duty bus contract was unavailable, due to vendor protest)
- Unveiled last electric-hybrid, bus 317, with a water conservation wrap theme
- Received new ADA van for Dial-A-Ride service
- Accepted FTA CARES Act grant funding to assist with lost revenue and added expenses resulting from the coronavirus situation
- Awarded bus/facility video contract award, and finalized install
- Amended local transportation service contracts with WSU, the Pullman School District, and local Pullman branch of SFCC to address service reductions.
- Accepted award of WSDOT Green Capital Transportation grant for electric bus charging station and facility electrical upgrade. Project was awarded to Mangum Construction, and nears completion at the year's end.
- Held public hearing and presented annual report and Transit Development Plan to City Council.
- Prepared application for third electric bus, requesting WSDOT or FTA funding via state consolidated grant application process
- Accepted 5311 transportation funds through the state's Rural Mobility ("sales tax equalization") program.

### **Dial-A-Ride**

Annual ridership dropped below 20,000 trips for the first time since 2015, a direct impact of the coronavirus threat. The system provided 12,009 rides in 2020, a 51% decrease from the 2019 total. Still, the service remains a vital part of the community's transportation infrastructure. Geographic coverage and service hours continue to mirror those of fixed routes, although Dial-A-Ride provides service to the local airport, whereas fixed routes do not.

Full Dial-A-Ride service statistics for this reporting year can be found in Section 8.

### **Fixed Route**

After a steady three-year increase in fixed route service ridership, boardings dropped to 496,304 in 2020. This nearly 64% drop from 2019 figures is understood to be a direct result of the coronavirus situation.

Usually impressive daily ridership averages dropped from 44.7 in 2019 to 17.7 in 2020. Figures were stable in January and February, showed signs of decline in March, then plummeted to single digits for the remainder of the year. These lower ridership figures are a direct result of the coronavirus situation, and correspond well with our 10-person ridership cap introduced early in the year.

Shift design for Driver work assignments continued on track with what was implemented in 2019, a “sweet and sour” approach where seniority has its perks but retention incentives can be offered to lower seniority employees (such as built in overtime or fewer weekend shifts). However, less focus was spent on a strict implementation of this approach as 2020 progressed, and Pullman Transit staff instead tried to shift hours to current employees while letting six retirements or resignations go unfilled.

The usual no-fare Independence Day celebration service we have provided since 2000 was cancelled this year.

Similarly, although we did complete the FTA Charter process to implement a new five year agreement to provide charter park-and-ride service for WSU home football games, this service was not needed in 2020.

Full fixed route service statistics for this reporting year can be found in Section 8.

## **Facilities and Equipment (Capital)**

Pullman Transit put a new electric-hybrid bus into service in 2020, received a new ADA van for our Dial-A-Ride service, and placed the order for two grant assisted full battery-electric coach buses.

We also made the award for a replacement video surveillance system in revenue vehicles and facilities, as well as an upgrade to our facility for the installation of electric bus charging stations. As 2020 came to a close, both projects were nearing completion.

Pullman Transit continued its strategy of applying for capital grants, and installing bus stop shelters and seats already in inventory, but did not make any other significant capital purchases in 2020.

## **Closing**

Our most pressing future capital need remains the purchase of new buses and vans to replace our aging fleet. We rely heavily on State and Federal grant funding to provide 80% of these purchases, and contribute the remaining 20% match locally from reserves. To continue this pattern, we must remain vigilant over expenditures, and even frugal with our local resources. Maintaining the necessary funding for system stability will require continued support from Federal and State sources, WSU, PSD and SFCC, and growth in local revenues (utility tax) through population growth. Given these stable revenue sources, we intend to continue providing the type of services our community expects for many years to come.

This Transit Development Plan reflects what we want to do if funding allows. As the opportunities provide themselves, we feel it is in our best interest to pursue the potential of growth in our system. As the Pullman community grows, so will the need for additional service.

## **Section 6: Proposed Strategies & Goals 2021-2026**

The Washington State Department of Transportation (WSDOT) requires that transit agencies report their progress towards accomplishing the state’s public transportation objectives. These objectives are identified in the *Washington Transportation Plan, 2007 - 2026*. Pullman Transit worked towards

and in full support of the state’s objectives in 2019, and will continue to do the same for the period 2021 through 2026. Additional unfunded projects may be completed as funding becomes available. Conversely, some projects may be postponed if anticipated revenues or other funding opportunities decrease or become unavailable.

Continuing efforts towards our strategies and goals will be impacted by the current COVID-19 situation. Unfortunately, neither the extent nor duration of these impacts are known, but both operational efforts and capital purchases are likely to see fluid adjustments.

## Services

To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.

<b>2021-2026</b>
Continuing Effort
<ul style="list-style-type: none"> <li>• Pullman Transit intends to continue its “school bus service” relationship with the Pullman School District.</li> <li>• Pullman Transit is assessing its schedules and service to areas where need and demand are greatest through public awareness, community involvement and verbal surveys.</li> <li>• Route service schedules will continue to receive adjustments to meet rider demands, and improve coordination between existing routes for efficiency and effectiveness</li> <li>• Dial-A-Ride services will continue to meet the requirements of the Americans with Disabilities Act.</li> <li>• Pullman Transit will continue to promote regional connection information with four other public transportation providers, as well as interstate bus and private carriers.</li> <li>• Pullman Transit will seek to research future opportunities for greater connectivity to the South Eastern region of Washington State.</li> <li>• Pullman Transit will seek to research future opportunities for greater connectivity with the region’s economically disadvantaged, those needing medical transportation and Veteran transportation as the opportunities and funding arise.</li> <li>• Pullman Transit will continue to coordinate with local law enforcement agencies and emergency services, both with the City of Pullman and with WSU.</li> <li>• Continued active participation in local and regional planning efforts including the Palouse Regional Transportation Planning Organization. This will include continued research and monitoring of options for bus service to Moscow, Idaho, with a focus on economic sustainability of the expansion.</li> <li>• Research and clearly identify logistical and financial obstacles for providing fixed route service to both the local airport and to Moscow, Idaho.</li> <li>• Use collected AVL/GPS data to modify service delivery model, reflecting identified peak time and location needs that could require additional or more frequent vehicles.</li> <li>• Continue our commitment to pickup and dropoff locations often used by members of our community in need, regardless of data showing low or infrequent ridership.</li> </ul>

## Facilities & Equipment

Preserve existing public transportation facilities and equipment.

2021-2026
Continuing Effort
<ul style="list-style-type: none"><li>• Pullman Transit will continue to replace vehicles in accordance with the adopted fleet replacement standards listed in the CIP.</li><li>• Pullman Transit will continue to research Electric and Hybrid Electric Transportation Equipment to cut down on both noise and air pollution in the areas of transit operation.</li><li>• Pullman Transit will continue to follow and research the latest developments of the State Clean Air Act as well as the Alternative Fuels Act as mandated by the State of Washington.</li><li>• We will continue to improve shelter locations, trash receptacles, landscaping, and cleanliness on our buses and at the Transfer Station. This will include evaluating ridership data and public input, then adding shelters at bus stops where warranted.</li><li>• Consider fixed route vehicle options smaller than 35 and 40-foot vehicles, if lesser capacity and maneuverability will be beneficial to service delivery model.</li><li>• As service expands, Pullman Transit will consider whether the current Davis Way transfer station meets our needs, or if an alternate location would better serve the system.</li><li>• We will actively work with local consultants to design facility expansion options, then seek funding opportunities to complete.</li><li>• Evaluate the best electric charging options for our startup battery electric bus fleet, adjusting to limitations and taking advantage of opportunities, such as hot/cold weather impacts on battery life and in-ground charging stations.</li></ul>

## Goals

Pullman Transit will continue to seek a solid foundation, upon which it can grow to meet the needs of the community, at a sustainable rate.

If considerable growth is on the horizon for Pullman Transit, then funding for new or expanded facilities will be part of the planning process. At the same time, an unavoidable expense will be the capital investment in replacing an aging vehicle fleet.

We will face challenges, but intend to do so systematically with a positive end result being a solid part of our plan.

### Pullman Transit goals for 2021 – 2026

- ◆ Operate in a financially responsible and sustainable manner:
- ◆ Continue to work towards becoming an increasingly viable transportation alternative
- ◆ Maintain and replenish capital assets on a planned schedule
- ◆ Reduce environmental footprint through implementing new usage of alternative fuels and/or technology

- ◆ Provide effective (safe, reliable & on-time), customer-friendly local transit services that meet the needs of our community
- ◆ Enhance the customer experience through service enhancements and data sharing
- ◆ Continue to develop and strengthen our partnerships with other peer and funding agencies, Community & Economic Development groups, and our own represented employee group.

## Section 7: Capital Improvement Program 2021-2026

The 6-year capital plan supports maintaining existing service, with incremental growth as needed. Pullman Transit's Capital funding priorities are:

- Maintenance and/or Replacement of revenue vehicles and infrastructure in accordance with Washington State Department of Transportation (WSDOT) and Federal Transit Administration (FTA) guidelines.

Capital vehicle purchase is generally predicated on receipt of grant funding at the 80 percent grant / 20 percent local allocation or "match".

### Revenue Vehicles

Pullman Transit has reviewed its vehicle replacement criteria and has determined that it is feasible to extend the life of coaches from the WSDOT replacement guidelines of 12 years and/or 500,000 miles to 15 years and/or 750,000 miles. Additionally, the van replacement criteria have also been extended from the WSDOT guidelines of 5 years and/or 150,000 miles to 7 years and/or 250,000 miles. These vehicle replacement criteria changes are based on using best maintenance practices, completing scheduled preventative maintenance, and repairing vehicle system breakdowns as they occur to minimize the impact of equipment failure. Delivery of coaches is expected to be in the year after funds are encumbered but can take up to 18 months for delivery from point of bus order confirmation. Our replacement schedule reflects the desire of Pullman Transit to replace vehicles according to the aforementioned practices, but is provided with the assumption of funding assistance through State and Federal opportunities and does not currently have funding secured.

### Facilities

The primary facility focus of 2021-2026 capital projects will be maintaining existing facilities, improving facility safety and placing new bus shelters. We will continue providing Simme-Seats for stops as not every stop needs a shelter, but many can use a form of seating platform.

Our current transit facility on Guy Street is at capacity for housing buses inside at night, and is due for expanded office and break room space. We are currently working with a local design contractor to determine the best expansion approach to meet these needs, in response to current and future staffing and service levels.

## Section 8: Operating Data: 2020 (Actuals) - 2021-2026 (Forecasts)

Operating data for 2020 is shown below, and represents a distinct interruption in service trends due to our coronavirus response.

In response, we do anticipate both fixed and Dial-A-Ride ridership numbers to regain their 2019 levels, then continue to rise, conservatively up to 1%. In the future we do expect Dial-A-Ride service will require expansion in both fleet size and daily hours of service, as long as the demand for this service remains strong. Similarly, fixed route service will grow as the city grows, or as we decide to return our Community Service loops to 30 minutes. In the meantime, we remain committed to reviewing the efficiency of our service model, primarily the loop versus line approach, and our community's willingness to rely more on a true transfer system.

Report year operational data, and forecasts for the ensuing six years, are presented below.



**Section 8: Operating Data, 2020-2026**

	<i>Actual</i>	return to 2019	1% increase	1% increase	1% increase	1% increase	1% increase
<b>Fixed Routes</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Vehicle Revenue Hours	26,398	28,820	29,108	29,399	29,693	29,990	30,290
Total Vehicle Hours	28,083	30,660	30,967	31,276	31,589	31,905	32,224
Vehicle Revenue Miles	351,859	382,990	386,820	390,688	394,595	398,541	402,526
Total Vehicle Miles	378,343	411,817	415,935	420,095	424,295	428,538	432,824
Passenger Trips	496,304	1,370,112	1,383,813	1,397,651	1,411,628	1,425,744	1,440,001
Total Diesel Fuel Used	68,769						
Reportable Injuries	0						
Fatalities	0						
Total Vehicle Collisions	19						
	<i>Actual</i>	return to 2019	1% increase	1% increase	1% increase	1% increase	1% increase
<b>Dial-A-Ride</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Vehicle Revenue Hours	6,339	7,411	7,485	7,560	7,636	7,712	7,789
Total Vehicle Hours	6,744	7,884	7,963	8,042	8,123	8,204	8,286
Vehicle Revenue Miles	45,385	71,636	72,352	73,076	73,807	74,545	75,290
Total Vehicle Miles	48,801	77,028	77,798	78,576	79,362	80,156	80,957
Passenger Trips	12,009	24,692	24,939	25,188	25,440	25,695	25,952
Total Diesel Fuel Used	0						
Total Gasoline Fuel Used	8,599						
Reportable Injuries	0						
Fatalities	0						
Total Vehicle Collisions	4						

## **Section 9: Operating Revenues and Expenditures 2020 (Actuals) 2021- 2026 (Forecasts)**

Operating revenue and expenditures represent our planned local service level and economic projections. The following assumptions were used to forecast Pullman Transit's yearly projections (after 2020, and seeking 2021 as a return to 2019 levels):

Fixed Route Fares/revenue = conservative, 2% increase

Dial-A-Ride Fares/revenue = conservative 2% increase

Local Utility Tax Base = steady, 1% growth in annual revenue at same tax base

Fixed Route Expense – conservative, 2% increase.

Demand Response Expense – conservative, 2% increase.

Grant Funding – Based on the unpredictable nature of grant awards, we have used a static figure throughout the length of these projections, adding in only the expected capital matches.

A growing capital reserve is being relied upon to help fund a much needed garage and shop expansion project, as well as keep up with the increased cost of battery-electric buses. Between that intentional growth, and recent supplemental funding through the FTA CARES Act, we remain on track to meet our future capital needs.

## Section 9:

## Operating Revenues and Expenditures, 2020 - 2026

(Continued)

		2020		Total
		Transit Fund	Reserve Capital Account	
<b>Beginning Balances</b>	Last Yrs' Ending Cash†	\$ 1,240,529	337,492	\$ 1,578,021
<b>Revenues</b>	Total Goods/Serv			
Fares, Fixed Route	2,496,942	\$ 1,882,156		\$ 1,882,156
Fares, Dial-A-Ride	Eden Actual	\$ 1,950		\$ 1,950
Local Utility Taxes		\$ 1,240,213		\$ 1,240,213
Miscellaneous Revenues		\$ 340		\$ 340
Grants (admin by WSDOT)	All (Op & Cap) in Eden	\$ 2,544,845		\$ 2,544,845
<b>Total Available</b>		<b>\$ 6,910,033</b>	<b>337,492</b>	<b>\$ 7,247,525</b>
<b>Operating Expenses</b>				
Fixed Route	80%	\$ 3,736,318		\$ 3,736,318
Dial-A-Ride	20%	\$ 934,080		\$ 934,080
<b>Total Expenses</b> (minus Cap)	Actual	<b>\$ 4,670,398</b>	<b>0</b>	<b>\$ 4,670,398</b>
<b>Net Cash Available</b>		<b>\$ 2,239,635</b>	<b>337,492</b>	<b>\$ 2,577,127</b>
<b>Capital Expenditures</b>				
All capital		276,400		
<b>Total Capital Expenditures</b>		<b>276,400</b>	<b>0</b>	<b>\$ 276,400</b>
<b>Ending Cash Balances 12/31</b>		<b>\$ 1,963,235</b>	<b>337,492</b>	<b>\$ 2,300,727</b>

## Section 9:

## Operating Revenues and Expenditures, 2020 - 2026

(Continued)

	2021		Total
	Transit Fund	Reserve Capital Account	
<b>Beginning Balances</b>	\$ 714,571	1,586,156	\$ 2,300,727
<b>Revenues</b>			
Fares, Fixed Route	\$ 1,919,799		\$ 1,919,799
Fares, Dial-A-Ride	\$ 1,989		\$ 1,989
Local Utility Taxes	\$ 1,252,615		\$ 1,252,615
Miscellaneous Revenues	\$ 340		\$ 340
Grants (admin by WSDOT)	\$ 3,941,645		\$ 3,941,645
<b>Total Available</b>	<b>\$ 7,830,959</b>	<b>1,586,156</b>	<b>\$ 9,417,115</b>
<b>Operating Expenses</b>			
Fixed Route	\$ 3,811,045		\$ 3,811,045
Dial-A-Ride	\$ 952,761		\$ 952,761
<b>Total Expenses</b>	<b>\$ 4,763,806</b>	<b>0</b>	<b>\$ 4,763,806</b>
<b>Net Cash Available</b>	<b>\$ 3,067,153</b>	<b>1,586,156</b>	<b>\$ 4,653,309</b>
<b>Capital Expenditures</b>			
Bus Washer Truck Replacement	\$		\$ 0
Transit Shop Electrical Infrastructure Upgrade	\$		\$ 0
Transfer Station Improvements	\$		
New Bus Shelters/Seats @ bus stops	\$	15,000	
Staff Car Replacement	\$		\$ 0
Bus Washing Station Improvements	\$		\$ 0
Solar lights at bus stops (grant contingent)	\$	10,000	\$ 10,000
Dial-A-Ride Vehicle Replacement	\$		\$ 0
Fixed Route Vehicle Replacement	\$ 1,396,800	349,200	\$ 1,746,000
<b>Total Capital Expenditures</b>	<b>\$ 1,396,800</b>	<b>374,200</b>	<b>\$ 1,756,000</b>
<b>Ending Cash Balances 12/31</b>	<b>\$ 1,670,353</b>	<b>1,211,956</b>	<b>\$ 2,897,309</b>

## Section 9:

## Operating Revenues and Expenditures, 2020 - 2026

(Continued)

	2022		Total
	Transit Fund	Reserve Capital Account	
<b>Beginning Balances</b>	\$ 730,291	2,167,018	\$ 2,897,309
<b>Revenues</b>			
Fares, Fixed Route	\$ 1,958,195		\$ 1,958,195
Fares, Dial-A-Ride	\$ 2,029		\$ 2,029
Local Utility Taxes	\$ 1,265,141		\$ 1,265,141
Miscellaneous Revenues	\$ 340		\$ 340
Grants (admin by WSDOT)	\$ 2,620,845		\$ 2,620,845
<b>Total Available</b>	\$ <b>6,576,842</b>	<b>2,167,018</b>	<b>\$ 8,743,859</b>
<b>Operating Expenses</b>			
Fixed Route	\$ 3,887,266		\$ 3,887,266
Dial-A-Ride	\$ 981,344		\$ 981,344
<b>Total Expenses</b>	\$ <b>4,868,610</b>	<b>0</b>	<b>\$ 4,868,610</b>
<b>Net Cash Available</b>	\$ <b>1,708,232</b>	<b>2,167,018</b>	<b>\$ 3,875,250</b>
<b>Capital Expenditures</b>			
Bus Washer Truck Replacement	\$	82,000	\$ 82,000
Transit facility expansion	\$ 20,000	5,000	\$ 25,000
Transfer Station Improvements	\$	10,000	
New Bus Shelters/Seats @ bus stops	\$	15,000	
Staff Car Replacement	\$	40,000	\$ 40,000
Bus Washing Station Improvements	\$		\$ 0
Solar lights at bus stops (grant contingent)	\$	10,000	\$ 10,000
Dial-A-Ride Vehicle Replacement	\$ 56,000	14,000	\$ 70,000
Fixed Route Vehicle Replacement	\$		\$ 0
<b>Total Capital Expenditures</b>	\$ <b>76,000</b>	<b>176,000</b>	<b>\$ 227,000</b>
<b>Ending Cash Balances 12/31</b>	\$ <b>1,632,232</b>	<b>1,991,018</b>	<b>\$ 3,648,250</b>

## Section 9:

## Operating Revenues and Expenditures, 2020 - 2026

(Continued)

	2023		
	Transit Fund	Reserve Capital Account	Total
<b>Beginning Balances</b>	\$ 744,897	2,903,352	\$ 3,648,250
<b>Revenues</b>			
Fares, Fixed Route	\$ 1,997,359		\$ 1,997,359
Fares, Dial-A-Ride	\$ 2,069		\$ 2,069
Local Utility Taxes	\$ 1,277,793		\$ 1,277,793
Miscellaneous Revenues	\$ 340		\$ 340
Grants (admin by WSDOT)	\$ 3,484,845		\$ 3,484,845
<b>Total Available</b>	<b>\$ 7,507,303</b>	<b>2,903,352</b>	<b>\$ 10,410,656</b>
<b>Operating Expenses</b>			
Fixed Route	\$ 3,965,011		\$ 3,965,011
Dial-A-Ride	\$ 1,000,971		\$ 1,000,971
<b>Total Expenses</b>	<b>\$ 4,965,982</b>	<b>0</b>	<b>\$ 4,965,982</b>
<b>Net Cash Available</b>	<b>\$ 2,541,321</b>	<b>2,903,352</b>	<b>\$ 5,444,674</b>
<b>Capital Expenditures</b>			
Bus Washer Truck Replacement	\$		\$ 0
Transit facility expansion	\$ 240,000	60,000	\$ 300,000
Transfer Station Improvements	\$	60,000	
New Bus Shelters/Seats @ bus stops	\$	15,000	
Staff Car Replacement	\$		\$ 0
Bus Washing Station Improvements	\$		\$ 0
Solar lights at bus stops (grant contingent)	\$	10,000	\$ 10,000
Dial-A-Ride Vehicle Replacement	\$		\$ 0
Fixed Route Vehicle Replacement	\$ 700,000	175,000	\$ 875,000
<b>Total Capital Expenditures</b>	<b>\$ 940,000</b>	<b>320,000</b>	<b>\$ 1,185,000</b>
<b>Ending Cash Balances 12/31</b>	<b>\$ 1,601,321</b>	<b>2,583,352</b>	<b>\$ 4,259,674</b>

## Section 9:

## Operating Revenues and Expenditures, 2020 - 2026

(Continued)

	2024		
	Transit Fund	Reserve Capital Account	Total
<b>Beginning Balances</b>	\$ 759,795	3,499,879	\$ 4,259,674
<b>Revenues</b>			
Fares, Fixed Route	\$ 2,037,306		\$ 2,037,306
Fares, Dial-A-Ride	\$ 2,111		\$ 2,111
Local Utility Taxes	\$ 1,290,571		\$ 1,290,571
Miscellaneous Revenues	\$ 340		\$ 340
Grants (admin by WSDOT)	\$ 2,862,845		\$ 2,862,845
<b>Total Available</b>	<b>\$ 6,952,968</b>	<b>3,499,879</b>	<b>\$ 10,452,846</b>
<b>Operating Expenses</b>			
Fixed Route	\$ 4,044,311		\$ 4,044,311
Dial-A-Ride	\$ 1,020,990		\$ 1,020,990
<b>Total Expenses</b>	<b>\$ 5,065,302</b>	<b>0</b>	<b>\$ 5,065,302</b>
<b>Net Cash Available</b>	<b>\$ 1,887,666</b>	<b>3,499,879</b>	<b>\$ 5,387,545</b>
<b>Capital Expenditures</b>			
Bus Washer Truck Replacement	\$		\$ 0
Transit facility expansion	\$ 262,000	78,000	\$ 340,000
Transfer Station Improvements	\$	60,000	
New Bus Shelters/Seats @ bus stops	\$	15,000	
Staff Car Replacement	\$		\$ 0
Bus Washing Station Improvements	\$		\$ 0
Solar lights at bus stops (grant contingent)	\$	10,000	\$ 10,000
Dial-A-Ride Vehicle Replacement	\$ 56,000	14,000	\$ 70,000
Fixed Route Vehicle Replacement	\$		\$ 0
<b>Total Capital Expenditures</b>	<b>\$ 318,000</b>	<b>177,000</b>	<b>\$ 420,000</b>
<b>Ending Cash Balances 12/31</b>	<b>\$ 1,569,666</b>	<b>3,322,879</b>	<b>\$ 4,967,545</b>

## Section 9:

## Operating Revenues and Expenditures, 2020 - 2026

(Continued)

	2025		Total
	Transit Fund	Reserve Capital Account	
<b>Beginning Balances</b>	\$ 774,991	4,192,554	\$ 4,967,545
<b>Revenues</b>			
Fares, Fixed Route	\$ 2,078,052		\$ 2,078,052
Fares, Dial-A-Ride	\$ 2,153		\$ 2,153
Local Utility Taxes	\$ 1,303,476		\$ 1,303,476
Miscellaneous Revenues	\$ 340		\$ 340
Grants (admin by WSDOT)	\$ 3,244,845		\$ 3,244,845
<b>Total Available</b>	<b>\$ 7,403,858</b>	<b>4,192,554</b>	<b>\$ 11,596,412</b>
<b>Operating Expenses</b>			
Fixed Route	\$ 4,125,197		\$ 4,125,197
Dial-A-Ride	\$ 1,041,410		\$ 1,041,410
<b>Total Expenses</b>	<b>\$ 5,166,608</b>	<b>0</b>	<b>\$ 5,166,608</b>
<b>Net Cash Available</b>	<b>\$ 2,237,250</b>	<b>4,192,554</b>	<b>\$ 6,429,804</b>
<b>Capital Expenditures</b>			
Bus Washer Truck Replacement	\$		\$ 0
Transit facility expansion	\$		\$ 0
Transfer Station Improvements	\$		
New Bus Shelters/Seats @ bus stops	\$	15,000	
Staff Car Replacement	\$		\$ 0
Bus Washing Station Improvements	\$		\$ 0
Solar lights at bus stops (grant contingent)	\$	10,000	\$ 10,000
Dial-A-Ride Vehicle Replacement	\$		\$ 0
Fixed Route Vehicle Replacement	\$ 700,000	175,000	\$ 875,000
<b>Total Capital Expenditures</b>	<b>\$ 700,000</b>	<b>200,000</b>	<b>\$ 885,000</b>
<b>Ending Cash Balances 12/31</b>	<b>\$ 1,537,250</b>	<b>3,992,554</b>	<b>\$ 5,544,804</b>



## Section 9:

## Operating Revenues and Expenditures, 2020 - 2026

(Continued)

	2026		
	Transit Fund	Reserve Capital Account	Total
<b>Beginning Balances</b>	\$ 790,491	4,754,313	\$ 5,544,804
<b>Revenues</b>			
Fares, Fixed Route	\$ 2,119,613		\$ 2,119,613
Fares, Dial-A-Ride	\$ 2,196		\$ 2,196
Local Utility Taxes	\$ 1,316,511		\$ 1,316,511
Miscellaneous Revenues	\$ 340		\$ 340
Grants (admin by WSDOT)	\$ 2,600,845		\$ 2,600,845
<b>Total Available</b>	<b>\$ 6,829,996</b>	<b>4,754,313</b>	<b>\$ 11,584,309</b>
<b>Operating Expenses</b>			
Fixed Route	\$ 4,207,701		\$ 4,207,701
Dial-A-Ride	\$ 1,062,238		\$ 1,062,238
<b>Total Expenses</b>	<b>\$ 5,269,940</b>	<b>0</b>	<b>\$ 5,269,940</b>
<b>Net Cash Available</b>	<b>\$ 1,560,057</b>	<b>4,754,313</b>	<b>\$ 6,314,370</b>
<b>Capital Expenditures</b>			
Bus Washer Truck Replacement	\$		\$ 0
Transit Shop Electrical Infrastructure Upgrade	\$		\$ 0
Transfer Station Improvements	\$		
New Bus Shelters/Seats @ bus stops	\$	15,000	
Staff Car Replacement	\$		\$ 0
Bus Washing Station Improvements	\$		\$ 0
Solar lights at bus stops (grant contingent)	\$	10,000	\$ 10,000
Dial-A-Ride Vehicle Replacement	\$ 56,000	14,000	\$ 70,000
Fixed Route Vehicle Replacement	\$		\$ 0
<b>Total Capital Expenditures</b>	<b>\$ 56,000</b>	<b>39,000</b>	<b>\$ 80,000</b>
<b>Ending Cash Balances 12/31</b>	<b>\$ 1,504,057</b>	<b>4,715,313</b>	<b>\$ 6,234,370</b>

## Section 10: Pullman Transit CIP Projects

**CITY OF PULLMAN  
2021 - 2026 TIP PROJECTS**

	2021	2022	2023	2024	2025	2026
Solar Lights at bus stops	10,000	10,000	10,000	10,000	10,000	10,000
Purchase/replace shelters or seats at bus stops	15,000	15,000	15,000	15,000	15,000	15,000
Fixed Route Coach Replacement	1,746,000		875,000		875,000	
Staff Car Replacement		40,000				
Bus Washing Station Improvements		82,000				
Transfer Station Improvements		10,000	60,000	60,000		
Transit facility expansion		25,000	300,000	340,000		
Dial-A-Ride Vehicle Replacement		70,000		70,000		70,000
<b>TRANSIT FUND PROJECTS TOTAL</b>	<b>1,771,000</b>	<b>252,000</b>	<b>1,260,000</b>	<b>495,000</b>	<b>900,000</b>	<b>95,000</b>