



Union Gap Transit Development Plan 2017 - 2022

**Union Gap Transit
Operated by Medstar Transportation
1101 N. 16th Ave, Suite 120
Yakima, WA. 98902
(509) 248-2004**

Public Hearing:

Adopted by Union Gap City Council:

Submitted to WSDOT:

Prepared by:

Medstar Transportation

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Section 1: Organization

Union Gap Transit is a municipal transit system as authorized in RCW 35.58 and is located in Yakima County. Union Gap Transit contracts all transit services, both fixed route and Paratransit ADA services to Medstar Transportation. Union Gap Transit's route map appears in Appendix B, showing the extent of the service area. Union Gap Transit is governed by the Union Gap City Council; their 7 member board approves all changes to transit operations and service levels. City council meetings are usually held on the second and fourth Monday of each month at City Hall located at 102 W Ahtanum Road. Additionally, the Transit Advisory Committee meets as needed to discuss any suggestions or ideas for transit development and changes.

As of 08/01/2016 Union Gap Transit's contractor employed:

- 4 full time employees in the operations division
- 5 full time equivalents in the Dial-A-Ride Paratransit division
- 1 full time equivalent in the maintenance division
- 1 full time equivalent in the administration division
- 11 Total employees

Section 2: Physical Plant

The contractor's facility is located at 1101 N 16th Ave, Suite 120, Yakima, WA. 98902. The building is leased by their contracted services provider Medstar Transportation.

Section 3: Service Characteristics

Started as a demonstration project in 2008 by the city of Union Gap and Yakima Transit, the residents of Union Gap voted to approve permanent funding through a .02% sales tax and so the city and began providing full transit services beginning December 1, 2008.

Currently in 2016 Union Gap Transit provides fixed route service, and Dial-A-Ride Paratransit service. Union Gap Transit operates 3 fixed route buses with the 3rd route bus going in a reverse direction. Bus service operates Monday through Friday 6:00 a.m. – 7:00 p.m., and Saturday and Sunday 9:00 a.m. – 7:00 p.m. The Monday through Friday bus service operates on half-hour headways with the reverse route operating on a one-hour frequency. Saturday and Sunday bus service operates on a one-hour frequency. Dial-A-Ride Paratransit service operates the same service hours as fixed route service. Additionally, Dial-A-Ride Paratransit service also operates Sunday 8:00 a.m. – 1:00 p.m. For further details on local fixed route service and Holiday Shuttle service please visit the Union Gap Transit website <http://www.cityofuniongap.com/transit> or see the back section of the Yakima Transit Bus book. Currently, Union Gap Transit still offers free service (no boarding fee) to all transit riders. Because all vehicles used in the provision of transit services are purchased and owned by the contractor and not the City of Union Gap, there is no listing for capital expenditures for buses in this plan.

When vehicles are listed as additions to or replacement of vehicles used for transit purposes, it is for fleet description only and no Capital funds are used at this time but could be considered in the future.

Section 4: Service Connections

Union Gap Transit provides fixed route service to the passenger shelter on Yakima Mall Blvd and S. 1st St for connections with Yakima Transit routes #7 and #9. These connector routes meet up with the Central Washington Airporter for trips to Seattle and the Community Connector for trips throughout the Yakima Valley. This facilitates connections to other Transit System which are mainly Pahto Public Passage in the Lower Valley and Ben Franklin Transit in the Tri Cities.

Union Gap Transit offers Dial-A-Ride services to the cities of Union Gap, Yakima and Selah.

Section 5: Service Development & Improvements

1. Work together with the City of Union Gap and local businesses to promote the service and local business.
2. Continue to provide shuttle service to residents and the public for special events like the State Fair, Old Town Days, Spring events, 4th of July and the Holiday Shuttle.
3. Develop innovative ways to streamline operations and efficiencies.

4. Continue striving for excellence in support of our core values to provide great customer service and safe reliable transportation.

Section 6: Union Gap Transit Development Plan & WSDOT - Operating & Investment Guidelines:

Preservation:

In 2017 Union Gap Transit will continue to use its resources to maintain service levels in all modes of transportation. In the next 6 years, Union Gap Transit will maintain or increase levels of service, replace most of the older revenue service vehicles and try to add more alternative fuel or hybrid vehicles.

Safety:

The continued modernization of the vehicle fleets including fleet software will improve system safety by enlisting the latest safety related technology and maintenance systems. The installation of new bus shelters will improve system safety by providing a waiting area that is both well lit and away from traffic.

Mobility:

In completing this Six Year Transit Development Plan, Union Gap Transit will have a totally accessible fixed route bus fleet, while increasing service levels in paratransit services for those who cannot use the fixed route service.

Environment:

By the year 2018 we hope to have converted all transit vehicles to hybrid or alternative fuel technology to enhance a healthy community, promote energy conservation and protect our environment.

Stewardship:

It is the intent of Union Gap Transit, to work towards greater efficiency and to improve the quality of our on demand transportation services with expanded routes and perhaps an investment in Vanpool services for local and outlying businesses.

Section 7: Plan Assumptions

Population – According to the 2010 census report, the population of the Union Gap Transit service area is 5,850 and the population is expected to grow at a rate of 0.2% through the year 2017.

1. **Sales Tax** – We are expecting an increase of about 1.5% in 2014 from 2013 levels which then should remain constant through 2017.
2. **Inflation Factor** - Medstar Transportations wage and salary costs will increase by 4.5% per year throughout the plan. All other costs will increase at 4.25% per year throughout the plan.
3. **Fixed Route Bus Service** - Union Gap Transit provided 8,610 hours of revenue service in 2016, and will increase at a rate of 3% each year through 2022.

4. **Dial-A-Ride ADA Paratransit Service** – Union Gap Transit provided 8,843 revenue hours of service in 2016, and will increase at a rate of 5% each year through 2022.

In future years Dial-A-Ride services may increase due to an increase in the aging population. In order to adhere to ADA Americans with Disabilities Act standards and requirements for those with disabilities it may be necessary to consider securing additional revenue to be used exclusively for Dial-A-Ride growth and service quality maintenance.

5. **Transit Buses** – The Union Gap Transit contractor purchased 4 buses in 2014, 1 Bus May 2015 and in August 2015 purchased an additional diesel bus in the fleet.
6. **Paratransit Vehicles** – In 2014, the Union Gap Transit contractor purchased 3 vehicles for Dial-A-Ride. These vehicles were 2 wheelchair accessible Dodge Caravans and a Hybrid Toyota Prius. The long term plan is to purchase all Hybrid vehicles to run on Dial-A-Ride.
7. **Maintenance, Operations and Administration Facility Improvements** - Our Shop Manager/Fleet Supervisor Mechanic is on-call 24/7 for breakdowns.
8. **Bus Shelters and Flag Stops** - Flag stops are a great way to increase ridership along with the many bus shelters and benches along the route. With safety in mind flag stops on Main Street are only permitted in areas where it is safe to pull off the road.
9. **Fares** - There is no cost to ride the UGT bus routes.

Section 8: Operating Data 2016 Actual - 2017 – 2022 Estimated

Fixed Route Service	2016	2017	2018	2019	2020	2021	2022
Revenue vehicle miles	145,891	153,186	160,845	168,887	177,332	186,198	195,508
Total vehicle miles	163,923	172,119	180,725	189,761	199,249	209,212	219,672
Revenue vehicle hours	8,610	8,868	8,868	8,868	8,868	8,868	8,868
Total vehicle hours	9,041	9,312	9,312	9,312	9,312	9,312	9,312
Passenger trips	57,600	60,480	64,109	67,955	72,033	76,355	80,936
Fatalities	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	21,090	22,145	23,252	24,414	25,635	26,917	28,263
Dial-A-Ride Service							
Revenue vehicle miles	61,452	66,300	69,615	73,096	76,751	80,588	84,617
Total vehicle miles	69,047	74,494	78,219	82,130	86,237	90,548	95,076
Revenue vehicle hours	9,147	9,344	9,811	10,301	10,817	11,357	11,925
Total vehicle hours	9,605	10,085	10,589	11,119	11,675	12,258	12,871
Passenger trips	8,500	8,925	9,371	9,840	10,332	10,848	11,391
Fatalities	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	3,458	3,686	3,870	4,063	4,266	4,480	4,704

Section 7A

Operating Revenues and Expenditures 2016

(All figures in whole dollars)

	Transit Fund	Working Capital	Capital Fund	Debt Service	Total
Beginning Balance	2,707,859	0	0	0	2,707,859
Revenues					
Sales Tax	998,459				998,459
Fare Box	0				
Sales Tax Equalization	0				
Interest	0				
State Operating Grants	0				
Contribution to Accounts	0				
Total Available	3,706,318	0	0	0	3,706,318
Operating Expenses					
Contracted Fixed Route	622,489				622,489
Contracted Paratransit	150,000				150,000
Contracted Shuttle Service	12,593				12,593
Total Expenses	785,082				785,082
Net Cash Available	2,921,236	0	0	0	2,921,236
Capital Obligations					
Passenger shelters and signs	10,000				10,000
Total Capital Obligations	10,000				10,000
Ending Cash Balance 12/31	2,911,236	0	0	0	2,911,236

Section 7B

Operating Revenues and Expenditures 2017

(All figures in whole dollars)

	Transit Fund	Working Capital	Capital Fund	Debt Service	Total
Beginning Balance	2,911,236	0	0	0	2,911,236
Revenues					
Sales Tax	998,459				998,459
Fare Box	0				
Sales Tax Equalization	0				
Federal Operating Grants	0				
State Operating Grants	0				
Contribution to Accounts	0				
Total Available	3,909,695	0	0	0	3,909,695
Operating Expenses					
Contracted Fixed Route	762,603				762,603
Contracted Para-transit	150,000				150,000
Contracted Shuttle Service	21,355				21,355
Total Expenses	933,958				933,958
Net Cash Available	2,975,737	0	0	0	2,975,737
Capital Obligations					
Passenger shelters and signs	7,000				7,000
Total Capital Obligations	7,000				7,000
Ending Cash Balance 12/31	2,968,737	0	0	0	2,968,737

Section 7C

Operating Revenues and Expenditures 2018

(All figures in whole dollars)

	Transit Fund	Working Capital	Capital Fund	Debt Service	Total
Beginning Balance	2,968,737	0	0	0	2,968,737
Revenues					
Sales Tax	998,459				998,459
Fare Box	0				
Sales Tax Equalization	0				
Federal Operating Grants	0				
State Operating Grants	0				
Contribution to Accounts	0				
Total Available	3,967,196	0	0	0	3,967,196
Operating Expenses					
Contracted Fixed Route	762,603				762,603
Contracted Para-transit	150,000				150,000
Contracted Shuttle Service	21,355				21,355
Total Expenses	933,958				933,958
Net Cash Available	3,033,237	0	0	0	3,033,237
Capital Obligations					
Passenger shelters and signs	7,000				7,000
Total Capital Obligations	7,000				7,000
Ending Cash Balance 12/31	3,026,237	0	0	0	3,026,237

Section 7D

Operating Revenues and Expenditures 2019

(All figures in whole dollars)

	Transit Fund	Working Capital	Capital Fund	Debt Service	Total
Beginning Balance	3,026,237	0	0	0	3,026,237
Revenues					
Sales Tax	998,459				998,459
Fare Box	0				
Sales Tax Equalization	0				
Federal Operating Grants	0				
State Operating Grants	0				
Contribution to Accounts	0				
Total Available	4,024,696	0	0	0	4,024,696
Operating Expenses					
Contracted Fixed Route	762,603				762,603
Contracted Para-transit	150,000				150,000
Contracted Shuttle Service	21,355				21,355
Total Expenses	933,958				933,958
Net Cash Available	3,090,738	0	0	0	3,090,738
Capital Obligations					
Passenger shelters and signs	7,000				7,000
Total Capital Obligations	7,000				7,000
Ending Cash Balance 12/31	3,083,738	0	0	0	3,083,738

Section 7E

Operating Revenues and Expenditures 2020

(All figures in whole dollars)

	Transit Fund	Working Capital	Capital Fund	Debt Service	Total
Beginning Balance	3,083,738	0	0	0	3,083,738
Revenues					
Sales Tax	998,459				998,459
Fare Box	0				
Sales Tax Equalization	0				
Federal Operating Grants	0				
State Operating Grants	0				
Contribution to Accounts	0				
Total Available	4,082,197	0	0	0	4,082,197
Operating Expenses					
Contracted Fixed Route	762,603				762,603
Contracted Para-transit	150,000				150,000
Contracted Shuttle Service	21,355				21,355
Total Expenses	933,958				933,958
Net Cash Available	3,148,239	0	0	0	3,148,239
Capital Obligations					
Passenger shelters and signs	7,000				7,000
Total Capital Obligations	7,000				7,000
Ending Cash Balance 12/31	3,141,239	0	0	0	3,141,239

Section 7F

Operating Revenues and Expenditures 2021

(All figures in whole dollars)

	Transit Fund	Working Capital	Capital Fund	Debt Service	Total
Beginning Balance	3,141,239	0	0	0	3,141,239
Revenues					
Sales Tax	998,459				998,459
Fare Box	0				
Sales Tax Equalization	0				
Federal Operating Grants	0				
State Operating Grants	0				
Contribution to Accounts	0				
Total Available	4,139,698	0	0	0	4,139,698
Operating Expenses					
Contracted Fixed Route	762,603				762,603
Contracted Para-transit	150,000				150,000
Contracted Shuttle Service	21,355				21,355
Total Expenses	933,958				933,958
Net Cash Available	3,205,739	0	0	0	3,205,739
Capital Obligations					
Passenger shelters and signs	7,000				7,000
Total Capital Obligations	7,000				7,000
Ending Cash Balance 12/31	3,198,739	0	0	0	3,198,739

Section 7G

Operating Revenues and Expenditures 2022

(All figures in whole dollars)

	Transit Fund	Working Capital	Capital Fund	Debt Service	Total
Beginning Balance	3,198,739	0	0	0	3,198,739
Revenues					
Sales Tax	998,459				998,459
Fare Box	0				
Sales Tax Equalization	0				
Federal Operating Grants	0				
State Operating Grants	0				
Contribution to Accounts	0				
Total Available	4,197,198	0	0	0	4,197,198
Operating Expenses					
Contracted Fixed Route	762,603				762,603
Contracted Para-transit	150,000				150,000
Contracted Shuttle Service	21,355				21,355
Total Expenses	933,958				933,958
Net Cash Available	3,263,240	0	0	0	3,263,240
Capital Obligations					
Passenger shelters and signs	7,000				7,000
Total Capital Obligations	7,000				7,000
Ending Cash Balance 12/31	3,256,240	0	0	0	3,256,240

Section 9: List of Equipment

Year	Make	Model	VIN #	Seats	Lift/Ramp	Vehicle #
2008	Dodge	Caravan	1D8HN44H28B122663	3	YES	13
2012	Dodge	Caravan	2D4CN1AE1AR334613	3	YES	44
2006	Ford	E-350	1FDXE45SX6DB37168	14	YES	101
2008	Ford	E-350	1FD4E45S48DB42792	14	NO	102
2008	Ford	E-350	1FD4E45S18DA78064	14	YES	103
2006	Ford	E-350	1FDXE45576HA69713	14	YES	104
2007	Ford	E-450	1FDXE45P86DB18534	14	YES	105
2008	Ford	E-450	1FD4E45P38DA32442	12	YES	106
2010	Toyota	Prius	JTDKN3DUXA0136176	3	NO	501

*Additional Vehicles will be added subject to Goal Evaluation.

Section 10: Route Map

