

Service Guidelines Task Force Meeting Schedule

Currently scheduled meetings are as follows:

1. **Wednesday, March 4** – King Street Center, 8th Floor Conference Center; 201 S. Jackson Street, Seattle
2. **Wednesday, April 1** – Bellevue City Hall, Room 1E-108; 450 110th Ave. NE, Bellevue
3. **Thursday, April 30** – Bellevue City Hall, Room 1E-108; 450 110th Ave. NE, Bellevue
4. **Thursday, May 21** – Bellevue City Hall, Room 1E-108; 450 110th Ave. NE, Bellevue
5. **Wednesday, June 3** – Bellevue City Hall, Room 1E-108; 450 110th Ave. NE, Bellevue
6. **Tuesday, June 16** – Chinook Building, Conference Room 123, 401 5th Avenue, Seattle

DRAFT 03/04/15

**Ground Rules
Metro Service Guidelines Task Force**

1. All meetings will be open to the public.
2. Meetings will start and end on time.
3. The task force is comprised of people with a variety of perspectives and interests. Differences of opinion are to be expected and will be respected by the task force and its members. Task force discussions will be characterized by careful deliberation and civility.
4. The task force is encouraged to think creatively about potential solutions for the issues the group has been asked to address. Task force members will agree to keep an open mind to possible new ideas that meet the interests of all parties. Task force members will work to understand the different points of view and perspectives of other members. Questions to better understand each member's interests are encouraged.
5. The task force will operate by consensus. The goal will be to reach unanimous consensus in which all members can support, or live with the task force recommendations. If unanimous consensus cannot be reached differences of opinion will be noted and included as part of the task force final recommendations.
6. The task force is advisory to the County Council and County Executive. It is not a decision-making body.
7. The task force does not plan to take formal public testimony. However, the task force will accept questions or comments from the public at the conclusion of meetings.
8. Task force members are strongly encouraged to participate in every meeting to achieve continuity in discussions from one meeting to the next. If members cannot attend a meeting it is his/her responsibility to be informed about the topics discussed by the next meeting. An absent member may ask someone to attend a meeting on their behalf to listen to the discussion, but that person will not be able to participate in discussions or votes.
9. If a task force member cannot attend a meeting and wishes to make a statement regarding an issue that is on the agenda for that meeting, he or she may provide the facilitator or the project manager with a written statement, which will be read to the full group when the issue is being considered by those present at the meeting.
10. Meeting materials will be sent via email to task force members in advance whenever possible. Any handouts at meetings will be emailed to members who were not present.
11. Meeting summaries will be prepared and distributed via email to all task force members in a timely manner. The summaries will also be posted on the project web site.
12. Any member may speak to the media or other groups or audiences regarding issues before the task force, provided s/he speaks only for her or himself. Inquiries from the media regarding the progress of the group as a whole should be directed to the facilitator or project

manager. Members will let the process reach its conclusion before describing potential strategies or ideas as task force recommendations. Members agree to bring issues or concerns to the task force before raising them with others in a public fashion.

13. It is understood that task force members cannot unilaterally make commitments on behalf of their respective organizations. However, each member will work hard to understand any issue or concern raised by their organization and will communicate those issues in a timely fashion to the full task force.
14. The facilitator will communicate with task force members between meetings to understand issues and search for consensus on solutions.
15. Metro staff will be responsive to the information requests from the task force. However, it may not be possible to meet all information requests. Any information requests outside of the task force meetings should be made through the Metro project manager or the facilitator.

Service Guidelines Task Force Charter

The Service Guidelines Task Force is charged with reviewing and making recommendations regarding:

- How transit service performance is measured as specified in the Metro Service Guidelines to reflect the varied purposes of different types of transit service;
- Approaches to evaluating how the goal of geographic value is included in the Metro Service Guidelines, including minimum service standards;
- Approaches to evaluating how the goal of social equity is included in the Metro Service Guidelines;
- Outline financial policies for purchase of additional services within a municipality or among multiple municipalities; and
- Outline guidelines for alternative services implementation.

Service Guidelines Task Force and Long-Range Plan Differences

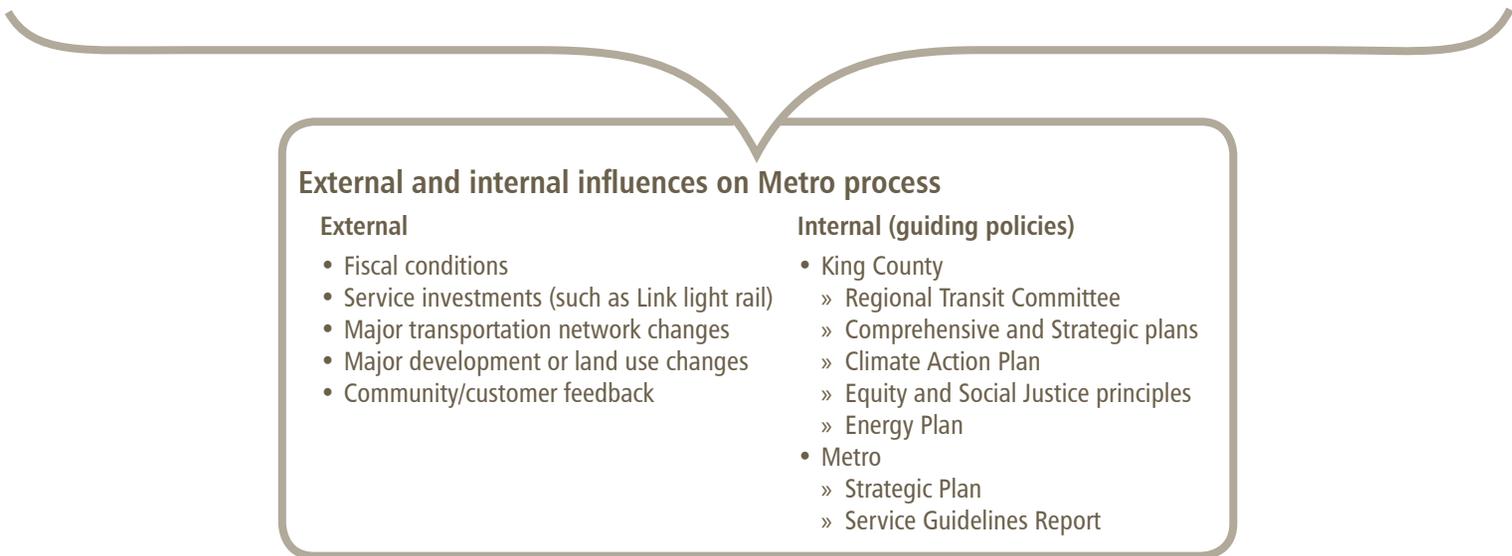
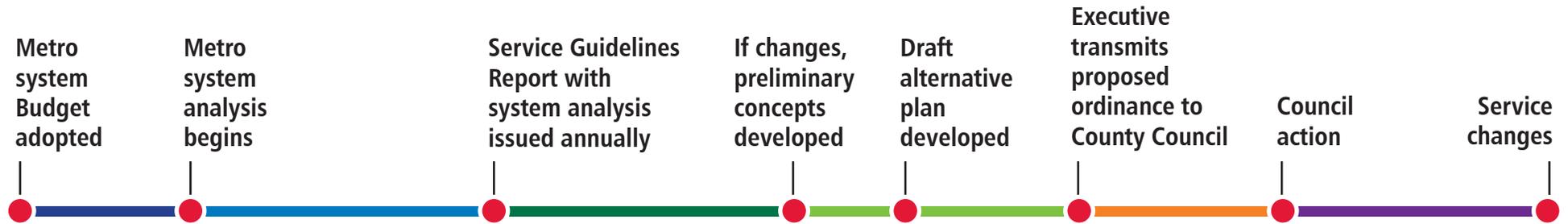
Both processes will consider questions and make recommendations related to the way transit service is provided in coordination with local jurisdictions and other transit providers.

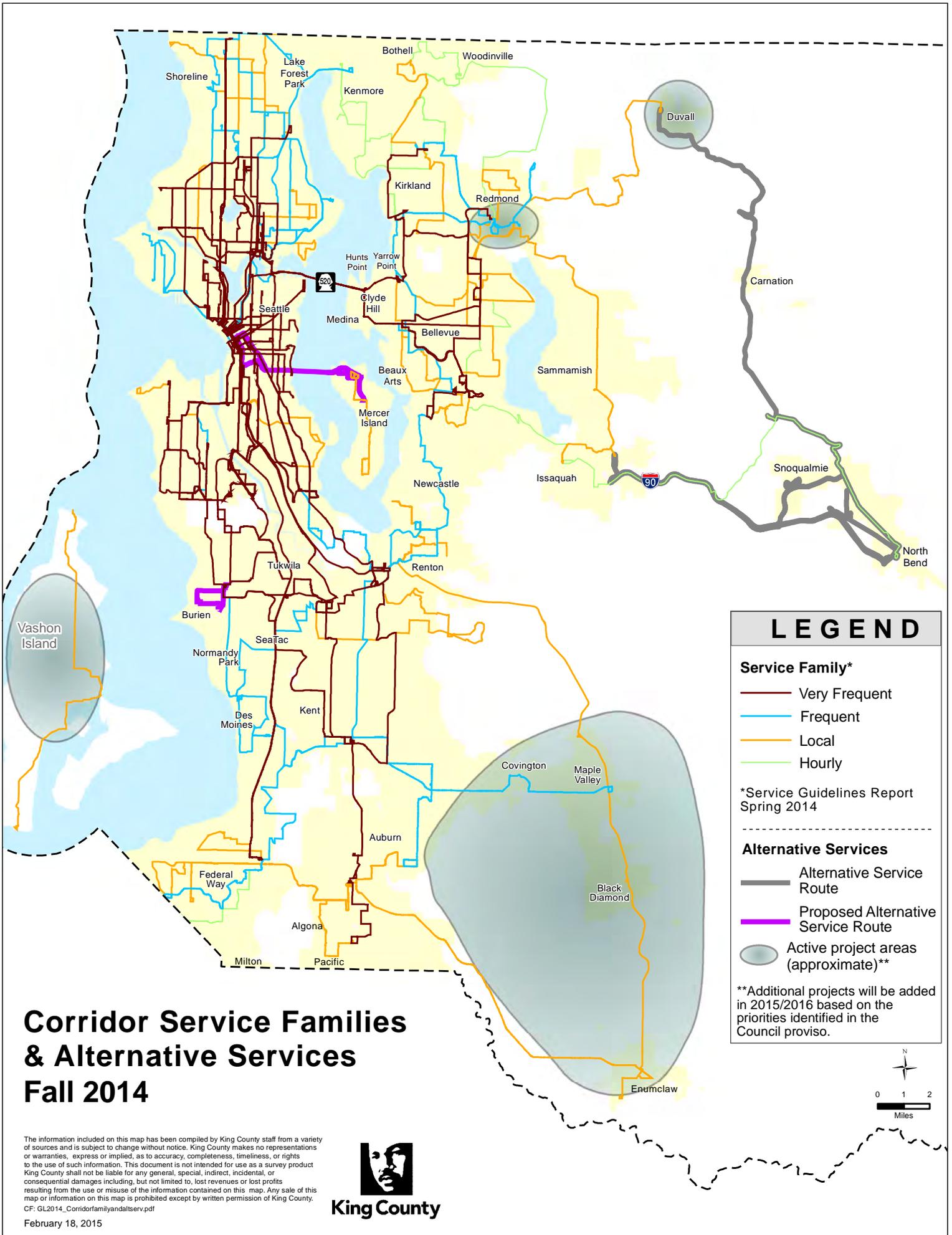
Here are the questions they will answer.

Topics	Service Guidelines Task Force	Long-Range Plan
Primary goals	How to implement service changes/investments	Determine long-term service needs and investments
Service types	What performance measures might be set for different types of services?	What services and facilities will be provided, and where, in Metro's future public transportation network?
Geographic value	What should be the minimum level of service to activity centers? How should park-and-rides be used to enhance transit access around the county?	How will Metro's future network serve growing cities and employment centers? What capital investments, including park-and-ride, transit priority and passenger facilities, will be needed? How could features like sidewalks and bicycle facilities improve access to transit?
Social equity	Should additional social equity measures, such as locations of social service agencies, food banks, and medical services, be in the service guidelines? How can we better engage communities in transit planning?	How will Metro's future network connect historically disadvantaged populations to jobs, services and other opportunities? How can we better inform human service agencies, employers, and jurisdictions about the future network, to help them plan?
Purchase of additional services	How can the service guidelines incorporate community mobility contracts?	How can the future network include innovative opportunities for partnerships?
Alternative services	How can the service guidelines better incorporate alternative services?	What role alternative services will play in enhancing mobility in Metro's future network?

Metro's Service Planning Process

MAJOR MILESTONES





LEGEND

Service Family*

- Very Frequent
- Frequent
- Local
- Hourly

*Service Guidelines Report Spring 2014

Alternative Services

- Alternative Service Route
- Proposed Alternative Service Route
- Active project areas (approximate)**

**Additional projects will be added in 2015/2016 based on the priorities identified in the Council proviso.

Corridor Service Families & Alternative Services Fall 2014

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King County

