

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

**PLANNING & DEVELOPMENT
COMMITTEE MEETING**

Wednesday, March 4, 2015, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*25 minutes*)
 - A. Approval of Minutes
 1. Minutes of the February 4, 2015, Committee Meeting – *Corrections/Approval*
 - B. Board Consent Agenda
 1. Request for Authorization to Submit Congestion Mitigation and Air Quality (CMAQ) Grant Applications (Karl Otterstrom)
 - C. Board Action – Committee Recommendations Agenda
 1. Request for Approval of the West Plains Transit Center Preferred Alternative (Karl Otterstrom)
5. Committee Reports (*50 minutes*)
 - A. 2014 Unaudited Year-end Financial Report & Updated Forecast (Lynda Warren)
 - B. Bus Stop Policy Framework – Best Practices (Karl Otterstrom)
 - C. National Association of City Transportation Officials (NACTO) Conference Report (Candace Mumm)
6. Committee Information – *no discussion/staff available for questions*
(*No items being presented this month.*)
7. CEO Report (E. Susan Meyer) (*5 minutes*)
8. New Business
9. Committee Members' Expressions (*5 minutes*)
10. Review April 1, 2015, Committee Meeting Agenda
11. Adjourn
12. Next Committee Meeting: April 1, 2015, 10:00 a.m. (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are available the Friday afternoon preceding each meeting at the STA Administrative Office, 1230 West Boone Avenue, Spokane, Washington. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 2 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the Planning & Development Committee will give the public an opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 3 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development Committee

SUMMARY:

At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4 2015

AGENDA ITEM 4.A : **MINUTES OF THE FEBRUARY 4, 2015 COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Angela Stephens, Executive Assistant 

SUMMARY:

Minutes of the February 4, 2015 Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE
MEETING 10:00 A.M.

Draft Minutes of the February 4, 2015, Meeting
Southside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane
Ed Pace, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Al French, Spokane County*
Shelly O'Quinn, Spokane County

*Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Mike Hynes, Transit Planner
Susan Millbank, Ombudsman & Accessibility Officer
Kathleen Weinand, Transit Planner

GUESTS

1. CALL TO ORDER AND ROLL CALL

Acting Chair Mumm called the meeting to order at 10:04 a.m. Roll call was deferred until Mr. Pace returned to the room.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

1. ROLL CALL

Mr. Pace returned. Introductions were made and a quorum was ascertained.

Acting Chair Mum requested to defer *Item 6.C, NACTO Conference Report* until March. Acting Chair Mumm said she was recuperating from illness and her voice was not yet recovered. Mr. Pace concurred.

4. COMMITTEE ACTION

A. MINUTES OF THE DECEMBER 3, 2014, COMMITTEE MEETING

Mr. Pace moved to recommend approval of the December 3, 2014 Planning & Development Committee meeting minutes. The motion was seconded by Ms. Mumm. Motion passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items presented this month.)

B. BOARD DISCUSSION AGENDA

(No items presented this month.)

6. COMMITTEE REPORTS

A. PLANNING & DEVELOPMENT COMMITTEE 2015 WORK PROGRAM REVIEW

Mr. Otterstrom presented an informational overview of the 2015 Planning & Development Committee work program. This program was approved by the Committee in December of 2014. It was noted that the Committee make-up did not change for 2015 so the nature of the presentation is a reminder of the scope of work for the current Committee. The program will be adjusted by staff or Board members as issues emerge that require review or action, such as the upcoming Bus Stop Policy Framework agenda item.

Brief discussion followed regarding the Committee appointments. Acting Chair Mumm said that she was not present at the January 2015 Board meeting when Committee members were assigned. Ms. Mumm asked if the status of the Planning and Development Committee remained the same for 2015 as it was for 2014. Ms. Meyer confirmed and said that Committee member assignments were recommended by the Chair and approved by the Board at the January meeting. Recommendations were included in the January Board packets. Acting Chair Mumm asked if Mr. Pace was okay with the lack of change to the Planning & Development Committee make-up. Mr. Pace affirmed that he was.

B. BUS STOP POLICY FRAMEWORK

Mr. Otterstrom stated that this was an item that had not originally been contemplated in the 2015 Committee work program. However, evaluating and better defining policy regarding bus stops is a timely issue due to the current signage replacement project underway and discussions with jurisdictional partners. It is timely to consider how all of the jurisdictions' policies fit together and are deployed on the streets. STA currently has 1600 bus stops and it is essential to look at them globally. STA's Comprehensive Plan includes policies related to bus stops. These policies have been in place for the past five years; however, the federal government now looks at bus stops/amenities differently in relation to Title VI (non-discrimination policy) and distributing those evenly. Staff reviewed the policy approximately 1.5 years ago and did not significantly change anything regarding bus stops. However, there is now the higher level of assessment required and there are new questions to ask relating to the policies. The second issue to address is the investment framework - identifying the next steps in investing in and improving bus stops in the system. Possible products of that effort could include: design standards that are consistent and which staff can use to work with jurisdictions to adopt into design codes; adjacent parking standards, operational memos of understanding, code changes, and even informational materials to be posted at the stops. Acting Chair Mumm said the timing for this is perfect for the City of Spokane's design standards project. Ms. Mumm said that the City Council has asked city staff to include STA staff in the process. Ms. Mumm said that the City Council asked for a rough draft of the plan (Nelson Nygaard is the consulting company compiling the "Link Spokane" plan); Ms. Mumm said the council would be happy to share it with STA once received. Ms. Mumm said these are complete new street design standards with a contract to change them. Ms. Mumm brought up the point of storm water constraints in sidewalk design. Most of the focus when retrofitting is having a separated sidewalk due to storm water, so this would be important to address. Mr. Otterstrom agreed that there would need to be a compatibility fix. Mr. Otterstrom continued with the Phase I scope of work which

addresses the policy side and is anticipated to conclude by the end of June. Staff's expectation is that the next phase will likely go through the Performance Monitoring and External Relations (PMER) Committee because it will deal with how to execute these changes on the investment side.

Mr. Otterstrom reviewed the purposes and functions of a bus stop:

- Signals the presence of transit service
 - Provides information about the transit service
 - May provide info about the surrounding destinations
 - Provides a place for passengers to wait comfortably and securely
 - Provides a place for the transit vehicle to pause
 - Provides a surface for passengers to board the vehicle
 - May provide a place to park a bicycle
- Source: American Public Transportation Association (APTA)

Acting Chair Mumm asked if the opportunity to advertise has been considered. Mr. Otterstrom said that it is not the purpose of a bus stop, but can be considered. Ms. Meyer added that it can be considered only if allowed by the jurisdiction.

Mr. Otterstrom reviewed the reasons that a quality bus stop environment matters:

- Lets customers know they are valued
- Increased ridership & revenue - pleasant and safe environment prevents driving away potential customers
- Improved user safety
- Allows potential paratransit riders to use fixed routes
- Makes fixed-route transit more efficient
- Minimizes maintenance and security costs
- Reflects on the agency/system to passers-by

Discussion Topic - Shelters:

- Clear landing pad for universal access
- Street tree and landscaping coordination
- Sidewalk condition or lack of sidewalk
- Shelter and bench design aesthetics
- Cost of amenities
- Maintenance and durability

Regarding ascetics, Acting Chair Mumm commented that the ability for a neighborhood to customize design standards for certain structures to reflect identity is often an important factor to the occupants. Ms. Mumm said the city is working harder to honor this kind of flexibility of design standards. It was noted that customization is typically more costly. Ms. Meyer said that for some of the HPT routes, the goal is to develop several design standards with elements available for customization. Ms. Mumm said that she has heard neighborhoods saying they would like to spend some of their grant funding on this kind of customization for "street furniture." Ms. Meyer reminded the Committee that STA does not have anything to do with benches in any of the jurisdictions. Each jurisdiction is responsible for the

bench lease and also receives the revenue. There was discussion about Community Development Block Grant (CDBG) funding and potential expenses of customized shelters.

Shelters - Existing Conditions:

- 122 shelters in 101 locations system wide
- Regardless of who built and funded them, STA staff cleans all shelters twice a week
- STA has installed 235 pole-mounted trash cans and empties them, at a minimum of once a week
- Benches are provided and maintained by contract between cities and advertisers
- Cost for a basic shelter is \$5,000-7,000 uninstalled, \$500-600 for the bench, \$100 for a trash can

There was discussion about issues with Right of Way when placing shelters. The example of the shelter that was to be put at the Spokane Valley City Hall was discussed. The manager of that property did not want the stop located there and so the stop was moved further down the street. Mr. Pace said that Spokane Valley is building a new City Hall and that city staff has filed with the county, the land purchase has been completed and they are currently seeking out architects for the project. Mr. Otterstrom said that staff has been in discussion with City of Spokane Valley staff regarding coordination on the bus stop there. Mr. Pace said that the city will want a top-of-the-line bus shelter with all of the amenities at this location. Mr. Otterstrom said that there is funding for these shelters on this corridor in the STA Moving Forward plan.

Mr. Otterstrom gave a map overview of new shelter locations in the PTBA for 2013 and 2014 and then continued with bus stop discussion topics and existing conditions.

Discussion Topic - Sign Poles:

- Sign pole ownership, placement, maintenance and liability

Existing Conditions:

- City of Spokane, unincorporated Spokane County, Millwood and Spokane Valley owns, installs and maintains sign poles and charges STA
- Medial Lake, Cheney and Airway Heights have private contractors and do not bill Spokane Transit

Ms. Meyer said each of the jurisdictions has a standard for sign poles. Spokane County's standard requires a more expensive pole than what is used within the City of Spokane. There was discussion about the characteristics of different pole designs and issues with some of these designs.

Mr. Pace asked if the City of Spokane Valley would save money if the pole standard was changed. Mr. Otterstrom replied that the City of Spokane Valley would likely save money over the long run. Mr. Pace said that the city council will have a joint meeting with county commissioners February 9th at 9:00 a.m. and that he would mention this subject there.

Discussion Topic - Bench and Shelter Advertising:

Existing conditions:

- Two companies advertise on benches (Evergreen Outdoor and Creative Outdoor Advertising)
- Local zoning ordinances prevent advertising on shelters

Project Questions:

- What is important to stakeholders?
- Should there be a shift in roles and responsibilities?
- Do we want to seek authority to allow advertising on shelters?
- What are the goals for the placement of shelters and benches? Are they different than what is currently expressed in *Connect Spokane*?

Committee members said they would like to see a cost benefit analysis long-term. Mr. Pace said he would like to see each jurisdiction continue to have the ability to make their own decisions about bus stop standards. Mr. Otterstrom said it is important with respect to Title VI of the Civil Rights Act to demonstrate that investments in passenger amenities, such as shelters, are applied in a rational manner and do not create a disadvantage to neighborhoods or communities with a higher proportion of low income and/or minority populations. There was discussion about the public investment in relation to changing political environments, city/neighborhood culture and characteristics, demand for shelters versus funding available, and right of way acquisition.

Ms. Meyer commented that the Title VI requirement means that a city or neighborhood can want as many shelters as it wants; however, STA cannot disadvantage neighborhoods that are low income. It is both the standard of the shelter and location.

Policy Changes to Consider:

- Policy to seek ownership/management of signs & poles
- Policy to seek ownership/management of all bus stop benches
- Additional criteria for siting shelters
- Further define design considerations for shelters & benches
- Policy to support the development of official design standards for stop areas
- Call for periodic review of bus stop area conditions
- Others?

Mr. Pace said that this topic is something the Spokane Valley really cares about. The Valley is going through its eight-year rewrite of its comprehensive plan. Mr. Pace encouraged STA staff to give input to the planning staff. The shelters are important to economic development and the perception of Spokane Valley. Mr. Otterstrom said that STA staff met recently with City of Spokane Valley engineering staff and they indicated the same level of interest in bus stop amenities. Mr. Pace encouraged staff to continue to engage the City of Spokane Valley staff, council and mayor in the process. Ms. Mumm mentioned looking at other model alternatives such as mid-block stops. Brief discussion ensued about the pros and cons of locating stops mid-block and near-side/far-side stops.

Mr. Otterstrom said this is a starting point for the discussion. Staff will return next month with an analysis of best practices elsewhere.

C. NATIONAL ASSOCIATION OF CITY TRANSPORTATION OFFICIALS (NACTO) CONFERENCE REPORT

Deferred to the March 4, 2014 Committee meeting.

7. COMMITTEE INFORMATION

A. WEST PLAINS TRANSIT CENTER DESIGN UPDATE

As presented in packet.

B. FEDERAL TRANSIT ADMINISTRATION 5310 CALL FOR PROJECTS

As presented in packet.

8. CEO REPORT

Ms. Meyer reported that she and Mr. Otterstrom presented to the Greater Spokane Incorporated (GSI) Transportation Energy and Infrastructure Committee. The Transportation Energy and Infrastructure Committee decided unanimously to recommend that GSI endorse the ballot measure. It will go to an interim committee before going to the GSI board. An STA Board member also attended and spoke with advocacy. Final copies of the STA Moving Forward Plan will be printed and available in one week. Staff is also working on talking points regarding the plan and ballot measure for the Board of Directors to provide consistency. Ms. Bousley is working on a plan for presentations and a mailing will go out to residents in the Public Transportation Benefit Area (PTBA).

9. NEW BUSINESS

Acting Chair Mumm stated that at the recent Planning Community Economic Development (PCED) meeting there was discussion about Wall Street. There was discussion about what the city can and cannot do with regard to street vacations. There has been no application for street vacation on Wall Street yet. Spokane City Council members have stated that they would like to see a memo of understanding (MOU) between STA and the developer. Ms. Meyer stated that STA has not yet received a draft MOU for consideration. Ms. Mumm said that one question that came up was whether the decision had been made about which section of Wall Street the Central City Line will travel down. Discussion ensued clarifying the section and direction under consideration. Ms. Meyer said that the couplet streets will not be decided on until the project has entered into preliminary engineering which will happen after approval for entry into the project by the Federal Transit Administration. Ms. Meyer said that staff will provide Board members with updated maps to better illustrate the couplet alternatives. Ms. Meyer said that staff will create multiple maps (one for each option).

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Pace announced that he is working with other Spokane Valley leaders to put together a meeting about moving people. Mr. Pace said the meeting will not be about second guessing STA Moving Forward or the work that went into that effort or about manipulating STA to change bus stops.

Mr. Pace said the objectives of the meeting are to generate a wall map that shows:

- 1) in one color, the current routes, stops, schedules, and condition of bus stops
- 2) in another color, planned STA Moving Forward investments, routes, stops, schedules, and condition of bus stops
- 3) in a third color, unplanned, but perceived need for routes, stops, and schedules

Mr. Pace said that he would like to invite stakeholders from social services, healthcare providers, major employers, Spokane Transit, rental housing, and schools to participate. Mr. Pace said the objectives will be two-fold:

- 1) Stakeholders get to meet together and build community
- 2) Provides an opportunity for STA to educate stakeholders about the ballot measure

Mr. Pace said he is in conversation with MJ Bolt, Greater Spokane Valley Support Network, about planning the event. It is anticipated that the event will take place at Center Place in the Valley before April. Mr. Pace said that hopefully the Chamber of Commerce will host. City of Spokane Valley Chamber C.E.O., Katherine Morgan, would open the meeting along with comments by MJ Bolt. The introduction would be followed by an icebreaker with Ms. Bolt, Ms. Meyer and Mr. Otterstrom. Ms. Meyer asked that the convener check with Jan Watson, Executive Assistant and STA Clerk of the Authority, for Ms. Meyer's scheduling opportunities. Mr. Pace said the meeting will be confined to two hours. There was further discussion about potential details of the meeting. Ms. Mumm suggested holding the meeting as an open forum rather than formal meeting. Ms. Warren asked how many participants were anticipated to attend. Mr. Pace said thirty or more. Ms. Meyer said that she appreciated Mr. Pace trying to convene this meeting before April and that STA staff will need to be included in lockstep with the facilitators. Mr. Pace said that he would get things moving.

11. REVIEW OF MARCH 4, 2015, COMMITTEE MEETING AGENDA

Mr. Otterstrom noted that "Bus Stops Best Practices" would be added to the draft March agenda. Ms. Meyer pointed out that the draft agenda in the packet was not updated to match the draft agenda in the PowerPoint presentation. Ms. Mumm reviewed the updated draft agenda items from the PowerPoint presentation:

- Minutes of February 4, 2015, Committee meeting – *Corrections/approval*
- Congestion Mitigation and Air Quality Grant Application Authorizations – *Consent Agenda*
- Draft Update to Revenue & Expenditure Forecast – *Committee Reports*
- High Performance Transit Facilities/Communications Design Project Public Outreach Calendar – *Committee Reports*
- Central City Line Strategic Overlay Plan Update – *Committee Reports*

Acting Chair Mumm said that she could also give a brief National Association of City Transportation Officials (NACTO) conference report. Mr. Otterstrom restated the addition of the "Bus Stop Policy – Best Practices" in terms of case studies.

**12. NEXT MEETING – WEDNESDAY, MARCH 4, 2015 10:00 A.M. (NO MEETING IN JANUARY)
STA SOUTHSIDE CONFERENCE ROOM, 1230 BOONE AVENUE**

13. ADJOURN

Acting Chair Mumm adjourned the meeting at 11:27 a.m.

Respectfully submitted,

Angela Stephens, Executive Assistant

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE INFORMATION

March 5, 2015

AGENDA ITEM 4.B.1: REQUEST FOR AUTHORIZATION TO SUBMIT CONGESTION MITIGATION & AIR QUALITY (CMAQ) GRANT APPLICATIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

The Spokane Regional Transportation Council (SRTC) intends to release a Call for Projects for the Congestion Mitigation & Air Quality (CMAQ) program and Transportation Alternatives Program (TAP) for the years of 2018-2020 on March 2, 2015. The amount of funding available to this region is estimated to be \$11.5 million in CMAQ and \$2 million in TAP funds. The CMAQ program is a federal funding source for transportation projects and programs that assist state and local governments in meeting requirements of the Clean Air Act. The CMAQ program supports two important goals of the Department of Transportation: improving air quality and relieving traffic congestion. Because of these objectives, transit projects across the country generally receive a higher proportion of CMAQ funds compared to other competitive grants issued in the metropolitan area. Spokane Transit has only been pursuing CMAQ grants over the past five years.

On February 5, 2015, the SRTC board approved distribution of the available funding into the following priorities: Travel Demand Management 65%, Traffic Flow Improvements 25%, and Particulate Matter (PM₁₀) Reductions 10%. The table below illustrates the eligible projects by priority as provided by the SRTC Board.

<i>Funding Priority</i>	<i>Travel Demand Management</i>	<i>Traffic Flow Improvements</i>	<i>Particulate Matter (PM₁₀) Reductions</i>
Percentage of Funding	65%	25%	10%
Eligible Project Types	<ul style="list-style-type: none"> • Bicycle and pedestrian facilities and programs • Transit (new or improved service) • Carpool/vanpool programs • Travel demand management programs 	<ul style="list-style-type: none"> • Intelligent Transportation Systems (ITS) • Intersection or corridor improvements (signal coordination or timing improvements, turn pockets) 	<ul style="list-style-type: none"> • Street sweepers • Paving dirt roads • Diesel engine retrofits or fleet upgrades (beyond routine preventive maintenance)

Based on this opportunity, STA intends to submit up to five CMAQ project applications. Following, is a brief description of the projects and the amount to be requested. Note that all projects support the implementation of *Connect Spokane*, STA's Comprehensive Plan for public transportation, and *STA Moving Forward*, the implementation plan for maintaining and expanding transit service over the next ten years, adopted by the Board of Directors December 2014.

Continued on next page

Proposed CMAQ Project Applications for FY 2018 - 2020

Project Title	Project Description	CMAQ Amount	Notes
Fixed Route Bus Replacement	Replace three fixed route coaches in 2019 that are beyond their useful life. The amount requested represents 86.5% of the total project cost of \$1.48 million.	\$1.28 M	The project is included in the adopted Capital Improvement Program (CIP).
I-90 Corridor Planning Study – To Include Park and Ride Siting	Preliminary design and engineering for transit improvements including new/expanded park and ride facilities and transit centers at key locations adjacent to the I-90 corridor between Downtown Spokane and Liberty Lake, including major facilities in the Spokane Valley. Amount requested represents 80% of the total project cost of \$812,500.	\$650,000	This project supports Board-adopted projects in STA Moving Forward and <i>Connect Spokane</i> HPT policies and strategies. <i>Contingent on additional local funding.</i>
Division HPT Corridor Improvements	Passenger improvements along the Division High Performance Transit Corridor extending from Hastings Park and Ride to Downtown. Request includes additional 60’ articulated coaches. Amount requested represents 33% of the total project cost of \$7.88 million.	\$2.6 M	This project supports Board-adopted projects from STA Moving Forward and <i>Connect Spokane</i> HPT policies and strategies. <i>Contingent on additional local funding.</i>
Transit Rider Education and Marketing Strategies for Implementation of 2020 Network Improvements	Development of rider education and marketing strategies for educating existing and potential customers about travel options related to the implementation of a network plan to support transit projects planned for completion by 2020, as defined in the Board-adopted STA Moving Forward long range plan. Amount requested represents 80% of the total project cost of \$562,500.	\$450,000	This project supports rider education efforts in the Board-adopted STA Moving Forward implementation plan. The project supports STA’s <i>Connect Spokane</i> Communications and Public Input Policy 2.3. <i>Contingent on additional local funding.</i>
Bicycle Storage Improvements at Transit Facilities	Project supports bicycle ridership and increases options for those who choose to travel by more than one mode. Project includes investments to bicycle storage facilities at park and ride lots and transit centers. Improvements may include collaboration with transit oriented bike share programs. The project supports projects planned for completion by 2020, as defined in the Board-adopted STA Moving Forward long range plan. Amount requested represents 86.5% of the total project cost of \$675,145.	\$584,000	The project supports STA’s <i>Connect Spokane</i> Bicycle Facilities Policy 3.5. <i>Contingent on additional local funding.</i>
Total Request		\$5.56 M	

The deadline for application submittal is April 30th, 2015. Grants application submissions under 1 million dollars do not require Board authorization; however, staff is requesting the Board review and demonstrate endorsement for the proposed CMAQ projects for submission to SRTC.

RECOMMENDATION TO COMMITTEE: Recommend Board authorization of the submission of the grant applications identified above for Congestion Mitigation & Air Quality program (CMAQ) for the fiscal years of 2018-2020.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 4.C.1: REQUEST FOR APPROVAL OF THE WEST PLAINS TRANSIT CENTER PREFERRED ALTERNATIVE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning
Don Skillingstad, Capital Projects Manager

SUMMARY: On March 5, 2014, the Board awarded a contract to H.W. Lochner, Inc. (Lochner) for preliminary engineering design, right of way acquisition and construction management services for the West Plains Transit Center. On June 10, 2014, a contract was signed with Lochner and preliminary design began.

The initial task for Lochner is the completion of an Interchange Justification Report (IJR) which is required by both the Federal Highway Administration (FHWA) and Washington State Department of Transportation (WSDOT). The IJR is a comprehensive in-depth analysis for the purposes of justifying a new access point (break) or access point revision on a limited access freeway. In the case of the West Plains Transit Center, the construction of flyer stops is considered a break in access along I-90 at the Medical Lake Interchange (Exit 272). The IJR analysis generally consists of eight (8) policy points, each of which address specific topics. Specifically, Policy Point 2 requires the review and analysis of reasonable alternatives to the STA proposed design. The following table describes the four (4) alternatives developed and reviewed by the Technical Committee.

Alternative #1 "No Build"	Alternative #2	Alternative #3A	Alternative #3B
<ul style="list-style-type: none"> • Park and ride lot only • No flyer stops • No pedestrian bridge 	<ul style="list-style-type: none"> • Westbound center median flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection 	<ul style="list-style-type: none"> • Westbound on-ramp flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection 	<ul style="list-style-type: none"> • Westbound shoulder flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection
<ul style="list-style-type: none"> • Buses would exit I-90, cross to the south side and service the park and ride lot and other connecting routes 	<ul style="list-style-type: none"> • Westbound buses would exit I-90 in the center median, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot 	<ul style="list-style-type: none"> • Westbound buses would exit I-90, proceed to the on-ramp stop, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot 	<ul style="list-style-type: none"> • Westbound buses would exit I-90 at the shoulder stop, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot

During the West Plains Transit Center Technical Committee meeting on October 2, 2014, the Committee ranked the four alternatives using three separate methods. The first method was prepared jointly by STA and Lochner using weighted criteria and a simple 1-4 ranking system. The second method was prepared by STA and included a weighted three tier system where one single criteria was not significantly weighted above another and then applying a simple 1-4 ranking of each site. The final method was suggested by a member of the Technical Committee and has been used by WSDOT on other projects. This method consisted of ranking each of the nine ranking criteria against each other to establish weighted criteria, then using a simple 1-4 ranking of each site against the weighted criteria. In all three scoring scenarios the results were the same. Alternative #2, the original STA concept, was the highest scoring alternative and resulted in the preferred alternative.

The results of the scoring exercise and resulting preferred alternative were presented to the Core Stakeholder Group on February 11, 2015, for concurrence and recommendation to the Board. The group unanimously accepted the alternatives analysis and resulting preferred alternative and are forwarding their recommendation of furthering the design of West Plains Transit Center flyer stop Alternative #2 to the Board for approval.

Staff completed a Net Present Value analysis of Alternative #1 "No-Build" and also prepared estimated costs of the design, construction and projected 30-year operations and maintenance costs of the flyer stops. Based on the operational needs from the increased travel times associated with Alternative #1 "No-Build" option, the Net Present Value (at a 7% discount rate) of the additional operational and passenger delay costs is \$18.04 million. The estimated (2018) cost of design and construction plus the Net Present Value of future operations and maintenance costs of the flyer stops (including all pedestrian and highway access facilities) over a useful life of 30-years is \$10.27 million. This represents almost a 2 to 1 value ratio for the flyer stops, meaning a total commitment in design, construction and maintenance of the flyer stops eliminates \$18.04 million worth of operating capital in present day costs. Comparing the estimated design, construction and maintenance costs to the estimated operational costs of Alternative #1 "No-Build", the flyer stops will have paid for themselves within 10-years of operation.

RECOMMENDATION TO COMMITTEE: Recommend Board approval of Alternative #2 as the preferred flyer stop alternative for the West Plains Transit Center.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

West Plains Transit Center

Value of Flyer Stops

Transit Center with Flyer Stops



Flyer Stop Design/Construction

- \$9.4 million (2018)

Operations & Maintenance Annual Costs

- 2018 - \$17,360
- 2047 - \$55,827

***Excludes amortized inspections, shelter replacement, and major pavement repairs*

Operations & Maintenance (30-yrs)

- \$3.68 million
(\$0.87 million NPV)

Additional Travel Time

- 6-8 minutes
- Requires additional coach 7 days per week to maintain schedule

STA Operational Cost

- \$32.39 million
(\$11.6 million NPV)

Passenger Delay Cost

- \$16.99 million
(\$6.23 million NPV)

Park and Ride Only



Net Present Value of operating costs due to the additional travel time is almost 2 times the Net Present Value of the cost of design, construction, and operations and maintenance over the useful life (30 years) of the flyer stops

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF

March 4, 2015

**AGENDA ITEM 5.A : 2014 UNAUDITED YEAR-END FINANCIAL REPORT &
UPDATED FORECAST**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services

SUMMARY:

The Financial Forecast Model has been updated with current 2014 unaudited year-end financial information. The 2014 year-end financial report & updated forecast will be presented at the meeting.

A copy of the presentation is attached.

RECOMMENDATION TO COMMITTEE: For discussion.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____



2014 Unaudited Year-End Financial Report

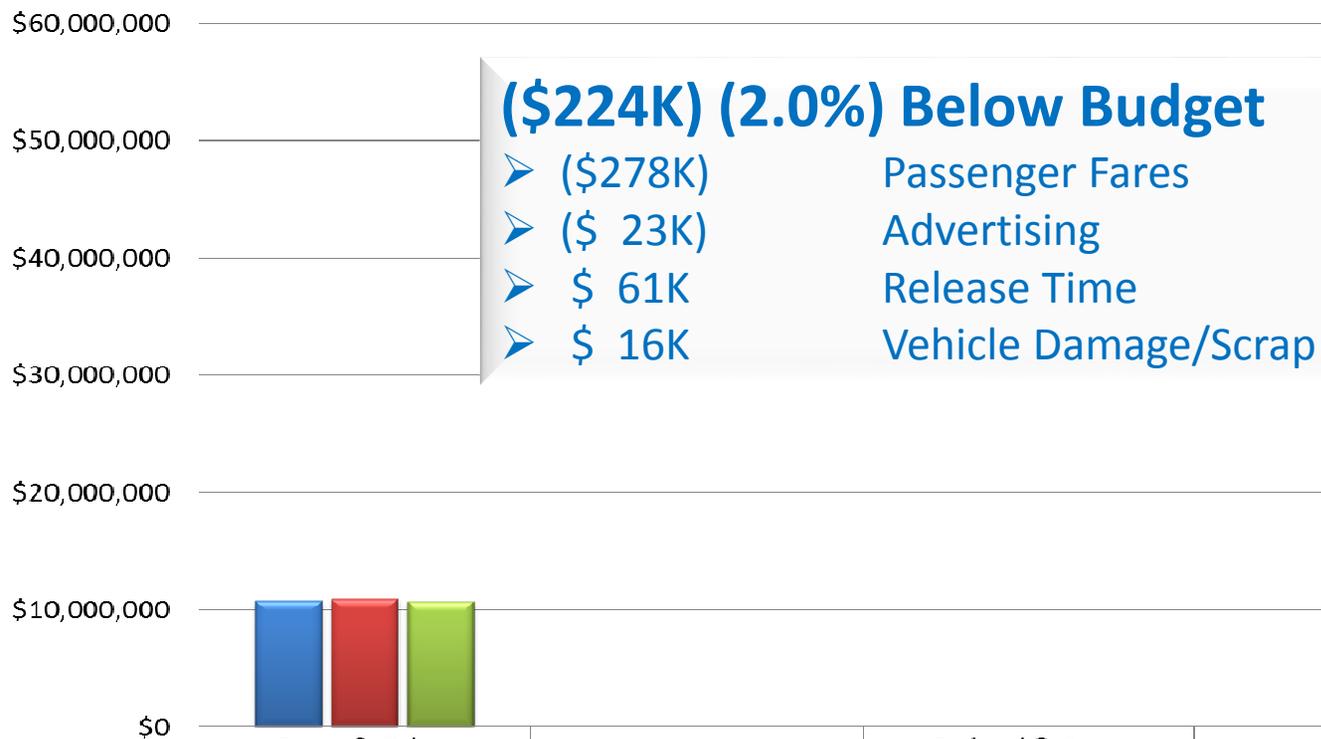
Planning & Development Committee

Lynda Warren

Director of Finance & Information Services

March 4, 2015

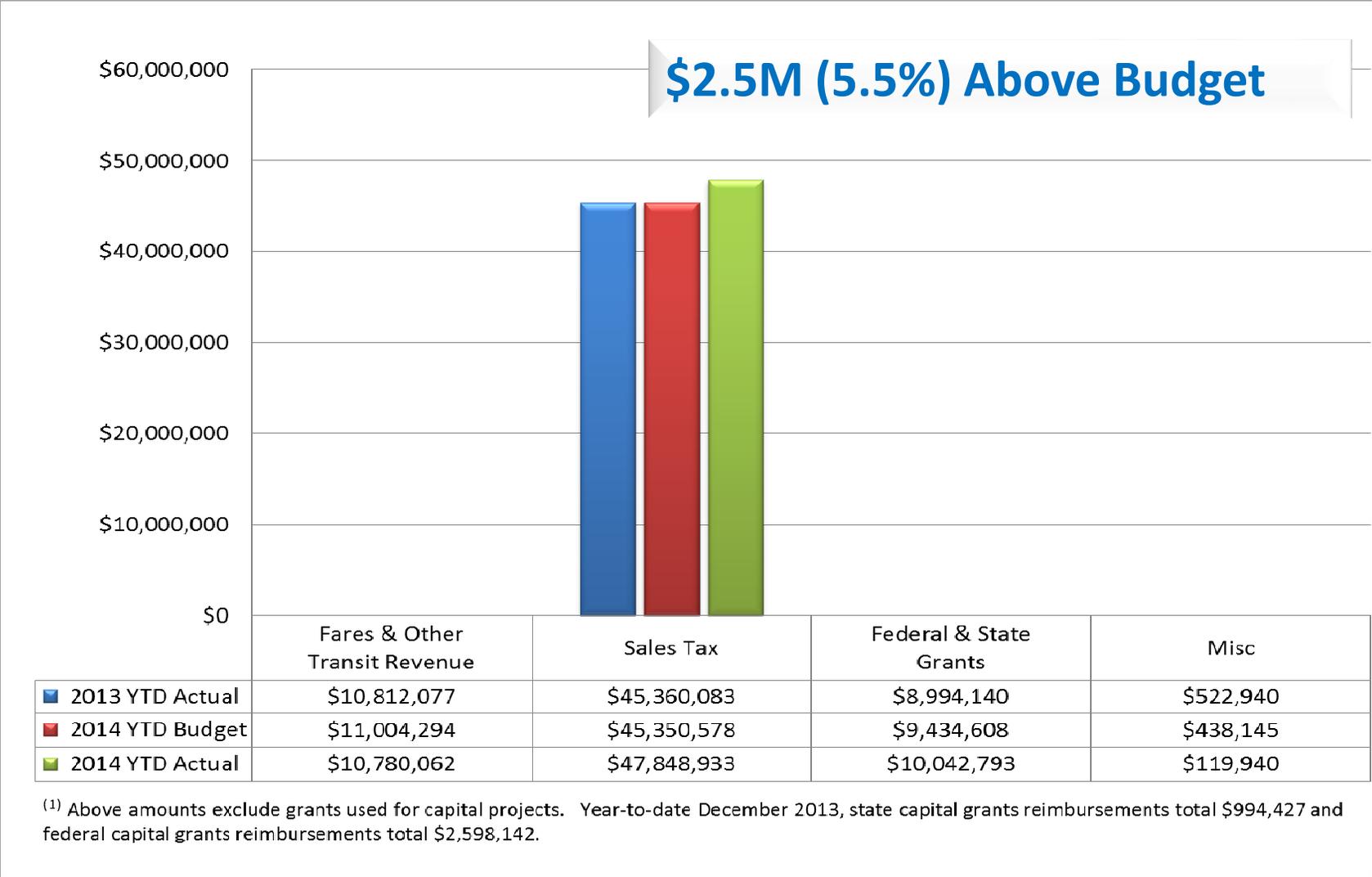
2014 Operating Revenue



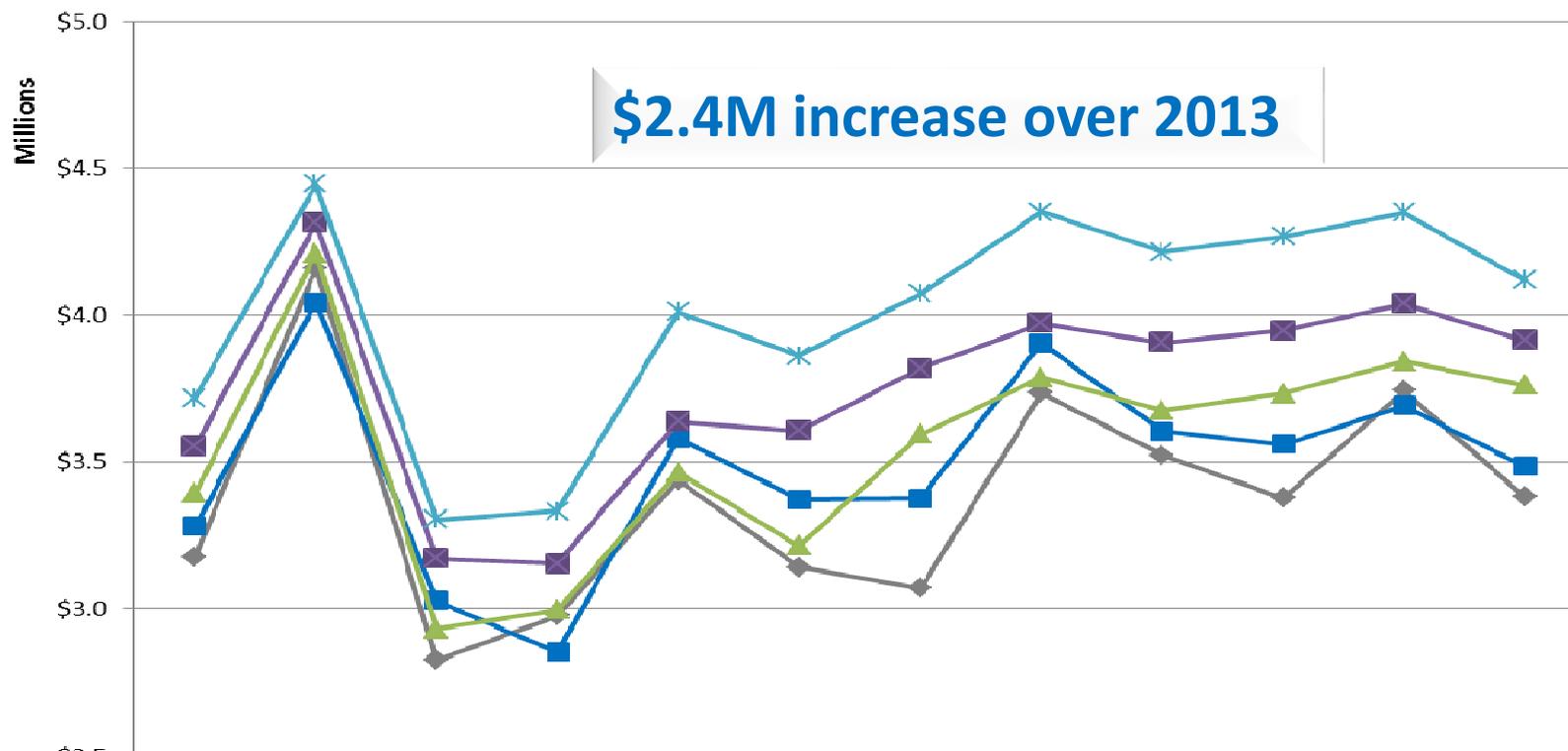
	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Misc
2013 YTD Actual	\$10,812,077	\$45,360,083	\$8,994,140	\$522,940
2014 YTD Budget	\$11,004,294	\$45,350,578	\$9,434,608	\$438,145
2014 YTD Actual	\$10,780,062	\$47,848,933	\$10,042,793	\$119,940

⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date December 2013, state capital grants reimbursements total \$994,427 and federal capital grants reimbursements total \$2,598,142.

2014 Sales Tax Revenue



Sales Tax Revenue History-December 2014^{(1)*}



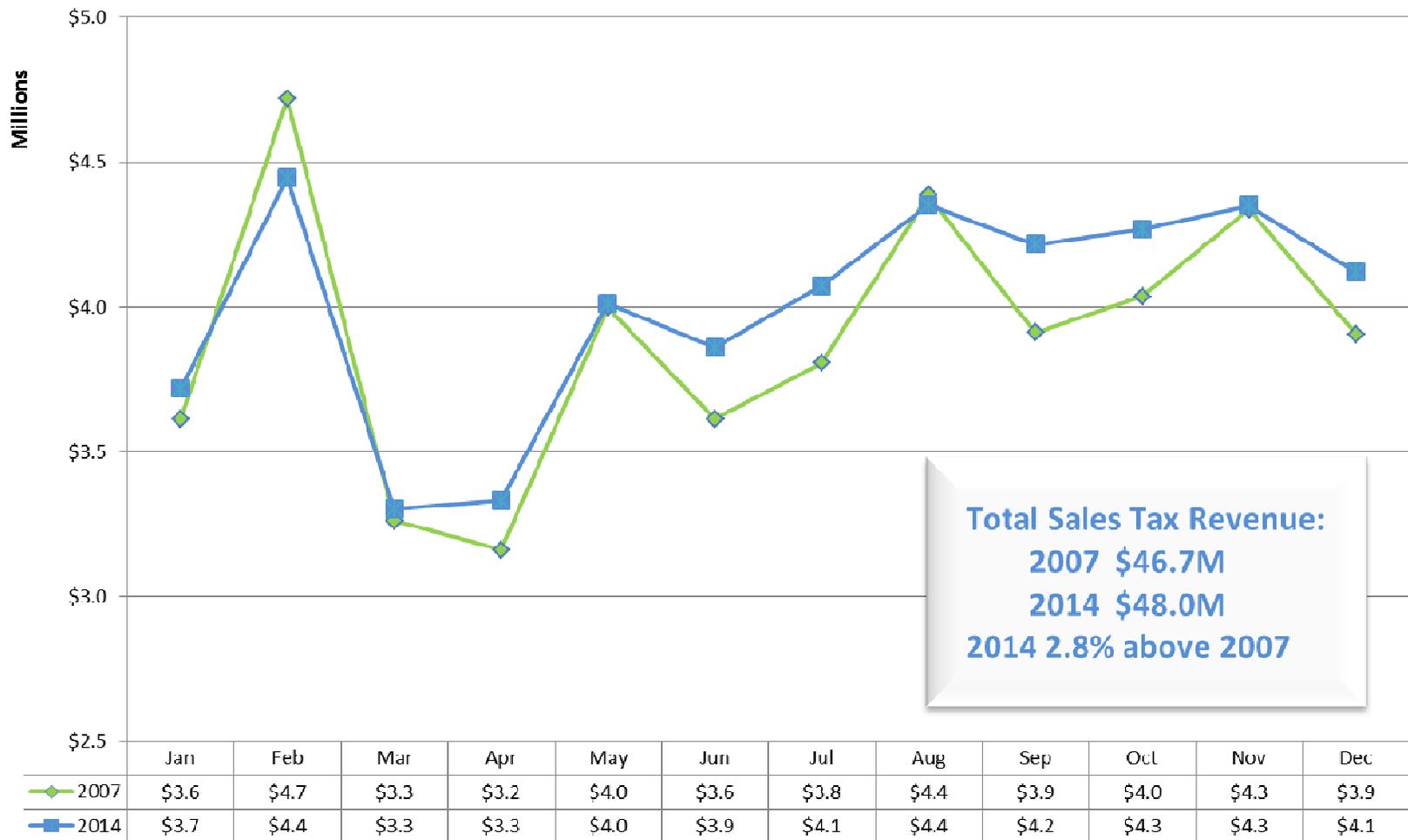
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	\$3.2	\$4.2	\$2.8	\$3.0	\$3.4	\$3.1	\$3.1	\$3.7	\$3.5	\$3.4	\$3.7	\$3.4
2011	\$3.3	\$4.0	\$3.0	\$2.9	\$3.6	\$3.4	\$3.4	\$3.9	\$3.6	\$3.6	\$3.7	\$3.5
2012	\$3.4	\$4.2	\$2.9	\$3.0	\$3.5	\$3.2	\$3.6	\$3.8	\$3.7	\$3.7	\$3.8	\$3.8
2013	\$3.6	\$4.3	\$3.2	\$3.2	\$3.6	\$3.6	\$3.8	\$4.0	\$3.9	\$3.9	\$4.0	\$3.9
2014	\$3.7	\$4.4	\$3.3	\$3.3	\$4.0	\$3.9	\$4.1	\$4.4	\$4.2	\$4.3	\$4.3	\$4.1

(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

*Cash Basis

3/4/2015

Sales Tax Revenue History-2007 vs 2014⁽¹⁾*



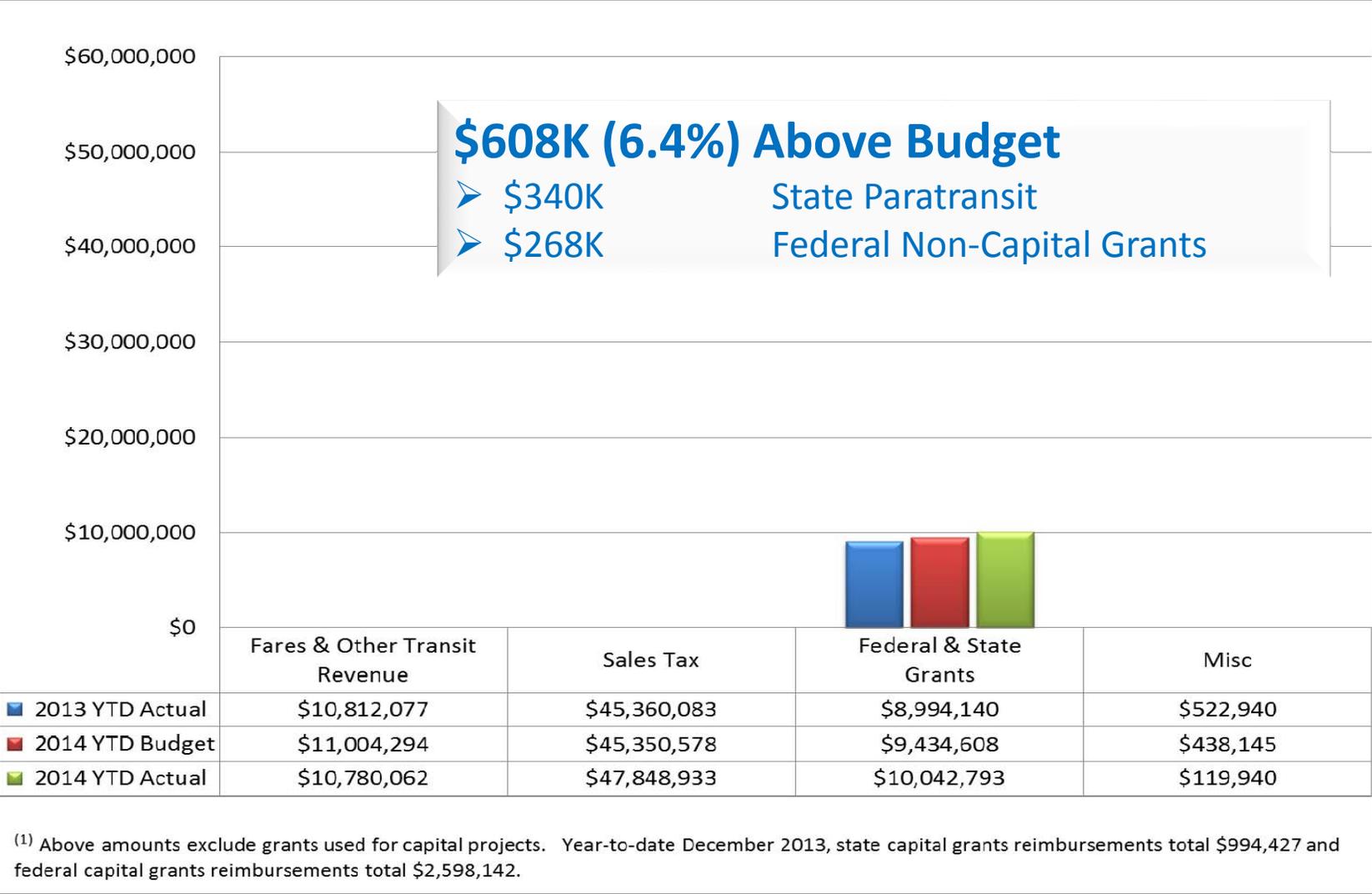
Total Sales Tax Revenue:
2007 \$46.7M
2014 \$48.0M
2014 2.8% above 2007

(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

*Cash Basis

3/4/2015

2014 Federal & State Grants Revenue



2014 Miscellaneous Revenue

\$60,000,000
 \$50,000,000
 \$40,000,000
 \$30,000,000
 \$20,000,000
 \$10,000,000
 \$0

(\$318K) (72%) Below Budget

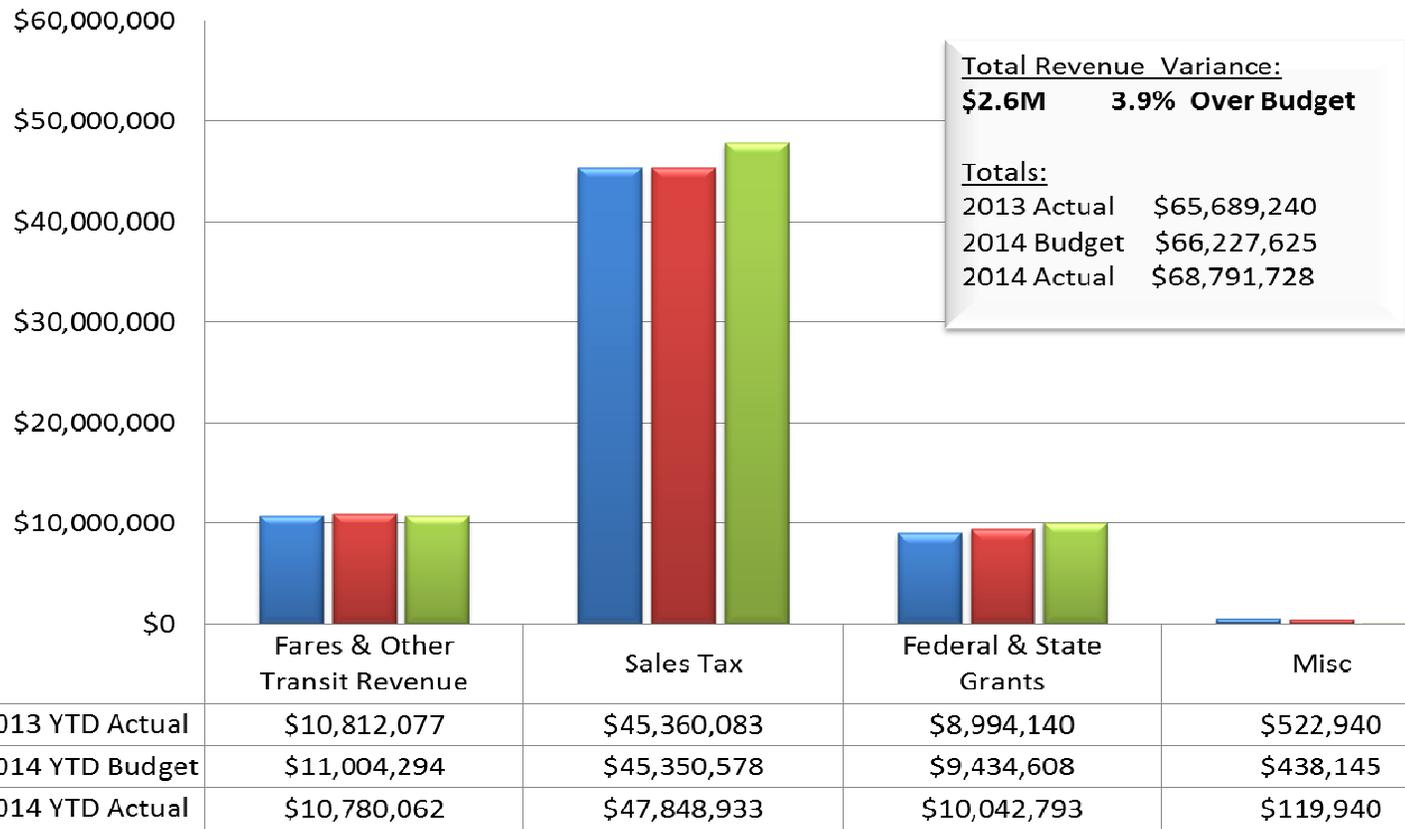
- \$ 86K Investment Income
- (\$503K) Disposal of Assets
- \$ 99K Other Varied

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Misc
2013 YTD Actual	\$10,812,077	\$45,360,083	\$8,994,140	\$522,940
2014 YTD Budget	\$11,004,294	\$45,350,578	\$9,434,608	\$438,145
2014 YTD Actual	\$10,780,062	\$47,848,933	\$10,042,793	\$119,940

⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date December 2013, state capital grants reimbursements total \$994,427 and federal capital grants reimbursements total \$2,598,142.

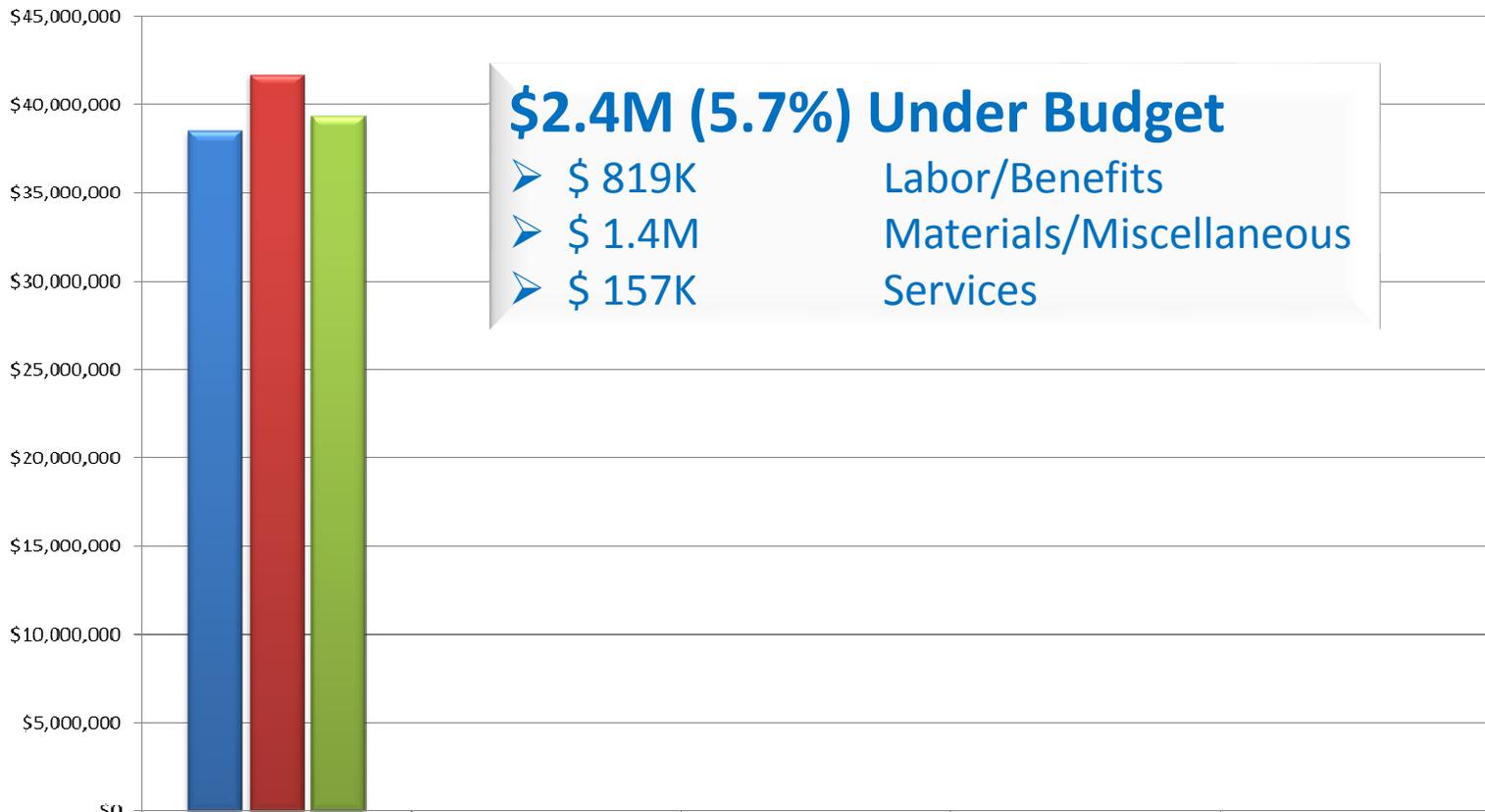
2014 Revenue Summary

Spokane Transit Revenues ⁽¹⁾ December 2014 Year-to-Date (YTD)



⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date December 2014, state capital grants reimbursements total \$15,324 and federal capital grants reimbursements total \$4,537,975.

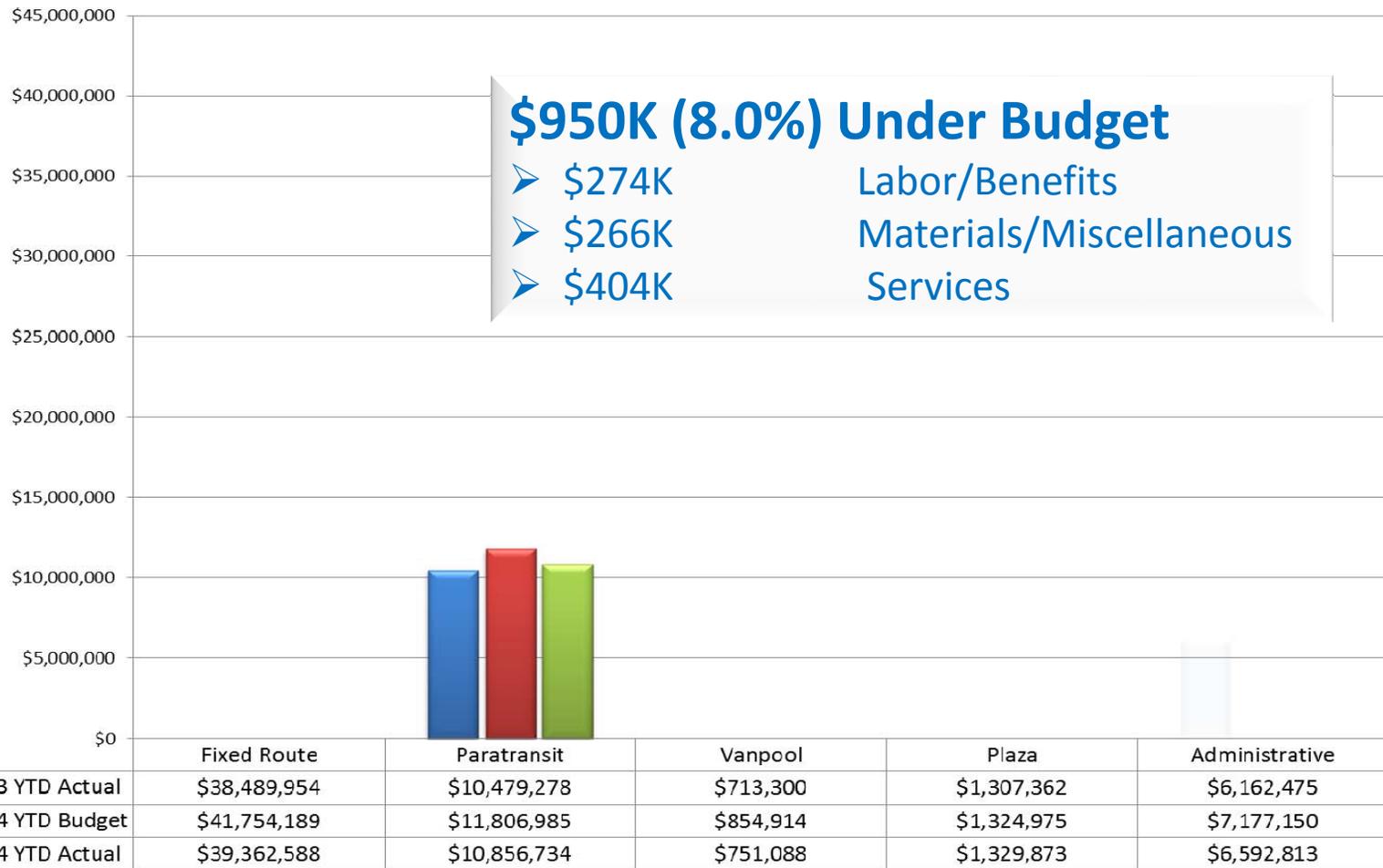
2014 Fixed Route Expenses



	Fixed Route	Paratransit	Vanpool	Plaza	Administrative
2013 YTD Actual	\$38,489,954	\$10,479,278	\$713,300	\$1,307,362	\$6,162,475
2014 YTD Budget	\$41,754,189	\$11,806,985	\$854,914	\$1,324,975	\$7,177,150
2014 YTD Actual	\$39,362,588	\$10,856,734	\$751,088	\$1,329,873	\$6,592,813

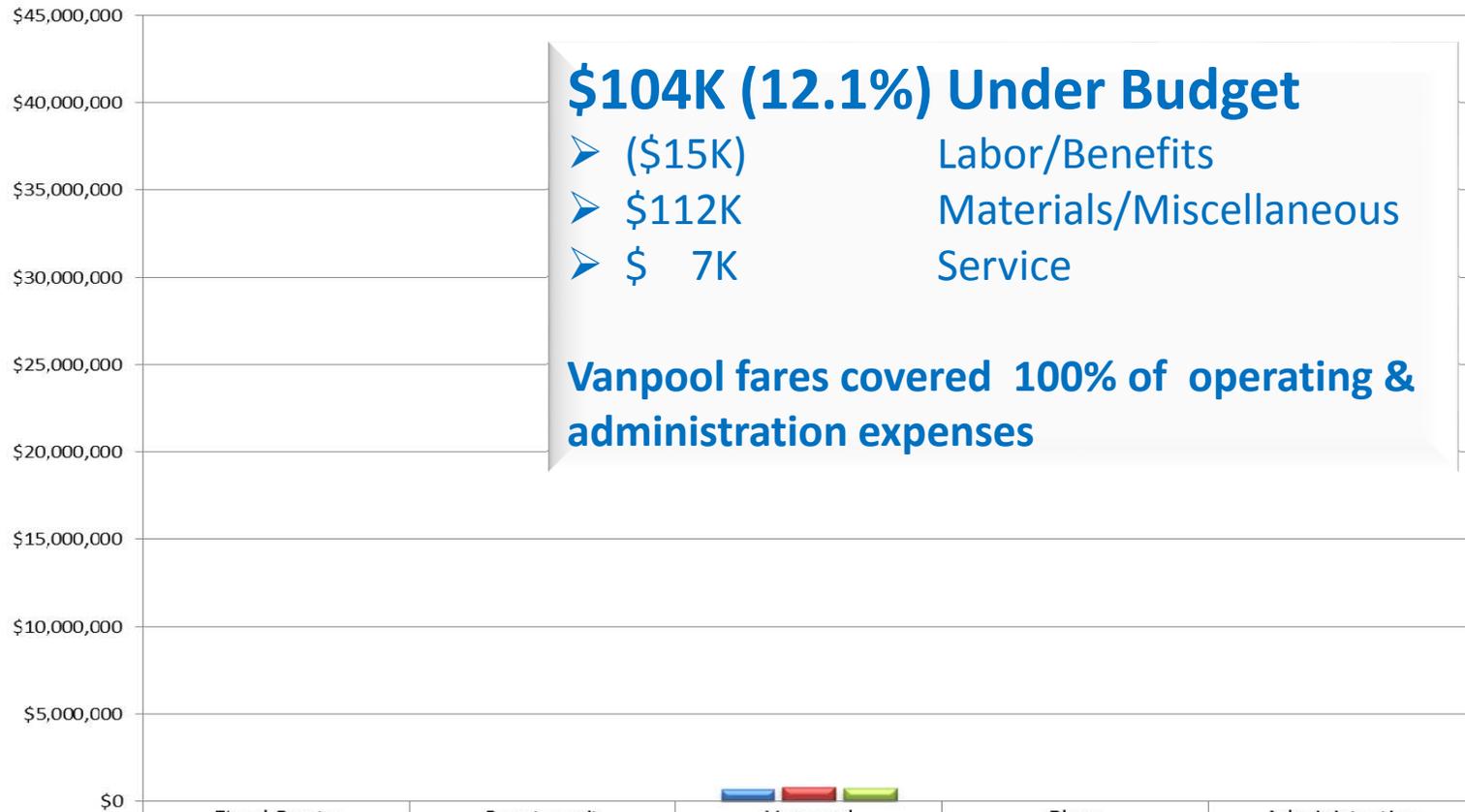
⁽¹⁾ Year-to-date December 2013 capital expenditures total \$6,280,321 and street/road cooperative projects total \$1,536,527.

2014 Paratransit Expenses



(1) Year-to-date December 2013 capital expenditures total \$6,280,321 and street/road cooperative projects total \$1,536,527.

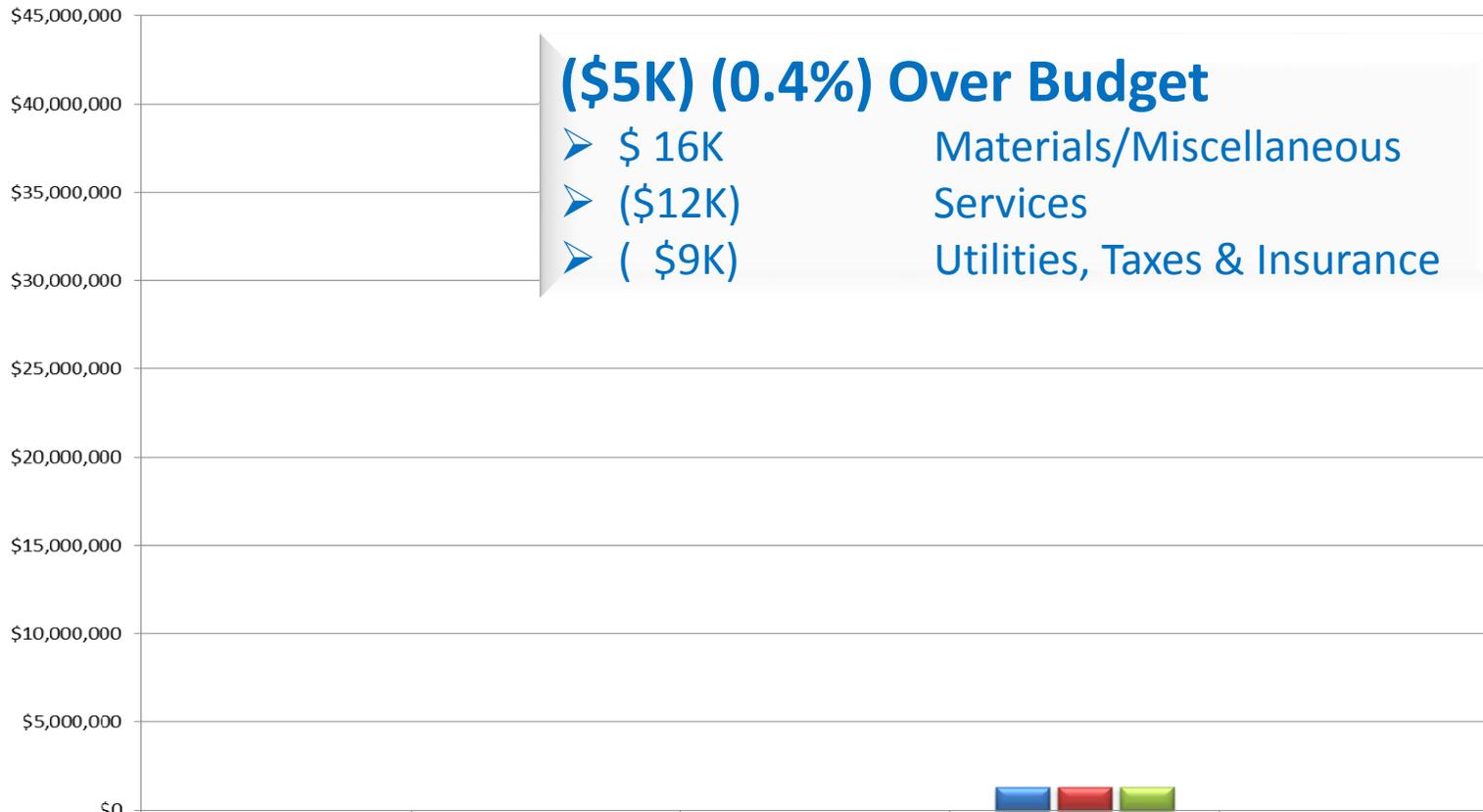
2014 Vanpool Expenses



	Fixed Route	Paratransit	Vanpool	Plaza	Administrative
2013 YTD Actual	\$38,489,954	\$10,479,278	\$713,300	\$1,307,362	\$6,162,475
2014 YTD Budget	\$41,754,189	\$11,806,985	\$854,914	\$1,324,975	\$7,177,150
2014 YTD Actual	\$39,362,588	\$10,856,734	\$751,088	\$1,329,873	\$6,592,813

(1) Year-to-date December 2013 capital expenditures total \$6,280,321 and street/road cooperative projects total \$1,536,527.

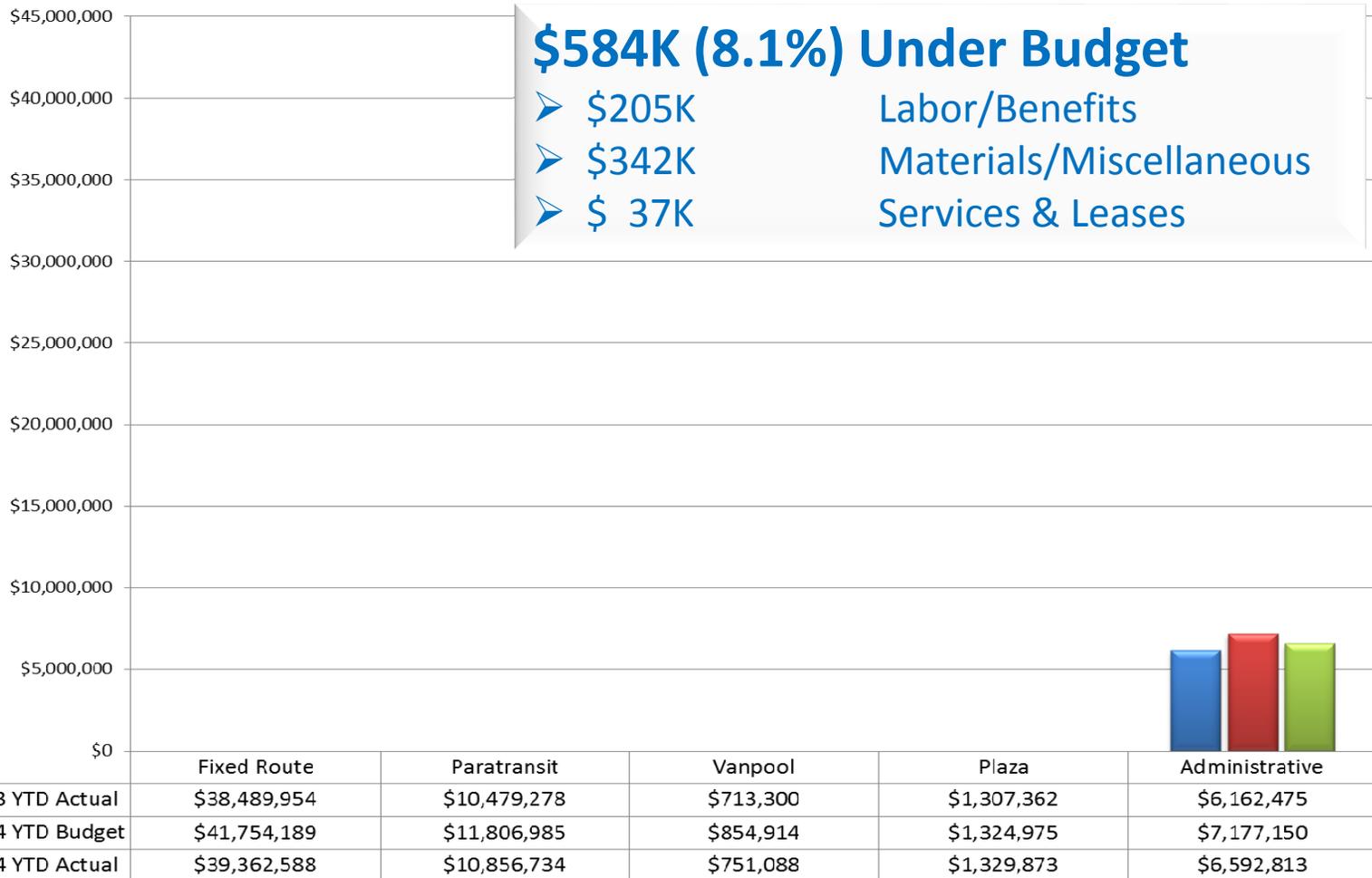
2014 Plaza Expenses



	Fixed Route	Paratransit	Vanpool	Plaza	Administrative
2013 YTD Actual	\$38,489,954	\$10,479,278	\$713,300	\$1,307,362	\$6,162,475
2014 YTD Budget	\$41,754,189	\$11,806,985	\$854,914	\$1,324,975	\$7,177,150
2014 YTD Actual	\$39,362,588	\$10,856,734	\$751,088	\$1,329,873	\$6,592,813

(1) Year-to-date December 2013 capital expenditures total \$6,280,321 and street/road cooperative projects total \$1,536,527.

2014 Administrative Expenses



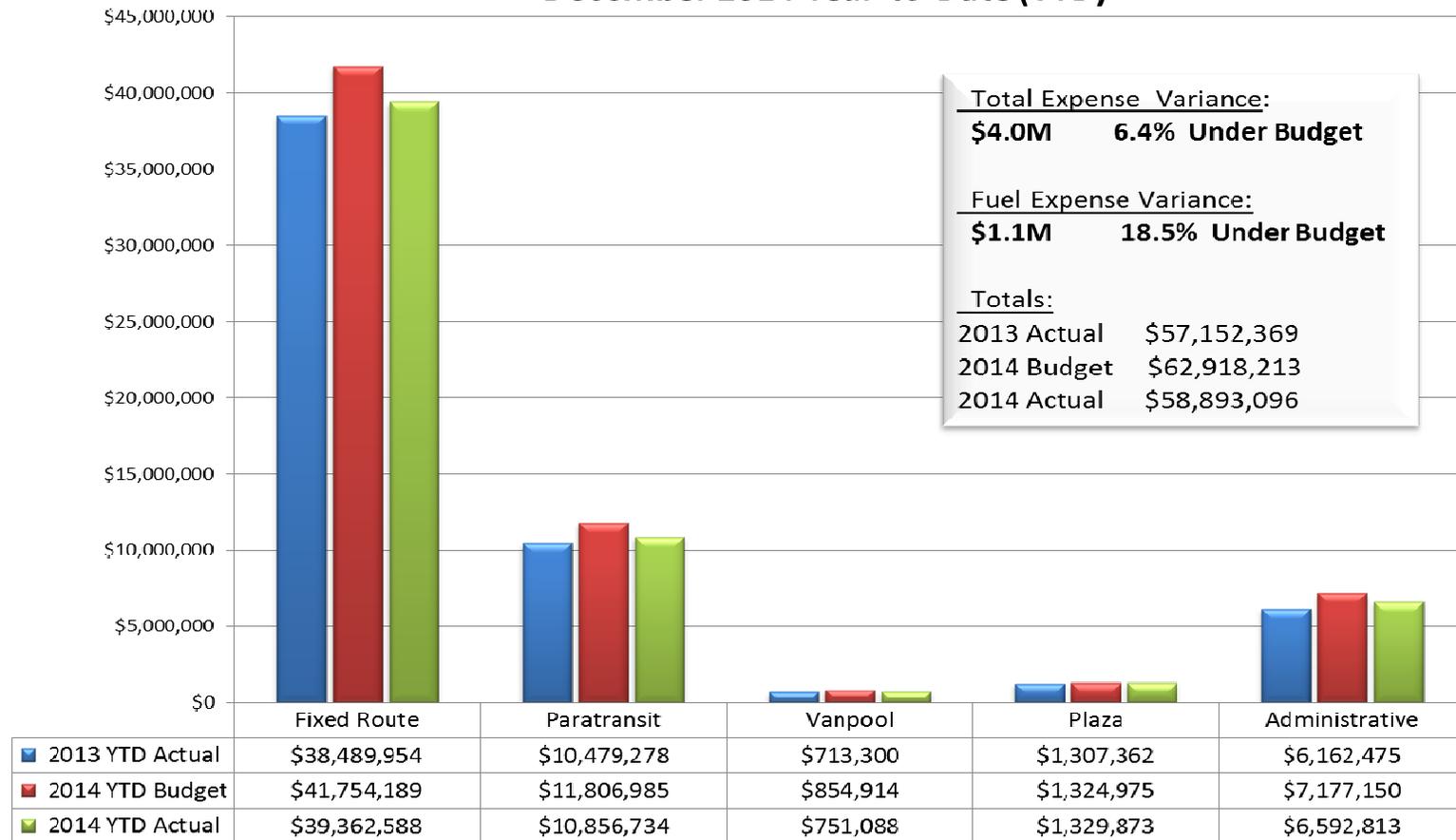
\$584K (8.1%) Under Budget

- \$205K Labor/Benefits
- \$342K Materials/Miscellaneous
- \$ 37K Services & Leases

(1) Year-to-date December 2013 capital expenditures total \$6,280,321 and street/road cooperative projects total \$1,536,527.

2014 Expense Summary

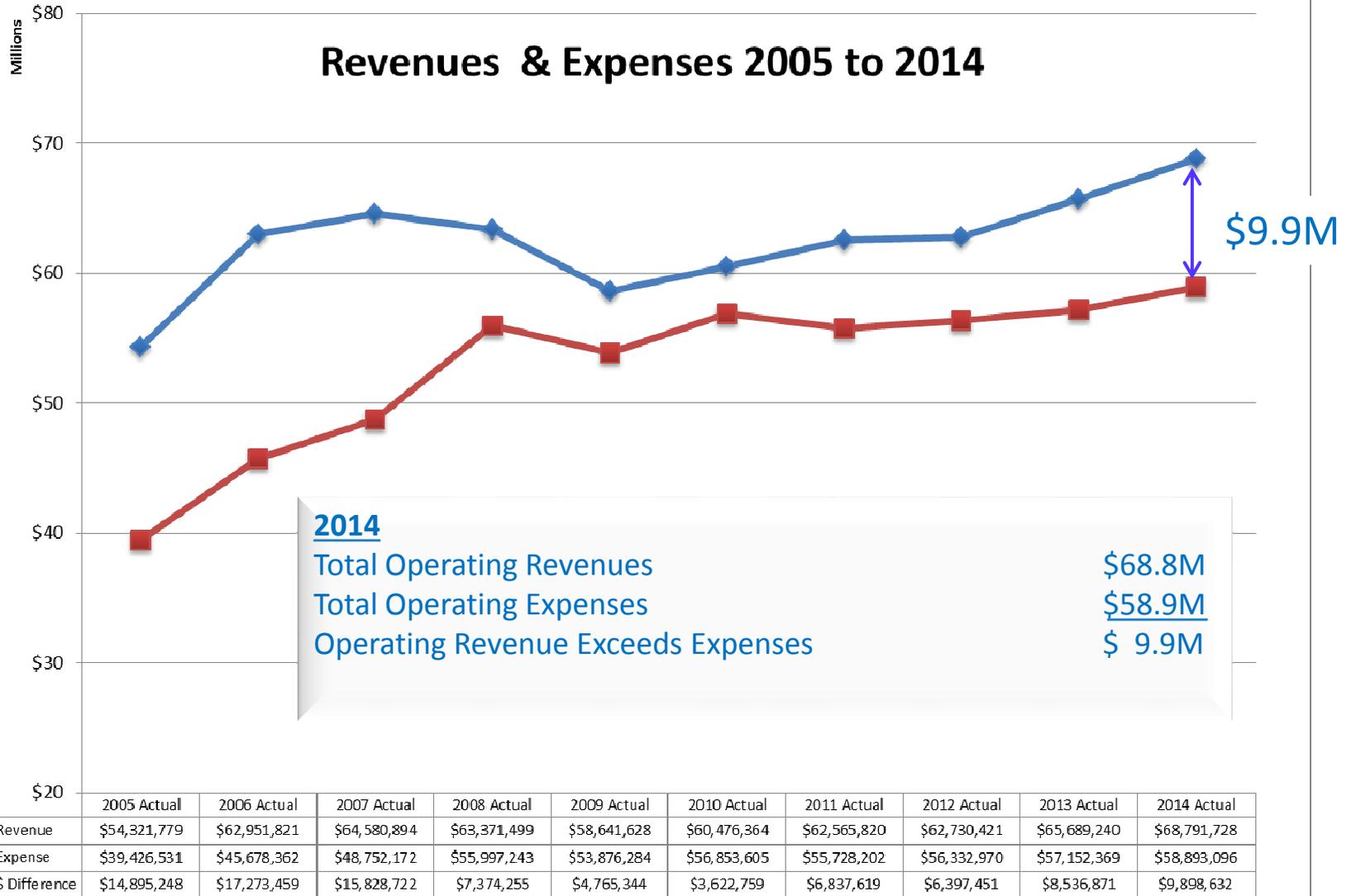
Spokane Transit Operating Expenses ⁽¹⁾ December 2014 Year-to-Date (YTD)



⁽¹⁾ Year-to-date December 2014 capital expenditures total \$11,286,027.

2014 Budget Summary

Favorable Revenue Budget Variance	\$2.6M
Favorable Expense Budget Variance	<u>\$4.0M</u>
Total Favorable Budget Variance	\$6.6M



2014 Capital Budget Status Summary*

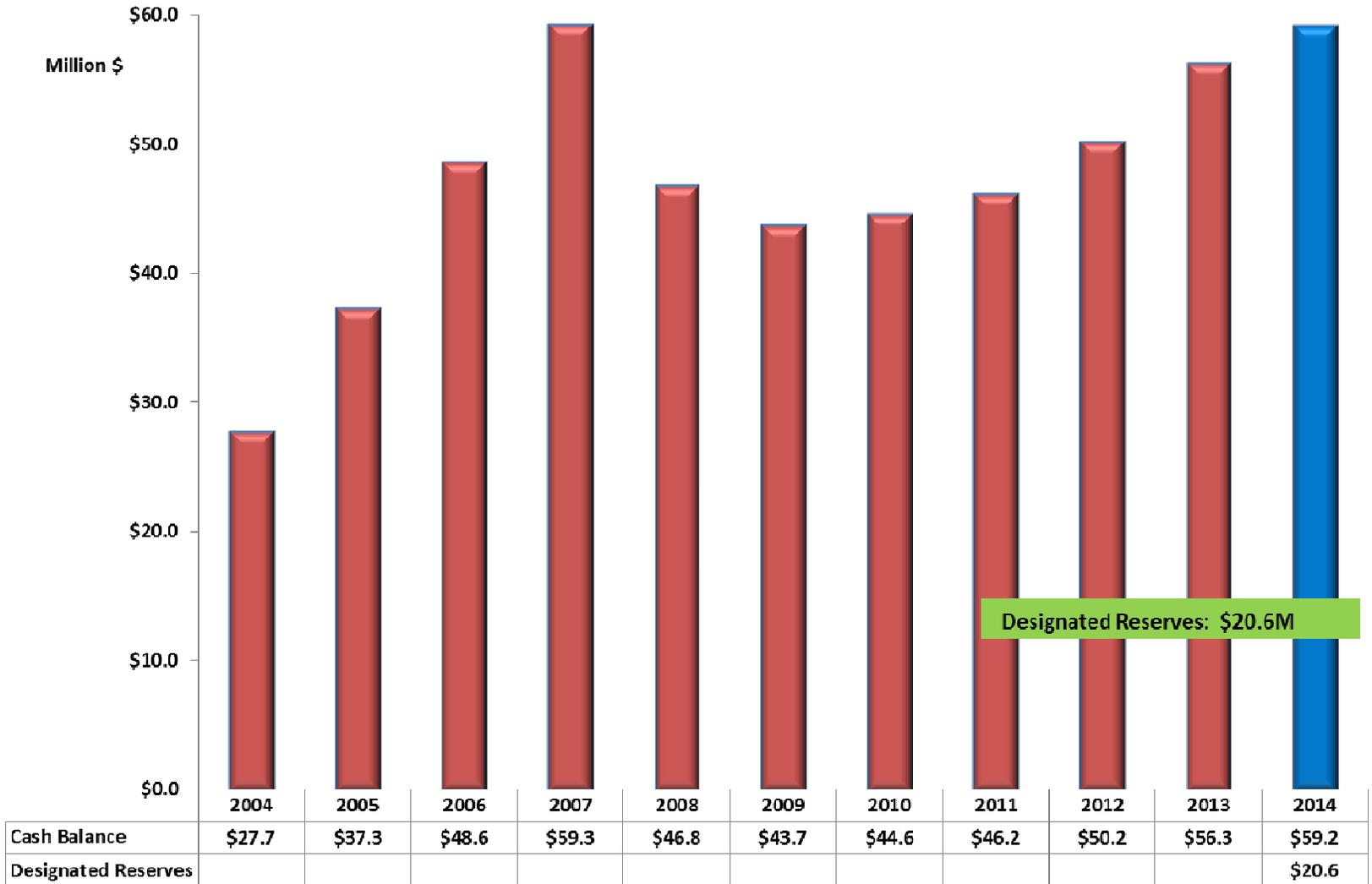
	State	Federal	Local	2014 Budget	Expensed to	Remaining
Capital Projects	Funding	Funding	Funding	Total	Date	Balance
Total Revenue Vehicles	\$227,287	\$1,784,404	\$3,199,141	\$5,210,832	\$4,802,978	\$407,854
Total Non-Revenue Vehicles	\$0	\$0	\$191,750	\$191,750	\$138,183	\$53,567
Total Facilities - Maintenance and Administration	\$0	\$820,000	\$3,073,160	\$3,893,160	\$1,165,793	\$2,727,367
Total Facilities - Passenger and Operational	\$0	\$203,673	\$2,390,645	\$2,594,318	\$661,680	\$1,932,638
Total Technology Projects	\$0	\$1,782,700	\$6,796,800	\$8,579,500	\$3,234,929	\$5,344,571
Total High Performance Transit	\$250,000	\$1,220,450	\$447,182	\$1,917,632	\$553,636	\$1,363,996
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2013 BUT DELAYED TO 2014):					\$616,911	(616,911)
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2014):					111,918	(111,918)
GRAND TOTAL	\$477,287	\$5,811,227	\$16,098,678	\$22,387,192	\$11,286,027	\$11,101,165

*Detail information included in packet

2014 Federal Grant Report

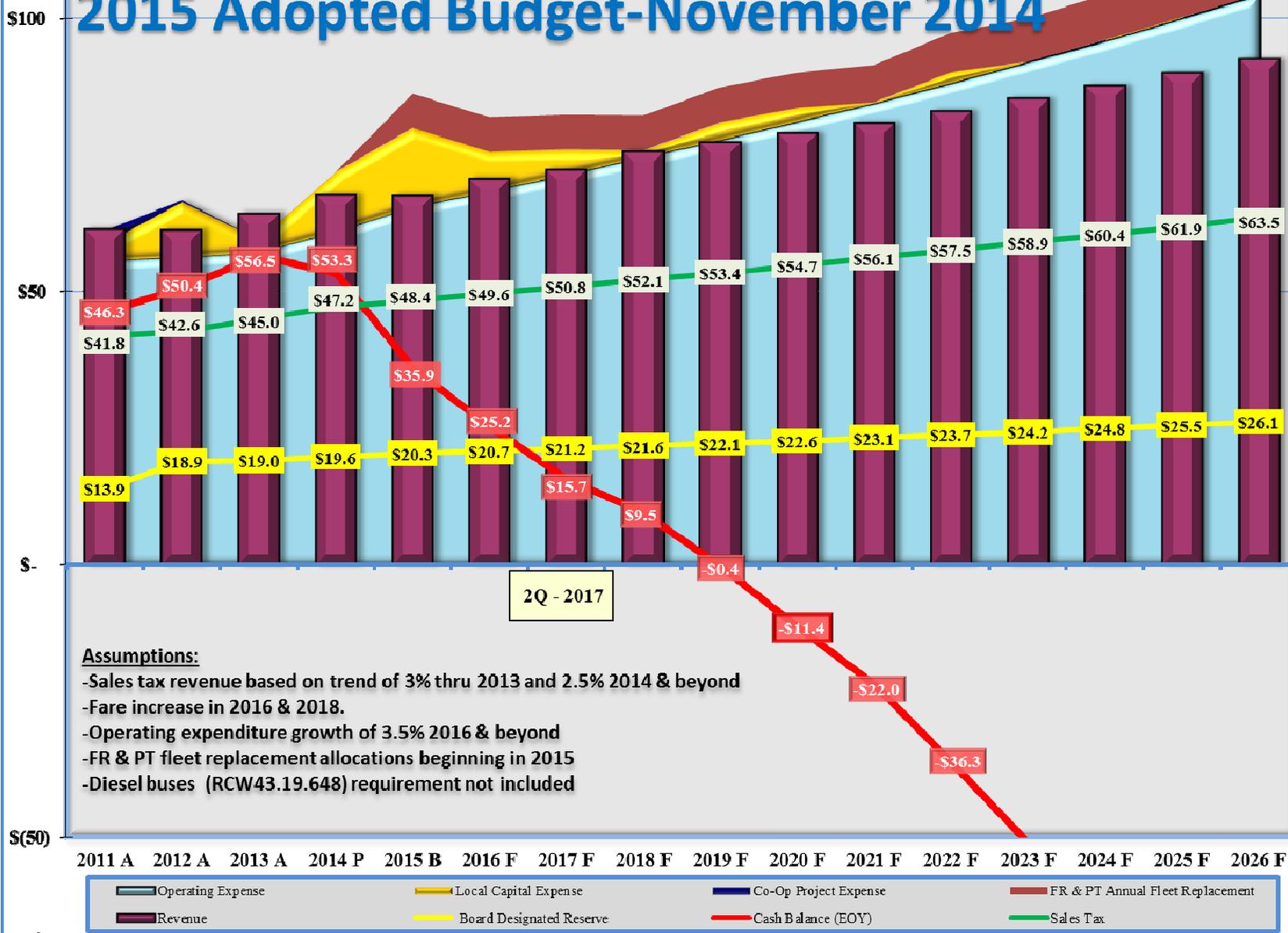
GRANTS	LATEST	CUMULATIVE	ACCRUALS	UNEXPENDED	UNEXPENDED	UNEXPENDED
	APPROVED	AMOUNT			LOCAL	FEDERAL
	BUDGET	EXPENDED		BALANCE	BALANCE	BALANCE
WA-90-0485 ADA ACCESS, SIGNAGE, PED ACCESS, BICYCLE ACCESS	\$99,845	\$99,845	\$0	\$0	\$0	\$0
WA-04-0064 ROOF REPLACEMENT/BUSINESS SYSTEM	4,645,068	2,588,935	75,090	1,981,043	396,209	1,584,835
WA-57-X014 NEW FREEDOM (PASS THRU TO CITY OF SPOKANE VALLEY)	223,488	223,488	0	0	0	0
WA-95-X050 SMART BUS - CAD/AVL	4,473,837	3,321,081	820,812	331,944	132,985	198,958
WA-90-X492 ADA ACCESS, SIGNAGE, BUS SHELTERS	323,578	141,149	69,760	112,669	22,534	90,135
WA-04-0090 GENERATORS, STATE OF GOOD REPAIR-MAINTENANCE	1,332,500	506,061	356	826,083	165,217	660,866
WA-90-X512 ADA ACCESS, SIGNAGE, BUS SHELTERS	241,250	178,750	62,500	0	0	0
WA-04-0092 DIESEL COACHES (5)	2,060,000	2,060,000	0	0	0	0
WA-37-X050 MEDICAL LAKE SERVICE OPERATING ASSISTANCE	779,048	734,431	0	44,617	22,308	22,308
WA-57-X023 NEW FREEDOM (PASS THRU TO CITY OF SPOKANE)	315,500	70,978	0	244,522	48,904	195,617
WA-34-0002 PARATRANSIT VANS (12)	2,227,831	1,878,851	0	348,980	69,796	279,184
WA-90-X537 ADA ACCESS	140,214	50,540	31,913	57,761	11,552	46,209
WA-16-X038 TRAVEL TRAINING	310,510	310,510	0	0	0	0
WA-95-X079 UNIVERSAL TRANSIT ACCESS PASS - CCS	1,748,397	576,782	0	1,171,615	148,668	1,022,947
WA-95-X068 CENTRAL CITY/HPT DESIGN & STANDARDS	618,750	9,595	76,715	532,440	106,488	425,952
WA-95-X081 ENGINEERING/DESIGN WEST PLAINS TRANSIT CENTER	330,000	167,152	32,869	129,980	17,547	112,432
WA-95-X082 ENGINEERING/DESIGN CENTRAL CITY LINE	794,798	0	0	794,798	107,298	687,500
WA-90-X579 ADA ACCESS	97,849	0	0	97,849	19,570	78,279
FEDERAL GRANTS TOTAL	\$20,762,463	\$12,918,149	\$1,170,015	\$6,674,299	\$1,269,076	\$5,405,223

2014 Cash Balance



Millions

2015 Adopted Budget-November 2014



This financial forecast is based on certain assumptions. Due to various risks and uncertainties inherent in long-term projections, actual results may differ from the projections in this forecast.

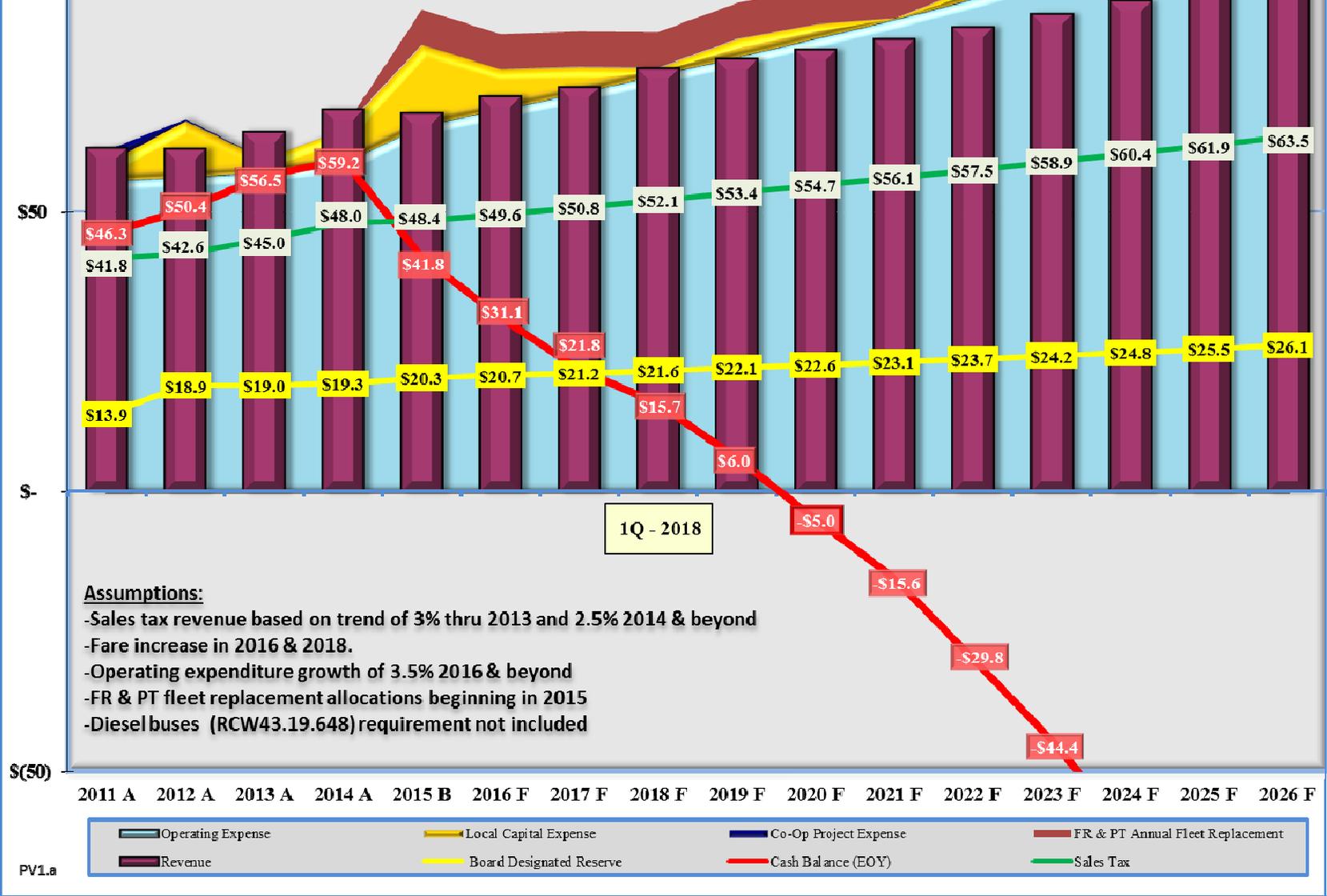
3/4/015



Millions

2015 Adopted Budget.2014 Actual (Unaudited)

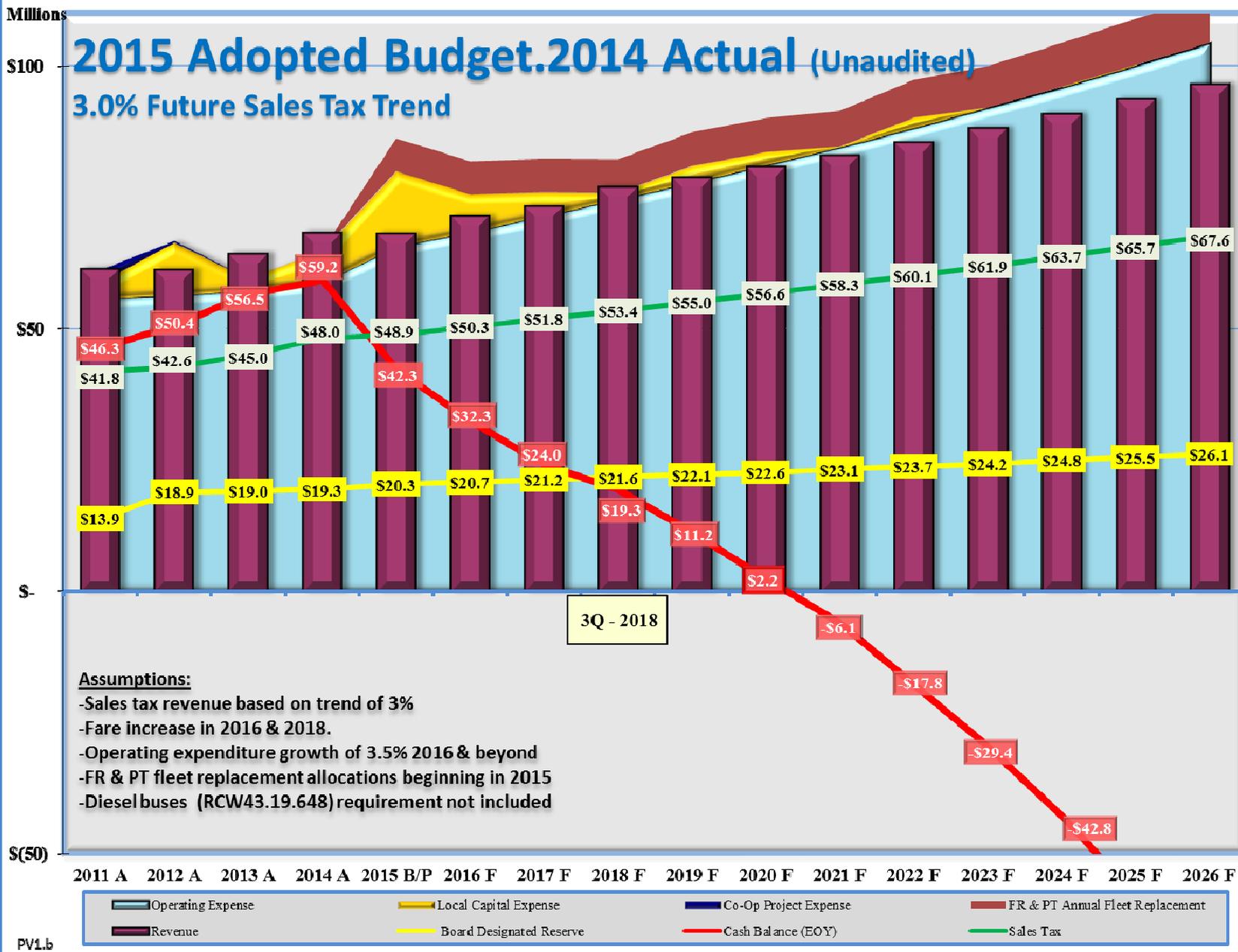
2.5% Future Sales Tax Trend



This financial forecast is based on certain assumptions. Due to various risks and uncertainties inherent in long-term projections, actual results may differ from the projections in this forecast.

3/4/2015





This financial forecast is based on certain assumptions. Due to various risks and uncertainties inherent in long-term projections, actual results may differ from the projections in this forecast.

3/4/2015

**SPOKANE TRANSIT
CAPITAL BUDGET STATUS
DECEMBER 31, 2014**

Capital Projects	Quantity	State Funding	Federal Funding	Local Funding	2014 Budget Total	Expensed to Date	Remaining Balance
Revenue Vehicles							
Fixed Route Coaches (Diesel)	8		\$1,000,000	\$2,378,000	\$3,378,000	\$3,285,919	\$92,081
Paratransit Vans	10		784,404	196,101	980,505	941,299	39,206
Vanpool Vans (Replacement)	20			568,218	568,218	575,761	(7,543)
Vanpool Vans (Expansion)	10	\$227,287		56,822	284,109	-	284,109
Total Revenue Vehicles	48	\$227,287	\$1,784,404	\$3,199,141	\$5,210,832	\$4,802,978	\$407,854
Non-Revenue Vehicles							
Service Vehicles	4			\$105,000	\$105,000	\$51,300	\$53,700
Tractor Replacement	1			26,250	26,250	27,948	(1,698)
Scrubber Replacement	1			60,500	60,500	58,935	1,565
Total Non-Revenue Vehicles	6	\$0	\$0	\$191,750	\$191,750	\$138,183	\$53,567
Facilities - Maintenance and Administration							
Boone - Facility Master Plan Program			\$440,000	\$2,253,160	\$2,693,160	\$1,143,575	\$1,549,585
Boone - Preservation and Improvements			380,000	330,000	710,000	-	710,000
Fleck Center Preservation and Improvements				445,000	445,000	16,037	428,963
Miscellaneous Equipment and Fixtures				45,000	45,000	6,180	38,820
Total Facilities - Maintenance and Administration		\$0	\$820,000	\$3,073,160	\$3,893,160	\$1,165,793	\$2,727,367
Facilities - Passenger and Operational							
Park and Ride Upgrades				\$25,000	\$25,000	\$0	\$25,000
Plaza Renovation				1,901,165	1,901,165	188,928	1,712,237
Route and Stop Facility Improvements			\$203,673	149,980	353,653	140,533	213,120
Valley Transit Center (Pence Cole) Preservation				314,500	314,500	332,218	(17,718)
Total Facilities - Passenger and Operational		\$0	\$203,673	\$2,390,645	\$2,594,318	\$661,680	\$1,932,638
Technology Projects							
Business Systems Replacement			\$1,347,200	\$636,800	\$1,984,000	\$348,394	\$1,635,606
Communications Technology Upgrades				3,310,000	3,310,000	377,752	2,932,248
Computer Equipment Preservation and Upgrades				225,000	225,000	88,198	136,802
Operating and Customer Service Software				25,000	25,000	-	25,000
Smart Bus Implementation			435,500	2,600,000	3,035,500	2,420,585	614,915
Total Technology Projects		\$0	\$1,782,700	\$6,796,800	\$8,579,500	\$3,234,929	\$5,344,571
High Performance Transit							
Central City Line		\$250,000	\$687,500	\$340,757	\$1,278,257	\$265,996	\$1,012,261
HPT Program Development			247,500	61,875	309,375	87,505	221,870
West Plains Transit Center			285,450	44,550	330,000	200,135	129,865
Total High Performance Transit	-	\$250,000	\$1,220,450	\$447,182	\$1,917,632	\$553,636	\$1,363,996
GRAND TOTAL	54	\$477,287	\$5,811,227	\$16,098,678	\$22,387,192	\$10,557,199	\$11,829,993
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2013 BUT PAYMENTS DELAYED TO 2014):							
Plaza Exterior-Colonade						\$83,083	(\$83,083)
Plaza Interior-Phase I						5,336	(5,336)
Vanpool Vans (2013 order received in 2014)						213,436	(213,436)
Fueling Facility Pre-design						92,240	(92,240)
Bus Stop Signage						202,849	(202,849)
HVAC Unit Maintenance & Replacement						14,490	(14,490)
Boone Facility Fire Alarm Replacement						5,476	(5,476)
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2014):							
Moran Prairie Park N Ride						950	(950)
Right of Way Acquisition for West Plains						30,157	(30,157)
Paratransit Lift Replacement						80,537	(80,537)
Access and Security - Facility Camera's (retainage 2012)						274	(274)
Subtotal RECONCILING ITEMS		\$0	\$0	\$0	\$0	\$728,828	(\$728,828)
GRAND TOTAL		\$477,287	\$5,811,227	\$16,098,678	\$22,387,192	\$11,286,027	\$11,101,165

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 5.B : **BUS STOP POLICY FRAMEWORK - BEST PRACTICES**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

At the February 4, 2015 meeting of the Planning & Development Committee, a project was introduced to address ongoing issues surrounding bus stop access, signs and poles, shelters, benches and other bus stop features and the need for better defined standards, policies, procedures and coordination with partner jurisdictions in these areas. The project is currently in Phase I of two phases. This first phase will review the issues, industry best practices and STA's established Comprehensive Plan policy and may result in amendments to the Comprehensive Plan. Phase II of the project will focus on bus stop investment design standards, memorandums of understanding with partner jurisdictions, code changes and informational materials.

The Committee reviewed an inventory of existing conditions at their February 4, 2015 meeting. At the March 4, 2015 meeting, a summary of the completed and planned stakeholder outreach, industry best practices (handout distributed at the February 4, 2015 meeting) and case studies of jurisdictions that solicit bus stop shelter advertising will be presented to the Committee. Staff continues to look for guidance from the Committee on the following policy questions:

- Should there be a shift from the current roles and responsibilities between STA and local jurisdictions for the installation, maintenance, and liability of signs and poles, benches, shelters and other stop investments?
- What are the goals for the placement of shelters and benches? Are they different than what is currently expressed in *Connect Spokane*?
- Should design considerations for shelters and benches be better defined?
- Is there interest in allowing shelter advertising? Are amendments or additions to the existing *Connect Spokane* advertising policy needed at this time?
- Should *Connect Spokane* contain policy to support the establishment of official design standards for stop areas?
- Should there be a periodic review of bus stop area conditions?

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 5.C : NATIONAL ASSOCIATION OF CITY TRANSPORTATION
OFFICIALS CONFERENCE REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, Committee Member

SUMMARY: At this time, Ms. Mumm will share information with the Committee regarding the National Association of City Transportation Officials (NACTO) conference which she recently attended.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 7 : **CEO REPORT - INFORMATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 8 : **NEW BUSINESS**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning & Development.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 9 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 4, 2015

AGENDA ITEM 10 : REVIEW APRIL 1, 2015, DRAFT AGENDA ITEMS – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the April 1, 2015 Committee meeting.

Proposed agenda items include:

- Minutes of the March 4, 2015, Committee meeting – *Corrections/Approval*
- Bus Stop Policy Framework – Draft Comprehensive Plan Amendments – *Committee Report*
- Transit Development Plan – Major Activities – *Committee Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____