

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

PLANNING & DEVELOPMENT COMMITTEE

Minutes of the May 7, 2014, Meeting
 Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Shelly O'Quinn, Spokane County

STAFF PRESENT

Steve Blaska, Director of Operations
 Beth Bousley, Director of Communications & Customer Service
 Karl Otterstrom, Director of Planning
 Lynda Warren, Director of Finance & Information Services
 Jessica Charlton, Project Manager
 Brandon Rapez-Betty, Sr. Communications Specialist
 Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

GUESTS

Tom Arnold, Coffman Engineers
 Jeff Warner, ALSC Architects

* Chair

1. **CALL TO ORDER AND ROLL CALL**

Chair French called the meeting to order at 10:02 a.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Chair French said that in his recent trip to Washington D.C. for the Greater Spokane Incorporated (GSI) conference that he had a discussion with Peter Rogoff, formerly with the Federal Transit Administration and now with the U.S. Department of Transportation. Chair French said that they had a good conversation regarding strategies for seeking a North American bus manufacturer for the Central City Line vehicle.

4. **COMMITTEE ACTION/DISCUSSION INFORMATION**

A. **MINUTES OF APRIL 2, 2014 COMMITTEE MEETINGS**

Ms. Mumm moved to recommend approval of the April 2, 2014 Planning & Development Committee meeting minutes. Mr. Pace seconded and the motion passed unanimously.

B. **BOARD CONSENT AGENDA**

1. **CONNECT SPOKANE SERVICE ALLOCATION POLICY AMENDMENT**

Mr. Otterstrom explained that this item is a follow-up to last month's presentation to the Committee and public hearing at the April Board meeting. Originally adopted by the Board of Directors in 2010 and updated most recently on December 19, 2013, *Connect Spokane* serves as the agency's goal and policy guide for the next 20 to 30 years.

Mr. Otterstrom reviewed the proposed change to the Fixed Route policy 2.2 Service Type Allocation in *Connect Spokane: A Comprehensive Plan for Public Transportation* allocation:

<i>Connect Spokane Fixed Route Policy 2.2 Service Type Allocation</i>	
<i>STA shall allocate service hours in a way which maximizes overall system efficiency. The minimum and maximum allocation rates are as follows:</i>	
Current Policy	Proposed Amendments (bold and underlined)
At least 35% of annual fixed-route revenue service hours should be allocated to Basic Service.	At least <u>60%</u> of annual fixed-route revenue service hours should be allocated to Basic Service.
No more than 15% of annual fixed-route revenue service hours should be allocated to Commuter Peak Service.	No more than 15% of annual fixed-route revenue service hours should be allocated to Commuter Peak Service.

No more than 50% of annual fixed-route revenue service hours should be allocated to HPT Service.	No more than 25% of annual fixed-route revenue service hours should be allocated to HPT Service.
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There were no comments received from the public at the hearing held on April 17, 2014, at the Board of Directors meeting. The Amalgamated Transit Union #1015 submitted a statement following the hearing stating that the change would be an improvement over the existing policy, though it did not satisfy all of their concerns regarding the Central City Line project.

Mr. Pace asked for confirmation that the change would not hurt operations and would alleviate some of the Union's concerns regarding the Central City Line. Mr. Otterstrom affirmed.

Mr. Pace moved to recommend the STA Board of Directors approve by resolution the Final Draft Amendment to Connect Spokane: A Comprehensive Plan for Public Transportation and propose forwarding to the Board consent agenda. Ms. Mumm seconded and the motion passed unanimously.

C. BOARD DISCUSSION AGENDA

1. PLAZA RENOVATION – BUDGET PROPOSAL

Mr. Otterstrom introduced Jessica Charlton, STA Project Manager, Jeff Warner with ALSC Architects, and Tom Arnold with Coffman Engineers. This team has been engaged in design work over the last several months and earlier conceptual work.

Mr. Otterstrom reminded the Committee of the Board adopted goal for the Plaza Renovation Project which is to support a vibrant downtown by improving the Plaza's functionality for the customer and community.

Ms. Meyer arrived at 10:10 a.m.

Mr. Otterstrom reviewed the history of the Plaza renovation which began in 2008 with the decision to retain and improve the Plaza. This decision was followed by deliberations and stakeholder outreach (2007-2008), multiple Board actions confirming a commitment to retain and improve the Plaza for the continued growth of transit use in downtown Spokane, and extensive market research (2012-13). The Board approved beginning the 30% design process for renovation of the Plaza and development of a construction level cost estimate in September 2013.

Mr. Otterstrom gave a presentation of the elements and renderings of the proposed floor plan, as well as the cost estimate, and proposed project schedule for the Plaza renovation, Phase I. The second phase is not a part of the current budget proposal. Phase I will include establishing Customer Service, restrooms, and retail operations on the first floor. The existing Subway retail space will remain with four (4) new retail spaces also proposed for the first floor. The existing escalators, currently at the end of their useful life, are proposed for removal and replacement with new escalators installed along the southern half of the building, opening up the center of the space for circulation. Security administrative offices will be relocated to the second floor in the western half of the building which will become STA operations. Security would continue to have a significant presence on the first floor which will include joint use of the Customer Service space.

Mr. Otterstrom asked if there were any questions from the Committee. Ms. Mumm asked if other retail opportunities on Riverside had been considered. Mr. Otterstrom stated that this has been considered; however, the grade difference between the street and ground floor level on Riverside necessitates an accessibility ramp. The ramp utilizes a good deal of space that might otherwise be available for retail space with entrances to Riverside. Mr. Otterstrom said that the structure of the floor is such that it would entail significant modification to change it. However, there may be some options for creating additional visibility for retail spaces with signage, for instance. Ms. Meyer said that feedback received indicated that a majority of people wanted a place to wait where they can see buses from inside the Plaza. Ms. Mumm asked if installation of street cameras have been considered to project the images of the bus zones on internal displays as an addition to the arrival/departure text information. She said that she has seen this in Europe and it seemed to help settle people who are

waiting. Mr. Otterstrom said that this has been considered and is very much a possibility for the future. STA already has several cameras installed outside of the building and a future data feed to internal displays is definitely feasible. Mr. Pace agreed that the internal displays would be helpful in alleviating anxiety about catching the bus. Ms. Mumm asked if it would be possible to add “family bathrooms” to the first floor. Mr. Otterstrom said that the second floor will still have a family bathroom available. Ms. Meyer asked if there is a space restraint on the first floor. Mr. Warner confirmed that there is a space constraint which limited the option for the additional family restroom, however, that does not mean that another space could not be sacrificed. Ms. Charlton added that STA has surveyed the use of the second floor family bathroom and it is not frequently utilized for the purpose it was intended (families); therefore, the current family restroom seems to be adequate. There was additional discussion regarding the Plaza’s central focus and “sense of place.” Mr. Warner said that the focal point in the renovated Plaza will be the Customer Service/atrium space. Mr. Pace agreed with Ms. Mumm that the Plaza should be inviting if one has to be there. There was additional discussion regarding public perception of the Plaza and that it should be viewed primarily as a functional place of operations. Ms. Bousley mentioned that perhaps some sort of artistic focal point could be created using STA’s collection of old bus tokens. Chair French agreed that the atrium will warm up the space and create a focal point but also reminded the Committee that the in the past the public perception was not positive regarding money spent on some artistic touches at the Plaza and that the proposed changes to the Plaza will make it a more functional place for moving people rather than collecting people. Ms. Mumm said she would come back with some ideas to share with Mr. Warner and that it may not be something that really incurs a cost. Ms. Mumm asked if STA has involved Crime Prevention Through Environmental Design (CPTED) in reviewing the Plaza renovation proposal for “pockets of danger.” Ms. Meyer agreed that it would be good to have these experts’ opinions. Ms. Mumm said that this is a service through the Police Department.

Mr. Otterstrom reviewed Phase II of the work which includes the creation of meeting rooms in the southeast quadrant and a large gallery type retail space in the northeast quadrant of the second floor. Phase II will come at a later date to be determined and is not part of the current proposed budget. Chair French mentioned a concern about the design’s proximity of the outdoor seating at the rotunda retail space to the smoking area. Chair French asked the design team to look into the airflow situation to ensure that cigarette smoke will not conflict with this space.

STA is proposing a complete Phase I project budget of \$4,702,000 to include construction costs, design costs, taxes, permits, other fees and a 10% construction contingency. Funding for the project would come from existing resources derived from sales tax receipts, fare revenues and other miscellaneous income. An estimated \$1 million of the construction cost is associated with second floor improvements that provide the necessary infrastructure and modifications to architectural, mechanical and electrical systems to be compatible with the future Phase II improvements.

The construction cost for Phase I is estimated to be \$3.4 million. Chair French asked the design team to check on credits or subsidies that might be available from AVISTA for the building’s electrical retrofit. There was discussion regarding adding forecasted lease revenue into the cost estimate.

The proposed project schedule was reviewed beginning with the Design Contract June 1, 2014 and project close-out in September of 2016. Staff will come back to the Board in March of 2015 to request award of contract because it is a project over \$1 million.

Mr. Pace asked about financing of the project. Mr. Otterstrom explained that the renovation project is not part of a sales tax increase and will be paid for with existing revenue streams. There will be no debt incurred from the project. Brief discussion ensued and key messages were reviewed.

Chair French asked for a motion from the Committee. Mr. Pace asked for confirmation that the \$4.7 million for the project is coming from current revenue and will not incur new taxes or increases. Chair French affirmed that this was the case.

Mr. Pace moved to recommend the Board of Directors approve the Plaza renovation design proposal and a project budget of \$4,702,000 and proposed forwarding to the Board agenda. Ms. Mumm seconded and the motion passed unanimously.

5. COMMITTEE REPORTS

None.

6. COMMITTEE INFORMATION

None.

7. CEO REPORT

Ms. Meyer asked Mr. Blaska to report on the results for STA participation in Bloomsday. Mr. Blaska reported that an estimated 20-25% of individuals participating in the Bloomsday event arrived by transit (32,723 riders). Ms. Meyer reported that STA created a story that was picked up by the *Spokesman-Review* regarding STA transporting elite wheelchair athletes to and from the airport to participate in race. Ms. Meyer reported that STA Coach Operator, Gabe Fernos, won the local, state and national driving course competition for coach operators. A three-man maintenance team from STA participated in the American Public Transportation Association (APTA) maintenance competition with good results.

8. NEW BUSINESS

None.

9. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Meyer recognized Mr. Jeff Warner, ALSC Architects, Tom Arnold of Coffman Engineers and Jessica Charlton, STA Project Manager, for their tremendous efforts on the Plaza renovation project.

Mr. Pace thanked Mr. Otterstrom and Mr. Rapez-Betty for meeting with City of Spokane Valley earlier in the week. Mr. Pace said that Mr. Rapez-Betty also gave a presentation at the Valley Chamber of Commerce and did an outstanding job. Mr. Pace asked about the composition of the STA Board. Ms. Meyer responded that the composition of the Board of Directors is established in Washington State Statute. The Board consists of nine elected officials appointed from the jurisdictions plus one non-voting labor representative. Mr. Pace asked why the Board does not include "citizens." Ms. Meyer responded that it is because it is not allowed by the state statute; however, STA does have a Citizen Advisory Committee. Mr. Pace said that he has a citizen recommendation for the Citizen Advisory Committee and would speak with Ms. Meyer about this after the meeting.

Ms. Mumm said that she will be going to Washington, D.C. in June and has a half day available if there is anything that STA needs addressed there at that time.

Ms. Meyer announced that Mr. Otterstrom has been nominated for the "Planner of the Year" award for the American Planning Association Inland Empire section. Ms. Meyer will be attending the award ceremony that evening. There are two other nominees for the award.

10. REVIEW JUNE 4, 2014 COMMITTEE MEETING AGENDA

Mr. Otterstrom reviewed the agenda for the June 4, 2014 Committee meeting.

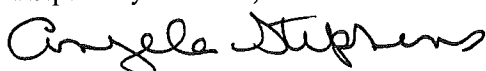
Chair French asked for a motion to approve the June 4, 2014 Planning & Development Committee meeting agenda. **Mr. Pace made a motion to approve the agenda. Ms. Mumm seconded and the motion carried unanimously.**

11. NEXT MEETING – WEDNESDAY, JUNE 4, 2014, 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

12. ADJOURN

Chair French adjourned the meeting at 11:11 a.m.

Respectfully submitted,



Angela Stephens, Executive Assistant