

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 30, 2016, 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 (10 minutes)
  - A. Minutes of the November 2, 2016, Committee Meeting – corrections/approval
  - B. Approval of the 2017 Planning & Development Committee Work Program (Karl Otterstrom)
5. Committee Action (65 minutes)
  - A. Board Consent Agenda
    1. Approval of The 2017 Title VI Outreach Strategies (Karl Otterstrom)
    2. Approval of the Draft Comprehensive Plan Work Program & Outreach Program (Karl Otterstrom /Beth Bousley)
  - B. Board Action Agenda – Committee Recommendations Agenda
    1. Adoption of the Capital Improvement Program Amendment (Karl Otterstrom)
    2. Adoption of the Final Proposed 2017 Operating & Capital Budgets (Lynda Warren)
    3. Approval of the 2017 Annual Strategic Plan (E. Susan Meyer)
  - C. Board Discussion Agenda  
(No items being presented this month)
6. Reports to Committee (0 minutes)  
(No items being presented this month)
7. Committee Information – *no discussion/staff available for questions*
  - A. Central City Line Update – (Karl Otterstrom)
8. CEO Report (E. Susan Meyer) (5 minutes)
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Review February 1, 2017, Committee Meeting Agenda
12. Adjourn
13. **Next Committee Meeting: February 1, 2017, 10:00 a.m.** (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA) **NO COMMITTEE MEETING IN DECEMBER OR JANUARY.**

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](http://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**

November 30, 2016

**AGENDA ITEM   2  : PUBLIC EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**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**

November 30, 2016

**AGENDA ITEM 3 : COMMITTEE CHAIR REPORT**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Amber Waldref, Chair, Planning & Development Committee

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**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**

November 30, 2016

**AGENDA ITEM 4.A :**     **MINUTES OF THE NOVEMBER 2, 2016 COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL**

**REFERRAL COMMITTEE:**     N/A

**SUBMITTED BY:**             Angela Stephens, Executive Assistant 

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**SUMMARY:**

Minutes of the November 2, 2016 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 \_\_\_\_\_

**PLANNING & DEVELOPMENT COMMITTEE**

**MEETING 10:00 A.M.**

Draft Minutes of the November 2, 2016, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Shelly O'Quinn, Spokane County  
Kevin Freeman, Small Cities Representative  
(Millwood), Ex-Officio

**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  
Susan Millbank, Ombudsman & Accessibility Officer  
Brandon Rapez-Betty, Sr. Communications Specialist  
Karin Ryon, Administrative Assistant

**Guests**

Mike Kunder, Local 3939

\*Chair

\*\*Joined via phone

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

Chair Waldref called the meeting to order at 10:03 a.m. Roll was called and introductions were made (Ms. Mumm was present via phone).

**2. PUBLIC EXPRESSIONS**

None.

**3. COMMITTEE CHAIR REPORT**

Chair Waldref reviewed the highlights of the meeting agenda.

**4. COMMITTEE ACTION**

**A. MINUTES OF THE OCTOBER 5, 2016, COMMITTEE MEETING**

Ms. Mumm moved to recommend approval of the October 5, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Mr. Pace and passed unanimously.

**5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA**

**A. BOARD CONSENT AGENDA**

No items being presented this month.

**B. BOARD ACTION AGENDA**

No items being presented this month.

**C. BOARD DISCUSSION AGENDA**

No items being presented this month.

## 6. REPORTS TO COMMITTEE

### A. DRAFT 2017 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation.

The draft work program includes the Annual Planning Calendar which:

- Identifies the four planning documents founded on the principles and policies of Connect Spokane that require annual updates;
  - Transit Development Plan
  - Service Implementation Plan
  - Capital Improvement Program
  - Annual Strategic Plan/Budget
- Also identifies other major planning efforts that will take place during 2017.

Mr. Otterstrom noted that the Board guidance was to delay presentation of the budget until after the November 8 Proposition 1 vote is concluded. Mr. Otterstrom reviewed highlights from the 2017 work program as outlined below.

Month	Annual Planning Calendar	Other Planning Projects
December 2016	<ul style="list-style-type: none"> <li>• Approval of Work Program</li> <li>• Approval of 2017 Annual Strategic Plan</li> <li>• Adoption of 2017 Operating Budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of CIP Amendment</li> <li>• Approval of Title VI Public Participation Plan</li> </ul>
January 2017	No Board/Committee Meetings in January	
February 2017	<ul style="list-style-type: none"> <li>• Review Work Program</li> <li>• Transit Development Plan (TDP): Commence development of mid-range planning guidance.</li> <li>• Present draft submittal for the SRTC 2017/2018 Unified Planning Work Program (UPWP)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Begin review of current plan, emerging trends and best practices.</li> <li>• Review Central City Line Small Starts Grant materials</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>• TDP: Continue development of mid-range planning guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Title VI Plan Update</li> <li>• Approval of submission of Central City Line Small Starts Grant</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>• TDP: Finalize development of mid-range planning guidance for Board concurrence, including:                             <ul style="list-style-type: none"> <li>○ Revenue and expenditure forecast assumptions</li> <li>○ Major strategic initiatives</li> </ul> </li> <li>• Revise draft submittal for UPWP based on final TDP Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review results of March Stakeholder outreach.</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>• Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion. Contains the following elements (at minimum):                             <ul style="list-style-type: none"> <li>○ Current year Strategic Plan</li> <li>○ Service Implementation Plan (2018-2020)</li> <li>○ Capital Improvement Program (2018-2023)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Draft work program for major Comprehensive Plan update for review</li> </ul>
June 2017	<ul style="list-style-type: none"> <li>• Revised Draft TDP submitted to the STA Board of Directors</li> <li>• Public hearing conducted on TDP</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review results of April and May stakeholder outreach &amp; provide direction for the drafting of amendments.</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>• 2018 Annual Strategic Plan/Budget guidance workshop (full Board)</li> <li>• Action on recommended TDP</li> </ul>	
August 2017	No Board/Committee Meetings in August	

Month	Annual Planning Calendar	Other Planning Projects
September 2017	<ul style="list-style-type: none"> <li>• Draft Budget submitted to Committee and Board</li> <li>• Public hearing scheduled for October on Budget</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review draft amendments.</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>• Public hearing on draft Annual Strategic Plan and Budget</li> <li>• Adoption of Annual Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
November 2017	<ul style="list-style-type: none"> <li>• Board adoption of Annual Budget</li> <li>• Prepare 2018 Committee work program</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Review revised draft amendments in preparation for Board hearing.</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>• Finalize 2018 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Connect Spokane</i> Update: Action on recommended amendments.</li> </ul>

Mr. Otterstrom said that several projects that started out with the Planning & Development Committee will now move on to the Performance Monitoring and External Relations (PMER) Committee for next actions. The West Plains Transit Center, which will be going to an Invitation for Bid in the first half of 2017, will move on to the PMER Committee for this action. Other actions moving on to the PMER Committee include a decision on the May Service Changes. There was discussion regarding an upcoming meeting with Mr. Pace and Ms. Haley and City of Spokane Valley staff to discuss service in the City of Spokane Valley. Mr. Pace said it would be important to be able to lay out zoning maps and discuss implications of the service with staff. Ms. Mumm asked about the timing of the summer Board workshops. Ms. Mumm said it made sense to have the workshop on June 29<sup>th</sup> as it is a fifth Thursday and would be a good time to schedule Board members, also information would be fresh in mind for the July Board meeting. Chair Waldref said it would be a good idea to select a date early so Board members can schedule around it. There was discussion about how much budget information would be available to bring to the workshop and staff reminded the Committee that it is just assumptions that are discussed. Ms. Warren said that using the guidance given by the Board, it would be likely be reaffirming those assumptions made in 2015. Mr. Otterstrom said that Ms. Mumm's suggestion was a good note to keep in mind when seeking a date for the workshop. Mr. Blaska noted that the May timeframe for the Service Implementation Plan is when ideas for service adjustments are entertained and is the time for Board members to engage in that process. Also the Capital Improvement Program (CIP) approval process. The CIP that gets approved should fully resource, from the capital perspective, everything that is in the plan. Also the first year of the approved CIP becomes the basis for the capital budget for the upcoming year. If Board members are curious about when to engage at a strategic level, the SIP, CIP, TDP and annual strategic plan processing timeframes are important touch stones for staff. Mr. Blaska said if there is a better way to inform the Board of how to engage in the process it would be helpful for staff to know. Chair Waldref suggested that additional Board members be invited to attend Committee meetings involving the Comprehensive Plan update or possibly create a sub-group of Board members. Mr. Otterstrom said that the draft Comprehensive Plan Work Program and Public Engagement Plan are on next month's agenda and will bring some of these ideas forward. Mr. Pace said, in reference to the summer budget workshop, that meeting with Ms. Warren and Mr. Blaska last year had been very helpful to him. Mr. Pace suggested that staff could meet with small groups of Board members in preparation for the Board workshops and requested a meeting for himself and Ms. Haley. Mr. Blaska and Ms. Warren said they are always willing to meet with Board members. Chair Waldref asked if STA staff is coordinating with SRTC on their Horizon 2040 update. She said that there are some Board members who are on both committees and it would be helpful if both organizations could combine or coordinate meetings as much as possible. Mr. Otterstrom agreed and said this kind of coordination has been done in the past between, SRTC, STA and the City of Spokane. Ms. Waldref agreed with Mr. Blaska's statement that the Service Implementation Plan is the details of any changes to service. If Board members want to give input into actual changes in service, that is the time and opportunity to have those discussions. Mr. Otterstrom mentioned that, in addition to STA Moving Forward, there are emerging opportunities to identify for new or improved routing that could be programmed in using existing resources. There was no further discussion or action on the Planning & Development Committee Work Program.

**7. COMMITTEE INFORMATION**

No items presented this month.

**8. CEO REPORT**

Ms. Meyer reported:

- STA's sales tax receipts levied on purchases made two months ago are 13.1% higher than a year ago and 6.5% higher than budget. Ms. Warren followed up on the cause for the spike and found that the state had audited an entity and found that they had under-paid sales tax which the entity then paid. Ms. Mumm asked how far back the audit went. Ms. Warren did not have that information but said she would follow up. Ms. Warren also checked with the county in addition to the Department of Revenue and received the same answer about the cause for the increase. This increase was also reflected in other cities and counties. Ms. Meyer said that year-to-date, all of the affected jurisdictions together averaged an increase of 6.7%. Ms. Meyer said that the interesting thing is that the increases have decreased, apart from the previously mentioned anomaly.
- Ms. Meyer introduced Karin Ryon, Administrative Assistant to the Executive Offices.
- Ms. Meyer reported that there are two significant retirements upcoming – the Paratransit Manager and the Vehicle Maintenance & Facilities Manager – in January. These openings will be posted to the STA website.
- Ms. Meyer and Mr. Otterstrom will visit Ms. Linda Gehrke, the new FTA Region 10 Administrator, on Friday, November 4. One question staff will have for Ms. Gehrke is how STA can best have her see and know the STA Board. Ms. Meyer encouraged Board members to meet with Ms. Gehrke if they have the opportunity. Ms. Waldref suggested that perhaps Ms. Gehrke will visit Spokane if Proposition 1 passes.

**9. NEW BUSINESS**

None.

**10. COMMITTEE MEMBERS' EXPRESSIONS**

Chair Waldref asked if Ms. Warren knew the average sales tax percentage without the one-time occurrence mentioned. Staff thought that 5.5 – 6% was the year-to-date average. As a budget preview, Ms. Warren said that STA is following the 3% trend line but will ask for a \$500,000 one-time adjustment for 2017 to reflect the current year's economic situation. There was discussion about the content for the next Committee meeting on the last Wednesday of November (November 30). As a last item, Chair Waldref noted that the City of Spokane is updating its comprehensive plan and used an audio presentation which generated a lot of positive feedback, much like the recent STA budget presentations.

**11. REVIEW OF NOVEMBER 30, 2016, COMMITTEE MEETING DRAFT AGENDA**

As presented in packet.

**12. NEXT MEETING –WEDNESDAY, NOVEMBER 30, 2016, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE**

**13. ADJOURN**

**Chair Waldref adjourned the meeting at 10:40 a.m.**

Respectfully submitted,

Angela Stephens, Executive Assistant



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

November 30, 2016

**AGENDA ITEM 4.B :** **APPROVAL OF THE 2017 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning

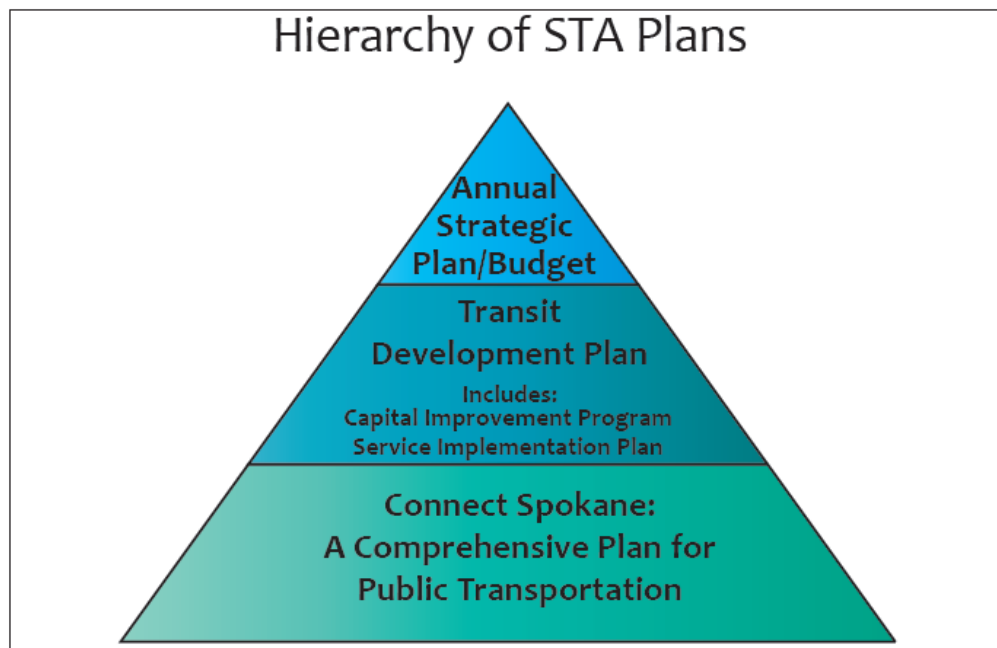
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**SUMMARY:**

According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

- Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board’s role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.

*Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that need to be updated annually. As depicted in the diagram below, all of these plans are founded on the principles and policies of *Connect Spokane*.



The draft work program includes the Annual Planning Calendar and identifies other major planning efforts primarily geared around the update to STA’s comprehensive plan, “Connect Spokane,” which is scheduled to begin in early 2017.

Draft 2017 Planning & Development Committee Work Program

Month	Annual Planning Calendar	Other Planning Projects
December 2016	<ul style="list-style-type: none"> <li>Approval of Work Program</li> </ul>	
January 2017	No Board/Committee Meetings in January	
February 2017	<ul style="list-style-type: none"> <li>Review Work Program</li> <li>Transit Development Plan (TDP): Commence development of mid-range planning guidance.</li> <li>Present draft submittal for the SRTC 2017/2018 Unified Planning Work Program (UPWP)</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Begin review of current plan, emerging trends and best practices.</li> <li>Review Central City Line Small Starts Grant Materials</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>TDP: Continue development of mid-range planning guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Approve Title VI Plan Update</li> <li>Approval of submission of Central City Line Small Starts Grant</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>TDP: Finalize development of mid-range planning guidance for Board concurrence, including:                             <ul style="list-style-type: none"> <li>Revenue and expenditure forecast assumptions</li> <li>Major strategic initiatives</li> </ul> </li> <li>Revise draft submittal for UPWP based on final TDP Guidance</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Review results of March Stakeholder outreach.</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion, including the following major elements:                             <ul style="list-style-type: none"> <li>Service Implementation Plan (2018-2020)</li> <li>Capital Improvement Program (2018-2023)</li> </ul> </li> </ul>	
June 2017	<ul style="list-style-type: none"> <li>Revised Draft TDP submitted to the STA Board of Directors</li> <li>Public hearing conducted on TDP</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Review results of April and May stakeholder outreach &amp; provide direction for the drafting of amendments.</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>2018 Annual Strategic Plan/Budget guidance workshop (full Board)</li> <li>Action on recommended TDP</li> </ul>	
August 2017	No Board/Committee Meetings in August	
September 2017	<ul style="list-style-type: none"> <li>Draft Budget submitted to Committee and Board</li> <li>Public hearing scheduled for October on Budget</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Review draft amendments.</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>Public hearing on draft Annual Strategic Plan and Budget</li> <li>Adoption of Annual Strategic Plan</li> </ul>	
November 2017	<ul style="list-style-type: none"> <li>Board adoption of Annual Budget</li> <li>Prepare 2018 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Review revised draft amendments in preparation for Board hearing.</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>Finalize 2018 Committee work program</li> </ul>	<ul style="list-style-type: none"> <li><i>Connect Spokane</i> Update: Action on recommended amendments.</li> </ul>

**RECOMMENDATION TO COMMITTEE:** Approve the 2017 Planning & Development Committee Work Program and forward to the Board of Directors for information.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

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

November 30, 2016

**AGENDA ITEM 5.A.1: APPROVAL OF THE 2017 TITLE VI OUTREACH STRATEGIES**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
Gordon Howell, Transit Planner IV  
Kathleen Weinand, Transit Planner II

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**SUMMARY:**

Public transit agencies are required to establish a Title VI program and update that program every three years. Spokane Transit's existing 2014 Title VI Program must be updated and approved by the Board of Directors by March 23, 2017, when the current program expires. Title VI is a federal statute that states "no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies to evaluate whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

A public engagement component must be included as part of the Title VI update. Attached is an outline of outreach strategies to be employed during the update. The strategies are proposed to be approved by the Board of Directors at the December 15, 2016, meeting.

**RECOMMENDATION TO COMMITTEE:** Recommend approval of the proposed 2017 Title VI program of the Civil Rights Act Program & Limited English Proficiency Plan Outreach Strategies and forward to the Board consent agenda.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

## Spokane Transit Authority

### 2017 Title VI of the Civil Rights Act Program & Limited English Proficiency Plan Outreach Strategies

These strategies will be employed to engage the public and stakeholders throughout the update of Spokane Transit's Title VI Program.

#### Goals of the Outreach Strategies

- Promote Inclusive public participation
- Engage stakeholders and members
- Provide transparency
- Educate stakeholders and decision makers about STA' responsibilities under Title VI

#### Overall Strategies

##### **Website**

Notice will be provided on STA's Title VI webpage that the update is underway and that input on the update is welcomed and encouraged. Drafts of the program will be posted for review.

##### **Email Notice**

STA will send email notice of the update to agencies and organizations that serve and advocate for minority and low income persons.

##### **Community Outreach**

Engage neighborhood community centers and school districts that serve minority and low-income populations.

##### **Committee Engagement and Review**

The STA Board Planning and Development Committee and the Citizen Advisory Committee will be engaged periodically throughout the process.

##### **Public Hearing**

After the Planning and Development Committee makes a recommendation, the Board of Directors will hold a public hearing before taking action on the updates. The hearing notice will be published in the Spokesman Review and on STA's website.

#### Limited English Proficiency (LEP) Plan Strategies

##### **Online Survey**

STA will engage LEP serving agencies with an email invite to participate in a survey monkey survey regarding how their clients engage with STA.

##### **Follow-up Interviews**

After the survey monkey responses are submitted, STA will follow-up with respondents and schedule a meeting to further discuss the needs of their clients in regards to STA's service.

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

November 30, 2016

**AGENDA ITEM 5.A.2.: APPROVAL OF THE DRAFT COMPREHENSIVE PLAN WORK PROGRAM & OUTREACH PROGRAM**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
Beth Bousley, Director of Communications & Customer Service  
Kathleen Weinand, Transit Planner II

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**SUMMARY:**

*Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

*STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.*

The last major update was completed in 2013 and an update for the plan is due to begin no later than 2016. A proposed Update Work Program, Outreach Program and Schedule are attached for review and are proposed to be adopted by the Board of Directors at their December meeting.

**RECOMMENDATION TO COMMITTEE:** Recommend approval of the proposed *Connect Spokane* Update Work and Outreach Programs by the STA Board of Directors.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

## Spokane Transit Authority

# Connect Spokane

### A Comprehensive Plan for Public Transportation Update Work Program

The *Connect Spokane* principle, *Course Corrections* states, “Course corrections and goal modifications do occur and, if done deliberately, can support dynamic adaptation and improvement.”

Consistent with the existing principles of *Connect Spokane*, this Work Program outlines the tasks to be conducted for the 3-year major update to begin in 2016. *Connect Spokane Monitoring and Improvement Policy 3.1* states:

*STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.*

The effort will engage stakeholders and the public to review and update *Connect Spokane* in order to support deliberate adaptations and improvements.

- Task 1: Adopt Work Program and Outreach Program
- Task 2: Identify emerging trends and best practices
- Task 3: Evaluate existing *Connect Spokane* content for updates and course corrections
- Task 4: Draft amendments
- Task 5: Review and revise draft amendments
- Task 6: Adopt amendments

Note: Public and stakeholder outreach will be conducted throughout all tasks.

### Task 1 – Adopt Work Program and Outreach Program

The Board adopted work program for this update outlines the scope, process and expected outcomes of the update and provides agreement, guidance and transparency regarding what the update will and will not include.

The *Connect Spokane Communications and Input Policy* states that, “Any change which affects the substance of the Comprehensive Plan will require a public hearing and supporting public outreach.” The Board will also adopt an outreach program that outlines the process for public and stakeholder input in the update.

### Assumptions:

- This document is the work program
- The update process will begin in late-2016 and be completed by the end of 2017
- The *High Performance Transit Network* will continue to be a key component of the *Connect Spokane*.
- The *High Performance Transit Principles* will not substantially change as a part of this update.

- The format of the document will remain substantially the same.
- The Planning & Development and the Performance Monitoring & External Relations committees will review and make a recommendation to the Board of Directors on the Work and Outreach Program, then the Board of Directors will adopt them.

### Deliverables:

- Draft Update Work Program
- Draft Outreach Program
- Final Update Work Program
- Final Outreach Program

### Task 2 – Identify Emerging Trends and Best Practices

With the help of stakeholders, STA staff will review both regional and national trends that may impact the strategies and guidance used to realize STA's established vision over the 30-year planning horizon. The factors to be reviewed include:

- A. Regional demographic, behavioral, economic, development trends and new partnership and coordination opportunities;
- B. Updates to SRTC's Horizon 2040 Plan and local jurisdictional and agency plans;
- C. National demographic, behavioral and economic trends;
- D. Updated Industry best practices, changing technologies and service models including but not limited to the following areas:
  - "first and last mile" connections;
  - shared economy;
  - autonomous vehicles;
  - safety systems;
  - quality assurance;
  - fare collection;
  - customer engagement;
  - regulatory changes;
  - And Security.

### Assumptions:

- Partner agency and jurisdiction staff and local community resources will assist STA in reviewing the factors identified in "A" and "B" above. These partner agencies include members of the SRTC Transportation Technical Committee and other subject matter experts.

### Deliverables:

- Staff Report on Task 2 findings
- Presentation(s) to the Planning & Development Committee and Board

### Task 3 – Evaluate Existing *Connect Spokane* Content for Updates and Course Corrections

Like most long-range plans, *Connect Spokane* contains background information that defines the conditions at the starting point of the plan. While critical to telling the story of what the plan is trying to achieve, this information is in need of updating. Additionally, some of the principles and strategies included in *Connect Spokane* have been refined as they have been implemented. Staff will identify these areas of the plan and draft text amendments to be included in the update.

In addition to staff will engage stakeholders to the vet the principles, policies and strategies of *Connect Spokane* with the objective of identifying high-level planning course corrections towards achieving STA's established mission and vision.

#### Assumptions:

- With the exception of requesting specialized assistance from subject matter experts, stakeholders will be mostly engaged in high-level concept vetting of existing content. This is to make the most of each interaction with stakeholders and to facilitate a timely update process.
- Tasks 2 and 3 can be conducted simultaneously

#### Deliverables:

- Potential draft re-write of the introduction section of the Plan
- Draft minor update text amendments
- Stakeholder high-level concept vetting engagement
- High-level concept vetting findings staff report
- Presentation(s) to the Planning & Development Committee and Board

### Task 4 – Draft Amendments

Based on the findings of Task 2 and Task 3, staff will draft a package of proposed amendments to *Connect Spokane*. Additional research and outreach on specific topics will likely be required as a part of this task.

#### Assumptions:

- Draft amendments to *Connect Spokane* will not be a wholesale rewrite of the plan, but rather updates that reflect changing times and course corrections towards achieving STA's established mission and vision.

#### Deliverables:

- Package of Draft Amendments, including one or more new elements of the plan, which could include a "Safety and Security" element
- Amendments Summary Staff Report
- Presentation(s) to the Planning & Development Committee and Board

### Task 5 – Review and Revise Draft Amendments

Staff will engage stakeholders to review the proposed package of amendments and revise them based on feedback.



### Deliverables:

- Revised Package of Amendments
- Summary Staff Report on Amendment Feedback
- Presentation to the Planning & Development Committee and Board
- Final package of Draft Amendments

### Task 6 – Adopt Amendments

After the Planning and Development Committee has made a recommendation on the proposed amendments, the Board of Directors will hold a public hearing at a regularly scheduled meeting. Revisions will be made as appropriate based on hearing testimony. The Board would then take action at their following regularly scheduled meeting.

### Deliverables:

- Public Hearing
- Resolution amending *Connect Spokane*
- Final *Connect Spokane* Amendments

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Spokane Transit Authority  
**Connect Spokane**  
 A Comprehensive Plan for Public Transportation  
 Update Outreach Program

This Outreach Program details the strategies that will be employed to engage the public and stakeholders throughout the Work Program for the *Connect Spokane* Update. This public engagement program is intended to be implemented in parallel with the adopted work program.

### Goals of the Outreach Program

- Involve stakeholders in the process to assist with specific areas of expertise, as well as vet current *Connect Spokane* principles and policies to help identify the changing opportunities and challenges of furthering STA's mission and vision over the next 30 years.
- Receive feedback on draft amendments to *Connect Spokane*.
- Identify opportunities for partnerships in achieving shared goals.

### Stakeholder Workshops

3-4 stakeholder workshops will be held to elicit input during key points in the update process:

- Work Program Task 2 – Identify emerging trends & Best Practices
- The “Course Corrections” portion of Task 3
- Task 5 - Review and Revise Draft Amendments

At a minimum, representatives from the following interests will be invited to participate in the stakeholder workshops:

- |                                  |   |                            |
|----------------------------------|---|----------------------------|
| • Jurisdiction Elected Officials | • Agencies and Advocacy Groups representing disabled, low income, minorities, and people who speak limited English. | • Educational Institutions |
| • STA Citizen Advisory Committee | • Relevant Government Agency and Jurisdiction Staff   | • Utilities                |
| • Labor Representatives          | • Chambers of Commerce  | • Other Civic Groups       |

Stakeholder workshops will be open to the public but targeted at representative interests. As practicable, STA will coordinate workshops with similar outreach activities conducted by Spokane Regional Transportation Council (SRTC).

## Online Stakeholder Survey

An online stakeholder survey will be conducted to supplement the workshops and to reach others who may not be able to participate in person. The survey will focus on the substance of Work Program Tasks 2 & 3.

## Website

STA will develop and host a public-facing webpage for the project. The webpage will provide summary information about the project and its milestones, including draft amendments. It will also provide an email link for site visitors to send comments.

## State Environmental Policy Act (SEPA) Compliance

Once amendments to *Connect Spokane* have been drafted and revised, staff will complete a SEPA Checklist, a SEPA Determination and all required noticing.

## Committee Engagement and Review

The Planning and Development Committee and the Citizen Advisory Committee will be engaged periodically throughout the update process.

## Public Hearing

After the Planning and Development Committee make a recommendation, the Board of Directors will hold a public hearing before taking action on the updates. The hearing will be noticed in the *Spokesman Review* and on STA's website.

Connect Spokane Update Schedule														
Task	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2016	Mar. 2016	Apr. 2017	May 2017	Jun. 2017	Jul. 2017	Aug 2017	Sep. 2017	Oct. 2017	Nov. 2017	Dec. 2017
1: Adopt Work Program & Outreach Program		★												
2: Identify emerging trends & best practices														
3: Evaluate existing <i>Connect Spokane</i> content for updates and course corrections														
4: Draft amendments														
5: Review & revise draft amendments														
6: Adopt amendments														

**Outreach**

The Board Planning and Development Committee and Citizen Advisory Committee will be engaged periodically throughout the update process. A project webpage will also be maintained throughout the duration of the project.

-  Board Adoption
-  Stakeholder Workshops
-  Online Survey
-  Public Hearing

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

November 30, 2016

**AGENDA ITEM 5.B.1: ADOPTION OF THE CAPITAL IMPROVEMENT PROGRAM AMENDMENT**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
Kathleen Weinand, Transit Planner II

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**SUMMARY:**

In order to coordinate capital investments, STA develops a six-year Capital Improvement Program (CIP) that is contained within in the Transit Development Plan (TDP) and updated annually. Adoption of a project into the CIP signals that the project is funded and authorized for execution. Some projects require further authorization during the procurement process.

The CIP is proposed to be amended in order to execute *STA Moving Forward* capital projects for which local funding has been secured through voter approval of PTBA Proposition 1. Importantly, many of the capital improvements included in *STA Moving Forward* require additional state and federal grants. The proposed amendment also reflects that STA has been awarded the remaining grant funding needed to construct the West Plains Transit Center since the CIP was adopted in July.

The Board of Directors held a public hearing on November 17th. No public testimony was offered.

A draft of the revised *Section 6: Capital Improvement Program (2017-2022)* that is proposed to replace the current section in the TDP is attached and may be reviewed at:

[http://www.spokanetransit.com/files/content/TDP\\_Draft\\_Amendments\\_CIP\\_section\\_.pdf](http://www.spokanetransit.com/files/content/TDP_Draft_Amendments_CIP_section_.pdf)

A draft resolution to amend the TDP by replacing Section 6 with the proposed revised section is also attached.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board adopt, by resolution, the proposed amendments to the 2016 Transit Development Plan.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF AMENDING THE CAPITAL IMPROVEMENT PROGRAM SECTION OF THE 2016 TRANSIT DEVELOPMENT PLAN; AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, it is to the benefit of STA to define the general direction for the delivery, timelines, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, the STA Board of Directors adopted the 2016 Transit Development Plan which includes the 2017-2022 Capital Improvement Program on July 7, 2016 by Resolution 746-16; and,

WHEREAS, the STA Board of Directors adopted *STA Moving Forward: A Plan for More and Better Transit Service (STA Moving Forward)* by Resolution 727-14, and amended it by Resolution 744-16; and

WHEREAS, the STA Board of Directors Resolution 742-16 provided for a proposition to the qualified electors to authorize STA to collect additional sales tax to maintain and expand the public transportation system throughout the region and carry out the projects included in *STA Moving Forward*;

WHEREAS, Spokane Transit Public Transportation Benefit District Proposition 1 was approved by a majority vote of the electorate in the November 2016 general election, securing additional funding for capital improvements and the STA Board of Directors now desires to include those capital improvements in the 2017-2022 Capital Improvement Program; and

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on November 17, 2016; and,

WHEREAS, the proposed amendments to the Capital Improvement Program section of the 2016 Transit Development Program are consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the revised Section 6: Capital Improvement Program (2017-2022) (Attachment A).

Section 2. Attachment A replaces Section 6: Capital Improvement Program in the 2016 Transit Development Plan adopted by the STA Board of Directors on July 21, 2017.

Section 3. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the 2017-2022 Capital Improvement Program as revised.

Section 4. This resolution shall take effect and be in force immediately upon passage.

Section 5. All prior resolutions inconsistent herewith are repealed.

ADOPTED by STA at a meeting thereof held on the 15th day of December 2016.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Jan Watson  
Clerk of the Authority

\_\_\_\_\_  
Al French  
STA Board Chair

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Legal Counsel

# Revised Section 6: Capital Improvement Program (2017-2022)

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# Section 6: Capital Improvement Program (2017-2022)

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## Introduction

The Capital Improvement Program covers capital programs and projects for the period January 1, 2017 through December 31, 2022, and reflects voter approval of funding to implement *STA Moving Forward*. This section of the Transit Development Plan is organized as follows:

- Overview of Capital Programming and Implementation
- Capital Programs 2017-2022
- Section 5307 Program of Projects
- Section 5310 Apportionment Program
- Section 5339 Bus and Bus Facilities
- Fleet Replacement Plan
- Unfunded Projects

## Overview of Capital Programming and Implementation

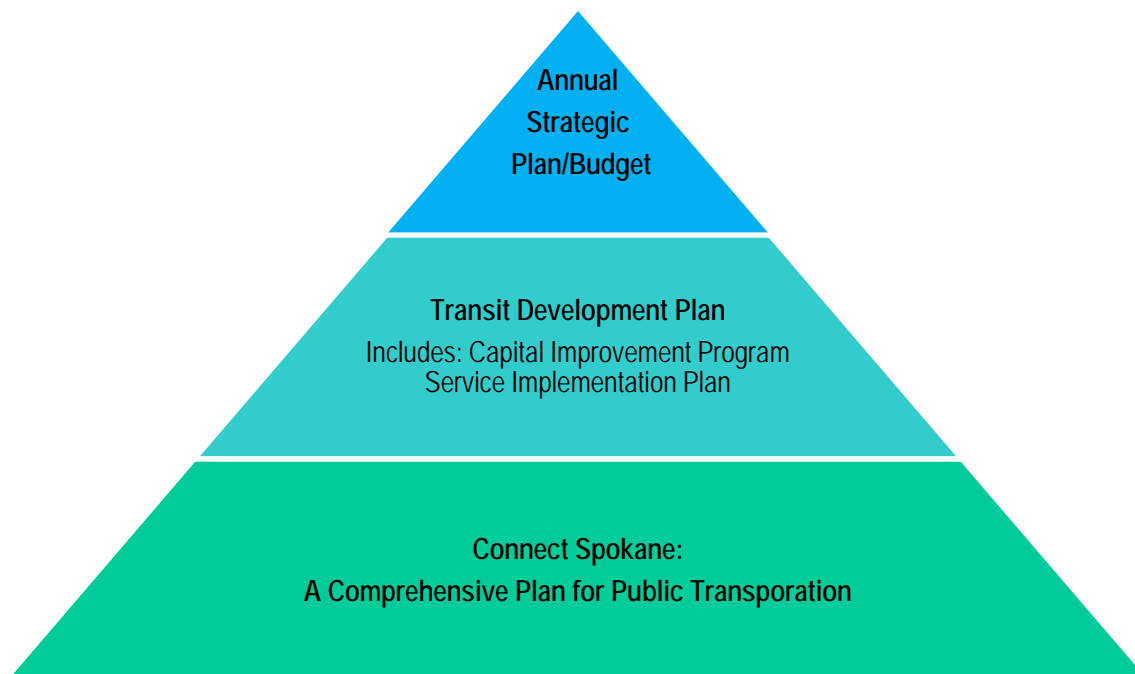
The Capital Improvement Program is developed in accordance with *Connect Spokane*.

### ***4.1 Capital Improvement Program (CIP)***

***STA shall maintain a capital improvement program that shall cover a period of no less than six years and be in general conformance with the Comprehensive Plan. To enable STA to make educated, coordinated, and financially sound capital investments, a 6-year capital improvement program must be developed. This program will be reviewed annually.***

The development of a six-year capital improvement program (CIP) provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the Transit Development Plan and Service Implementation Plan, connects the long range vision, goals and policies of the Comprehensive Plan to the near-term strategies outlined in the Annual Strategic Plan. The graphic below depicts the relationship of these planning documents.

## Hierarchy of STA Plans



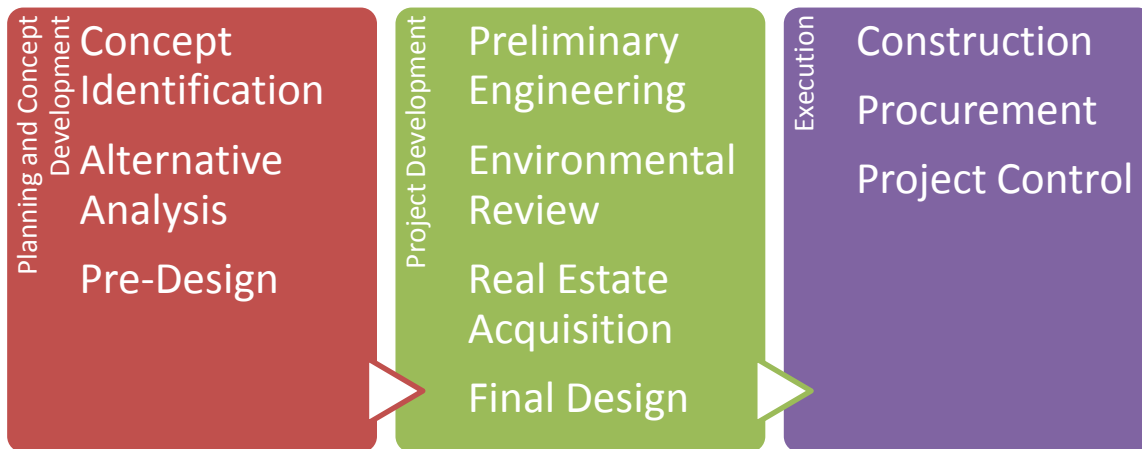
This relationship is further articulated by the following policy statement.

### ***SI 4.2 Capital Projects***

Capital projects shall adhere to the capital investment priorities found in Policy 1.0. A capital project is a significant investment project intended to acquire, develop, improve, or maintain a capital asset (such as property, buildings, vehicles, infrastructure, etc.)

## Phases of Capital Improvement

There are three major phases of the capital improvement process that result in a capital project.



### Planning and Concept Development

The first phase of any project is to develop project justification, scope and budget. The objective of this phase is to have a project that can be programmed for design and construction. This is a planning exercise that may begin with the Planning Department or a sponsoring department. The level of effort for the planning and concept development phase is commensurate with the magnitude of costs and complexity of the scope. Inclusion in the CIP permits Spokane Transit to pursue planning grants to fund these efforts as needed.

**Example 1:** *Based on the age of the fleet, it is anticipated that ten buses will need to be replaced in three years. In this phase the continued operational need for replacement buses is confirmed, basic vehicle specifications are development (size, fuel type) and a budget is established.*

**Example 2:** *The Comprehensive Plan has identified a corridor for future High Performance Transit. The corridor may lend itself to a new mode such as electric rapid transit (rubber-tire). Federal funding will be pursued. An alternatives analysis weighing multiple assessing alignment and mode alternatives should be completed before there is an alternative selected. A preliminary budget is developed in order to seek federal approval to advance into project development.*

### Project Development

Project development includes all planning, engineering, specification and design processes that are required prior to construction or capital procurement. Where applicable, environmental review and acquisition of real estate also takes place during this phase. To enter into this phase, a project must have adequate definition in scope and budget and be authorized by the STA Board of Directors. A member of the executive team must be identified as the project sponsor. Authorization is implicit in the adoption of the Capital Improvement Program. Project Development authorization permits Spokane Transit to seek grants for project execution. The costs related to project development normally should be capitalized. The prioritization of capital projects is subject to the annual

capital budget. Small projects of similar or related scope may be grouped for simplification of project management and implementation.

## **Execution**

Execution of a project is the final stage of implementation. It includes the procurement of construction services, equipment and project control. In order to be authorized for execution, the project budget is finalized and all funding is secured. Authorization to execute the project is part of the adoption of the CIP or amendments thereto as needed. Authorization of this stage is in addition to the procurement process adopted in the agency's procurement policy. Some projects will require further Board authorization.

## **Capital Programs 2017-2022**

The programs in this Capital Improvement Program are presented in the following pages. Programs may include more than one project that together move forward a common objective, improve a common facility or represent similar kinds of assets. The programs have been reviewed to consider fiscal impact and organizational requirement. As such, the projects are applied to the agency's financial resources during the period as programmed commitments. In some cases, a program may relate to unfunded projects listed later in the Capital Improvement Program. Inclusion of the complete program will require additional resources above that which are available, or reprioritization of projects when necessary. By identifying a project in the Capital Improvement Program's unfunded program list, it may be eligible for grants and special appropriations from outside sources.

The program has been amended to incorporate projects and programs included in board-adopted plan, *STA Moving Forward*. Local funding for the plan in the form of additional sales tax was approved by voters by way of Proposition 1 at the November 8, 2016 general election. Importantly, many of the capital improvements of *STA Moving Forward* require additional state and federal grants. Projects will not move into construction until all planned funding is secured.

## **Program Categories**

The CIP programs and projects are organized into five program categories. These groups are generally consistent with preceding capital plans adopted as part of the Transit Development Plan.

### ***Vehicles***

This includes fixed route coaches, Paratransit vans, vanpool vans and other vehicles for internal operations and service.

### ***Facilities - Maintenance & Administration***

This includes maintaining existing major operating facilities, such as the Boone Avenue complex and the Fleck Service Center a state of good repair. It also includes expansion of maintenance facilities commensurate with service operations requirements.

### ***Facilities – Passenger & Operational***

This includes operational improvements, transit improvements focused on improved customer experience, and long-range capital projects related to system expansion.

### ***Technology***

This group includes information systems, technology projects and computer preservation for both internal and external customers.

### ***High Performance Transit Implementation***

This includes developing local and regional transportation corridors offering frequent, reliable, all day mass transit service. One main goal of the HPT is to establish a high level of connectivity.

## Vehicles

### Fixed Route Coaches

Replaces fixed-route coaches as they reach their planned useful life, typically three years later than the minimum requirement.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$1,330,831	\$7,257,979	\$4,540,817	\$4,371,037	\$8,637,229	\$11,888,859	\$38,026,752
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$1,236,990	\$1,382,310	\$2,373,282	\$870,000	\$0	\$4,788,512	\$10,651,094
<b>Total</b>	<b>\$2,567,821</b>	<b>\$8,640,289</b>	<b>\$6,914,099</b>	<b>\$5,241,037</b>	<b>\$8,637,229</b>	<b>\$16,677,371</b>	<b>\$48,677,846</b>

### Non-Revenue Vehicles

This program involves the replacement of non-revenue vehicles which are used to maintain transit facilities, transport employees, road supervisors and equipment.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$161,500	\$413,000	\$30,000	\$386,500	\$70,000	\$90,000	\$1,151,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$161,500</b>	<b>\$413,000</b>	<b>\$30,000</b>	<b>\$386,500</b>	<b>\$70,000</b>	<b>\$90,000</b>	<b>\$1,151,000</b>

### Paratransit Vans

This program replaces Paratransit vehicles on a routine schedule and in accordance with the fleet plan. The program does not include an expansion of the current fleet size.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$0	\$0	\$259,390	\$1,031,193	\$291,143	\$1,215,547	\$2,797,273
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$853,000	\$0	\$889,000	\$0	\$1,742,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,112,390</b>	<b>\$1,031,193</b>	<b>\$1,180,143</b>	<b>\$1,215,547</b>	<b>\$4,539,273</b>

### Vanpool Vans

This program will purchase vanpool vans over the course of the Capital Improvement Program for replacement of retired vehicles and planned expansion of Vanpool program. Expansion of the fleet is contingent on grants from WSDOT and evidence of increased demand for this service.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$443,072	\$493,710	\$508,332	\$349,055	\$323,568	\$666,558	\$2,784,295
State	\$0	\$263,312	\$271,104	\$0	\$0	\$0	\$534,416
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$443,072</b>	<b>\$757,022</b>	<b>\$779,436</b>	<b>\$349,055</b>	<b>\$323,568</b>	<b>\$666,558</b>	<b>\$3,318,711</b>

**Total: Vehicles**

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$1,935,403	\$8,164,689	\$5,338,539	\$6,137,785	\$9,321,940	\$13,860,964	\$44,759,320
State	\$0	\$263,312	\$271,104	\$0	\$0	\$0	\$534,416
Federal	\$1,236,990	\$1,382,310	\$3,226,282	\$870,000	\$889,000	\$4,788,512	\$12,393,094
<b>Total</b>	<b>\$3,172,393</b>	<b>\$9,810,311</b>	<b>\$8,835,925</b>	<b>\$7,007,785</b>	<b>\$10,210,940</b>	<b>\$18,649,476</b>	<b>\$57,686,830</b>

**Facilities - Maintenance & Administration**

**Boone - Facility Master Plan Program**

This program will increase general capacity for transit operations by making improvements to existing structures and constructing and/or improving administrative and operational space on the Boone Transit Campus. Expanded vehicle storage capacity projected by the master plan is not included in the funded program.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$2,832,819	\$9,600,000	\$8,510,000	\$0	\$0	\$2,337,880	\$23,280,699
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2,832,819</b>	<b>\$9,600,000</b>	<b>\$8,510,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,337,880</b>	<b>\$23,280,699</b>

**Boone - Preservation and Enhancements**

This program contains projects which will extend the useful life of the Boone facilities through replacement of equipment, fixtures and other aspects of the facility.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$110,000	\$152,000	\$10,000	\$1,860,000	\$25,000	\$200,000	\$2,357,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$110,000</b>	<b>\$152,000</b>	<b>\$10,000</b>	<b>\$1,860,000</b>	<b>\$25,000</b>	<b>\$200,000</b>	<b>\$2,357,000</b>

**Fleck Center Preservation and Improvements**

This program contains funded projects which will extend the useful life of the Fleck Center facility located at 123 S Bowdish Road.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$0	\$0	\$995,000	\$64,000	\$0	\$0	\$1,059,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$995,000</b>	<b>\$64,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,059,000</b>



## Capital Programs: 2017-2022

### Miscellaneous Equipment and Fixtures

This program is used to fund smaller capital projects, including fixtures, equipment and minor facility upgrade requirements on a routine basis.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$133,000	\$20,000	\$20,000	\$20,000	\$100,000	\$0	\$293,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$133,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$293,000</b>

### Total: Facilities - Maintenance & Administration

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$3,075,819	\$9,772,000	\$9,535,000	\$1,944,000	\$125,000	\$2,537,880	\$26,989,699
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$3,075,819</b>	<b>\$9,772,000</b>	<b>\$9,535,000</b>	<b>\$1,944,000</b>	<b>\$125,000</b>	<b>\$2,537,880</b>	<b>\$26,989,699</b>

### Facilities - Passenger & Operational

#### Park and Ride Development

This program introduces new park and ride facilities at key locations adjacent to planned or existing commuter express service, freeway interchanges or future HPT corridors.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$185,000	\$0	\$0	\$0	\$82,400	\$515,000	\$782,400
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$329,600	\$2,060,000	\$2,389,600
<b>Total</b>	<b>\$185,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$412,000</b>	<b>\$2,575,000</b>	<b>\$3,172,000</b>

#### Park and Ride Upgrades

This program extends or enhances the useful life of Spokane Transit park and ride facilities.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$50,000	\$25,000	\$25,000	\$449,400	\$1,723,200	\$5,941,000	\$8,213,600
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$449,400</b>	<b>\$1,723,200</b>	<b>\$5,941,000</b>	<b>\$8,213,600</b>





## Capital Programs: 2017-2022

### Plaza Preservation and Improvements

This program will extend the useful life of the Plaza, including mechanical equipment and associated facilities.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$0	\$125,000	\$30,000	\$0	\$0	\$0	\$155,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,000</b>

### Plaza Renovation

This program includes projects to renovate both the interior and exterior of the downtown Plaza facility consistent with the 2008 Plaza Renovation Plan adopted by the STA Board and subsequent Board action.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$2,175,662	\$0	\$0	\$0	\$0	\$0	\$2,175,662
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2,175,662</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,175,662</b>

### Route & Stop Facility Improvements

This program implements various projects that improve the functionality of STA bus stop, routes and related infrastructure, including but not limited to signage, shelters and ADA access. Many of these projects are considered "associated transportation improvements" and are programmed to meet or exceed the annual minimum federal requirement in such improvements.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$1,055,500	\$1,136,500	\$1,536,000	\$2,188,750	\$531,250	\$320,000	\$6,768,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$160,000	\$172,000	\$80,000	\$0	\$80,000	\$80,000	\$572,000
<b>Total</b>	<b>\$1,215,500</b>	<b>\$1,308,500</b>	<b>\$1,616,000</b>	<b>\$2,188,750</b>	<b>\$611,250</b>	<b>\$400,000</b>	<b>\$7,340,000</b>

### Transit Center Upgrades

This program invests in existing transit centers to improve the functionality for customers, modernize infrastructure, improve safety and expand capacity where feasible.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$290,000	\$365,000	\$1,602,000	\$130,000	\$0	\$0	\$2,387,000
State	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Federal	\$240,000	\$370,000	\$1,779,000	\$128,000	\$0	\$0	\$2,517,000
<b>Total</b>	<b>\$680,000</b>	<b>\$735,000</b>	<b>\$3,381,000</b>	<b>\$258,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,054,000</b>

**Total: Facilities - Passenger & Operational**

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$3,756,162	\$1,651,500	\$3,193,000	\$2,768,150	\$2,336,850	\$6,776,000	\$20,481,662
State	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Federal	\$400,000	\$542,000	\$1,859,000	\$128,000	\$409,600	\$2,140,000	\$5,478,600
<b>Total</b>	<b>\$4,306,162</b>	<b>\$2,193,500</b>	<b>\$5,052,000</b>	<b>\$2,896,150</b>	<b>\$2,746,450</b>	<b>\$8,916,000</b>	<b>\$26,110,262</b>

**Technology**

**Business Systems Replacement**

This program will replace and improve Spokane Transit's current enterprise resource programs and processes including but not limited to financial, human resource and inventory software systems.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$150,000	\$382,275	\$0	\$0	\$0	\$0	\$532,275
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$600,000	\$329,100	\$0	\$0	\$0	\$0	\$929,100
<b>Total</b>	<b>\$750,000</b>	<b>\$711,375</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,461,375</b>

**Communications Technology Upgrades**

This program includes in-vehicle and stationary communications systems to replace existing systems as they become obsolete.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$250,000	\$100,000	\$0	\$0	\$770,000	\$0	\$1,120,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$770,000</b>	<b>\$0</b>	<b>\$1,120,000</b>

**Computer Equipment Preservation and Upgrades**

This program funds the replacement of computers and associated hardware items on a routine basis

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,350,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$1,350,000</b>



## Capital Programs: 2017-2022

### Fare Collection and Sales Technology

This program invests in updated hardware and software for fare collection systems in use by Spokane Transit to extend the useful life and expand the functionality of said systems.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$500,000	\$1,762,500	\$0	\$0	\$0	\$0	\$2,262,500
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$500,000	\$162,500	\$0	\$0	\$0	\$0	\$662,500
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,925,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,925,000</b>

### Operating & Customer Service Software

This program includes the purchase and installation of software designed to improve the ease and efficiency of tasks performed in providing customer service.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$272,000	\$8,000	\$0	\$0	\$0	\$0	\$280,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$272,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$280,000</b>

### Security and Access Technology

This program provides for security and access technology, including replacement equipment, at transit facilities, infrastructure and vehicles. These investments include secure access control and video-monitoring.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$0	\$0	\$0	\$4,000,000	\$0	\$0	\$4,000,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000,000</b>

### Smart Bus Implementation

With the core of Smart Bus Implementation complete, this program is primarily supporting telecommunication infrastructure, including fiber-optics, to allow additional bandwidth as new facilities integrate with Smart Bus capabilities.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$0	\$0	\$139,056	\$100,000	\$100,000	\$100,000	\$439,056
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$139,056</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$439,056</b>

**Total: Technology**

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$1,397,000	\$2,477,775	\$364,056	\$4,325,000	\$1,095,000	\$325,000	\$9,983,831
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$1,100,000	\$491,600	\$0	\$0	\$0	\$0	\$1,591,600
<b>Total</b>	<b>\$2,497,000</b>	<b>\$2,969,375</b>	<b>\$364,056</b>	<b>\$4,325,000</b>	<b>\$1,095,000</b>	<b>\$325,000</b>	<b>\$11,575,431</b>

**High Performance Transit Implementation**

**Central City Line**

When complete, the Central City Line will provide High Performance Transit service between Browne's Addition and Spokane Community College using a bus rapid transit vehicle using electric propulsion. Current funded elements of the program includes project definition, preliminary engineering and project development activities. Construction and related activities are conditioned on Federal Small Starts funding.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State	\$2,445,540	\$4,300,000	\$3,000,000	\$6,000,000	\$1,000,000	\$0	\$16,745,540
Federal	\$154,460	\$1,500,000	\$22,500,000	\$25,500,000	\$3,925,000	\$0	\$53,579,460
<b>Total</b>	<b>\$2,600,000</b>	<b>\$5,800,000</b>	<b>\$25,500,000</b>	<b>\$31,500,000</b>	<b>\$4,925,000</b>	<b>\$0</b>	<b>\$70,325,000</b>

**Cheney High Performance Transit Corridor**

This program implements the corridor infrastructure and station facilities for High Performance Transit between Spokane and Cheney.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$234,232	\$19,949	\$120,900	\$501,800	\$674,000	\$48,300	\$1,599,181
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$200,768	\$50,551	\$181,100	\$836,200	\$919,000	\$74,700	\$2,262,319
<b>Total</b>	<b>\$435,000</b>	<b>\$70,500</b>	<b>\$302,000</b>	<b>\$1,338,000</b>	<b>\$1,593,000</b>	<b>\$123,000</b>	<b>\$3,861,500</b>



## Capital Programs: 2017-2022

### Incremental HPT Investments

This program makes investments into passenger facilities and operational treatments along heavily used bus corridors that are identified as future HPT Corridors, including Division, Sprague, I-90 East Corridor, and N. Monroe/S. Regal.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$548,950	\$1,217,500	\$1,204,500	\$572,500	\$2,098,750	\$2,483,250	\$8,125,450
State	\$120,000	\$1,352,594	\$930,649	\$0	\$0	\$0	\$2,403,243
Federal	\$1,228,300	\$502,805	\$414,889	\$290,000	\$360,000	\$0	\$2,795,994
<b>Total</b>	<b>\$1,897,250</b>	<b>\$3,072,899</b>	<b>\$2,550,038</b>	<b>\$862,500</b>	<b>\$2,458,750</b>	<b>\$2,483,250</b>	<b>\$13,324,687</b>

### Park and Ride Development

This program introduces new park and ride facilities at key locations adjacent to planned or existing commuter express service, freeway interchanges or future HPT corridors.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$0	\$500,000	\$1,340,000	\$85,000	\$0	\$0	\$1,925,000
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$1,340,000</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,925,000</b>

### West Plains Transit Center

This program supports the implementation of a new West Plains Transit Center adjacent to Exit 272 along I-90. The current CIP includes preliminary engineering and design. Unfunded elements include right of way acquisition and construction. Depending on future decision-making, the project may be incorporated into the implementation of High Performance Transit between Spokane and Cheney.

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$22,255	\$0	\$0	\$0	\$0	\$0	\$22,255
State	\$3,838,150	\$3,005,500	\$400,500	\$890,000	\$0	\$0	\$8,134,150
Federal	\$609,595	\$371,500	\$49,500	\$110,000	\$0	\$0	\$1,140,595
<b>Total</b>	<b>\$4,470,000</b>	<b>\$3,377,000</b>	<b>\$450,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,297,000</b>

### Total: High Performance Transit Implementation

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$805,437	\$1,737,449	\$2,665,400	\$1,159,300	\$2,772,750	\$2,531,550	\$11,671,886
State	\$6,403,690	\$8,658,094	\$4,331,149	\$6,890,000	\$1,000,000	\$0	\$27,282,933
Federal	\$2,193,123	\$2,424,856	\$23,145,489	\$26,736,200	\$5,204,000	\$74,700	\$59,778,368
<b>Total</b>	<b>\$9,402,250</b>	<b>\$12,820,399</b>	<b>\$30,142,038</b>	<b>\$34,785,500</b>	<b>\$8,976,750</b>	<b>\$2,606,250</b>	<b>\$98,733,187</b>



## Capital Programs: 2017-2022

### Total Capital Improvement Program

	2017	2018	2019	2020	2021	2022	2017-2022
Local	\$10,969,821	\$23,803,413	\$21,095,995	\$16,334,235	\$15,651,540	\$26,031,394	113,886,398
State	\$6,553,690	\$8,921,406	\$4,602,253	\$6,890,000	\$1,000,000	\$0	\$27,967,349
Federal	\$4,930,113	\$4,840,766	\$28,230,771	\$27,734,200	\$6,502,600	\$7,003,212	\$79,241,662
<b>Total</b>	<b>\$22,453,624</b>	<b>\$37,565,585</b>	<b>\$53,929,019</b>	<b>\$50,958,435</b>	<b>\$23,154,140</b>	<b>\$33,034,606</b>	<b>221,095,409</b>

## Section 5307 Program of Projects

The Section 5307 Urbanized Area Formula Funding program (49 U.S.C 5307) makes federal resources available to urbanized areas and to governors for transit capital and operating assistance in urbanized areas and for transportation related planning. An urbanized area is an incorporated area with a population of 50,000 or more that is designated as such by the U.S. Department of Commerce, Bureau of the Census. The following is a schedule of 5307 Apportionments from 2016-2020 and represents a Program of Projects for this funding source as required by federal statute. The 2016 apportionment values are actual and were published in the Federal Register dated February 16, 2016. Years 2017-2020 are estimated apportionments and are based on the 2016 actual allocation and the growth rates as released December 1, 2015 in the “Fixing America’s Surface Transportation (FAST) Act.

2017 represents the annual “Program of Projects” published within the TDP. The 2016 annual “Program of Projects” was published in last year’s TDP. As part of the annual Program of Projects public process, STA publishes a notice (as part of the TDP update) in the local newspaper and also posts the following statement on the STA website:

- The public hearing will be held in coordination with the TDP process
- The proposed program will be the final program unless amended
- Final notice is considered as part of the Final Adopted TDP

The notice is sent to interested parties including private transportation providers and also agencies that assist persons with Limited English Proficiency (LEP). The public notice includes a description of the proposed projects as shown below:

### **Preventive Maintenance**

The majority of funds proposed are for preventive maintenance, which is defined in FTA Circular 9030.1E dated January 16, 2014 as *“All maintenance costs related to vehicles and nonvehicles. Specifically, it is defined as all activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such an asset.”* Please note that preventive maintenance is considered an eligible capital project by FTA definitions but, for the purpose of accounting standards, is represented in STA’s annual operations budget.

### **Transit Improvements**

FTA Circular 5010.1D, published August 27, 2012, states that at least one percent of the annual Section 5307 apportionment funds must be allocated to projects *“designed to enhance public transportation service or use” and “physically or functionally related to transit facilities.”* Spokane Transit will use the transit enhancement funds for bus shelters, ADA access, signage, landscaping, and pedestrian access and walkways.

### 2016 Program of Projects

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total</b>
Preventive Maintenance	\$7,613,669	\$1,903,417	\$9,517,086
Associated Transit Improvements	\$252,000	\$63,000	\$315,000
<b>Total</b>	<b>\$7,865,669</b>	<b>\$1,966,417</b>	<b>\$9,832,086</b>

### 2017 Program of Projects

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total</b>
Preventive Maintenance	\$7,942,753	\$1,985,688	\$9,928,441
Associated Transit Improvements	\$80,230	\$20,057	\$100,287
<b>Total</b>	<b>\$8,022,982</b>	<b>\$2,005,746</b>	<b>\$10,028,728</b>

### 2018 Program of Projects

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total</b>
Preventive Maintenance	\$8,109,550	\$2,027,388	\$10,136,938
Associated Transit Improvements	\$81,915	\$20,479	\$102,393
<b>Total</b>	<b>\$8,191,465</b>	<b>\$2,047,866</b>	<b>\$10,239,331</b>

### 2019 Program of Projects

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total</b>
Preventive Maintenance	\$8,281,473	\$2,070,367	\$10,351,841
Associated Transit Improvements	\$83,651	\$20,913	\$104,564
<b>Total</b>	<b>\$8,365,124</b>	<b>\$2,091,280</b>	<b>\$10,456,405</b>

### 2020 Program of Projects

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total</b>
Preventive Maintenance	\$8,457,040	\$2,114,260	\$10,571,300
Associated Transit Improvements	\$85,425	\$21,356	\$106,781
<b>Total</b>	<b>\$8,542,465</b>	<b>\$2,135,616</b>	<b>\$10,678,081</b>

## Section 5310 Apportionment Program

The Section 5310 formula program is intended to enhance mobility for seniors and persons with disabilities when existing public transportation is insufficient, inappropriate, or unavailable. Spokane Transit Authority is the designated recipient of Section 5310 funds. At least 55% of the funds must be used on Traditional 5310 Projects, which are capital projects that are carried out by private, non-profit organizations to meet the special needs of seniors and individuals with disabilities. Examples of traditional projects include:

- Purchase of accessible buses or vans;
- Placement of passenger facilities (i.e. benches, shelters)
- Support for mobility management and coordination programs



The remaining 45% may be used by non-profits, local governments, and other public transportation providers for other 5310 projects, which are capital or operating projects and may be:

- Public transportation projects that exceed the requirements of ADA Paratransit services;
- Public transportation projects that improve access to fixed route service and decrease reliance on Paratransit; or
- Alternatives to public transportation that assists seniors and individuals with disabilities.

Projects are reviewed to make sure that the need for the project is contained in the *Spokane County Coordinated Public Transit-Human Services Transportation Plan*. The Spokane Transit Board of Directors has final approval of projects awarded funding.

2013 was the first year in which Spokane Transit received Section 5310 formula funds. The 2013 funding amount was \$362,985. In early 2013, Spokane Transit issued a call for projects from eligible applicants. Spokane Transit was the only applicant and was awarded \$155,525 for the Mobility Orientation (Travel Training) Program. This left a balance for 2013 of \$207,730. In 2015, another call for projects was issued for both the remaining 2013 funds and the full 2014 apportionment. Based on this call, four applicants were awarded funds: ARC of Spokane, Care Cars, Coast Transportation and Spokane Transit. In early 2016, STA issued a call for projects for both 2015 and 2016 apportionments. Applications are currently under review.

Below is a table showing the federal allocations broken into Traditional (55% of total apportionment) and Other (45% of total apportionment) Project categories. The local cost share required is a 50% match for operational projects and 20% for capital projects. Years 2013-2016 are actual and come from the annual Federal Register. Years 2017-2020 are estimated apportionments and are based on the 2016 actual allocation and the growth rates as released December 1, 2015 in the “Fixing America’s Surface Transportation (FAST) Act.

2017 represents the annual “Program of Projects” published within the TDP. The 2016 annual “Program of Projects” was published in last year’s TDP. As part of the annual Program of Projects public process, STA publishes a notice (as part of the TDP update) in the local newspaper and also posts the following statement on the STA website:

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- Final notice is considered as part of the Final Adopted TDP

<b>Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities</b>			
<b>Year</b>	<b>Traditional Projects (55%)</b>	<b>Other Projects (45%)</b>	<b>Total Apportionment</b>
2013	\$199,642	\$163,343	\$362,985
2014	\$198,143	\$162,117	\$360,260
2015	\$197,792	\$161,830	\$359,622
2016	\$203,364	\$166,388	\$369,752
2017	\$207,431	\$169,716	\$377,147
2018	\$211,787	\$173,280	\$385,067
2019	\$216,277	\$176,953	\$393,230
2020	\$220,862	\$180,705	\$401,567
<b>Total</b>	<b>\$1,655,298</b>	<b>\$1,354,332</b>	<b>\$3,009,630</b>

## Section 5339 Bus and Bus Facilities

MAP-21 created a new formula grant program under Section 5339, replacing the previous Section 5309 Bus and Bus Facilities Discretionary program. Section 5339 is a capital program that provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. Spokane Transit is the designated recipient of Section 5339 funds. The match ratio for this program is 80% federal and 20% local. The following is a schedule of 5339 apportionments for 2013-2020. Years 2013-2016 are actual apportionments and come from the annual Federal Register. Years 2017-2020 are estimated apportionments and are based on the 2016 actual allocation and the growth rates as released December 1, 2015 in the “Fixing America’s Surface Transportation (FAST) Act.”

2017 represents the annual “Program of Projects” published within the TDP. The 2016 annual “Program of Projects” was published in last year’s TDP. As part of the annual Program of Projects public process, STA publishes a notice (as part of the TDP update) in the local newspaper and also posts the following statement on the STA website:

- The public hearing will be held in coordination with the TDP process
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- Final notice is considered as part of the Final Adopted TDP

A portion of the funds from the 2016 apportionment will be used to purchase Paratransit vans in 2016. The remaining balance of the 2016 apportionment funds will be combined with the estimated 2017-2019 apportionments to purchase fixed route coaches for 2018, 2019, and 2020. The 2020 apportionment will be used for either paratransit vans or fixed route coaches. Below are the estimated allocations for Section 5339 funding.

<b>Section 5339 Bus and Bus Facilities</b>			
<b>Year</b>	<b>Federal</b>	<b>Local</b>	<b>Total</b>
2013	\$881,002	\$220,251	\$1,101,253
2014	\$901,262	\$225,316	\$1,126,578
2015	\$886,578	\$221,645	\$1,108,223
2016	\$818,938	\$204,735	\$1,023,673
2017	\$835,317	\$208,829	\$1,044,146
2018	\$852,858	\$213,215	\$1,066,073
2019	\$870,086	\$217,522	\$1,087,608
2020	\$889,402	\$222,351	\$1,111,753
<b>Total</b>	<b>\$6,935,443</b>	<b>\$1,733,861</b>	<b>\$8,669,304</b>

# Fleet Replacement Plan

<b>Funded and Proposed Fixed Route Vehicle Acquisition Plan 2016-2022*</b>							
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b><u>FLEET AT START</u></b>							
Diesel Buses	108	115	108	115	113	113	113
Hybrid Electric Vehicles	28	28	28	28	28	28	28
All-Electric Buses	0	0	0	0	6	6	15
Fixed Route Vans	2	2	0	0	0	0	0
Buses to be Surplused	0	10	6	5	10	16	23
Vans to be Surplused	0	2	0	0	0	0	0
New Expansion Buses – Electric	0	0	0	6	0	9	0
New Replacement/Expansion Buses – Diesel	7	3	13	3	10	16	23
<b><u>FLEET AT END</u></b>	<b>145</b>	<b>136</b>	<b>143</b>	<b>147</b>	<b>147</b>	<b>156</b>	<b>156</b>
<b><u>FLEET UTILIZATION</u></b>							
Maximum Peak Requirement	110	114	120	125	126	135	135
Spare Fleet	24	20	21	22	21	21	21
<b>Operating Fleet</b>	<b>134</b>	<b>134</b>	<b>141</b>	<b>147</b>	<b>147</b>	<b>156</b>	<b>156</b>
<b>Contingency Fleet</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\*(updated to reflect STA Moving Forward funding approval)*

**Funded and Proposed Paratransit Vans Acquisition Plan (Directly Operated) 2016-2022**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b><u>FLEET AT START</u></b>							
Gasoline Vans	12	0	0	0	0	0	0
Diesel Vans	55	67	67	67	67	67	67
Propane Vans	1	1	1	1	1	1	1
Vans to be Surplused	12	0	0	10	9	10	10
New Replacement Vans – Gasoline	0	0	0	0	0	0	0
New Replacement Vans – Diesel	12	0	0	10	9	10	10
New Replacement Vans - Propane	0	0	0	0	0	0	0
<b><u>FLEET AT END</u></b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>
<b><u>FLEET UTILIZATION</u></b>							
Maximum Peak Requirement	60	60	60	60	60	60	60
Spare Fleet	8	8	8	8	8	8	8
<b>Operating Fleet</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>
<b>Contingency Fleet</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

This fleet replacement plan excludes vans for purchased service; growth of paratransit service is allocated to purchased paratransit services.

**Funded and Proposed Vanpool Acquisition Plan 2015 - 2022**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b><u>FLEET AT START</u></b>							
Existing Fleet	133	133	138	146	156	156	156
Replacement Vans and Expansion Vans	0	26	23	23	10	9	18
Vans to be Surplused	0	21	15	13	10	9	8
Expanded Special Use	0	0	0	0	0	0	0
<b><u>FLEET AT END</u></b>	<b>133</b>	<b>138</b>	<b>146</b>	<b>156</b>	<b>156</b>	<b>156</b>	<b>166</b>
<b><u>FLEET UTILIZATION</u></b>							
Vanpool Operating Fleet	107	108	112	119	128	128	128
Vanpool Spare Fleet (10%)	11	11	11	12	13	13	13
Special Operating Fleet	11	11	11	11	11	11	11
Special Spare Fleet	4	4	4	4	4	4	4
<b><u>OPERATING PEAK REQUIREMENT</u></b>	<b>118</b>	<b>119</b>	<b>123</b>	<b>130</b>	<b>139</b>	<b>139</b>	<b>139</b>

## Unfunded Projects

The unfunded projects list includes projects for which inclusion in the Capital Improvement Program will require additional resources above that which are available. By identifying a project in the Capital Improvement Program's unfunded program list, it may be eligible for grants and special appropriations from outside sources. In this edition of the TDP there is only one project on the unfunded projects list.

Project Title	Description	Estimated Cost
Spokane Falls Community College Transit Station	Construct a new off-street transit station on the Spokane Falls Community College campus.	\$2,800,000

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

November 30, 2016

**AGENDA ITEM 5.B.2 : APPROVAL OF THE 2017 FINAL PROPOSED OPERATING AND CAPITAL BUDGETS**

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The 2017 Final Proposed Operating and Capital Budgets will be sent to Committee members prior to the meeting.

The 2017 Draft Operating and Capital Budgets were presented as follows:

- November 9, 2016 Board Operations Committee Meeting
- November 10 – 30, 2016 Citizen and Employee Outreach with Narrated Budget video on website
- November 17, 2016 Public Hearing on Proposed 2017 Budget at Board Meeting

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board adopt by resolution, the final proposed 2017 Operating and Capital Budgets.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_



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

November 30, 2016

**AGENDA ITEM 5.B.3: APPROVAL OF THE 2017 ANNUAL STRATEGIC PLAN**

**REFERRAL COMMITTEE:** Planning & Development (*Waldref*)

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:**

A critical review of the organization's fundamental direction is important to meet new opportunities and challenges. The Annual Strategic Plan provides guidance to help shape Spokane Transit's activities for the upcoming year.

The draft 2017 Annual Strategic Plan is attached.

**RECOMMENDATION TO COMMITTEE:** Recommend approval to the Board of the 2017 Annual Strategic Plan as presented.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

# DRAFT

## 2017 Strategic Plan

November 9, 2016

### Introduction

On November 8 voters approved funding for STA's bold vision contained in the 10 year Moving Forward plan. Each of the two dozen projects represents remarkably better access to new places and new vitality for residents and visitors to the region. But the real story is found in the dramatic way the entire system will be transformed starting in May 2017 when the Spokane region will begin to see the kind of robust public transportation befitting a county whose population will eclipse ½ million people in the next several years.

As we enter into this decade long plan, we will continue to be guided by the organization's vision, mission and priorities which are the foundation of our commitment to excellent customer service, financial stewardship and retaining community trust.

### Vision

We aspire to be a source of pride for the region.

### Mission

- We are dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region's neighborhoods, business and activity centers;
- We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure, and quality of life.

### Priorities

- Ensure Safety
- Earn and Retain the Community's Trust
- Provide Outstanding Customer Service
- Enable Organizational Success
- Exemplify Financial Stewardship

### Background

In some ways 2016 was not unlike other years as we focused on delivering cost effective and efficient service to the region's residents: connecting them to employment, education, and services. For the 11<sup>th</sup> straight year, the annual audit performed by the State Auditor's Office was 'clean', meaning there were no findings. Ridership, though lower than expected, continues to beat other areas of the state, except by King County Metro service, in numbers of rides per hour of service. Operating costs are below budget, largely because of lower fuel costs. Actual sales tax revenue, projected to grow 3

percent, is about 5.5 percent higher than budget. As planned, revenue above expenses is used to fund capital projects.

The difference in 2016 is what followed the narrow loss of Proposition 1 in the April 2015 election, the measure to fund the 10-year Moving Forward plan. The Board took seriously the lessons from that election, re-affirmed the plan and accelerated the implementation of new service. Most importantly, the Board developed a way to fund the plan with fewer new resources. One year later, in April 2016, the Board passed a resolution to return the measure to voters in November. That ballot passed providing 1/10th percent increase in the sales tax rate starting in April 2017 and another increase of 1/10th in April 2019. Both increases will sunset in 2028, unless voters approve to extend them.

Also in 2016, we expect to complete two essential capital projects. First is the multi-year **Smart Bus** project which includes Computer Aided Dispatch/Advanced Vehicle Locators (CAD/AVL), with real-time traveler information for customers, a minimum of eight on-board cameras, automatic passenger counters and automated annunciators that call out bus stops. The **STARS** project (new organization-wide business system) consumed significant staff resources, but the technology represents a sea of change in the way we do budgeting, maintenance and human resources functions. We successfully began using the financial system on January 1, 2016. The majority of the maintenance and human resources functions and Human Resources functions will 'go live' January 1, 2017, but we expect to make modifications in our business processes as we gain familiarity with the tools.

## **2017 Plan**

### **1. Introduce New Service**

The first investments in Moving Forward are associated with the introduction of:

- a. Later Saturday night service system wide (affecting both fixed-route bus and Paratransit)
- b. More trips and buses on weekend service in Airway Heights;
- c. A new route in Spokane Valley serving destinations on Indiana Avenue and Broadway Avenue east of Sullivan Road on days, nights and weekends;
- d. Better weekend service on Wellesley Avenue in North Spokane;
- e. An upgrade to HPT-Lite service between Spokane and Liberty Lake, including more mid-day weekday trips and new night and weekend service;
- f. New Sunday service on North Nevada

### **2. Increase Ridership**

Similar to bus ridership across the country, bus ridership is down in the Spokane region. Low fuel prices are thought to be drawing away some in the college and university markets in spite of students being able to use their school ID for unlimited travel as part of the Universal Transit Access Pass (UTAP) program.

- a. Current service is expected to produce the same ridership as 2016, but new and improved bus service is projected to add between 50,000 and 120,000 rides. It takes 18

to 24 months for ridership to fully develop on new routes. This will require continued robust marketing efforts during 2017.

- b. Increase Paratransit ridership 0.5% over 2016; and
- c. Sustain Vanpool ridership.

### **3. Begin Implementation of STA Moving Forward Capital Projects**

Central to the *STA Moving Forward* Plan are investments in the High Performance Transit Network, adding service, passenger amenities and improving reliability increases ridership. Investments across the country in bus rapid transit and other frequent service transit alternatives have consistently proven the community, economic and passenger benefits of such investments. Of the six corridors prioritized for investments in *STA Moving Forward*, two will see improved service in 2017, two others will see construction activity, and the remaining two will be engaged in design activities.

- Valley/I-90 East Corridor – we will introduce additional mid-day service on Route 174, which connects Liberty Lake, Spokane Valley and the City of Spokane to improve service quality and reliability.
- Central City Line Corridor – Project development will continue on this six-mile corridor-based Bus Rapid Transit route through 2017 and 2018. In the first quarter 2017 we plan to submit the application to the Federal Transit Administration for a Small Starts capital grant. The local capital share of approximately \$18M, which included \$15M from the state, has been secured to match the federal \$54M grant. This means the project, which is already in the FTA grant pipeline, is anticipated to be included in Federal Transit Administration’s 2018 annual report/budget and in the Administration’s budget in Federal Fiscal Year 2019. Service is planned to commence in 2021.
- Cheney Corridor – The centerpiece of this corridor is the West Plains Transit Center. Capital funding is complete for the West Plains Transit Center and real estate has been authorized for purchase. Final design and engineering will be completed early in 2017. Construction is expected to begin summer 2017 and be completed in 2018. Work will begin on safety improvements at The Four Lakes Station. The overall corridor will enter into design in preparation for a 2020 implementation.
- Division Corridor Improvements – Route 25 Division carried over 1 million passengers in 2015, a slight increase over 2014 figures. The current project includes filling in gaps in the sidewalk network along the route and increasing the number of sheltered bus stops.
- Monroe-Regal Corridor Improvements – This project is scheduled to be completed in 2019. Work in 2017 will include property acquisition for the Moran Prairie Park and Ride, and design of bus stop improvements.

- Sprague Corridor Improvements – While the project is not expected to be completed until 2023, there is an early opportunity to partner with the City of Spokane in making improvements to bus stops in the East Sprague Business District.

#### **4. Update Connect Spokane, STA Comprehensive Plan**

Last updated in 2015, the Comprehensive Plan is a guiding planning policy document, an educational tool, and a vision of what transit may look like across the Spokane region over the coming years and decades. The goal is to set forth a vision and policy framework to guide decisions made by the STA Board of Directors and staff which will further STA’s mission and vision for at least 30 years. This update is the appropriate place to assess new trends and technologies in transportation and opportunities to leverage the public’s investment in transit including the opportunities created by transportation network companies (TNCs) among other emerging trends.

#### **5. Finalize Emergency Operations and Business Continuity Plans**

#### **6. Maintain essential capital projects**

- **Fare collection:** Complete mid-life upgrades planning and begin implementation. Existing fareboxes were installed in 2006.
- **Plaza Renovation:** Is underway to support a vibrant downtown and improve the transit center’s functionality for our customers. The project will be complete mid-year with all customer-related services, including customer service, retail and public restrooms, located on the first floor. Overall project is in sync with input from customers and downtown partners.
- **Northwest Garage:** This new facility will be used to maintain and store vehicles to accommodate the existing fleet and to make room for growth resulting from service expansion in STA Moving Forward. It will be located on property purchased from Spokane County immediately to the north of the auxiliary employee parking. The facility will be under design in 2017 and completion is projected for 2019.

Another important activity will be preparing for and participating in the Federal Transit Administration’s Triennial Review, now called a Comprehensive Review, which audits compliance with federal regulations and is a requirement for those transit agencies receiving federal transit funds.

We also will be managing the transition of a number of long-tenured, senior employees who are retiring or otherwise leaving. This presents a significant challenge, even if we are successful in recruiting top talent, as the majority of positions are in the Operations division.

#### **Fares**

The first of two board-approved fare increases for Bus and Paratransit service will be effective in July when a regular adult fare will go from \$1.50 to \$1.75. A second increase to \$2 will go into effect in July 2018. After the second increase, the farebox recovery (the portion of costs paid by riders) is expected to meet the Board’s objective to cover 20% of the cost per trip.

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

November 30, 2016

**AGENDA ITEM 7.A :**     **CENTRAL CITY LINE UPDATE**

**REFERRAL COMMITTEE:**     N/A

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

**SUMMARY:** Since the STA Board and City of Spokane’s approval of a joint resolution approving the final alignment and mode for the Central City Line project in April, significant progress has been made on many fronts in preparation for submittal of a Small Starts Application for early review and rating in April. The following is an update of completed and ongoing tasks.

**Preliminary Engineering**

The station locations and types are generally defined throughout the alignment. The project team is working to refine station designs and planned amenities for each location. Cost information is being prepared for each station location. Project-dependent right-of-way improvements are being identified and costs applied as well. The team is working extensively with the City of Spokane staff to identify City related projects that may or may not be associated with, or included in the CCL project. The team is working with the City on traffic analysis related work.

**Public Outreach**

Staff has been working with neighborhood groups and meeting with them as requested. Presentations on the project status will be given to each neighborhood in the month of January. A joint STA/City of Spokane design studio will be held on December 7 in downtown Spokane to gather input on proposed station locations, design alternatives, and streetscape design throughout the alignment.

**Steering Committee**

The Committee has met four (4) times since April and provided input and guidance into all facets of the project including project design, schedule, outreach, grant application strategies, and guidance on the Strategic Overlay Plan.

**Institutional Coordination**

The team has met with Gonzaga University to review and discuss opportunities along the Cincinnati corridor, provided concept designs and negotiated an MOU to memorialize coordination efforts and expectations moving forward with the project. The team has also met with Spokane Community College to discuss transit center possibilities on campus. Finally, the team met with Washington State University to discuss station locations and improvements through the University District.

**City of Spokane Coordination**

Representatives from the City of Spokane are active members of our working groups established for the project. STA and the City staff meet regularly to discuss the coordination of the project and City projects. The two agencies discuss strategies for funding and possibly leveraging projects to possibly create a more competitive project as a whole; discuss project timelines and construction scheduling throughout the downtown core. The two agencies also worked together extensively through the creation and adoption process for the Strategic Overlay Plan, which was accepted by the Spokane City Council in September.

**Cost Estimates**

A major task over the last several months has been to gather information and data to prepare an updated cost estimate and future Operations and Maintenance costs. This information will be included in the Finance plan and used to establish the amount of the Small Starts Grant request. This cost information will be presented to the Board at a future meeting.

**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**

November 30, 2016

**AGENDA ITEM 8: CEO REPORT - INFORMATION**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**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**

November 30 2016

**AGENDA ITEM 9 : NEW BUSINESS**

**REFERRAL COMMITTEE: N/A**

**SUBMITTED BY: N/A**

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**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**

November 30, 2016

**AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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**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**

November 30, 2016

**AGENDA ITEM 11 :**     **REVIEW FEBRUARY 1, 2017, DRAFT AGENDA ITEMS –  
INFORMATION**

**REFERRAL COMMITTEE:**     N/A

**SUBMITTED BY:**             Karl Otterstrom, Director of Planning

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**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 February 1, 2017 Committee meeting.

Proposed agenda items include:

- Minutes of the November 30, 2016, Committee meeting – *corrections/approval*
- Review Planning & Development Committee Work Program – *Report*
- Transit Development Plan: Development of Mid-range Planning Guidance – *Report*
- Draft SRTC 2017/2018 Unified Planning Work Program (UPWP) – *Report*
- Connect Spokane Update: Emerging Trends & Best Practices - *Report*
- Central City Line Small Starts Grant Update - *Report*

**RECOMMENDATION TO COMMITTEE:**     Review and discuss.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_