

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, April 5, 2023  
10:00 a.m. – 11:30 a.m.

### Via Virtual Conference

*w/In Person Public Viewing Option*

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

**Committee Members:** [Committee Member Link](#)      **Member Password:** 2023

**General Public:** [Public Link](#)      **Guest Password:** 0423

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: 2497 626 0264

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the March 1, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
  - A. Board Consent Agenda
    1. City Line Celebratory Events (Resolution) *(Cortwright)*
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(30 minutes)*
  - A. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative *(Otterstrom)*  
*(Public Hearing at the April 20, 2023, Board meeting)*
  - B. 2024-2029 Transit Development Plan: Planning Guidance *(Otterstrom)*
  - C. 2024-2029 Transit Development Plan: Financial Assumptions *(Liard)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review May 3, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, May 3, 2023, at 10:00 a.m. via Webex

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). 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 and the Americans with Disabilities Act. 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 AND DEVELOPMENT COMMITTEE MEETING**

April 5, 2023

**AGENDA ITEM 2:** COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, 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

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

April 5, 2023

**AGENDA ITEM 3A :** MINUTES OF THE MARCH 1, 2023, COMMITTEE MEETING

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Vicki Clancy, Executive Assistant to the Chief Planning & Development Officer

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**SUMMARY:** Draft Minutes of the March 1, 2023, Planning and Development Committee meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and/or approval.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

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

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

## **PLANNING AND DEVELOPMENT COMMITTEE MEETING**

**DRAFT** Minutes of the March 1, 2023, Meeting  
Via Video Conference

### **MEMBERS PRESENT**

Al French, Spokane County – *Chair*  
Karen Stratton, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
Dan Dunne, Small Cities Representative  
(Liberty Lake)  
Chris Grover, Small Cities Representative  
(Cheney), *Ex-Officio*  
Dan Sander, Small Cities Representative  
(Millwood) *Ex Officio*  
E. Susan Meyer, Chief Executive Officer  
*Ex Officio*

### **STAFF PRESENT**

Karl Otterstrom, Chief Planning & Development  
Officer  
Brandon Rapez-Betty, Chief Operations Officer  
Monique Liard, Chief Financial Officer  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Vicki Clancy, Executive Assistant to the Chief  
Planning & Development Officer

### **PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahon, Lamberson, Van Wert  
& Oreskovich, P.C.

### **STAFF ABSENT**

Nancy Williams, Chief Human Resources Officer

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#### 1. CALL TO ORDER AND ROLL CALL

Chair Al French called the meeting to order at 10:01 a.m. and Ms. Vicki Clancy conducted roll call.

#### 2. COMMITTEE CHAIR REPORT - *none*

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE FEBRUARY 1, 2023, COMMITTEE MEETING

**Mr. Tim Hattenburg moved to approve the February 1, 2023, Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

##### B. CONNECT 2035 STRATEGIC PLAN – PHASE 2: SCOPE OF WORK

Mr. Karl Otterstrom presented. Spokane Transit is seeking qualified assistance in developing the Connect 2035 Strategic Plan which advances urban and regional mobility, integrates public transportation into existing and future development and furthers STA's vision to connect everyone to opportunity.

Phase 2 of *Connect 2035* will be built on the goals, strategies, and performance measures established in Phase 1. Mr. Otterstrom reviewed the goals, potential delivery timeline, and evaluation criteria for this phase. The Phase 2 Request for Proposals (RFP) has an estimated

contract value of \$900,000 - \$1 million, and will be locally funded out of the 2023 and 2024 operating budgets. The primary deliverables and timeline of the scope of work are anticipated to take place within an 18-month period, concluding in December 2024. STA is seeking strategic consulting services from firms that have robust experience in delivering proven long range implementation plans. Following a preliminary evaluation, STA will invite up to three of the top-ranked firms for in-person interviews to aid in finalizing the evaluation scoring and ranking.

Chair French asked if the “price proposal” evaluation criteria of 10 points is high enough. It’s equal to “references”. Discussion ensued. Final suggestion was to move 5 points from “references” to “price proposal” instead or add 5 points for a total of 105 points. Ms. E. Susan Meyer agreed to reassess the number of points for the RFP’s price proposal.

**Mr. Dan Dunne moved to recommend the STA Board of Directors approve the general scope of work and authorize staff to release the request for proposals for Connect 2035 Phase 2 Strategic Planning. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. 2023 TITLE VI PROGRAM ADOPTION (*RESOLUTION*)

Mr. Karl Otterstrom reviewed the 2023 Title VI Program. Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit’s existing 2020 Title VI Program must be updated and approved by the Board of Directors by March 19, 2023, when the current program expires. A Title VI Program is comprised of two major sections as identified in FTA Circular 4702.1B – general requirements and transit provider requirements. Within the transit requirements, agencies that operate 50 or more fixed route vehicles at peak service in a UZA of 200,000 or more have additional reporting requirements. A public hearing on the draft program was held at the February 16, 2023, STA Board meeting. No public comments were received. The draft 2023 Title VI Program can be found at the following link:

<https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

Mr. Dan Dunne asked which one of our complaint collection process procedures receives the best feedback. Mr. Otterstrom responded that STA provides the ability to file complaints via notices on buses, at our facilities, on our website, and STA doesn’t ask how the submitter is filing the complaint. STA receives very few Title VI complaints. Ms. Meyer added that one of the most popular sources of input for submitting questions, concerns, complaints is through STA Questions. STA Leadership sees all of the questions and answers that flow through this avenue. Ms. Meyer also receives direct emails as her contact information is on the STA website. All comments and concerns are entered into an STA system and are delegated for resolution.

**Mr. Tim Hattenburg moved to recommend the STA Board of Directors approve by resolution the 2023 Title VI Program as presented. Ms. Karen Stratton seconded, and the motion was approved unanimously.**

B. BOARD DISCUSSION AGENDA - None

5. REPORTS TO COMMITTEE

A. 2024-2029 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE GUIDANCE

Mr. Otterstrom presented. A step in the annual preparation of STA's transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The committee was offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2024-2029 Transit Development Plan (TDP). Major themes include:

- Maintain a state of good repair
- Finish delivery of *STA Moving Forward*
- Grow ridership
- Easy to use system
- Implement Division Street BRT
- Prepare for Connect 2035 implementation
- Financial Stewardship
- More flexible services
- Inclusive service to community members

The TDP project schedule proposes that the Planning and Development Committee develop the mid-range guidance over the next two meetings. At the April committee meeting, staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels with an eye toward aligning mid-range planning guidance with Connect 2035's strategic goals. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July.

B. DIVISION STREET BUS RAPID TRANSIT: PROJECT UPDATE

Mr. Otterstrom presented. Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. STA is currently conducting preliminary engineering and design work along with specific planning activities, to support conceptual design and the key milestone of the Project Development submittal for the FTA Small Starts program.

As part of this effort, the project team has been working on refining the routing alternatives that include the routing alternatives in downtown Spokane, the northern terminus (north of the Y), and the stop locations within the mainline (along Division Street between the Spokane River and the Y).

Staff provided an update on the activities related to this task, public outreach activities conducted over the past several months, and the timeline for Board consideration of a refined locally preferred alternative (LPA). Next steps include a public hearing on refinements to the LPA in April 2023, Board resolution adopting northern and southern termini and updated station locations in May 2023, and preparation to enter into FTA Project Development for Capital Investment Grant (CIPG) projects during the Summer 2023.

Mr. Dan Dunne expressed several times his amazement with the due diligence of staff presentations.

Ms. Meyer asked Mr. Otterstrom to spend additional time on the stop placement and removals because the 25 Division will go away, leaving the entire area of Division to be served by Bus Rapid Transit which has different characteristics than a regular route, including fewer stops. Ms. Meyer

wanted the Committee to be aware of the implications for existing stops that will be removed—where the stop will go and how people will access them.

Chair French added that all of this work is dependent upon the completion of the North Spokane Corridor.

C. DRAFT SPOKANE REGIONAL TRANSPORTATION COUNCIL 2024-2025 UNIFIED PLANNING WORK PROGRAM

Mr. Otterstrom presented. The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each biennium SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the Spokane metropolitan planning area over the next state Fiscal Year two-year period (July 1, 2023, through June 30, 2025). These activities include SRTC's responsibility as the Metropolitan Planning Organization (MP) and the Regional Transportation Planning Organization (RTPO), including the planning of projects and activities. The UPWP is completed by SRTC in coordination with the Washington State Department of Transportation (WSDOT) and STA. Each cycle, STA submits a description of the planning activities it will engage in over the identified State Fiscal Years. Mr. Otterstrom reviewed a brief list of the STA planning activities which will be submitted to SRTC for inclusion in the UPWP.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

February 2023 Voter-Approved Sales Tax Revenue (December Sales) Update:

Actual (\$10,261,069) compared to budget (\$9,799,005) for a 4.7% difference of \$462,064. Sales tax revenue is 2.1% YTD above budget (\$0.4M), 4.7% above February 2023 actual (\$0.5M), and 2.1% YTD above 2023 actual (\$0.4M).

Legislature – Day 52: Ms. Meyer provided a brief update on the status of legislation pertinent to STA and committed to provide further updates at the Board meeting.

7. COMMITTEE INFORMATION - None

8. REVIEW APRIL 5, 2023, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - None

10. COMMITTEE MEMBERS' EXPRESSIONS - None

11. ADJOURN

With no further business to come before the Committee, Chair Al French adjourned the meeting at 11:24 p.m.

NEXT COMMITTEE MEETING: WEDNESDAY, APRIL 5, 2023, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

April 5, 2023

**AGENDA ITEM 4A1 :** CITY LINE CELEBRATORY EVENTS (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Carly Cortright, Chief Communications and Customer Service Officer

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**SUMMARY:** Spokane Transit's first Bus Rapid Transit (BRT), City Line, goes into service July 15, 2023. To mark the occasion, a series of events are planned to celebrate the launch and educate riders.

**BACKGROUND:** Communications staff are planning a series of events and promotions in acknowledgment of City Line, eastern Washington's first Bus Rapid Transit service. On the first day of service, Saturday July 15, 2023, neighborhood-specific outreach parties will occur along the route in Browne's Addition, Riverside (Downtown), U-District, Logan, and Chief Garry Park. These parties will include music, food, and kid friendly activities along with staff from Spokane Transit to educate riders on City Line and other route changes as part of the July 2023 service change. On Tuesday, July 18, an official ribbon cutting ceremony will occur on the campus of Gonzaga University. In addition to guest speakers, there will be outreach activities and refreshments. A resolution from the Board of Directors is requested to demonstrate support for these celebratory events and related expenditures as part of outreach and promotional activities for City Line.

**RECOMMENDATION TO COMMITTEE:** Recommend the STA Board of Directors approve, by resolution, the City Line Celebratory Events.



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

A RESOLUTION FOR THE PURPOSE OF DECLARING A PUBLIC PURPOSE AND AUTHORIZING SPONSORSHIP OF CITY LINE CELEBRATION EVENTS 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 the laws of the state of Washington, pursuant to RCW Title 36, Chapter 57A, Public Transportation Benefit Area;

WHEREAS, STA will launch its first Bus Rapid Transit line, the City Line, into service on July 15th, 2023, the first such service in Eastern Washington;

WHEREAS, the STA Board of Director recognizes and acknowledges the importance of public special events which serve to enhance the quality of life in the Public Transportation Benefit Area and which celebrate this achievement, providing an opportunity to strengthen the public's sense of community and celebrate the value of public transit;

WHEREAS, the STA Board approved the 2023 budget which included funding for these celebratory events;

WHEREAS, the purpose of these public events is to bring together: a) the community together to experience the new service on July 15, 2023, and b) federal, state and local dignitaries along with community members to cut the ribbon on the City Line on July 18, 2023; and

WHEREAS, the STA Board declares these events qualify for STA sponsorship as serving valid municipal purposes.

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

Section 1. Declaration of Public Purpose. The STA Board of Directors declares that the City Line celebrations are events open to the public which serve the valid municipal purposes described herein.

Section 2. Authorization for Sponsorship of Event. The STA Board of Directors hereby authorizes STA's sponsorship of the City Line celebration events.

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately upon its passage.

Section 4. Authority. The Board of Directors hereby authorizes and directs the CEO to take all action necessary and proper to effectuate the foregoing; any actions of the CEO prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Adopted by STA at a regular meeting thereof held on the XXth day of \_\_\_\_\_, 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lori Kinnear  
Board Chair

Approved as to form:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

April 5, 2023

**AGENDA ITEM 5A :** DIVISION STREET BUS RAPID TRANSIT: REFINED LOCALLY PREFERRED ALTERNATIVE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Hamid Hajjafari, Senior Transit Planner

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**SUMMARY:** Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. STA is currently conducting preliminary engineering and design work along with specific planning activities, to support conceptual design and the key milestone of the Project Development submittal for the FTA Small Starts program. Staff will review the draft recommendation and provide an overview of proposed outreach and approval steps.

**BACKGROUND:** In 2019, STA and SRTC led the *DivisionConnects* study that identified what future bus rapid transit (BRT) service would look like on Division Street as well as other factors that support transit service, such as land use and access to stations. A key success of the *DivisionConnects* study was the adoption by the STA Board of Directors of Resolution No. 785.21, establishing the Division Street BRT Locally Preferred Alternative (LPA).

The LPA for Division Street called for bus rapid transit (BRT) with several elements, which are as follows:

Element	Description
Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60' buses
Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
Northern Termini	Short-term: current Route 25 to Hastings Park & Ride Long-term: To new transit center at Farwell and US2
Southern Termini	Spokane Central Business District near the STA Plaza
Alignment (Exhibit A.1)	Downtown: to be refined in Preliminary Engineering Couplet: right-side Ruby Street and Division Street Mainline: Division Street North of "Y": short- and long-term phased approach
Station Locations	Major intersections and destinations (see Exhibit A.2). All stations will meet ADA accessibility requirements
System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms

Element	Description
Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the “Y”
Other Multimodal Treatments	Protected bicycle facilities along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.

In Spring 2022, STA kicked off the preliminary engineering and environmental scoping phase of Division Street BRT. Among other early phase work, the project team has sought to refine the alignment definition for Division Street BRT for the north and downtown (south) terminus, as well as refine station locations. This effort has engaged key stakeholders, including Spokane County, City of Spokane, and the Washington State Department of Transportation (WSDOT). The project team also engaged property and business owners along the alignment and gathered direct feedback from Downtown Spokane Partnership (DSP).

The LPA refinements, as depicted in the corridor map in Figure 1, will be presented as a draft recommendation for consideration by the STA Board of Directors and include routing in downtown Spokane (Figure 2), routing in in the northern terminus (Figure 3), and the approximate station locations (Table 1).

Staff will provide an update on the activities related to this task, public outreach activities conducted over the past several months, and the timeline for Board consideration of a refined locally preferred alternative, which will include a public hearing on April 20, 2023.

**RECOMMENDATION TO COMMITTEE:** Receive report.

March 30, 2023

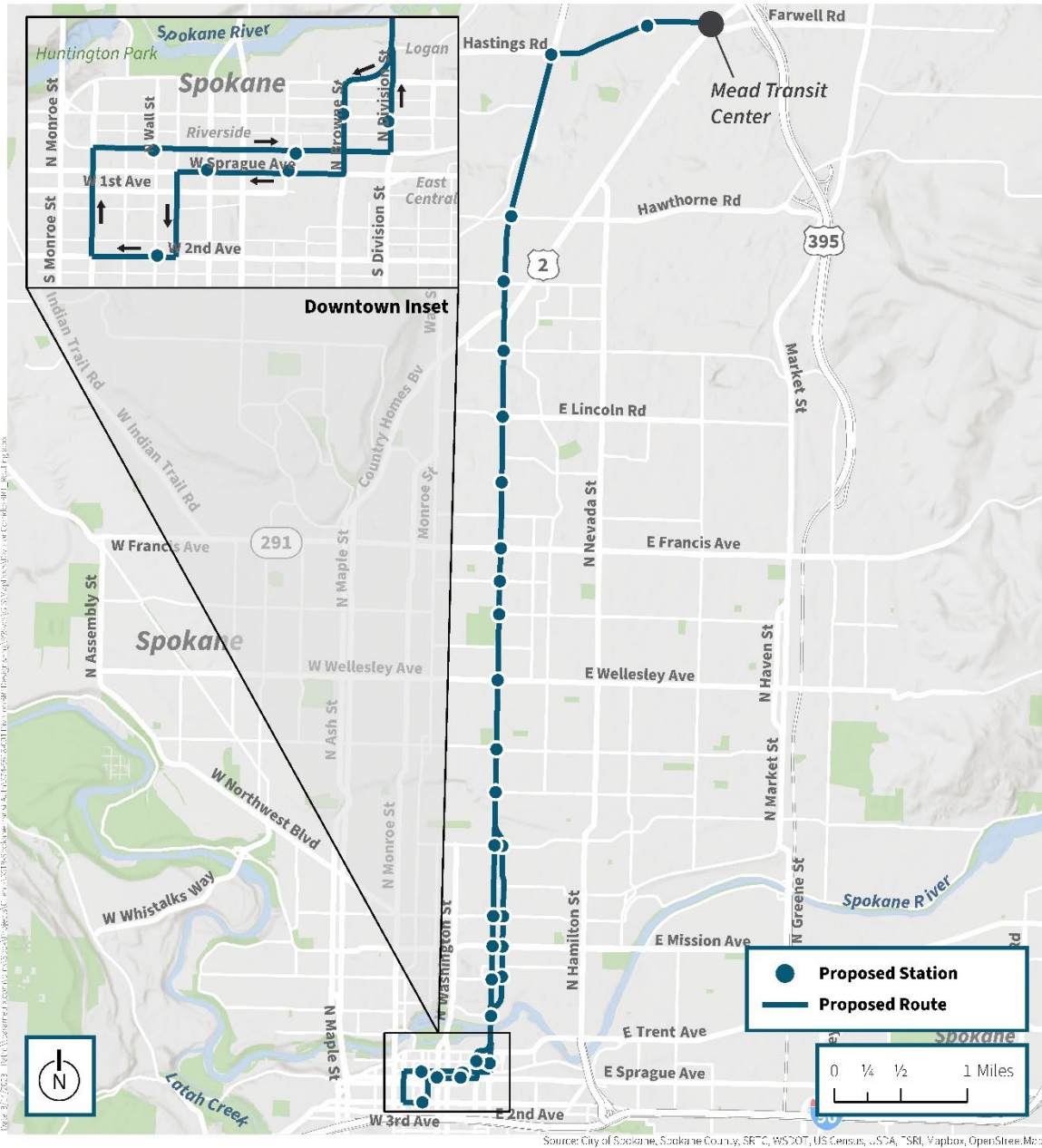


Figure 1: Proposed Alignment for Division Street BRT

March 30, 2023

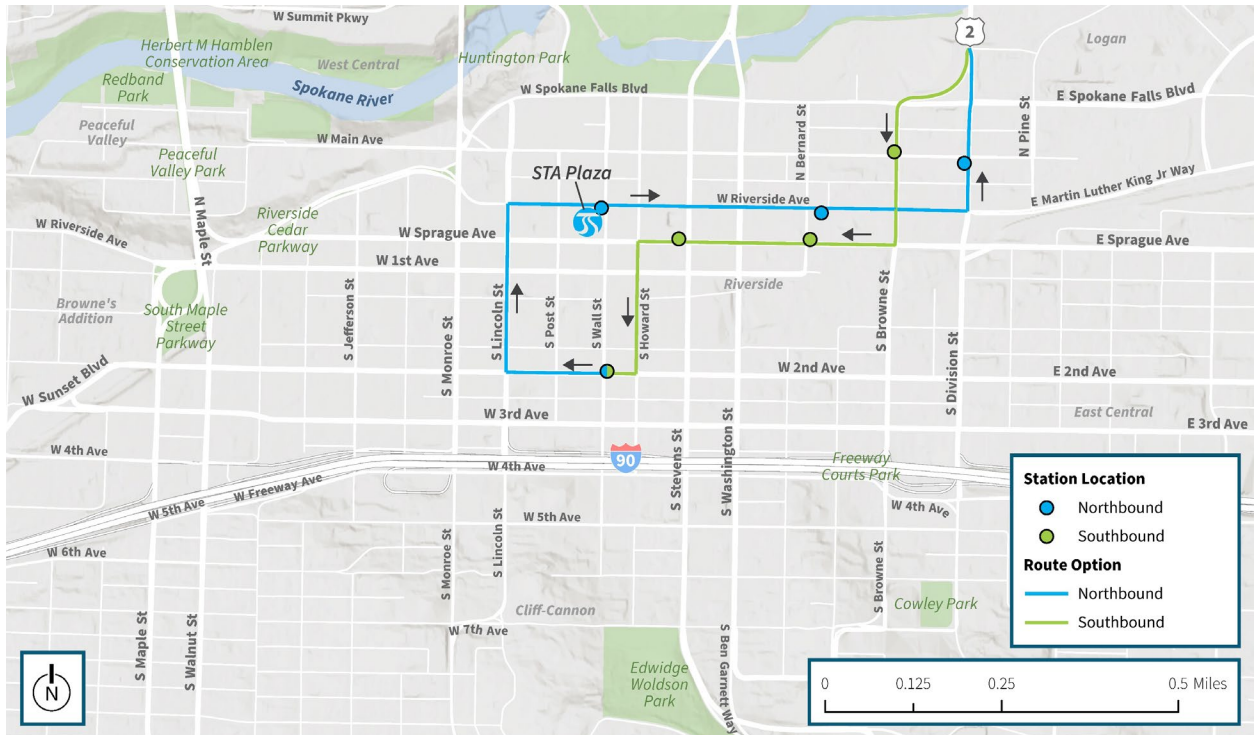


Figure 2: Preferred Downtown (South) Terminus Routing Alternative for Division Street BRT (see Figure 1)

March 30, 2023



Figure 3: Preferred North Terminus Routing Alternative for Division Street BRT (see Figure 1)

March 30, 2023

<b>Table 1: Station Locations</b>		
Mead Transit Center	N Division St/Rowan Ave	N Browne St/W Main Ave (SB)
Hastings Rd/N Perry St	N Division St/Queen Ave <i>(Provisional)</i>	W Sprague Ave/Bernard St (SB)
N Division St/Hastings Rd	N Division St/Wellesley Ave	W Sprague Ave/Stevens St (SB)
N Division St/Hawthorne Rd	N Division St/E Empire Ave/W Garland Ave	W 2nd Ave/S Wall St (SB)
N Division St/Holland Rd	N Division St/Bridgeport Ave	W Riverside Ave/N Wall St (NB)
N Division St/E Magnesium Rd/W Price Ave	N Division St/N Ruby St/E North Foothills Dr/W Buckeye Ave	W Riverside Ave/N Bernard St (NB)
N Division St/E Lincoln Rd/W Cascade Way	N Division St/N Ruby St/Indiana Ave	N Division St/Main Ave (NB)
N Division St/E Weile Ave/W Rhoades Ave	N Division St/N Ruby St/Mission Ave	N Division St/North River Dr
N Division St/Francis Ave	<b>N Division St/N Ruby St/Boone Ave</b>	N Browne St/W Main Ave (SB)
N Division St/Central Ave	N Division St/North River Dr	W Sprague Ave/Bernard St (SB)

## SPOKANE TRANSIT AUTHORITY

### PLANNING AND DEVELOPMENT COMMITTEE MEETING

April 5, 2023

**AGENDA ITEM 5B :** 2024-2029 TRANSIT DEVELOPMENT PLAN: PLANNING GUIDANCE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning and Development Officer  
Mike Tresidder, Associate Transit Planner

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**SUMMARY:** As a step in the annual preparation of STA's Transit Development Plan (TDP), the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. Following discussion with the Committee at the March meeting, staff have taken the opportunity to update and evolve this section from general guidance to a more actionable tactical framework based on *Connect 2035* goals. The Committee will be offered an opportunity during the meeting to review the proposed tactical framework for the 2024-2029 Transit Development Plan (TDP).

**BACKGROUND:** According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA's strategic and operational planning. STA's primary mid-range planning document is the Transit Development Plan. The 2024-2029 TDP is expected to be adopted in July 2023 and will include the Capital Improvement Program, the Service Improvement Program, and the Federal Transit Administration (FTA) Program of Projects. The current adopted 2023-2028 TDP may be viewed on STA's website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>

Historically, a first step in updating the TDP is for the Board to set forth mid-range (six-year) planning guidance statements.

With the adoption of *Connect 2035: Phase I Strategic Foundation* by the Board of Directors in December 2022, there is an opportunity to connect the TDP more closely with the agency's strategic plan. Staff proposes evolving away from general guidance statements (some of which have been in the TDP since 2013) and towards a more actionable tactical framework that responds directly to the *Connect 2035* strategic goals. The past guidance statements have been broad and expansive, making it more difficult to identify if the agency was following through and moving in the right direction. Past guidance statements have been broad and expansive; the tactical framework is more specific in scope and more definitive in action. This allows the Board, the public, and staff to more easily track progress of the 2024-2029 TDP.

#### **Connect 2035 Strategic Goals**

In 2022, the Board of Directors completed the first phase of a strategic plan known as *Connect 2035* which will guide the advancement of public transportation across the region through 2035. As part of



this first phase, the Board adopted a set of strategic goals to advance STA's updated vision: "Connecting everyone to opportunity." These goals are as follows:

- 1. Elevate the customer experience.**
- 2. Lead and collaborate with community partners to enhance the quality of life in our region.**
- 3. Strengthen our capacity to anticipate and respond to the demands of the region.**

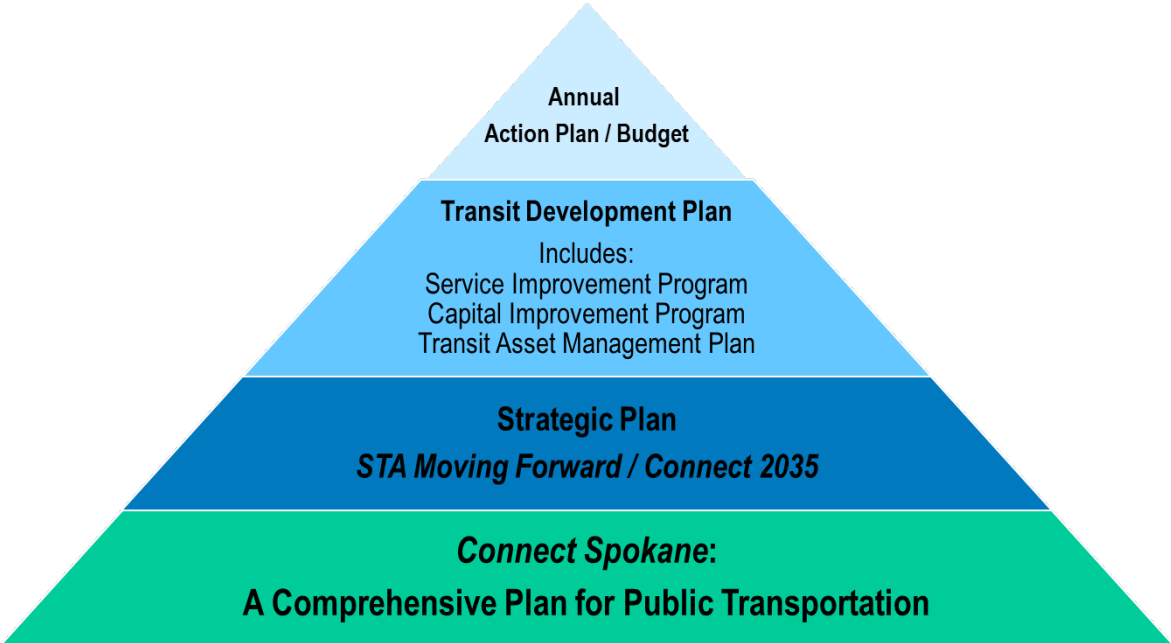
The text on the attached documents represents a proposed narrative to tie the Connect 2035 goals to planned milestones during the upcoming six-year period. Staff will seek committee input and review of the major milestones identified. In May, the Committee will review the draft Service Improvement Program (SIP). In June, the Committee will review the draft TDP, including the draft Capital Improvement Program (CIP), working toward Board approval of the plan in July.

**RECOMMENDATION TO COMMITTEE:** Receive report.

# Mid-Range Tactical Framework (2024-2029)

## Background

STA prepares for both the near-term and long-term needs by updating and maintaining a series of planning documents. Working in concert, these documents together make up a hierarchy from broad policy to discrete actions.



*Connect Spokane* sets out the vision and policy framework to guide decisions made by STA’s Board of Directors, its staff, and partnering agencies that will further Spokane Transit’s mission and vision for at least the next 30 years.

The STA Strategic Plan is a 10–15-year plan with short- to mid-term strategies and objectives for a fixed target year. This document acts on the policies and visions within *Connect Spokane*.

The Transit Development Plan translates the policy of *Connect Spokane* and the strategies and objectives of the strategic plan into an implementation plan, identifying the projects and service STA will provide over the next three to six years.

The Annual Action Plan identifies key action over the next year.

STA is currently implementing the objectives identified in our first strategic plan, *STA Moving Forward*, while developing our next strategic plan, *Connect 2035*.

*STA Moving Forward* was initially approved by the STA Board of Directors in December 2014, and revised in 2016 with the passage of voter-approved Proposition 1 that provided additional funding for the plan. Minor revisions were completed in 2020. Since then, STA has fully completed most of the projects in the plan, with the remaining projects largely under development . Last year, the STA Board of Directors adopted Phase 1 of *Connect 2035*. Phase 1 lays the strategic foundation through 2035, while Phase 2 will identify the objectives over that timeframe.

## **Tactical Framework for the 2024-2029 TDP**

The STA Board of Directors set forth the following six-year planning tactical framework that reflects the goals established in *Connect 2035 Phase 1* as a first step in developing the TDP.

### **Elevate the customer experience.**

- Finish delivery of *STA Moving Forward* to expand ridership and deliver on commitments.
- Advance Division Street BRT through Project Development toward a future FTA capital investment grant.
- Advance development of Sprague and I-90/Valley High Performance Transit (HPT) lines, including supporting pilot cross-state service to Idaho.
- Expand and enhance the Connect fare system for a seamless transit experience.

### **Lead and collaborate with community partners to enhance the quality of life in our region.**

- Partner in developing and implementing the regional transportation and land use visions.
  - Establish a new Community Development Department to advance land use support for transit investments.
  - Engage in updates to the Urban Growth Areas (UGA) and *Horizon 2045*, the Metropolitan Transportation Plan (MTP).
  - Plan and implement a pilot Transit Oriented Development (TOD) program.
- Implement STA's fleet replacement plan, including acquisition of diesel, battery electric buses and double-decker buses while preparing for the next steps in transitioning of the fleet toward zero emission vehicles in the future.
- Expand opportunities for community partners, especially community-based organizations, to collaborate with STA on key efforts such *Connect Spokane* and the STA's Title VI Program.

### **Strengthen our capacity to anticipate and respond to the demands of the region.**

- Prepare and finalize the ten-year strategic plan, *Connect 2035*, to identify critical initiatives to execute STA's mission of connecting everyone to opportunity.
- Develop and implement the Facilities Master Plan to position STA for strategic growth that supports STA's growing and changing role in the region.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

April 5, 2023

AGENDA ITEM **5C** : 2024-2029 TRANSIT DEVELOPMENT PLAN: FINANCIAL ASSUMPTIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer  
Karl Otterstrom, Chief Planning & Development Officer

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**SUMMARY:** As part of the preparation of the 2024-2029 Transit Development Plan (TDP), STA is required to incorporate financial projections for this 6-year period. The initial step in this preparation is to seek affirmation by the Committee of the financial assumptions used in deriving the 2024-2029 forecast.

Staff is recommending that the financial assumptions generally remain in line with those reviewed and approved by the Board in 2022, as detailed below, with new items in italics:

**Revenue**

- Sales Tax will grow at 3.5% annual trend applied to 2023 budgeted levels.
- *The two-tenths of a percent voter-approved sales tax increase sunsetting in 2028 will be renewed for 2029 and beyond.*
- There are no future planned fare changes during the 2024-2029 TDP period.
- FTA Section 5307 Urbanized Area Formula grant funds are used primarily for preventive maintenance. This is the third largest source of operating revenue, and is forecasted to grow at a 1% rate from 2023 budgeted levels through 2026. 2027 through 2029 are assumed to stay at 2026 levels.
- State operating funding through the Paratransit/Special Needs formula grant will grow at 1% per year from the 2023 budgeted level.
- *The state operating funds reflect the new Move Ahead Washington Transit Support grant at the full annual estimated amount of \$6.5 million through the TDP period.*

**Expenditures**

- The annual budget provides the baseline for operating expenses.
- *STA Moving Forward* service changes, including City Line are incorporated into the budget and the forecast based on their year of introduction along with near-term investments.
- Operating expenses grow at 3% beginning in 2024, accounting for added costs from *STA Moving Forward* and near-term investment service changes and continue at the same 3% rate through 2029.
- The Capital Improvement Program is fully funded through the TDP period.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

April 5, 2023

**AGENDA ITEM 6:** CEO REPORT - INFORMATION

**REFERRAL COMMITTEE:** n/a

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

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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:** For discussion.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

April 5, 2023

**AGENDA ITEM 8**: May 3, 2023, COMMITTEE MEETING DRAFT AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer

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**SUMMARY:** At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of May 3, 2023.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, May 3, 2023  
10:00 a.m. – 11:30 a.m.

**Committee Meeting is via Virtual Conference**  
w/In Person Public Viewing Option  
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

**Committee Members:** [Insert Link here](#)

**General Public:** [Insert Link here](#)

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: xxxx xxx xxxx | Password: 2023

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
  - A. Minutes of the April 5, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda (15 minutes)
    1. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative (*Resolution*) (*Otterstrom*)
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee (15 minutes)
  - A. 2024-2029 Transit Development Plan: Identify Major Activities (*Otterstrom*)
  - B. 2024-2029 Transit Development Plan: 2024-2026 Service Improvement Program (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information
8. Review May 31, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, May 31, 2023 (**June Meeting**), at 10:00 a.m. via Webex

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). 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 and the Americans with Disabilities Act. 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 AND DEVELOPMENT COMMITTEE MEETING**

April 5, 2023

**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 and Development.

**RECOMMENDATION TO COMMITTEE:** For Discussion.



**SPOKANE TRANSIT AUTHORITY**

**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

April 5, 2023

**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 and Development Committee will have an opportunity to express comments or opinions.

**RECOMMENDATION TO COMMITTEE:** n/a