

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

## **CITIZEN ADVISORY COMMITTEE **SPECIAL** MEETING**

**Wednesday, October 27, 2021**

**5:00 – 6:30 p.m.**

**Via Video Conference**

**Committee Members:** [Committee Members Join Here](#)

**General Public:** [Public Attendees Join Here](#)

**Audio Conference:** Call the number below and enter the access code  
1-253-215-8782 | Meeting ID: 603 844 1724

### **AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report (*Brian Kamp*)
  - A. Spring 2022 Committee “Field Trip”
3. Public Expressions – (*Brian Kamp*) – 3 minutes per person
4. Committee Action:
  - A. Minutes of September 8, 2021, meeting – (*Brian Kamp*) – 5 minutes
  - B. Consideration of Applicant for Membership – (*Brian Kamp*) – 5 minutes
5. Committee Reports:
  - A. State of the Agency – (*Susan Meyer*) – 20 minutes
  - B. Snow Plan – (*Frank Bezemer*) – 5 minutes
  - C. 2022 Draft Operating and Capital Budgets – (*Monique Liard*) – 15 minutes
  - D. Website Redevelopment Update – (*Brandon Rapez-Betty*) – 10 minutes
  - E. Public Records/Open Public Meetings Training Requirement – (*Emily Arneson*) – 10 minutes
  - F. Recruitment – (*Emily Arneson / Brian Kamp*) – 5 minutes
6. Committee Information – *no action or discussion*
  - A. CAC 2022 Work Plan
7. Committee Member Expressions – (*Brian Kamp*) – 5 minutes
  - A. Neighborhood councils
8. Set agenda items for future CAC meetings – 5 minutes
9. Adjourn

Next Committee Meeting: \*\*\*\*Next meeting is February 9, 2022.\*\*\*\*

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**  
**CITIZEN ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 2:** COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Stacia Bowers, Executive Assistant

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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:** Information only.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE SPECIAL MEETING**

October 27, 2021

**AGENDA ITEM 3:** PUBLIC EXPRESSIONS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Stacia Bowers, Executive Assistant

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**SUMMARY:** At this time, the Citizens Advisory Committee will give the public the opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE SPECIAL MEETING**

October 27, 2021

**AGENDA ITEM 4:** MINUTES OF THE SEPTEMBER 8, 2021, COMMITTEE MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Stacia Bowers, Executive Assistant

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**SUMMARY:** Attached for your information, corrections, and/or approval are the minutes of the September 8, 2021, Citizen Advisory Committee meeting.

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

**CITIZEN ADVISORY COMMITTEE MEETING (CAC)**

Meeting Minutes for September 8, 2021  
Video Conference Call

**MEMBERS PRESENT**

Dan Brown  
Linda Carroll  
Chris Fortensky  
Charles Howell  
Brian Kamp, Committee Chair  
Larry Lapidus  
Caleb McDougall  
Michelle Rasmussen

**STAFF PRESENT**

Brandon Rapez-Betty, Director of Communications & Customer Service  
Stacia Bowers, Executive Assistant  
Monique Liard, Chief Financial Officer  
E. Susan Meyer, Chief Executive Officer  
Karl Otterstrom, Director of Planning & Development  
Ryan Brodwater, Capital Project Manager

**MEMBERS ABSENT**

Dennis Anderson  
Dick Denenny  
Susan Gray

**GUESTS**

JT Ramsey

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

The Chair called the meeting to order at 5:00 p.m. and roll call was conducted.

**2. CHAIR REPORT**

None.

**3. PUBLIC EXPRESSIONS**

None.

**4. COMMITTEE ACTION**

**A. Minutes of the Citizen Advisory Committee (CAC)- Corrections or Approval**

The Chair asked the committee to review the minutes of the June 15, 2021, **special** meeting. The minutes were approved.

**B. Approval of CAC applicant:**

This item was moved up from Recruitment item 4E below as it is a Committee Action. Brian Kamp and Stacia Bowers interviewed JT Ramsey, a medical student, and recommended approval to send this applicant to Performance Monitoring and External Relations (PMER) committee. The committee approved sending JT Ramsey to PMER for consideration of appointment as a CAC member.

**C. Election of the Committee Chair**

Brian Kamp was elected as the committee Chair.

**5. COMMITTEE REPORTS:**

**A. 2020 State Audit Exit Brief:**

Monique Liard presented the results of the June 7, 2021, Washington State Auditor's Office Exit Conference Audit exit brief for 2020, which was held with STA staff and the Chair of the Board of Directors. The next audit for the 2021 fiscal year is scheduled to begin in March 2022.

Reports are publicly available on the State Auditor's website: <https://sao.wa.gov/reports-data/audit-reports>

**B. STA Moving Forward Performance Tracking:**

Karl Otterstrom provided the status report for STA Moving Forward (STAMF) projects. Projects for 2021 have been completed. Projects slated for 2022 include: improved routes/frequency to Hillyard, improved service in West Central, and City Line construction.

**C. Sprague High Performance Transit (HPT) Update:**

Karl Otterstrom presented information on the Sprague High Performance Transit (HPT) Line, an important transit corridor. This STAMF project entails:

- Enhancing Route 90 to HPT levels, including improved amenities
- Connects the region's city centers, including downtown Spokane and the City of Spokane Valley
- Provides connection with other modes of transportation
- Leverage learning gained from the successful implementation of Monroe-Regal Line
- Other project elements
  - Evaluate need for additional pedestrian crosswalks
  - Analysis of Transit Signal Priority (TSP)
  - Evaluate feasibility of Business Access Transit (BAT) lanes
  - HPT amenities at Valley Transit Center
  - Future electrification

Mr. Otterstrom also made note of the budget, stop typology, revisions and improvements, and the project schedule.

**D. Public Records/Open Public Meetings Training Requirements:**

Tabled until November meeting.

**E. Recruitment:**

The applicant approval to move forward to PMER was moved up to 3B.

There are two more applicants referred by Brian Kamp that were just received. The chair reminded the committee to look for members to recruit and send them to the online application on the STA website.

**5. COMMITTEE MEMBERS EXPRESSIONS:**

The chair thanked Caleb McDougall for communicating to Whitworth University that he is their representative on this committee.

The chair would like to discuss Uber/Lyft accessibility issues at a future meeting.

Linda Carroll mentioned that she would like access to all the bus stop numbers. Brandon Rapez-Betty noted that this information is available in several locations, including on Google Maps and the trip planner on STA's website. Mr. Rapez-Betty offered to do a presentation or tutorial on how to use these resources for any CAC member who is interested.

Caleb McDougall asked if STA is planning on developing a smart phone app. Brandon Rapez-Betty informed the committee that a fare collection app is being developed in conjunction with the website redevelopment. This effort will allow users to manage their fares on an account-based system. There will be a report on the progress of these projects at a future CAC meeting.

QR codes were suggested by the chair.

**6. COMMITTEE INFORMATION:**

Information only. No discussion.

**7. SET MEETING SCHEDULE & AGENDA ITEMS FOR THE NOVEMBER 10, 2021, MEETING:**

- Minutes of the September 8, 2021, Committee meeting – Corrections/Approval
- 3rd Quarter 2021 Performance Measures – Results
- September 2021 Financial Results Summary
- Fare System Update
- Snow Plan
- Google Maps Tutorial
- Public Records/Open Public Meetings Training Requirements
- CAC 2022 Work Plan (Committee Information)
- Recruitment/Orientation

**8. ADJOURN**

Respectfully submitted,

Stacia Bowers  
Executive Assistant to the Director of Communication & Customer Service

**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 4B:**      CONSIDERATION OF APPLICANT FOR MEMBERSHIP

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**              Stacia Bowers, Executive Assistant

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**SUMMARY:** The Committee will discuss and vote on a CAC applicant.

**RECOMMENDATION TO COMMITTEE:**    Discussion/vote.



**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 5A :**     STATE OF THE AGENCY

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The CEO will update the committee on topics concerning Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE SPECIAL MEETING**

October 27, 2021

**AGENDA ITEM 5B:** SNOW PLAN UPDATE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Frank Bezemer, Senior Transportation Manager

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**SUMMARY:** Spokane Transit Authority (STA) has a standing Emergency Operations Plan that outlines the measures staff implement in the event of extreme weather conditions.

The bulk of the plan consists of a set of standing detours if snow and ice conditions force STA to modify the normal bus routes. The concept of this plan is:

- Under most conditions, the jurisdictions' snow removal operations allow STA to maintain service on the regular routes without detours. All of the routes are prioritized in coordination with the street plowing priorities/plans of the jurisdictions.
- However, despite the best efforts of the jurisdictions, there are segments of routes that are known problem areas where traffic becomes blocked. On each route where one or more of these segments have been identified, STA has constructed a standing detour. The snow detours are reflected on the respective passenger schedules and are also integrated into the jurisdictions' snow plowing plans. These detours are designed to be reliable even under extreme conditions.
- If conditions deteriorate to the degree that even a standing detour cannot be used, then service must be temporarily suspended on that route.

By standardizing the contingency plan to these options, it allows STA to communicate very simply to the public. The result is greater reliability for our customers.

Internally, STA has assigned responsibilities to augment key areas at the Plaza, Park & Ride lots, and Dispatch. Additionally, extra operators are called in to "stand by" to fill critical gaps in service.

Internal preparations include:

**Facilities and Grounds**

- Department work schedule shifts to support up to five simultaneous snow removal / plowing operations to prepare for morning and afternoon commutes.
  - First priority is to support buses in service. STA personnel receive snowplowing certification from City of Spokane to plow specific, known problem areas.
  - Next in sequence/priority is park and ride parking lots
  - Next in sequence/priority are pedestrian access and waiting areas at park and ride lots
  - Next in sequence/priority are STA bus shelters
  - Stops with advertising benches and regular bus stops are part of the public right of way and the responsibility of the jurisdiction or property owners to clear. However, STA has a plan to enlist Department of Corrections' work crews to assist at these locations.

#### Vehicle Maintenance

- Maintenance department has recovery vehicles for buses or vans that may get stuck
  - There is a contingency plan to chain select vehicles if necessary

#### Fixed Route Operations

- Additional operators are planned to augment regular service when delays occur
- A third dispatch position is staffed for morning and evening commute
- All supervisor road trucks are equipped with de-ice and the ability to push stuck buses
- An individual is assigned to pass information updates to customer service and communications and monitor status of real time location information on buses
- A contingency plan is in place to augment the Plaza with personnel in zones to provide bus location information and help manage the insertion of additional buses if available. Planning Department provides personnel to augment this operation as needed.

#### Paratransit Operations

- A contingency plan is in place to augment Reservationists to notify customers if changes to service is required

#### Customer Service and Communications

- Communications provides on call personnel to disseminate information
- STA's main effort is to do our best to inform customers of changing conditions. Depending on the situation, staff will publish reports from one to three times a day to update customers on expected conditions for the upcoming commute times. Customers have the ability, through STA LINKED, to sign up to get messages pushed to them as we are able to communicate

Staff will provide a short presentation on the plan.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZENS ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 5C:** DRAFT 2022 OPERATING AND CAPITAL BUDGETS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Monique Liard, Chief Financial Officer

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**SUMMARY:** Staff will present the attached 2022 Draft Operating & Capital Budgets.

**RECOMMENDATION TO COMMITTEE:** Information only.



1

## Vision/Mission

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 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.

 2

2

## Organizational Priorities

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

2022 Draft Budget



3

3

## 2022 Budget Guidance

- Foster and Sustain Quality
- Maintain a State of Good Repair
- Recover Ridership
- Proactively Partner in the Community
- Advance and implement High Performance Transit (HPT)
- Ensure Financial Resilience through Sustainable Planning that Avoids Debt

2022 Draft Budget



4

4



5

2022 vs 2021 Operating Revenue Budget	
2022 Operating Revenue	\$143,418,568
2021 Operating Revenue	<u>\$ 96,994,755</u>
<b>Operating Revenue Change</b>	<b><u>\$ 46,423,813</u></b> (47.9% Increase)

2022 Draft Budget



6

6

## 2022 Operating Revenue Changes

Source	2021 Budget (Rounded)	2022 Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000
Sales Tax	\$78.5M	\$104.1M	\$25.6M (32.6%)	Increase in Sales Tax based on growth rate assumptions as detailed on page 8
Fares & Other Transit Revenue	\$7.9M	\$7.6M	\$-.3M (-3.8%)	Projected Ridership as detailed on page 9
Federal Grants	\$8.4M	\$28.4M	\$20.0M (238.1%)	Federal Preventive Maintenance - \$8.4M CRRSAA and ARP - \$20M
State Grants	\$0.8M	\$1.7M	\$.9M (113.0%)	Special Needs Grant
Miscellaneous Revenue	\$1.4M	\$1.6M	\$.2M (14.3%)	Interest income-1% rate of return on higher average cash balance
<b>Total</b>	<b>\$97.0M</b>	<b>\$143.4M</b>	<b>\$46.4M (47.8%)</b>	

2022 Draft Budget



7

7

## Operating Budget Assumptions

### Revenue – Sales Tax Recommendation

- For 2022, staff recommends sales tax revenue be budgeted 3% over 2021 projected levels as detailed below

2020 Actual Sept – Dec	\$32,031,877
2020 Actual Sept-Dec @ 3% increase	\$32,992,833
2021 Actual Jan - Aug	<u>\$68,078,057</u>
2021 Projected	\$101,070,890
2022 Budget 3% over 2021 Projected	\$104,103,017

2022 Draft Budget



8

8



## Operating Budget Assumptions

### Revenue – Fare & Other Transit

- Fare revenue of \$7,603,547 based on:
  - Current Fare structure
  - Ridership Changes – Assume continuing recovery from 2021 as ridership slowly regains

Mode	2021 Projected	2022 Draft Budget	2022 Change
Fixed Route	5.0M	6.3M	26.0%
Paratransit	249K	277K	11.2%
Vanpool	74K	136K	83.8%

2022 Draft Budget



9

9

## Operating Budget Assumptions

### Revenue – Grants and Miscellaneous

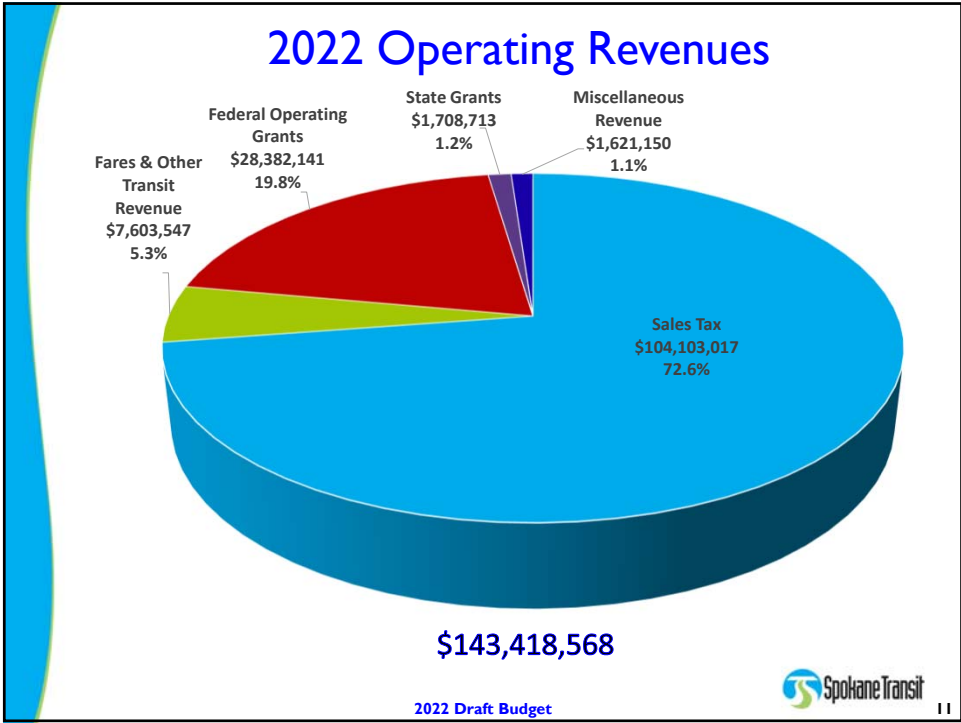
- Federal grants of \$28,382,141
  - 5307 Formula funds - \$8,422,729
  - Federal stimulus packages
    - CRRSAA final draw \$3,940,465 – fully drawn in 2022
    - ARP initial draw \$16,018,947 – remaining \$19,959,412 to be drawn in 2023
- State grants of \$1,708,713
- Miscellaneous revenue of \$1,621,150

2022 Draft Budget

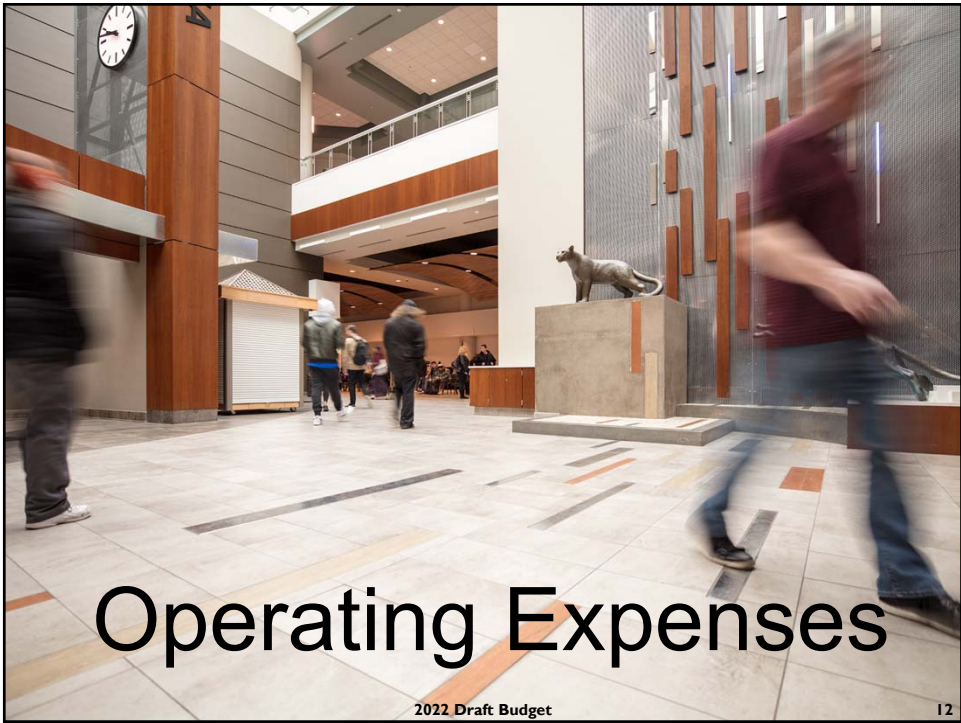


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12

## 2022 vs 2021 Operating Expense Budget

2022 Operating Expense	<b>\$90,521,875</b>
2021 Operating Expense	<b><u>\$82,229,691</u></b>
<b>Operating Expense Change</b>	<b><u>\$ 8,292,184</u></b> (10.1% increase)

2022 Draft Budget



13

13

## 2022 Operating Expense Changes

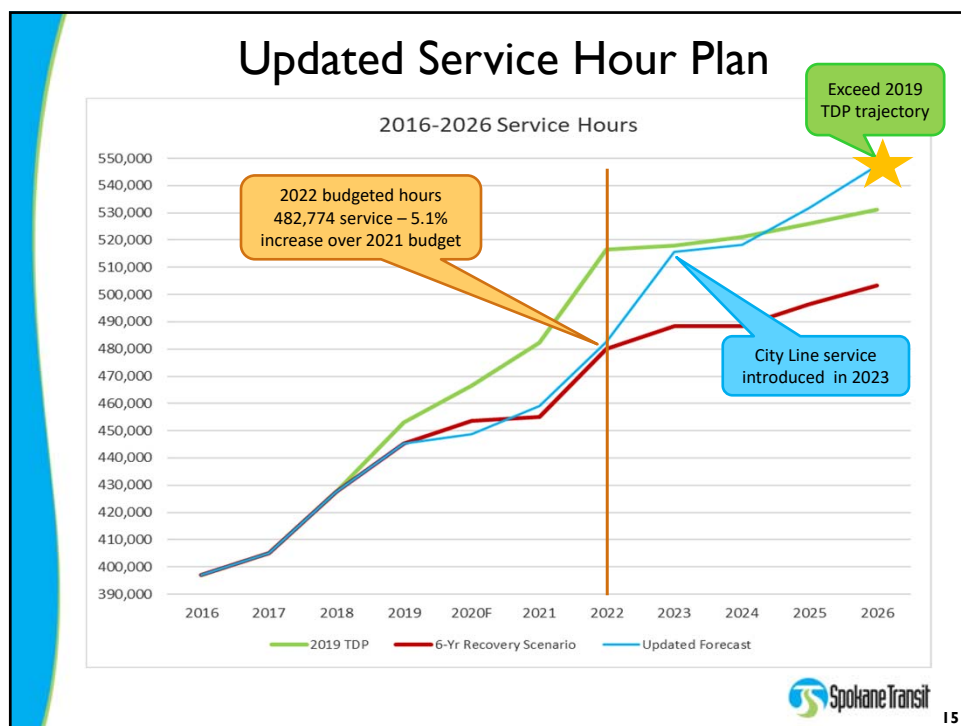
Object	2021 Budget (Rounded)	2022 Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000	
<b>Labor/Benefits</b>	\$58.2M	\$62.7M	\$4.5M (7.7%)	Labor Medical/Dental Retirement (FICA less Pension)	\$ 3.1M \$ 1.2M \$ 0.3M
<b>Services</b>	\$5.3M	\$6.7M	\$1.4M (26.4%)	Consulting (IS/Planning/Maintenance) Professional & Tech Fees (IS, Planning) Temporary Help (Cleaners, Customer Service, Plaza Labor)	\$ 0.8M \$ 0.4M \$ 0.1M
<b>Contracted Transportation</b>	\$3.9M	\$5.0M	\$1.1M (28.2%)	Paratransit contracted service Fuel utilization	\$0.9M \$0.1M
<b>Materials</b>	\$10.4M	\$11.3M	\$0.9M (8.7%)	Facilities Supplies (Maintenance) Furniture/Fixtures/Small Equip Vehicle Repair Materials Fuel	\$ 0.3M \$ 0.2M \$ 0.2M \$ 0.1M
<b>Insurance Utilities Other</b>	\$4.4M	\$5.0M	\$0.6M (13.6%)	Utilities Property & Liability Insurance Training/Meetings/Travel	\$ 0.2M \$ 0.2M \$ 0.1M
<b>Total</b>	<b>\$82.2M</b>	<b>\$90.5M</b>	<b>\$8.3M (10.1%)</b>		

2022 Draft Budget

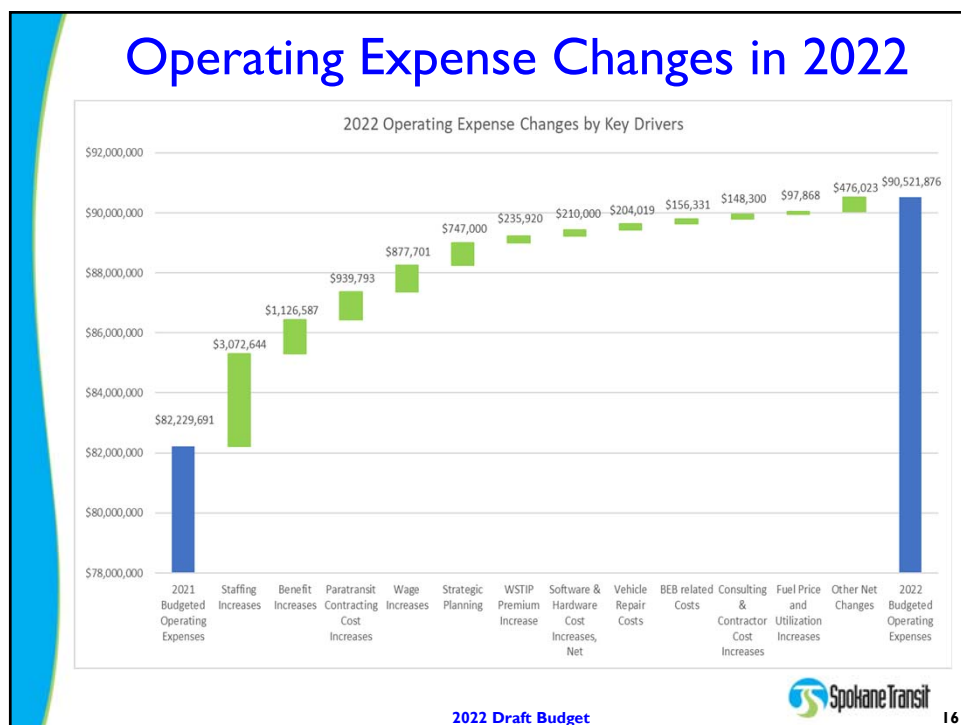


14

14



15



2022 Draft Budget

16

16

## 2022 Operating Budget Assumptions

### Expenses – Personnel

Division	2021 Positions	Additions	2022 Positions
Fixed Route	290 FT Coach Operators 25 PT Coach Operators <u>188</u> FT Other <b>503</b>	Supervisors (4 – Hire Q4) Coach Operators (Net 3 - Hire Q3) Lead Vehicle Technician General Repair Vehicle Technician Building Specialist – Graphics Printing (Hire Q4) Customer Service Representative Parts Clerk	296 FT Coach Operators 22 PT Coach Operators <u>197</u> FT Other <b>515</b>
Paratransit	52 FT Van Operators 2 PT Van Operators <u>41</u> FT Other <b>95</b>	Van Operator (Net 3 – Add back 2021 Temporary Reduction of 9 unfilled positions) Journeyman Vehicle Technician	56 FT Van Operators 1 PT Van Operators <u>42</u> FT Other <b>99</b>
Vanpool	<b>2 FT</b>		<b>2 FT</b>
Administrative	65 FT <u>1</u> PT <b>66</b>	Training Manager Purchasing Manager (Hire Q2) Real Estate Development Manager (Hire Q3)	68 FT <u>1</u> PT <b>69</b>
<b>Total</b>	<b>638 FT</b> <b><u>28</u> PT</b> <b>666</b>	<b>FT Additions</b> <b>PT Reductions</b>	<b>661 FT</b> <b><u>24</u> PT</b> <b>685</b>

FT = Full time PT = Part time



2022 Draft Budget

17

17

## 2022 Operating Budget Assumptions

### Expenses – Compensation

Employee Group	# Of Employees (As of September 2021)	Contract Term	2022 General Wage Increase
ATU 1015 (Fixed Route Operators, Maintenance, Facilities & Grounds, Customer Service & Clerical)	426	April 1, 2020 to March 31, 2023	3.0%
AFSCME 3939 (Paratransit)	66	July 1, 2021 to June 30, 2024	3.0%
ATU 1598 (Fixed Route & Paratransit Supervisors)	26	February 1, 2021 to January 31, 2024	2.0%
Management & Administrative	87	At Will	3.0%
<b>Total</b>	<b>605</b>		



2022 Draft Budget

18

18

## 2022 Operating Budget Assumptions

### Expenses – Benefits (Medical & Dental)

Plan	2022 Premium % Increase (Decrease)	# of Employees Enrolled (as of September 2021)
Premiera	12%	196
Kaiser Core HMO	5.5%	50
Kaiser Buy-Up HMO	5.5%	301
Kaiser CDHP	5.5%	26
Washington Dental	2%	564

- Retirement
  - Employer's retirement contribution rate
    - 10.25%
  - Employee's contribution rate
    - PERS 1 6.0% on-going (statutorily set)
    - PERS 2 \*6.36% (legislatively set)
    - PERS 3 Varies 5% to 15%

\*The Washington State Pension Funding Council approved the reduction to the 2021-2023 state retirement plan rates effective 7/1/2021. The State Legislature included the approved rates as part of the biennial budget for 2021-2023.



2022 Draft Budget

19

19

## 2022 Operating Budget Assumptions

### Expenses – Fuel

	Average Price Per Gallon			Total Fuel Budget (approximate)
	2020 Actual	2021 Budget	2022 Budget <sup>1</sup>	
Diesel	\$1.44	\$2.73	\$2.83	\$3.7M
Gasoline	\$1.91	\$2.94	\$3.04	\$0.7M
<b>Total</b>				<b>\$4.4M</b>

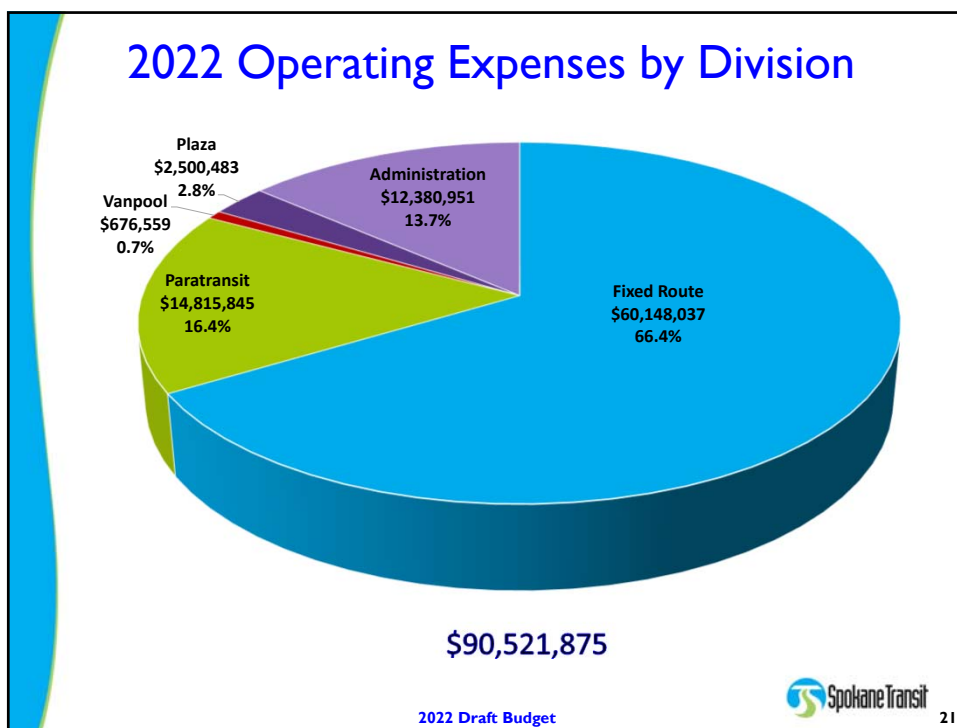
<sup>1</sup> Energy Information Administration August 2021 forecast with 1/4 standard deviation



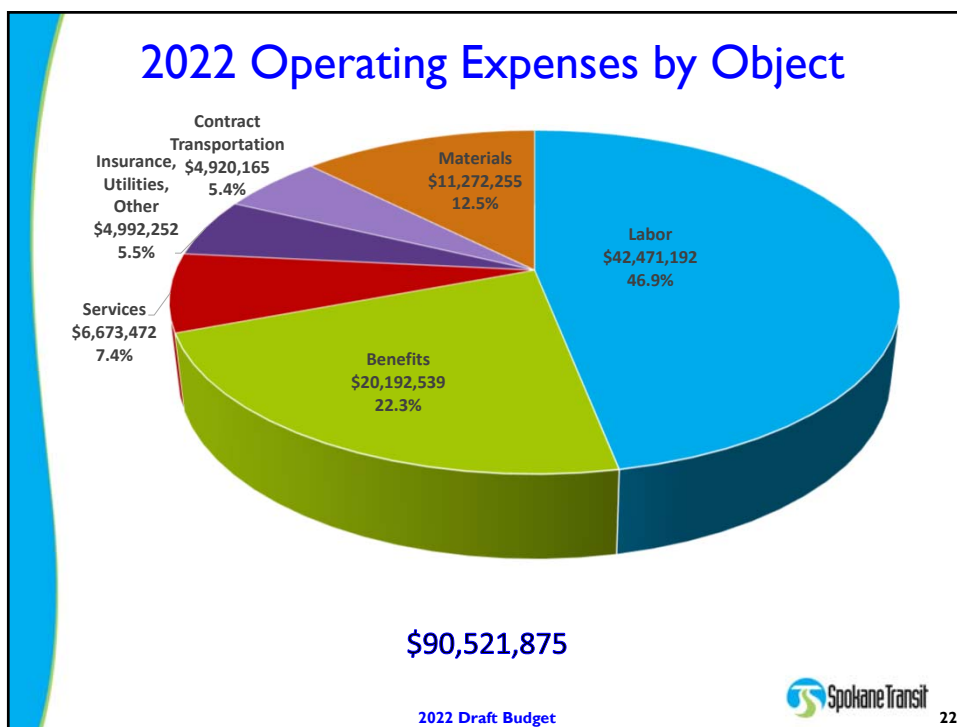
2022 Draft Budget

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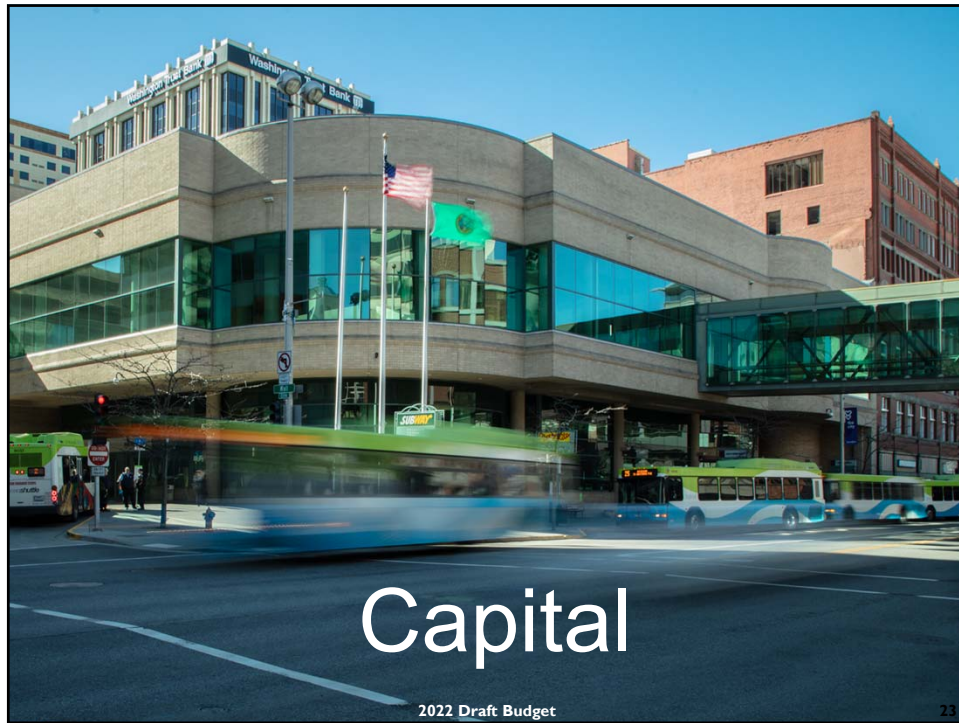
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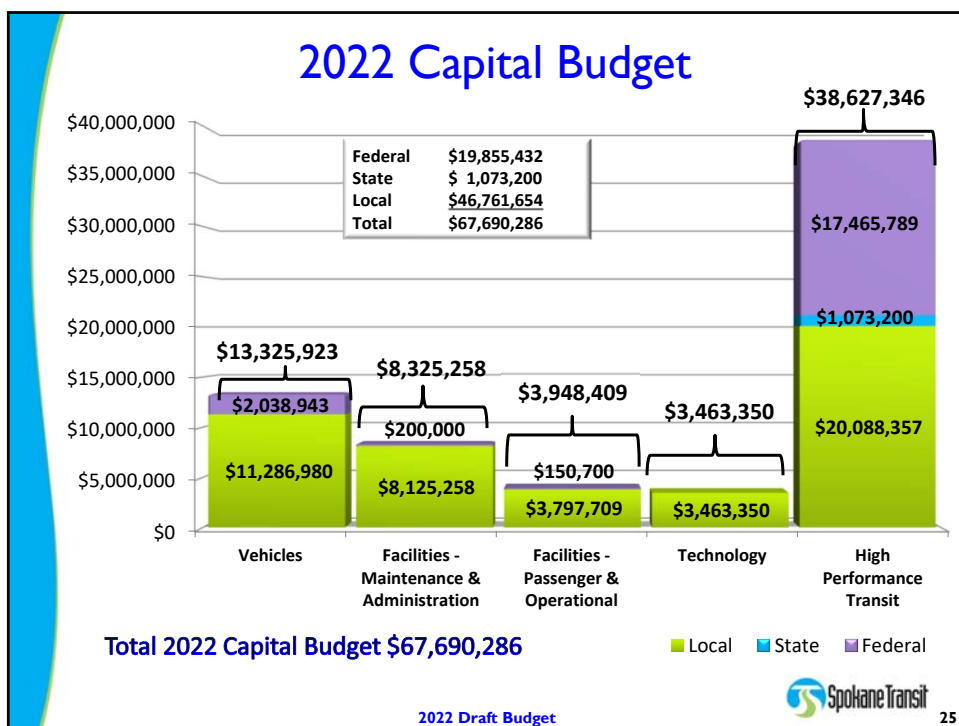
## 2022 Capital/Fleet Replacement Contribution Budget

Funding Source	Amount	% of Total
Federal	\$19,855,432	29.3%
State	\$1,073,200	1.6%
Local (includes \$9,051,977 from Fleet Replacement Fund)	<u>\$46,761,654</u>	69.1%
2022 Capital Total *	\$67,690,286	
Fleet Replacement 2022 Contribution	\$ 8,624,427	
Total 2022 Capital/Fleet Replacement Contribution Budget	<u>\$ 76,314,713</u>	

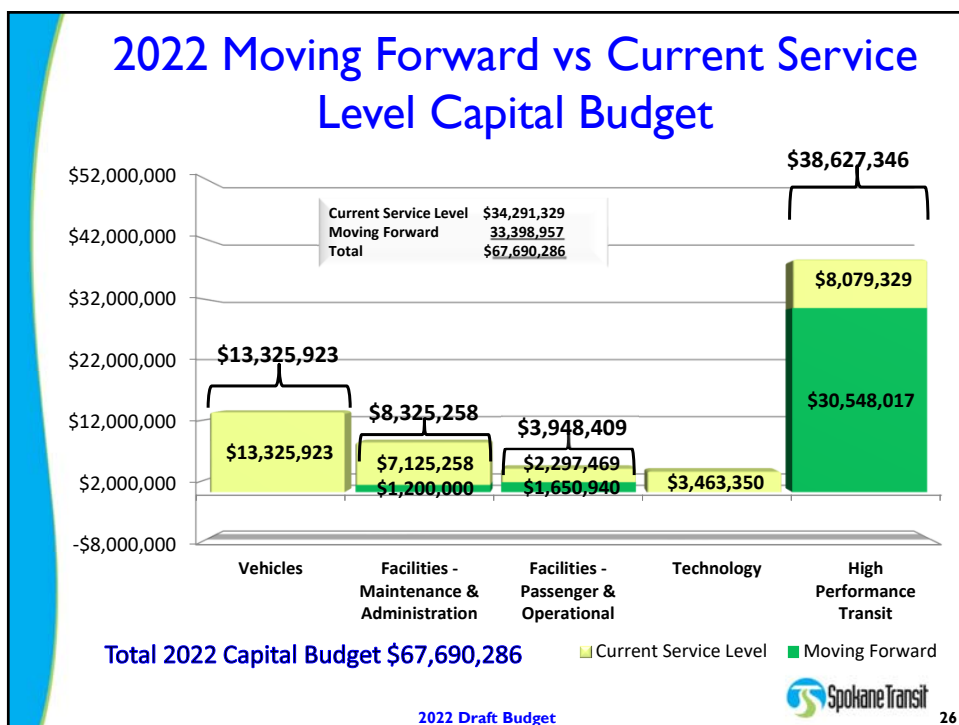
\*2022 capital budget was increased by \$2,214,508 from 2022-2027 CIP which was included in the TDP to account for cost increases and timing of projects – 2022 capital in CIP was \$65,475,778

24





25



26

## Budget Comparison 2021 to 2022

	2021 Budget	2022 Draft Budget	\$ Change from 2021 Budget	% Change from 2021 Budget
<b>Estimated Revenues:</b>				
Fares & Other Transit Revenue	\$7,909,947	\$7,603,547	(\$306,400)	-3.9%
Sales Tax	\$78,486,526	104,103,017	25,616,491	32.6%
State Grants	\$802,308	1,708,713	906,405	113.0%
Miscellaneous Revenue	\$1,444,761	1,621,150	176,389	12.2%
Federal Preventive Maintenance	\$8,351,213	28,382,141	20,030,928	239.9%
<b>Subtotal: Operating Revenues</b>	<b>\$96,994,755</b>	<b>\$143,418,568</b>	<b>\$46,423,813</b>	<b>47.9%</b>
Federal Capital Revenue	\$36,229,851	\$19,855,432	(\$16,374,419)	-45.2%
State Capital Revenue	2,604,909	1,073,200	(1,531,709)	-58.8%
<b>Subtotal: Capital Revenue</b>	<b>\$38,834,760</b>	<b>\$20,928,632</b>	<b>(\$17,906,128)</b>	<b>-46.1%</b>
<b>Total Revenue</b>	<b>\$135,829,515</b>	<b>\$164,347,200</b>	<b>\$28,517,685</b>	<b>21.0%</b>
Decrease in Cash Balance*	18,316,261	2,489,388	(15,826,873)	-86.4%
<b>Total Source of Funds</b>	<b>\$154,145,777</b>	<b>\$166,836,588</b>	<b>\$12,690,812</b>	<b>8.2%</b>
<b>Estimated Expenditures:</b>				
Fixed Route	\$55,669,976	\$60,148,037	\$4,478,061	8.0%
Paratransit	12,847,070	14,815,845	1,968,775	15.3%
Vanpool	603,027	676,559	73,532	12.2%
Plaza	2,317,546	2,500,483	182,937	7.9%
Administration	10,792,072	12,380,951	1,588,879	14.7%
<b>Total Operating Expenses</b>	<b>\$82,229,691</b>	<b>\$90,521,875</b>	<b>\$8,292,184</b>	<b>10.1%</b>
Capital Expenditures - Includes FR & PT Fleet	\$71,916,086	\$67,690,286	(\$4,225,800)	-5.9%
FR & PT Fleet Replacement Allocation	-	8,624,427	8,624,427	100.0%
<b>Total Use of Funds</b>	<b>\$154,145,777</b>	<b>\$166,836,588</b>	<b>\$12,690,812</b>	<b>8.2%</b>

\* Represents net increase in cash from Cash & Reserve Analysis of \$6,562,589 less \$9,051,977 from reduction in Fleet Replacement Fund for purchase of vehicles

2022 Draft Budget



27

27

## 2022 Cash and Reserve Analysis

	2022 Draft Budget
<b>OPERATING ACTIVITIES</b>	
Revenue (excluding capital grants)	\$143,418,568
Operating Expense	(\$90,521,875)
<b>Revenue Over / (Under) Operating Expenses</b>	<b>\$52,896,693</b>
<b>CAPITAL ACTIVITIES (Local Funds)</b>	
Purchase of Property, Plant, and Equipment	(37,709,677)
FR & PT Fleet Replacement Allocation	(8,624,427)
<b>Total Local Cash Used for Capital Activities</b>	<b>(46,334,104)</b>
<b>NET INCREASE IN CASH</b>	<b>6,562,589</b>
CASH (Projected beginning 2022)	138,965,875
<b>CASH (Projected ending 2022)</b>	<b>145,528,464</b>
<b>BOARD DESIGNATED RESERVES</b>	
Operating Reserve (15% of Operating Expenses)	(13,578,281)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Claims Reserve - L&I required	(357,000)
<b>Total Board Designated Reserves</b>	<b>(24,385,281)</b>
<b>2022 Estimated End of Year Cash Balance After Reserves<sup>1</sup></b>	<b>\$121,143,183</b>

<sup>1</sup> Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2022-2027 Capital Improvement Plan as well as to support future 2025-2035 strategic planning initiatives to be defined. This excludes the projected end of year cash balance in the Fleet Replacement Fund projected to be \$12,860,434 as of December 31, 2022.

2022 Draft Budget



28

28

## Next Steps

Date (2021)	Action
October 6	2022 Draft Budget-Operating & Capital presented to the Planning & Development Committee
October 21	2022 Draft Budget-Operating & Capital presented to STA Board
November	Citizen and Employee Outreach
November 3	2022 Proposed Budget-Operating & Capital & 2022 Strategic Plan presented to the Planning & Development Committee
November 18	Public Hearing for 2022 Proposed Budget-Operating & Capital Board adoption of the 2022 Action Plan
December 1	Recommendation of 2022 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
December 16	Board adoption, by resolution, of the 2022 Final Proposed Budget-Operating & Capital

2022 Draft Budget



29

29

## Questions?

2022 Draft Budget



30

30

**SPOKANE TRANSIT AUTHORITY**  
**CITIZENS ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 5D:** WEBSITE REDEVELOPMENT UPDATE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Brandon Rapez-Betty, Director of Communications & Customer Service

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**SUMMARY:** Staff will provide a brief update on the website redevelopment project.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZENS ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 5E:** PUBLIC RECORDS/OPEN PUBLIC MEETINGS TRAINING  
REQUIREMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Emily Arneson, Community Ombudsman & Accessibility Officer

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**SUMMARY:** Staff will provide information on the training requirement for Public Records and Open Public Meetings.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZENS ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 5F:** RECRUITMENT UPDATE

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Emily Arneson, Community Ombudsman & Accessibility Officer

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**SUMMARY:** Staff will provide an update on recruitment.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 6:** COMMITTEE INFORMATION


**REFERRAL COMMITTEE:** N/A


**SUBMITTED BY:** Stacia Bowers, Executive Assistant


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## 2022 CAC Work Plan

	2021					2022											
	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December		
Budget/Financial Results	★								★					★			
STAMF Performance Tracking							★	🚌	★					★			
Division HPT Line									★								
City Line	★													★			
Fare System Upgrade					★				★				🎆				
Transit Development Plan									★								
Communications/Survey Updates							★										
Cheney HPT Line					★												
Sprague HPT												★					
I-90/Valley HPT Line					★												
2022 Service Change					★				★			★					
Snow Plan	★													★			
Performance Measures							★							★			
Website Redevelopment	★				★				★								
STA Board's Strategic Planning Efforts					★				★								
Legislative Update					★												
Chair Election												★					



 CAC Update

 CAC Field Trip



**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 7:** COMMITTEE MEMBER EXPRESSIONS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Stacia Bowers, Executive Assistant

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**SUMMARY:** The Chair will discuss Neighborhood Councils.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZENS ADVISORY COMMITTEE **SPECIAL** MEETING**

October 27, 2021

**AGENDA ITEM 8:** REVIEW FEBRUARY 9, 2022, DRAFT AGENDA ITEMS

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Stacia Bowers, Executive Assistant

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**SUMMARY:** At this time, members of the Citizens Advisory Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the February 9, 2022, Committee meeting.

Proposed agenda items include:

- Minutes of the October 27, 2021, Committee **special** meeting – *Corrections/Approval*
- Fare System Update
- Cheney HPT Line
- I-90/Valley HPT Line
- 2022 Service Change
- Website Redevelopment
- STA Board's Strategic Planning Efforts
- Legislative Update
- Recruitment

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