

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 5, 2017, 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 *(10 minutes)*
4. Committee Action *(45 minutes)*
  - A. Minutes of the March 1, 2017 Committee Meeting – *corrections/approval*  
Draft Minutes of March 1, 2017
  - B. Board Consent Agenda  
Draft Transit Development Plan: Finalize Mid-Range Planning Guidance *(Warren)*
  - C. Board Action Agenda – Committee Recommendation Agenda  
*(No items being presented this month)*
  - D. Board Discussion Agenda  
Draft Transit Development Plan: Revenue and Expenditure Forecast Assumptions *(Warren)*
5. Reports to Committee *(15 minutes)*
  - A. *Connect Spokane* Update *(Warren)*
6. Committee information – *no discussion/staff available for questions*
7. CEO Report (E. Susan Meyer) *(10 minutes)*
8. New Business
9. Committee Members' Expressions *(10 minutes)*
10. Review May 3, 2017 Committee Meeting Agenda
11. Adjourn
12. Next Committee Meeting: May 3, 2017, 10:00 a.m. (STA Southside Conference Room, 1230 W. Boone Avenue, Spokane, WA)

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. 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**

April 5, 2017

**AGENDA ITEM 2: PUBLIC EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

---

**SUMMARY:**

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

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

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

April 5, 2017

**AGENDA ITEM 3:                    COMMITTEE CHAIR REPORT**

**REFERRAL COMMITTEE:**    N/A

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

---

**SUMMARY:**

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

**RECOMMENDATION TO COMMITTEE:**    N/A

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

April 5, 2017

**AGENDA ITEM 4A: MINUTES OF THE MARCH 1, 2017 COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Vicki Clancy, Executive Assistant

---

**SUMMARY:**

Draft Minutes of the March 1, 2017 Planning & Development 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 March 1, 2017 Meeting  
Southside Conference Room

**MEMBERS PRESENT**

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

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Steve Doolittle, Director of Human Resources  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services  
Brandon Ropez-Betty, Customer and Communications Manager

**MEMBERS ABSENT**

Kevin Freeman, Small Cities Representative  
(Millwood), Ex-Officio

**Guests**

No guests attended

\*Chair

\*\*Attended via telephone

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

Chair French called the meeting to order at 10:07 a.m. Roll was called and introductions were made.

**2. PUBLIC EXPRESSIONS**

None.

**3. COMMITTEE CHAIR REPORT**

None.

**4. COMMITTEE ACTION**

**A. MINUTES OF THE NOVEMBER 30, 2016 COMMITTEE MEETING**

**Ms. Monteleone moved to recommend approval of the November 30, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Mr. Pace and passed by a 4-0 vote.**

**B. BOARD CONSENT AGENDA**

**1. Approval of the Title VI Plan Update**

Mr. Otterstrom stated that the Title VI Plan is required to be updated every three (3) years and that STA's plan was last updated in 2014. The Plan Update was provided to the Board for information only, and a Public Hearing was held at the February 16, 2017 Board meeting. There were no comments and no public testimony was given on the Plan Update at the Public Hearing. Because it must be approved by the Board prior to being implemented, Mr. Otterstrom asked for the Committee's recommendation for the Board to approve the Title VI Plan Update as presented. **Mr. Pace moved to recommend that the Board approve the Title VI Plan Update as presented, and Ms. Monteleone seconded the motion. Chair French asked for discussion on the motion, and there was none. The motion was passed by a 4-0 vote.**

### **C. BOARD ACTION AGENDA**

No items were presented this month.

### **D. BOARD DISCUSSION AGENDA**

No items were presented this month.

## **5. REPORTS TO COMMITTEE**

### **A. 2017 Transit Development Plan: Development of Mid-Range Planning Guidance**

Mr. Otterstrom reported that the Transit Development Plan (TDP) is required annually by the State of Washington. The 2017 plan covers the current year plus six years. It fits into STA's planning framework, which also incorporates the Annual Strategic Plan and Budget and *Connect Spokane*, our comprehensive plan for public transportation. The TDP includes the Capital Improvement Program and Service Implementation Plan and is the first step to developing the Board Mid-Range Planning Guidance. Mr. Otterstrom then reviewed the TDP Project Timeline, which shows final action on the TDP being taken in July 2017 by the Board.

Mr. Otterstrom reviewed the Board Guidance for the 2016 TDP and invited discussion. Mr. Pace stated that he did not understand the phrase "Outside of travel to home, work and school trips ...," which is found under bullet point **Expand Ridership**. After further discussion and consideration, Mr. French asked that the phrase "Outside of travel to home," be removed from the **Expand Ridership** statement since the rest of the sentence was still clear on its intent. The change will be noted and incorporated into the draft guidance.

Mr. Otterstrom encouraged the Committee members to continue reviewing the draft guidance statements and email him with any further suggestions or changes they would like to see.

A question was raised by Mr. Pace about surveys STA uses to collect data for some of the guidance statements. Mr. Otterstrom explained in some detail the different types of surveys used by STA. Steve Blaska suggested that the Community Perception Survey, which will be discussed next month, may be a tool we could use to answer Mr. Pace's questions about who in Spokane Valley rides or does not ride the bus and why. Mr. Ropez-Betty reported on actual results to date on surveys being taken concerning the Spokane Valley/Liberty Lake service changes.

### **B. *Connect Spokane* Update: Emerging Trends and Local Factors**

Mr. Otterstrom reported that *Connect Spokane* is updated every three (3) years when STA reviews its Comprehensive Plan. He reviewed the Proposed Update Schedule and summarized actions that have already taken place. Mr. Otterstrom invited the Committee members to suggest other trends and/or themes that should be considered as this plan is being updated. Mr. Pace suggested that CHAS be added to the list of community stakeholders we interview on emerging trends because, in his opinion, they are the model for healthcare in the future. He also suggested looking at what types of transportation CHAS clients access to travel to/from the clinics.

On a side note, Mr. Pace shared that the new City Manager of the City of Spokane Valley announced a reorganization. It will combine the functions of Public Works, Planning, Building Codes, Building officials, etc. under the Deputy City Manager. The Economic Development Team is at the center of that function and will drive the 6-year capital program for the City. Mr. Pace updated the Committee on those with whom STA has worked in the past.

Returning to the topic of emerging trends and local factors, Mr. French encouraged STA to broaden their search for emerging trends beyond just the local level. He reported that Austin, Texas, is a good example for a new emerging trend. They have one of or the youngest workforce population, and thirty percent (30%) of them do not have driver licenses. Ms. Mumm added that this was also a hot topic at the recent ASTA conference – the fact that teens are not getting driver licenses, but still need reliable transportation options to get to work and school.

Under other local factors and/or trends, Ms. Mumm suggested considering extreme weather (storms, snow, air quality, smoky conditions, etc.) as a local factor. Mr. Otterstrom showed a portion of a video on self-automated cars, which offered positive and negative aspects on the topic. After the video, Mr. Otterstrom continued his presentation, touching on local development hot spots, growing industries, and demand for housing.

Concluding his presentation, Mr. Otterstrom asked for discussion and/or suggestions on other local and regional trends the Committee has observed. Mr. Pace shared comments on changes in Spokane Valley that appear to parallel some of the new trends, including incorporating more mixed-use zoning in the area. Committee members were encouraged to direct other suggestions they may have on trends to Mr. Otterstrom.

### **C. Central City Line Project Update**

Mr. Otterstrom shared that representatives from Cardinal Infrastructure were visiting STA today and tomorrow to consult on the Central City Line (CCL) Small Starts Grant application submittal. Committee members are included in those meetings and are welcome to contribute to the discussions. The Project Timeline, Preliminary Engineering and general Station Types for the CCL were addressed by Mr. Otterstrom. Mr. French reported that Larry Soehren made a presentation on CCL to the GSI Trustees last Monday and was very complimentary of how STA is working on this project.

Mr. Otterstrom continued with his presentation, explaining the NEPA Environmental Review status and Public Outreach efforts that have already been made and will take place in the future. He gave an update on Steering Committee progress, agency interactions that are taking place on this project, the status of cost estimates, the finance plan, and the status of the Small Starts Early Rating application. Mr. Otterstrom confirmed that the Steering Committee is working toward requesting authorization from the Board at its April 20, 2017 meeting to submit the Small Starts Application for evaluation and rating.

## **6. COMMITTEE INFORMATION**

Committee members received information in their packets on the items listed below. No discussion was held on these items; however, staff was available to answer questions. There were no questions for the staff.

- A. Review of Planning & Development Committee Work Program
- B. Draft Spokane Regional Transportation Council (SRTC) 2017/2018 Unified Planning Work Program (UPWP)

## **7. CEO REPORT**

Ms. Meyer reported:

- Meetings are being held today to discuss the Central City Line. Sherry Little and Sev Miller are here from Cardinal Infrastructure to speak with us about our application for a Small Starts grant application. Mr. Miller and Ms. Little were both political appointees by George W. Bush to the Federal Transit Administration (FTA) and are now in private practice.
- Steve Doolittle is retiring March 31, 2017 and will be recognized at the March 16 Board meeting. More information is to come on who will be replacing Mr. Doolittle as the Human Resources Director.

- Ms. Meyer, along with Commissioner French, Pam Haley and Mayor Tom Truelove, will be in Washington, D.C. in two weeks to meet with legislators. This will be the first time they have meet with legislators and staff members of FTA since the CCL funding was approved in November 2016.

**8. NEW BUSINESS**

None.

**9. COMMITTEE MEMBERS' EXPRESSIONS**

Mr. French shared that on Monday of this week the Board of County Commissioners saw a draft report of the Health department survey on the Quality of Life. The report should be ready for distribution around mid- to late March. Mr. French suggested the report might be informative for STA as they continue with their regional planning. Ms. Meyer asked if the report would be available online or in hard copy, and Mr. French recommended she contact the Health department directly to find out how they plan to distribute the report.

**10. REVIEW OF APRIL 5, 2017 COMMITTEE MEETING DRAFT AGENDA**

As presented in packet.

**11. NEXT MEETING – WEDNESDAY, APRIL 5, 2017, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE**

**12. ADJOURN**

**Chair French adjourned the meeting at 11:14 a.m.**

Respectfully submitted,

Laura B. Lee, Interim Executive Assistant



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

April 5, 2017

**AGENDA ITEM 4B: DRAFT TRANSIT DEVELOPMENT PLAN: FINALIZE MID-RANGE PLANNING GUIDANCE**

**REFERRAL COMMITTEE:** Planning & Development Committee

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

---

**SUMMARY:** According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2016 TDP may be viewed on STA's website at [spokanetransit.com/projects-plans/transit-development-plan](http://spokanetransit.com/projects-plans/transit-development-plan). The 2017 TDP is expected to be adopted in July 2017 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2017 TDP is through 2023, which is six years plus the current year.

The Planning & Development Committee began the process of updating the TDP at their March meeting by reviewing last year's Mid-Range Planning Guidance. The Committee proposed one edit in order to clarify the guidance (shown below in ~~strike through~~ and underline). The 2016 TDP Mid-Range Planning Guidance, as revised last month by the P&D Committee, is now proposed to be adopted by the Board for inclusion in the 2017 Transit Development:

**Draft Board Guidance for the 2017 TDP**

**Foster and Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region's road system through congestion relief. Employ new technologies and industry trends that advance these ends.

**Maintain a State of Good Repair.** Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.

**Expand Ridership.** Continue to foster ridership markets in line with the principles of *Connect Spokane*. Identify and leverage the factors that drive ridership and can be influenced locally in communities of Spokane's size. ~~Outside of travel to home, work~~ Work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.

**Proactively Partner in the Community.** Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency's sustainability goals. Be a leader in implementing the regional transportation visions.

**Advance and Adapt the System Growth Strategy.** Grow the transit system consistent with community growth and resources. Respond to changing demographic and behavioral trends. Ensure that maintenance and operations facilities are sized to accommodate cost-effective growth plans.

**RECOMMENDATION TO COMMITTEE:** Recommend that the Board approve the 2017 Mid-Range Guidance statements for inclusion in the 2017 Transit Development Plan.

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

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

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

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

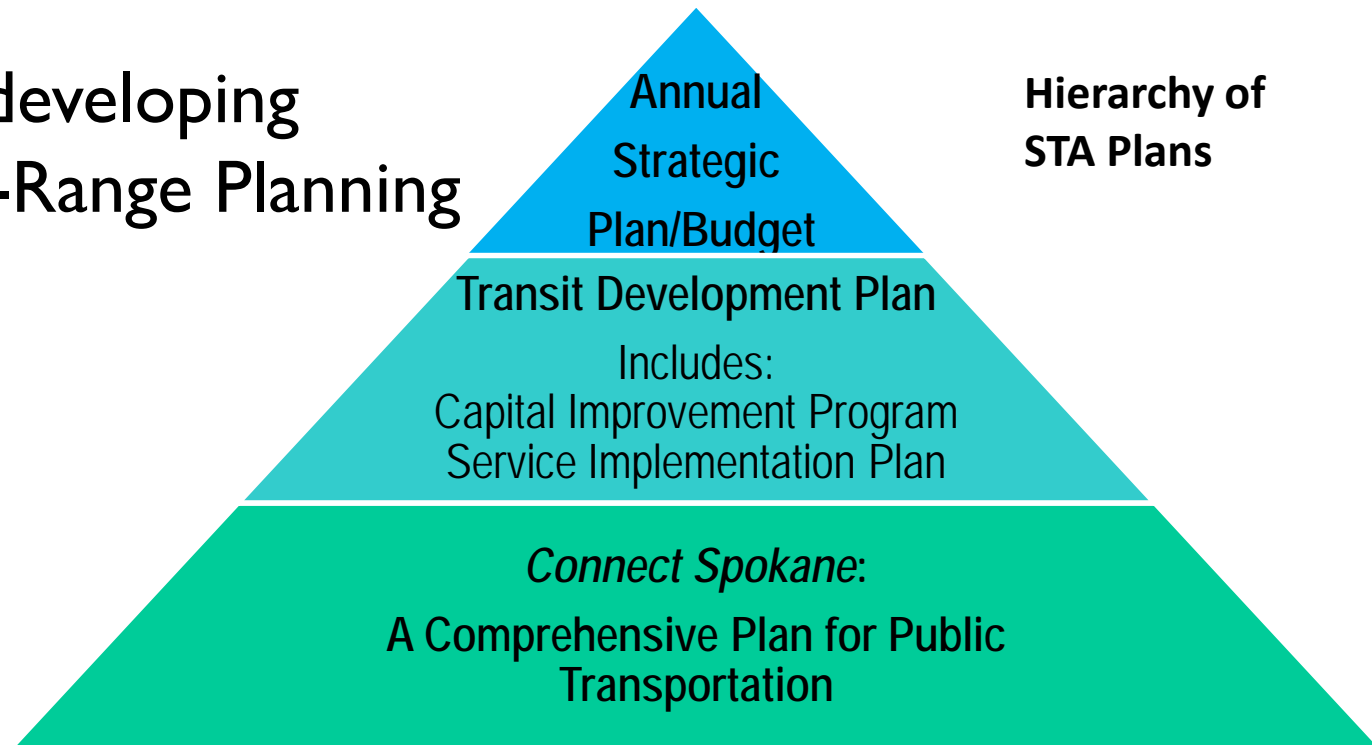
**Item 4B: DRAFT TRANSIT DEVELOPMENT  
PLAN: FINALIZE MID-RANGE  
PLANNING GUIDANCE**

**Purpose:** Recommend Final 2017 Mid-Range Planning  
Guidance for Board Consent

**Requirement:** This is one step in the process to prepare the  
annual six-year Transit Development Plan  
required by WSDOT.

# Transit Development Plan Background

- Primary agency mid-range planning document
- Required annual state submittal
- 1<sup>st</sup> step is developing Board Mid-Range Planning Guidance



# TDP Project Timeline

Board Discussion and Review	Mar.	Apr.	May	June	July
Mid-Range Planning Guidance	Active	Active	None	None	None
Major Activities	Active	Active	None	None	None
Reaffirm Financial Forecast Assumptions	None	Active	None	None	None
Capital Improvement Program	None	None	Active	Active	None
Service Improvement Plan	None	None	Active	Active	None
Draft Plan	None	None	Active	Active	None
Public Hearing	None	None	None	Active	None
Final Action	None	None	None	None	Active

# Board Guidance for the 2016 TDP

- **Foster and Sustain Quality.** Continue initiatives and projects that improve the quality and usefulness of STA's services, facilities, information and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region's road system through congestion relief. Employ new technologies and industry trends that advance these ends.
- **Maintain a State of Good Repair.** Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.
- **Expand Ridership.** Continue to foster ridership markets in line with the principles of *Connect Spokane*. Identify and leverage the factors that drive ridership and can be influenced locally in communities of Spokane's size. ~~Outside of travel to home, work~~ Work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.

# Board Guidance for the 2016 TDP *(cont.)*

- **Proactively Partner in the Community.** Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency's sustainability goals. Be a leader in implementing the regional transportation visions.
- **Advance and Adapt the System Growth Strategy.** Grow the transit system consistent with community growth and resources. Respond to changing demographic and behavioral trends. Ensure that maintenance and operations facilities are sized to accommodate cost-effective growth plans.

# Recommendation

- Recommend that the Board approve the 2017 Mid-Range Guidance statements for inclusion in the 2017 Transit Development Plan.

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

April 5, 2017

**AGENDA ITEM 4C:      BOARD ACTION AGENDA – COMMITTEE RECOMMENDATIONS  
AGENDA**

**REFERRAL COMMITTEE:**      N/A

**SUBMITTED BY:**              N/A

---

**SUMMARY:**

No board items being presented this month. Staff available for questions.

**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

April 5, 2017

AGENDA ITEM 4D: DRAFT TRANSIT DEVELOPMENT PLAN: REVENUE & EXPENDITURE FORECAST ASSUMPTIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance and Information Services  
Karl Otterstrom, Director of Planning

---

**SUMMARY:** In order to complete a draft 2017 Transit Development Plan (TDP), financial results need to be affirmed by the Committee. At the October 2015 Board meeting, the Board agreed on the following major assumptions which were also affirmed during the 2016 TDP process:

Revenue

- Sales Tax will remain on a 3% trend based on historical trends since 1993 through 2013. **Staff is recommending we retain the 3% trend, however, adjust it to begin with 2014 actuals.**
- There are Board approved fare changes effective July 1, 2017 and July 1, 2018. Other changes may be necessary between 2019 and 2023 in order to align with the board-adopted policy to maintain a minimum 20% farebox recovery for fixed-route operations.
- FTA Section 5307 Urbanized Formula funds, federal funding that is used primarily for preventive maintenance and is the third largest source of operating revenue, will grow consistent with the growth rate in the 2015 FAST (Fixing America's Surface Transportation) Act and then grow at a 1% rate thereafter through the remainder of the planning horizon.

Expenditures

- The annual budget creates the baseline for operating expenses.
- Operating expenses the year following the budget remain flat.
- Operating expenses grow at 3% beginning the second year after the budget.
- Fully fund the Capital Improvement Program through the TDP period (2023).

**RECOMMENDATION TO COMMITTEE:** Discuss and affirm concurrence on the assumptions for the 2017 Transit Development Plan.

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

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

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

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

**Item 4D:** DRAFT TRANSIT DEVELOPMENT  
PLAN – REVENUE & EXPENDITURE  
FORECAST ASSUMPTIONS

**Purpose:** Discussion.

**Requirement:** At its October 2015 meeting, the Board provided guidance on the assumptions to be used for the forecast model. Staff is asking for concurrence on the assumptions in order to complete the 2017 Transit Development Plan.

# Projected Revenue & Operating Expenses

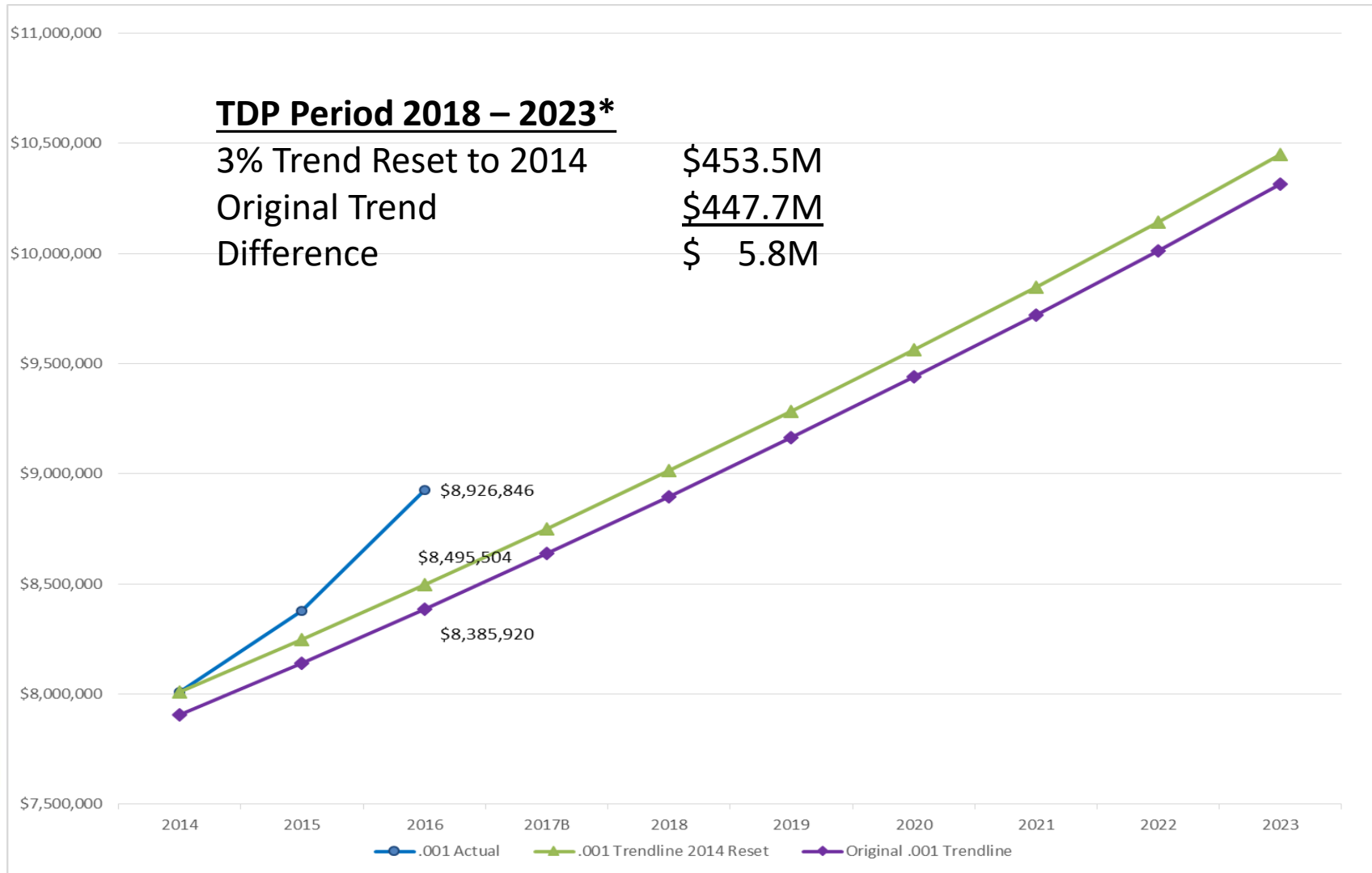
- A State required section of the TDP
- Staff will prepare draft projections based on assumptions the Board adopted in October 2015 with a slight change in sales tax.
- Review assumptions in preparation for draft TDP in May

# Primary Revenue Forecast Assumptions

## Sales Tax Revenue

- Sales Tax will remain on a 3% trend based on historical trends (1993 -2013).
  - Average % increase 1993 – 2016 = 3.5%
  - Average % increase 2005 – 2016 = 3.1%
  - Average % increase 2007 – 2016 = 2.2%
  
- The new baseline for the sales tax trend will be 2014 actual collections. The first year sales tax revenue exceeded the amount collected in 2007.

# Sales Tax Trend Reset to 2014 Actual



\*Assumes .001 additional levied April 2019

# Primary Revenue Forecast Assumptions

## Other Revenues

- Board approved fare changes on July 1, 2017 & July 1, 2018
  - Other fare changes may be needed to maintain a minimum 20% farebox recovery for fixed-route operations.
- FTA Section 5307 Urbanized Federal Formula funds
  - used for preventive maintenance & transit improvements
  - 3<sup>rd</sup> largest source of operating revenue
  - consistent with the growth rate in the 2015 FAST (Fixing America's Surface Transportation) Act through 2020 and then grow at a 1% rate thereafter.

# Primary Expenditure Assumptions

- The annual budget creates the baseline for operating expenses.
- Operating expenses the year following the budget remain flat.
- Operating expenses grow at 3% beginning the second year after the budget.
- Fully fund the Capital Improvement Program through the TDP period (2023)

# Next Step

- The Draft TDP in May will incorporate the financial assumptions presented with updates on other grants and updates to the Capital Improvement Program



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

April 5, 2017

**AGENDA ITEM 5A:**      *CONNECT SPOKANE UPDATE*

**REFERRAL COMMITTEE:**      Planning & Development Committee

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

---

**SUMMARY:**

In December 2016 the STA Board of Directors adopted a work program for the 3-year major update to [\*Connect Spokane\*](#), [\*STA's Comprehensive Plan\*](#). STA issued a request for proposals for the support of a qualified consultant to assist with a portion of the identified work program. The consultant scope includes reviewing national demographic, behavioral and economic trends and industry best practices as well as helping STA to engage stakeholders in two workshops this spring. The highest scoring proposal was submitted by a team lead by Fehr & Peers, out of their Seattle office. The team also includes a member from the local planning firm Studio Cascade.

The first stakeholder meeting will be held on May 1st from 9:00 to noon at location yet to be determined. The agenda will focus on local and national trends and transit industry best practices. The objective of meeting is to gain consensus among stakeholders around which trends and best practices are important to consider for this update. The second stakeholder meeting is tentatively scheduled for May 25<sup>th</sup> from 9:00 to noon at Providence Medical Park in Spokane Valley. The agenda of that meeting will focus on evaluating the existing Connect Spokane principles and policies. Prior to the 2<sup>nd</sup> workshop STA will reach out to a wider audience with an online survey, the results of which will be reviewed at the 2<sup>nd</sup> workshop.

**RECOMMENDATION TO COMMITTEE:** Discussion

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

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

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

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

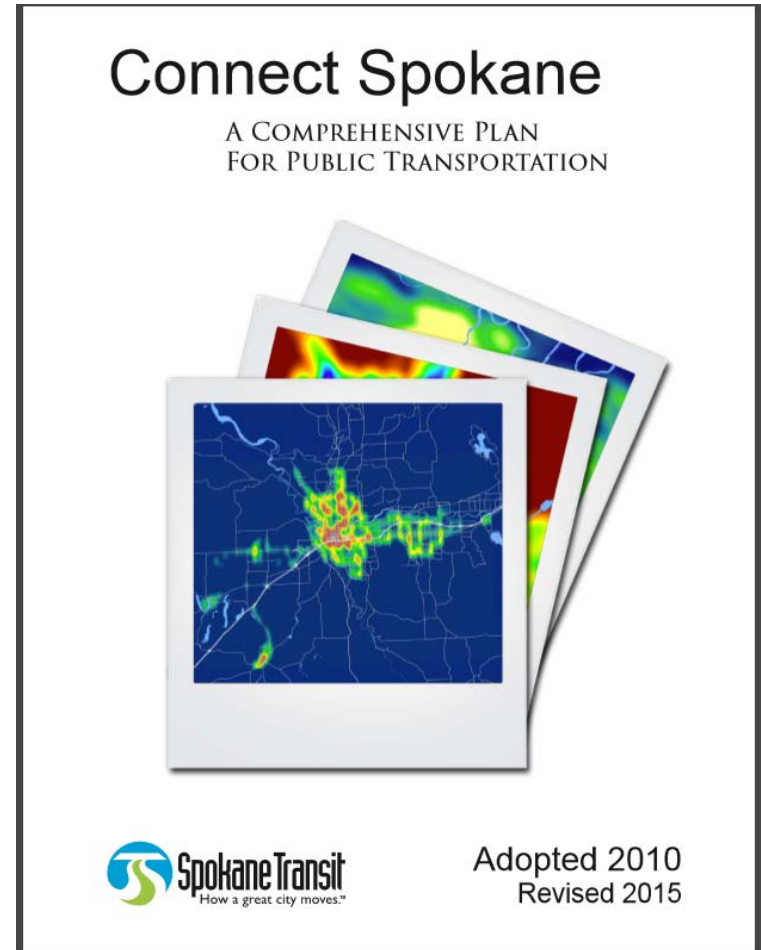
## **Item 5A:** *CONNECT SPOKANE* UPDATE

**Purpose:** Information

**Requirement:** *Connect Spokane* is due for a 3-year update per adopted monitoring and improvement polices.

# Background

- The Board adopted a work program for the 3-year major update of *Connect Spokane* in December 2016.



# Proposed Update Schedule

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

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

# Upcoming Stakeholder Workshops

- Fehr & Peers selected via a competitive process to:
  - Help review national trends and best practices
  - Facilitate two stakeholder workshops

Save these dates:

- **Trends & Best Practices Workshop**  
Monday, May 1st, 9:00 a.m. -Noon,  
Central Location TBD
- **Connect Spokane Principles & Policy Evaluation Workshop**  
Thursday, May 25<sup>th</sup>, 9:00 a.m.-Noon,  
Spokane Valley Providence

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

April 5, 2017

**AGENDA ITEM 6: COMMITTEE INFORMATION**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

---

**SUMMARY:**

No discussion. Staff available for questions.

**RECOMMENDATION TO COMMITTEE:** Information only

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

April 5, 2017

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

**REFERRAL COMMITTEE:        N/A**

**SUBMITTED BY:                    N/A**

---

**SUMMARY:**

CEO E. Susan Meyer will give her report on various topics of interest regarding Spokane Transit Authority.

**RECOMMENDATION TO COMMITTEE:    N/A**

**FINAL REVIEW FOR BOARD BY:**

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

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

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

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

April 5, 2017

**AGENDA ITEM 8:           NEW BUSINESS**

**REFERRAL COMMITTEE:    N/A**

**SUBMITTED BY:            N/A**

---

**SUMMARY:**

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**

April 5, 2017

**AGENDA ITEM 9: COMMITTEE MEMBERS' EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

---

**SUMMARY:**

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**

April 5, 2017

**AGENDA ITEM 10:**                    **REVIEW MAY 3, 2017, DRAFT AGENDA ITEMS – INFORMATION**

**REFERRAL COMMITTEE:**        N/A

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

---

**SUMMARY:**

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the May 3, 2017 Committee meeting.

Proposed agenda items include:

- Minutes of the April 5, 2017, Committee meeting – *corrections/approval*
- Preliminary Draft TDP: Service Implementation Plan – *Report*
- Preliminary Draft TDP: Capital Improvement Program – *Report*
- Section 5339 Grant Application Submittals – *Board Consent*

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

**FINAL REVIEW FOR BOARD BY:**

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

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

Legal Counsel