

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

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 2, 2020, 10:00 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 146 558 0982

AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*10 minutes*)
 - A. Minutes of the November 4, 2020 Committee Meeting -- *Corrections/Approval*
 - B. Finalize 2021 Planning and Development Committee Work Program – (*Otterstrom*)
4. Committee Action
 - A. Board Consent Agenda (*20 minutes*)
 1. Final Proposed 2021 Operating and Capital Budgets – (*Liard*)
(*Adoption at December Board Meeting*)
 2. City of Spokane Riverside Project Order Agreement -- (*Otterstrom/Bielaski*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*5 minutes*)
 - A. DivisionConnects Update – (*Otterstrom/Tresidder*)
6. CEO Report (*10 minutes*)
7. Committee Information
(*No items being presented this month.*)
8. February 3, 2021 Committee Meeting Agenda
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, February 3, 2021, 10:00 a.m., **(NO JANUARY MEETING)**
STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: 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. 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

December 2, 2020

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning and 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

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 2, 2020

AGENDA ITEM 3A : MINUTES OF THE NOVEMBER 4, 2020 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant, Planning and Development

SUMMARY: Draft Minutes of the November 4, 2020 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 THE 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 November 4, 2020, Board Meeting
Via Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Cheney) – *Chair*
Candace Mumm, City of Spokane
Pamela Haley, City of Spokane Valley
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS PRESENT

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

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Rapez-Betty, Director of Communications
& Customer Service
Fred Nelson, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Vicki Clancy, Executive Assistant to Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair Chris Grover called the meeting to order at 10:00 a.m. and conducted roll call.

2. **COMMITTEE CHAIR REPORT**

Chair Grover thanked STA and staff for the wonderful work that they do day in and day out behind the scenes. Chair Grover commented, “If you take public transit for granted, it is being done the right; like a utility – when the power is on and the water is running; public transit is still moving. It serves a huge purpose for this region.”

3. **COMMITTEE ACTION**

A. **MINUTES OF THE SEPTEMBER 30, 2020 (OCTOBER) COMMITTEE MEETING**

Ms. Pam Haley moved to approve the September 30, 2020 (October), Planning and Development Committee meeting minutes. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. **HIGH PERFORMANCE TRANSIT (HPT) AMENITIES INSTALLATION SCOPE OF WORK**

Mr. Karl Otterstrom presented. Staff is seeking committee approval of the Scope of Work for HPT Amenities Installation and authorization to advertise an Invitation for Bid (IFB) package. A procurement for new infrastructure where the contract value is expected to exceed \$1 million is required to receive committee approval of the scope of work prior to the IFB being advertised. Mr. Otterstrom reviewed the details of the general scope of work which includes installation of amenities at stations for the following projects/corridors: City Line, Monroe-Regal Line, Moran Station, STA Plaza and Cheney Line, and 33 City Line stations and 32 HPT Stations. It does not include procurement of any amenities. STA will furnish all items to the contractor. It does include the approximately \$3.1M contract cost will be funded by approved CIP projects. Award of contract will require board approval.

Ms. Candace Mumm moved to approve the general Scope of Work for HPT Amenities Installation and authorize staff to release an Invitation for Bid (IFB). Ms. Pam Haley seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. RECOMMENDED DRAFT 2021 ANNUAL STRATEGIC PLAN

Mr. Otterstrom reviewed the draft 2021 Annual Strategic Plan (included in the packet). This plan provides guidance to help shape Spokane Transit's activities for the upcoming year. The Board Operations Committee reviewed the draft on October 7, 2020. Staff presented a brief summary overview at the October 15 Board meeting. The only material changes to the plan since the draft was presented last month is the correction to projected 2021 Paratransit ridership (234, 000).

Ms. Mumm asked how many of our riders have access to computers and smart phones. Mr. Brandon Rapez-Betty responded that the 2019 rider and community perception surveys provide that information. The majority of STA riders have smart phones. For riders that do not, the stationary digital signs at high ridership locations that will be installed in 2021 and the signs on the City Line buses, will provide information (updates, surveys, etc.) for those who do not have internet access. In 2021, STA has multiple improvement projects taking place, Communications is working on weaving this information into a cohesive message so that customers understand the many ways STA is making transit easier and convenient to use.

Ms. Mumm requested clarification be stated on "the why" of social distancing, etc. under "Strategy 3: Improvement of Customer Experience". Mr. Rapez-Betty stated that this can be clarified if needed.

Ms. Karen Stratton moved to recommend approval to the Board of the draft 2021 Annual Strategic Plan as presented. The motion was seconded by Ms. Pam Haley and passed unanimously.

2. STA MOVING FORWARD: 2020 PLAN AMENDMENT (BY RESOLUTION)

Mr. Otterstrom presented. THE COVID-19 Pandemic has significantly disrupted social activity, transit ridership and the region's economic expectations. In many ways, the extent and duration of these disruptions are unknown and unpredictable. In response, STA is adjusting the timeline for planned service growth and new capital projects that are identified in the STA Moving Forward plan. These adjustments are reflected in the recently adopted Transit Development Plan: 2021-2026.

Mr. Otterstrom reviewed "Appendix C", the proposed plan amendment, and the amendment process.

Ms. Mumm asked if there is a possibility of a more direct route from the north side of Spokane to the new warehouse being constructed in Spokane Valley near Garland Avenue and Flora Road, which is expected to have "Amazon-like" employee activities. Specifically, Ms. Mumm suggested there could be a more direct route following east on Francis, bypassing

the Plaza. Mr. Otterstrom responded that there would first need to be bus service to the new development (current service is more than a mile away). Such service is not included in the *STA Moving Forward* plan.

Ms. Candace Mumm moved to recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward 2020 Plan Amendment. The motion was seconded by Ms. Pam Haley and passed unanimously.

B. BOARD DISCUSSION AGENDA

1. CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENTS

Mr. Otterstrom presented. Riverside Avenue in downtown Spokane is the westbound alignment for the City Line between Howard and Pine streets. It also accommodates more than half of STA bus routes in the eastbound lanes, both at the STA Plaza and at bus stops between Monroe and Browne streets. To support rehabilitation of the road and introduction of the City Line, the City of Spokane plans to resurface the road and bring curb ramps to ADA standards. STA proposes to partner with the City of Spokane in constructing three City Line stations and two eastbound stations for other routes by way of project order enabled by the board-authorized Spokane Transit Authority Infrastructure Improvement Master Design and Construction Agreement (2018-10267) executed on February 14, 2019.

Mr. Otterstrom reviewed the existing project orders, City Line Station renderings, and funding reallocation (CIP No. 805). As staff was developing this presentation for the board packet, City engineering indicated a new preference to not include the westbound City Line stations in their scoping; they would like STA to do the work. This is yet to be resolved, but in the meantime, STA is still seeking approval of these order agreements should the City fallback to the original plan. The reallocation of funds is intended to cover the design and construction of the eastbound stations with local funds while westbound stations of the City Line would be covered by the City Line construction budget as part of the federally funded Small Starts budget.

Ms. Candace Mumm moved to recommend the following motions as presented:

Recommend the STA Board of Directors approve the “City Line Stations – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$1.2M. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Recommend the STA Board of Directors approve of the “Eastbound Bus Stop and Intersection Improvements – Riverside Avenue” Project Order and authorize the CEO to execute the agreement on behalf of Spokane Transit. The agreement will be executed with a not-to-exceed amount of \$600,000. The Project Order is allowed under Master Design and Construction Agreement 2018-10267.

Recommend the STA Board of Directors approve for the reallocation of \$600,000 of local funds in CIP no. 805 for eastbound bus stations and signal improvements (if funding allows) on Riverside Avenue.

All above motions were seconded by Ms. Karen Stratton and passed unanimously.

5. REPORTS TO COMMITTEE

A. PROPOSED 2021 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard provided information on how to view an online video presentation regarding the proposed 2021 Operating and Capital Budgets. A public hearing will be held at the November 19, 2020 Board of Directors meeting at 1:30 p.m. via Webex.

The narrated public presentation has been available on the Spokane Transit website beginning today, November 4, the board members agreed to view it.

B. DRAFT 2021 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the draft 2021 Planning and Development Committee Work Program. *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, the Service Implementation Plan, the Capital Improvement Program, and the Annual Strategic Plan/Budget, that need to be updated annually. The Work Program also identifies other major planning efforts that will take place during 2021 such as City Line procurement activities, Division BRT: “DivisionConnects” study—and preliminary engineering and environmental scoping; Connect Spokane: major update; and I-90/Valley HPT: corridor plan development. Mr. Otterstrom reviewed the highlights of the work plan.

Ms. Mumm asked the committee to consider youth passes again in 2021. While not an item that would fall under this committee's work, Mr. Otterstrom took note of the suggestion.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

October 2020 Voter-Approved Sales Tax Update – Revenue collected on August retail sales: 0.0% flat with October 2019 actual (\$0.0M), 6.7% YTD above 2019 actual (\$4.6M), and 0.4% YTD above budget (\$0.3M).

Spokane Valley City Council – Ms. Meyer and Mr. Otterstrom are going to visit the Spokane Valley City Council to talk about the proposed 2022 service revisions. If committee members would like Ms. Meyer and Mr. Otterstrom to talk with their jurisdictions about these revisions which includes the implementation of the City Line and refinements to the service network, contact Ms. Meyer or Mr. Otterstrom.

City Line Steering Committee – Ms. Meyer and Mr. Otterstrom met with this committee for the first time since last year. Mr. Lars Gilberts, CEO of the University District, was elected Chair. Amber Waldref was the previous Chair. Ms. Colleen Gardner is still the Vice Chair. This group is interested in assisting STA with preparing for construction and advance communication notice for 2021 project activities.

Spokane Regional Transportation Council (SRTC) – November 12, 2020 – is convening a meeting of representatives of each of the signatories to the SRTC Interlocal Agreement for the purpose of discussing how SRTC will extend a voting membership to the Tribes to join SRTC. Laura McAloon will be joining Ms. Meyer at this event. The purpose of the meeting is to discuss what needs to be

changed in the Interlocal Agreement and relationship to the timing of the legislation that went into effect in 2019 that requires a voting membership to be offered to the Tribes.

Downtown Spokane Partnership (DSP) – The DSP has convened a transportation committee. The first meeting was this week. The Chair is Mr. Dave Black and the Vice-Chair is Mr. Larry Stone. Mr. Chris Batten (Chair of DSP's Riverside Committee), and Roy Koegen (Chair of DSP's Parking Committee), and Ms. Meyer. The scope of the meeting has not been established. Mr. Mark Richard and Mr. Andrew Rolwes were present as well.

7. COMMITTEE INFORMATION

(No information included this month.)

8. DECEMBER 2, 2020, COMMITTEE MEETING AGENDA

9. NEW BUSINESS -- *None*

10. COMMITTEE MEMBER'S EXPRESSIONS -- *None*

11. ADJOURNED

With no further business to come before the Board, Chair Grover adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 2, 2020, at 10:00 a.m. VIA WEBEX.

Respectively submitted,



Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 2, 2020

AGENDA ITEM 3B : FINALIZE 2021 PLANNING AND DEVELOPMENT COMMITTEE
WORK PROGRAM

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

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

Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board's role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process, *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that need to be updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The work program is focused primarily on the annual planning calendar. As in prior years, there are some planning projects that augment the committee's work program which are listed following the planning calendar below. The only addition to the final proposed work program is the addition of the FTA Section 5310 call for projects and grant awards. This is an annual activity for awarding grant funds to non-profit organizations and other agencies to enhance mobility for seniors and persons with disabilities.

FINAL PROPOSED 2021 Planning and Development Committee Work Program

Month	Annual Planning Calendar
December 2020	Approval of Work Program
January 2021	No Committee Meetings in January
February 2021	Review Committee Work Program Transit Development Plan (TDP) 2022-2027: Overview
March 2021	TDP 2022-2027: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2021/2022 Unified Planning Work Program (UPWP)
April 2021	TDP 2022-2027 Finalize mid-range planning guidance Review preliminary revenue and expenditure forecast assumptions Identify major activities
May 2021	TDP 2022-2027 Proposed 2022-2024 Service Improvements Preliminary Capital Improvement Program (2022-2027) FTA Section 5310: Call for projects
June 2021	TDP 2022-2027: Complete draft plan Public hearing conducted on draft TDP
July 2021	TDP 2022-2027: Finalize and approve Annual Strategic Plan/Budget guidance workshop (full Board) FTA Section 5310: recommend funding awards
August 2021	No Board/Committee Meetings in August
September 2021	Review draft 2022 Annual Strategic Plan
October 2021	Adoption of 2022 Annual Strategic Plan Draft 2022 operating and capital budgets submitted to Committee and Board
November 2021	Prepare 2022 Committee work program Public hearing on draft 2022 operating and capital budgets
December 2021	Finalize and approve 2022 operating and capital budgets Finalize 2022 Committee work program

Other planning and development projects:

City Line: Procurement Activities

Division BRT: DivisionConnects Study, Preliminary Engineering & Environmental Scoping

Connect Spokane: Major Update

I-90/Valley HPT: Corridor Plan Development

RECOMMENDATION TO COMMITTEE: Approve the 2021 Planning & Development Committee Work Program and forward to the Board of Directors for information.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

December 2, 2020

AGENDA ITEM 4A1 : FINAL PROPOSED 2021 OPERATING & CAPITAL BUDGETS –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY:

The Draft 2021 Operating and Capital Budgets were presented as follows:

September 30, 2020	Planning and Development Committee Meeting
October 15, 2020	Board of Directors Meeting

The narrated public presentation of the Proposed 2021 Operating and Capital Budgets was available on the Spokane Transit website beginning November 4, 2020, and presented at the following meetings:

November 4, 2020	Planning and Development Committee Meeting
November 11, 2020	Citizen Advisory Committee Meeting
November 19, 2020	Public Hearing at the Board of Directors Meeting

The Planning and Development Committee will review updates to the Final Proposed 2021 Operating and Capital Budgets. A draft of the Board resolution to adopt the budget is included in the packet.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board adopt by resolution the Final Proposed 2021 Operating and Capital Budgets.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE STA 2021 BUDGET 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 57.A, Public Transportation Benefit Area;

WHEREAS, the STA Board, pursuant to state law and the STA Bylaws, Article III Section 3.1(5), shall have the power to prepare and adopt a budget and establish financial policies;

WHEREAS, staff has prepared a proposed 2021 budget, provided public access to the budget and the board has held a public hearing on the proposed budget;

WHEREAS, the STA Planning & Development Committee has reviewed the final proposed 2021 budget at its December 2, 2020 meeting and has recommended adoption by the STA Board of Directors at its December 17, 2020 meeting; and the final budget is on file with the Clerk of the Authority;

WHEREAS, pursuant to Resolution No. 630A-07, the Board shall annually review and approve the level of cash reserves in conjunction with the budget adoption process.

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

Section 1. The STA Board of Directors hereby approves and adopts the 2021 budget including:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 96,994,755	Operating Expenses	\$ 82,229,691
Capital Grants	\$ 38,834,760	Capital Projects	\$ 71,916,086
From Cash Balance	\$ 18,316,262	Fleet Replacement Allocation	\$ -
Total Source of Funds	\$ 154,145,777	Total Use of Funds	\$ 154,145,777

BOARD DESIGNATED CASH RESERVES	
Risk Reserve	\$ 5,500,000
Operating Reserve (15% of Operating Expenses)	\$ 12,334,354
Right-of Way Acquisition Reserve	\$ 4,950,000
Total Board Designated Cash Reserves	\$ 22,784,454

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to carry out the purposes intended by the budget and to administer the provisions and appropriations as approved.

Adopted by STA at a regular meeting thereof held on the 17th day of December 2020.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Laura McAloon
Legal Counsel

A photograph of a Spokane Transit Authority bus, number 1606, crossing a stone bridge. The bus is white with a green roof and blue accents. It has a digital display on the front showing route 22 and the destination 'HILL BLVD TO SPOKANE'. The bridge has ornate stone railings and a 'No Parking' sign. In the background, a river flows over a rocky dam or weir, creating white water. The scene is captured in bright daylight.

Spokane Transit Authority 2021 Final Proposed Operating and Capital Budgets

December 2020

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.

Organizational Priorities

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

2021 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

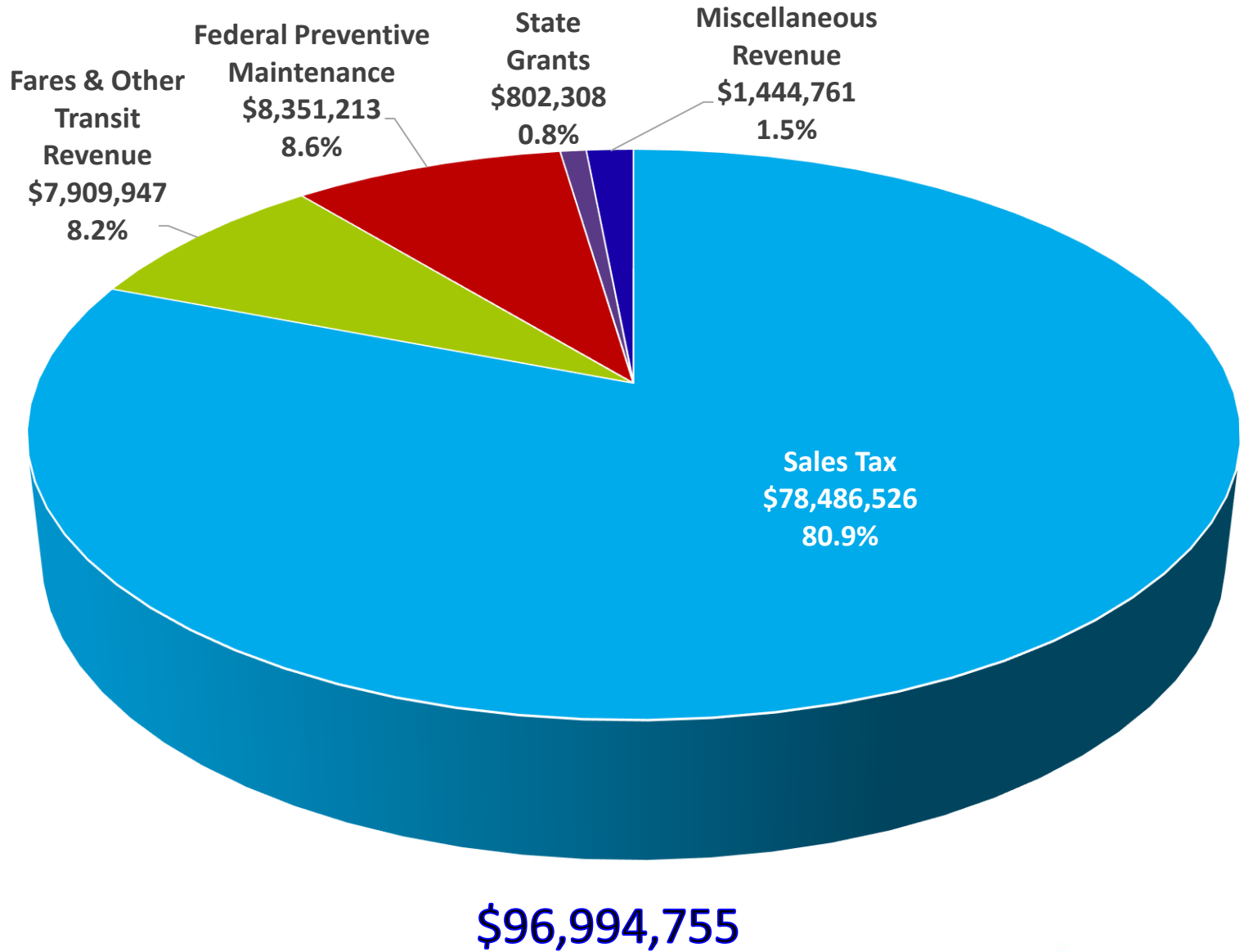
Budget Comparison 2020 to 2021

	2020 Budget	2021 Final Proposed Budget	\$ Change from 2020 Budget	% Change from 2020 Budget	REFERENCE ONLY 2021 Proposed Budget
Estimated Revenues:					
Fares & Other Transit Revenue	\$12,242,543	\$7,909,947	(\$4,332,596)	-35.4%	\$7,909,947
Sales Tax	87,312,896	78,486,526	(8,826,370)	-10.1%	78,486,526
State Grants	1,604,616	802,308	(802,308)	-50.0%	802,308
Miscellaneous Revenue	1,580,803	1,444,761	(136,042)	-8.6%	1,444,761
Federal Preventive Maintenance	8,457,040	8,351,213	(105,827)	-1.3%	8,351,213
Subtotal: Operating Revenues	\$111,197,898	\$96,994,755	(\$14,203,143)	-12.8%	\$96,994,755
Federal Capital Revenue	\$30,062,480	\$36,229,851	\$6,167,371	20.5%	\$36,229,851
State Capital Revenue	8,120,093	2,604,909	(5,515,184)	-67.9%	2,604,909
Subtotal: Capital Revenue	\$38,182,573	\$38,834,760	\$652,187	1.7%	\$38,834,760
Total Revenue	\$149,380,471	\$135,829,515	(\$13,550,956)	-9.1%	\$135,829,515
Decrease in Cash Balance*	7,041,818	18,316,262	11,274,444	160.1%	18,176,562
Total Source of Funds	\$156,422,289	\$154,145,777	(\$2,276,512)	-1.5%	\$154,006,077
Estimated Expenditures:					
Fixed Route	\$54,276,944	\$55,695,018	\$1,418,074	2.6%	\$55,630,318
Paratransit	17,089,208	12,847,071	(4,242,138)	-24.8%	12,847,071
Vanpool	691,704	603,028	(88,675)	-12.8%	603,028
Plaza	1,876,076	2,317,546	441,470	23.5%	2,317,546
Administration	10,187,356	10,767,029	579,673	5.7%	10,692,029
Total Operating Expenses	\$84,121,288	\$82,229,691	(\$1,891,597)	-2.2%	\$82,089,991
Capital Expenditures - Includes FR & PT Fleet	\$63,464,547	\$71,916,086	\$8,451,539	13.3%	\$71,916,086
FR & PT Fleet Replacement Allocation	8,836,454	-	(8,836,454)	-100.0%	-
Total Use of Funds	\$156,422,289	\$154,145,777	(\$2,276,512)	-1.5%	\$154,006,077



2021 Revenue

2021 Operating Revenues



2021 vs 2020

Operating Revenue Budget

2021 Operating Revenue	\$ 96,994,755
2020 Operating Revenue	<u>\$111,197,898</u>
Operating Revenue Change (\$14,203,143)	
	(12.8% Decrease)

No Change from Proposed Budget

2021 Operating Budget Assumptions

Revenue – Sales Tax

- For 2021, sales tax revenue budgeted at 10.1% lower than the 2020 budget to balance better than expected taxable sales trend with uncertain economic conditions

Operating Budget Assumptions

Revenue – Fare & Other Transit

- Fare revenue of \$7,909,947 based on:
 - Current Fare
 - Ridership Changes – Assume partial recovery from 2020 pandemic ridership lows

Mode	2020 Projected	2021 Final Proposed Budget	2021 Change
Fixed Route	5.8M	8.1M	39.7%
Paratransit	198K	234K	15.0%
Vanpool	92K	155K	68.5%

2021 Operating Budget Assumptions

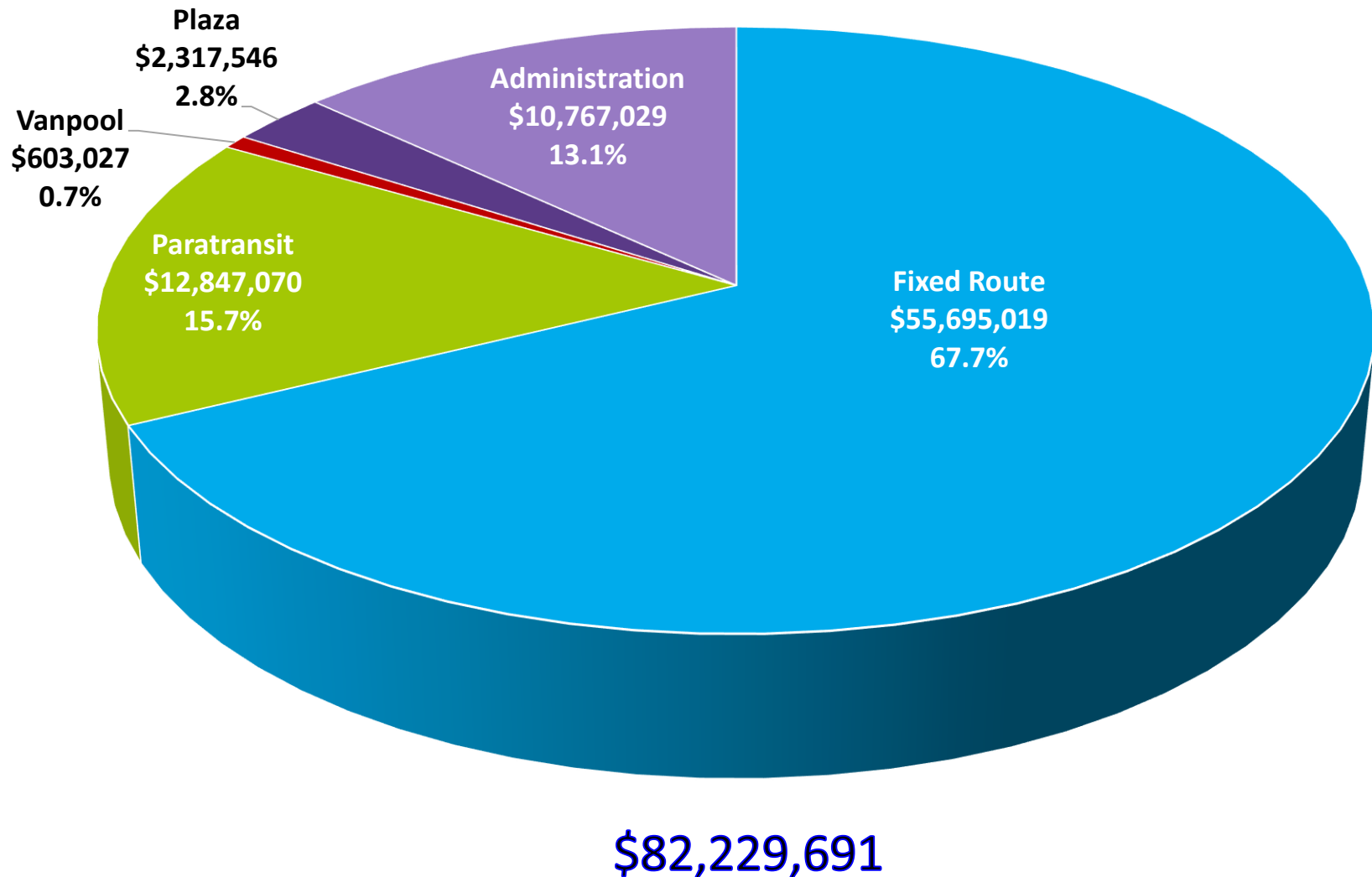
Revenue – Grants and Miscellaneous

- Federal grants of \$8,351,213
- State grants of \$802,308
- Miscellaneous revenue of \$1,444,761

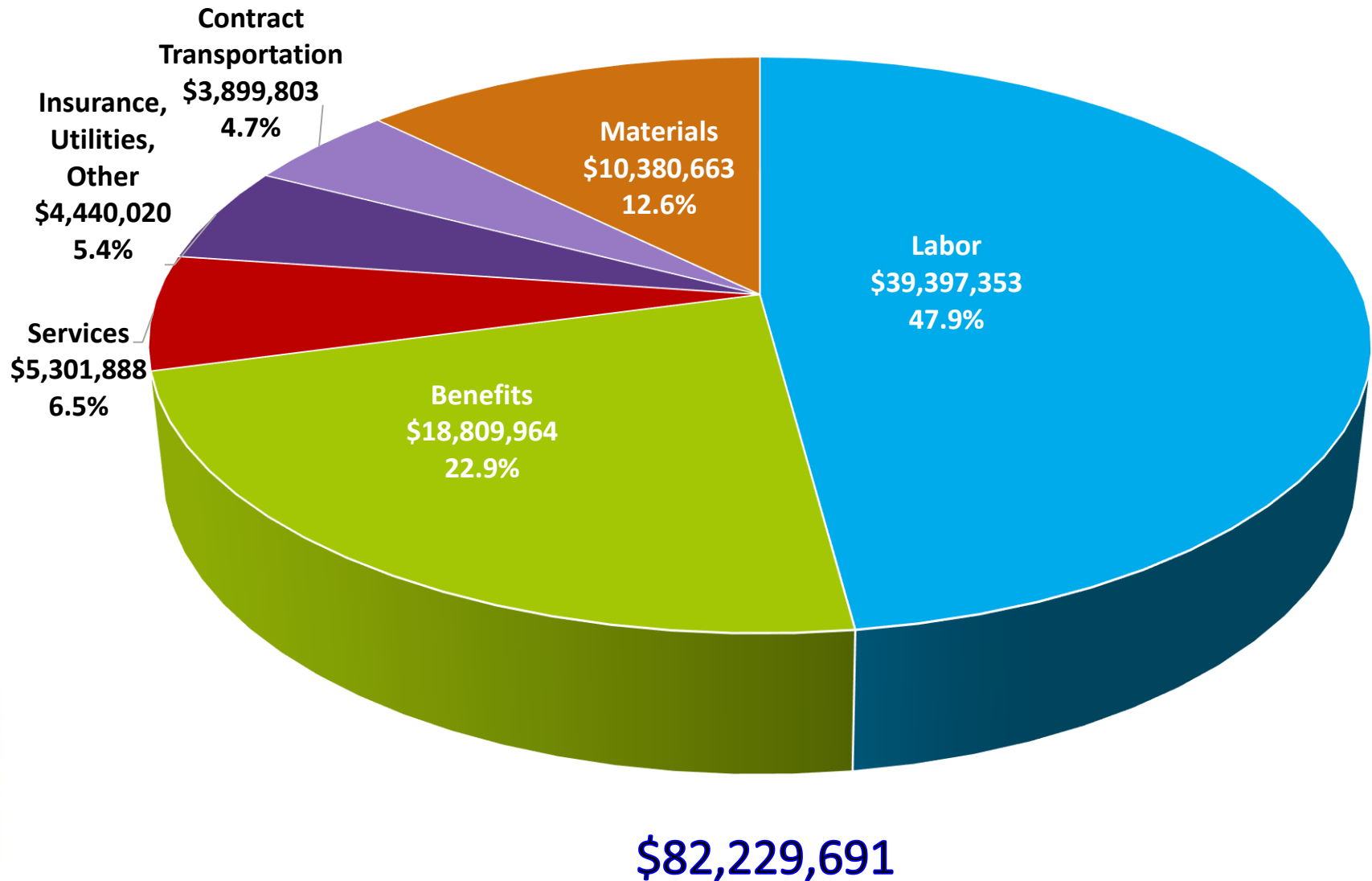


2021 Operating Expenses

2021 Operating Expenses by Division



2021 Operating Expenses by Object



2021 vs 2020

Operating Expense Budget

2021 Operating Expense Budget	\$82,229,691
2020 Operating Expense Budget	<u>\$84,121,288</u>
Operating Expense Budget Change	(\$ 1,891,597)
	(2.2% Decrease)

Fixed Route Service Increase 2019 ➡ 2020 = 2.8%

Fixed Route Service Decrease 2020 ➡ 2021 = -1.4%

Final Proposed Budget \$139,700 higher
than Proposed Budget to reflect ATU 1598
Contract wage adjustments, 1 new
position & additional services

2021 Changes from Proposed to Final Proposed Budget

Summary of Expenditure Changes

	Operating	Capital/Fleet Replacement	Total
Proposed Expenditure Budget	\$82,089,991	\$71,916,086	\$154,006,077
ATU 1598 Contract	39,657		39,657
New Position	25,043		25,043
Additional Services	75,000		75,000
Total Changes	139,700		139,700
Final Proposed Expenditure Budget	\$82,229,691	\$71,916,086	\$154,145,777

2021 Operating Expense Changes

Object	2020 Budget (Rounded)	2021 Final Proposed Budget (Rounded)	\$ Change (Rounded)	Increases/(Decreases) >\$100,000		REFERENCE ONLY 2021 Proposed Budget (Rounded)
Labor/Benefits	\$56.2M	\$58.2M	\$2.0M (3.6%)	Labor State Industrial Medical/Dental Retirement (PERS/FICA)	\$ 2.2M \$ 0.4M \$-0.2M \$-0.4M	\$58.1M
Services	\$5.6M	\$5.3M	\$-0.3M (-5.9%)	Plaza Contracted Maintenance Security Consulting (IS/Planning/Maintenance) Paratransit Mobility Training Programs	\$ 0.5M \$ 0.1M \$-0.2M \$-0.7M	\$5.3M
Contracted Transportation	\$6.7M	\$3.9M	\$-2.8M (-41.9%)	Paratransit Service	\$-2.8M	\$3.9M
Materials	\$11.0M	\$10.4M	\$-0.6M (-5.4%)	Computer Hardware/Software Safety Supplies (COVID/Other) Fuel	\$ 0.7M \$ 0.2M \$-1.7M	\$10.4M
Insurance Utilities Other	\$4.6M	\$4.4M	\$-0.2M (-4.3%)	Training/Meetings/Travel Utilities Property & Liability Insurance and Other	\$-0.2M \$ 0.1M \$-0.1M	\$4.4M
Total	\$84.1M	\$82.2M	\$-1.9M (-2.2%)			\$82.1M

2021 Operating Budget Assumptions

Expenses – Personnel

Division	2020 Positions	Additions	2021 Positions
Fixed Route	277 FT Coach Operators 25 PT Coach Operators <u>171</u> FT Other 473	Supervisors (2) Coach Operators (13 - Hire Q4) Journeyman Vehicle Technician (2) General Repair Vehicle Technician Cleaners (5) Building Specialist – HVAC Tech Building Maintenance Electrician Laborers (3 – Hire Q4)	290 FT Coach Operators 25 PT Coach Operators <u>186</u> FT Other 501
Paratransit	61 FT Van Operators 2 PT Van Operators <u>41</u> FT Other 104	Van Operator (-9) Temporary Reduction of unfilled positions	52 FT Van Operators 2 PT Van Operators <u>41</u> FT Other 95
Vanpool	2 FT		2 FT
Administrative	61 FT <u>1</u> PT 62	Sr. Transit Planner (1) – term position	62 FT <u>1</u> PT 63
Total	613 FT <u>28</u> PT 641	29 FT Additions - 9 FT Temporary reductions	633 FT <u>28</u> PT 661

FT = Full time PT = Part time

2021 Operating Budget Assumptions

Expenses – Compensation

Employee Group	# Of Employees (September 2020)	Contract Term	2021 General Wage Increase
ATU 1015 (Fixed Route Operators, Maintenance, Facilities & Grounds, Customer Service & Clerical)	437	April 1, 2020 to March 31, 2023	3.0%
AFSCME 3939 (Paratransit)*	75	July 1, 2018 to June 30, 2021	TBD
ATU 1598 (Fixed Route & Paratransit Supervisors)	24	February 2021 to January 2024	2.0%
Management & Administrative	84	At Will	2.0%
Total	620		

*Per Collective Bargaining Agreement 1% market adjustment January 1, 2021

2021 Operating Budget Assumptions

Expenses – Benefits (Medical & Dental)

Plan	2021 Premium % Increase (Decrease)	# of Employees Enrolled (as of August 2020)
Premera	0.0%	227
Kaiser Core HMO	1.2%	42
Kaiser Buy-Up HMO	1.2%	272
Kaiser CDHP	1.2%	28
Washington Dental	1.3%	569

- Retirement
 - Employer's retirement contribution rate
 - 1/1-6/30 - 12.97% *7/1-12/31 - 10.25%
 - Employee's contribution rate
 - PERS 1 6.0% on-going (statutorily set)
 - PERS 2 1/1-6/30 - 7.9% *7/1-12/31 - 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 in August. The state Legislature has the authority to revise the approved rates as part of the budget adoption process, but is not required to do so.

2021 Operating Budget Assumptions

Expenses – Fuel

	Average Price Per Gallon			Total Fuel Budget (approximate)
	2019 Actual	2020 Budget	2021 Budget ¹	
Diesel	\$2.14	\$3.43	\$2.73	\$3.7M
Gasoline	\$2.47	\$3.36	\$2.94	\$0.5M
Total				\$4.2M

¹ Energy Information Administration July 2020 forecast with 1/4 standard deviation



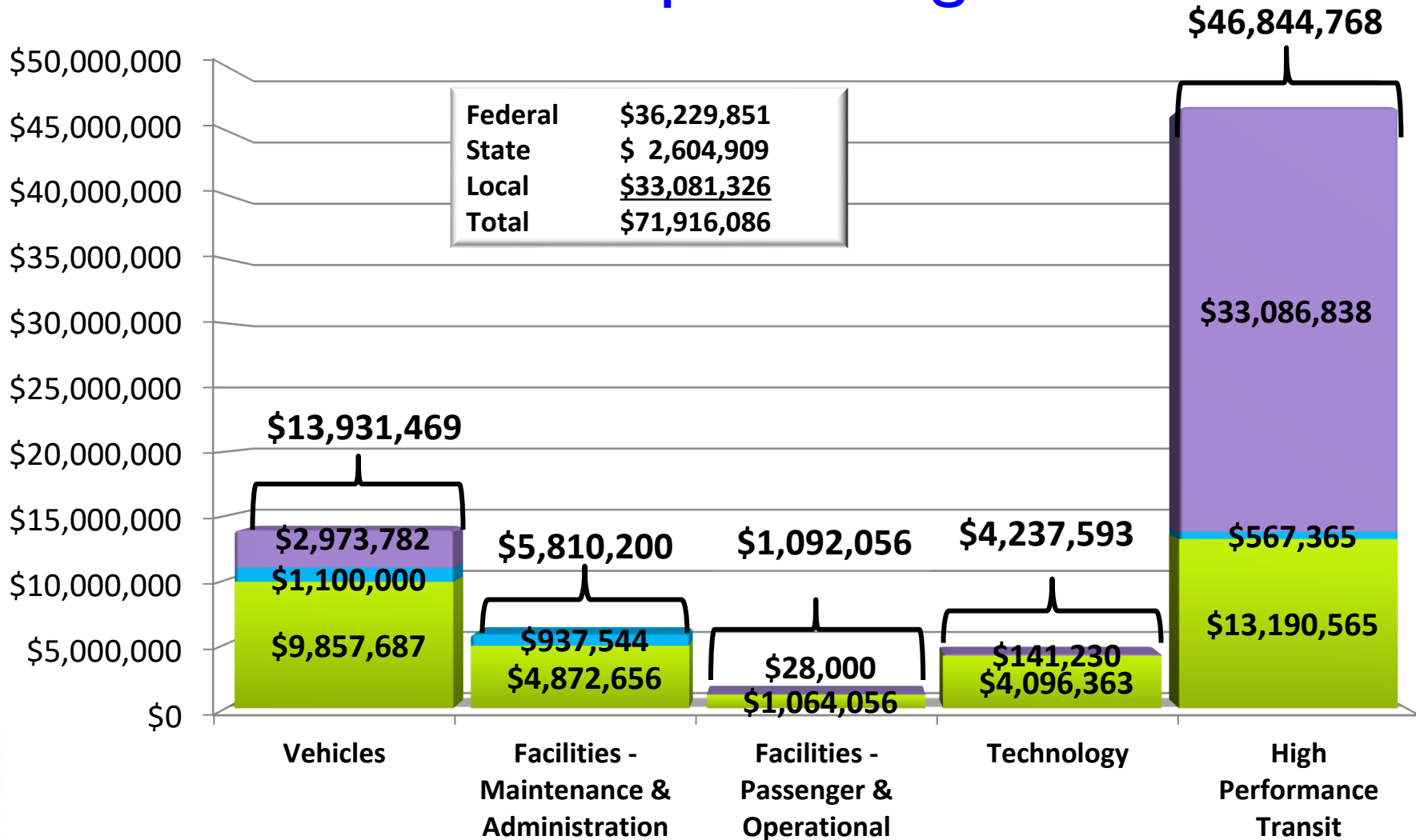
2021 Capital

2021 Capital/Fleet Replacement Contribution Budget

Funding Source	Amount	% of Total
Federal	\$36,229,851	50.4%
State	\$2,604,909	3.6%
Local (includes \$9,326,187 from Fleet Replacement Fund)	<u>\$33,081,326</u>	46.0%
2021 Capital Total	\$71,916,086	
Fleet Replacement 2021 Contribution*	\$ -	
Total 2021 Capital/Fleet Replacement Contribution Budget	<u>\$ 71,916,086</u>	

* Fleet Replacement sufficiently funded for upcoming purchases – no contribution deemed necessary for 2021

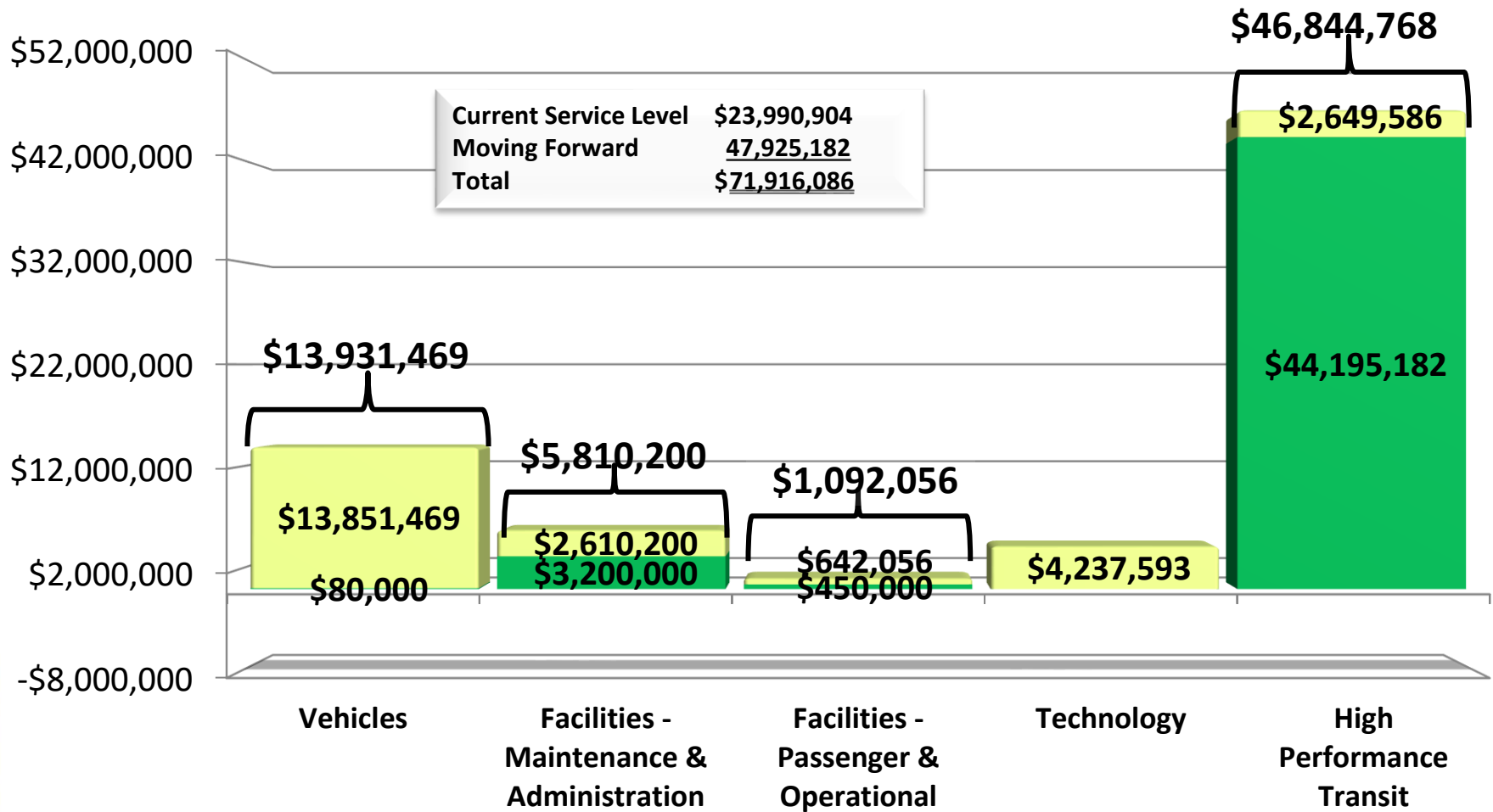
2021 Capital Budget



Total 2021 Capital Budget \$71,916,086

Local State Federal

2021 Moving Forward vs Current Service Level Capital Budget



Total 2021 Capital Budget \$71,916,086

■ Current Service Level ■ Moving Forward

2021 Cash and Reserve Analysis

	2021 Final Proposed Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	\$96,994,755
Operating Expense	(82,229,691)
Revenue Over / (Under) Operating Expenses	14,765,065
CAPITAL ACTIVITIES (Local Funds)	
Purchase of Property, Plant, and Equipment	(23,755,139)
FR & PT Fleet Replacement Allocation	-
Total Local Cash Used for Capital Activities	(23,755,139)
NET DECREASE IN CASH	(8,990,074)
CASH (Projected beginning 2021)	109,344,560
CASH (Projected ending 2021)	100,354,485
BOARD DESIGNATED & OTHER RESERVES	
Operating Reserve (15% of Operating Expenses)	(12,334,454)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Claims Reserve - L&I required	(357,000)
Total Board Designated & Other Reserves	(23,141,454)
2021 Estimated End of Year Cash Balance After Reserves ¹	\$77,213,031

¹ Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2021-2026 Capital Improvement Plan. This excludes the projected end of year cash balance in the Fleet Replacement Fund projected to be \$13,327,271 as of December 31, 2021.

Next Steps

Date (2020)	Action
September 30 th	2021 Draft Budget-Operating & Capital presented to the Planning & Development Committee
October 15 th	2021 Draft Budget-Operating & Capital presented to STA Board
November	Citizen and Employee Outreach
November 4 th	2021 Proposed Budget-Operating & Capital & 2021 Strategic Plan presented to the Planning & Development Committee
November 19 th	Public Hearing for 2021 Proposed Budget-Operating & Capital
	Board approval of the 2021 Strategic Plan
December 2nd	Recommendation of 2021 Final Proposed Budget-Operating & Capital presented to the Planning & Development Committee
December 17 th	Board adoption, by resolution, of the 2021 Final Proposed Budget-Operating & Capital

Recommended Action

Review and recommend the Board adopt, by resolution, the Final Proposed 2021 Operating & Capital Budgets

Source of Funds:		Use of Funds:	
Revenues	\$96,994,755	Operating Expenses	\$82,229,691
Capital Grants	\$38,834,760	Capital Projects	\$71,916,086
From Cash Balance	\$18,316,262	Fleet Replacement Allocation	\$ -
Total Source of Funds	\$154,145,777	Total Use of Funds	\$154,145,777

Spokane Transit Authority

Supplemental Information for 2021 Budget

December 2, 2020

Table of Contents

Key Indicators of 2021 Budget	Page 1
Staffing for 2021 Budget	Page 2
Capital Projects Summary	Page 3

Key Indicators of 2021 Final Proposed Budget

	2021 Final Proposed Level Budget	2020 Budget	2021 Budget vs. 2020 Budget % Change	2019 Actual	2021 Budget vs. 2019 Actual % Change
Fixed Route Bus Service					
Operating Expense (Unallocated)	\$55,695,018	\$54,276,944	2.6%	\$47,383,026	17.5%
Revenue Hours	459,196	465,480	-1.4%	444,299	3.4%
Passengers	8,094,632	10,600,000	-23.6%	9,971,798	-18.8%
Revenue Miles	6,357,698	6,421,163	-1.0%	6,118,526	3.9%
Farebox Revenue	\$6,712,788	\$10,612,280	-36.7%	\$9,908,048	-32.2%
Other Transit Revenue	\$363,536	\$278,403	30.6%	\$301,975	20.4%
Farebox Recovery Ratio (Unallocated)	12.1%	19.6%	-38.4%	20.9%	-42.4%
Average Fare	\$0.83	\$1.00	-17.2%	\$0.99	-16.5%
Cost per Passenger	\$6.88	\$5.12	34.4%	\$4.75	44.8%
Operating Cost per Revenue Hour (Unallocated)	\$121.29	\$116.60	4.0%	\$106.65	13.7%
Operating Cost per Revenue Mile (Unallocated)	\$8.76	\$8.45	3.6%	\$7.74	13.1%
Passenger Vehicles	157	147	6.8%	147	6.8%
Paratransit Service					
Operating Expense (Unallocated)	\$12,847,070	\$17,089,208	-24.8%	\$12,557,767	2.3%
Revenue Hours (includes SUV)	111,939	166,699	-32.8%	158,298	-29.3%
Passengers (Includes SUV)	233,738	472,000	-50.5%	442,186	-47.1%
Revenue Miles (Includes SUV)	1,720,449	2,827,417	-39.2%	2,401,206	-28.4%
Farebox Revenue	\$407,143	\$827,592	-50.8%	\$790,908	-48.5%
Other Transit Revenue	\$4,540	\$5,403	100.0%	\$7,017	-35.3%
Farebox Recovery Ratio (Unallocated)	3.2%	4.8%	-34.6%	6.3%	-49.7%
Average Fare	\$1.74	\$1.75	-0.7%	\$1.79	-2.6%
Cost per Passenger	\$54.96	\$36.21	51.8%	\$28.40	93.5%
Operating Cost per Revenue Hour (Unallocated)	\$114.77	\$102.52	12.0%	\$79.33	44.7%
Operating Cost per Revenue Mile (Unallocated)	\$7.47	\$6.04	23.5%	\$5.23	42.8%
Passenger Vehicles (Directly Operated)	63	67	-6.0%	67	-6.0%
Passenger Vehicles (Contracted includes SUV)	41	58	-29.3%	58	-29.3%
Vanpool Service					
Operating Expense (Unallocated)	\$603,027	\$691,704	-12.8%	\$549,244	9.8%
Revenue Hours	28,092	29,079	-3.4%	28,092	0.0%
Passengers	155,262	163,000	-4.7%	155,262	0.0%
Revenue Miles	929,850	958,166	-3.0%	929,849	0.0%
Farebox Revenue	\$418,440	\$518,865	-19.4%	\$478,372	-12.5%
Other Transit Revenue	\$3,500	\$0	100.0%	\$3,191	9.7%
Passenger Vehicles	74	79	-6.3%	79	-6.3%
Financial Summary Highlights					
Sales Tax Revenues	\$78,486,526	\$87,312,896	-10.1%	\$86,666,638	-9.4%
Federal Preventive Maintenance & Other Fed Grants	8,351,213	8,457,040	-1.3%	\$8,102,828	3.1%
Total Revenues (Exc. Capital)	\$96,994,755	\$111,197,898	-12.8%	\$116,263,342	-16.6%
Total Operating Expense	\$82,229,691	\$84,121,288	-2.2%	\$70,908,008	16.0%
Fleet Replacement Allocation	-	\$8,836,454	-100.0%	\$11,862,311	-100.0%
Local Capital Investment (1)	33,081,326	25,281,974	30.8%	\$16,099,016	105.5%
Total Capital Expense	\$71,916,086	\$63,464,547	13.3%	\$24,513,861	193.4%
Election Expenses					
Cooperative Street Projects					
Decrease in Cash (2)	(\$18,316,261)	(\$7,041,818)			
Increase in Cash (2)				\$17,394,007	

NOTE:

Unallocated expenses exclude Administrative and Plaza costs.

(1) Includes FR and PT local portions of the fleet purchases out of the Fleet Replacement fund.

(2) Note that the Fleet Replacement is transferred to the Fleet Replacement Fund, a separate cash account to fund Fixed Route and Paratransit fleet purchases. The (Decrease)/Increase in cash represents the cash from the change in the primary cash account.

Staffing for 2021 Budget

	FUNDED 2010	FUNDED 2011	FUNDED 2012	FUNDED 2013	FUNDED 2014	FUNDED 2015	AUTHORIZED 1/01/16	FUNDED 1/01/16	FUNDED 2017	FUNDED 2018	AUTHORIZED September 2018	FUNDED 2019	FUNDED with 2019 Additions	FUNDED 2020	FUNDED 2020 Additions	FUNDED 2021	Net Change Compared to 2019 Funded
<u>01 FIXED ROUTE DIVISION - FUNCTION</u>																	
ADMINISTRATION OF TRANSPORTATION (010)	21	21	21	24	24	24	24	24	24	25	25	25	25	25	25	27	2
SCHEDULING OF TRANSPORTATION (021)	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	1
REVENUE VEHICLE OPERATIONS (030)	240	221	221	221	221	226	227	226	238	245	254	266	266	277	277	290 FT	13
REVENUE VEH ICLE OPERATIONS (030)	32	28	28	28	28	28	28	28	28	25	25	25	25	25	25	25 PT	0
ADMINISTRATION OF MAINTENANCE (041)	5	5	5	5	5	5	5	5	5	5	5	6	6	7	7	7	0
FACILITIES ASST. MANAGER (042)	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	0
SERVICE REVENUE VEHICLES (051)	13	13	12	12	12	12	12	12	12	13	13	15	15	15	15	20	5
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	44	44	42	42	41	41	41	41	43	46	46	48	48	51	51	54	3
MAINTENANCE BUILDINGS AND GROUNDS (124)	19	19	19	19	20	20	20	20	22	24	24	25	25	27.0	27.0	32.0	5
FARE COLLECTION (150)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
SECURITY (161)	10	10	10	10	11	11	13	12	13	13	13	13	13	13	13	13	0
TELE INFORMATION/CUSTOMER SERVICE (162)	11	11	11	12	12	12	12	12	12	13	13	14	14	14	14	14 FT	0
TELE INFORMATION/CUSTOMER SERVICE (162)	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0 PT	0
LOSS CONTROL (165)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
SAFETY AND TRAINING (166)	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	0
PURCHASING AND STORES (172)	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5	5	0
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
FIXED ROUTE STAFFING TOTALS:	412.0	389.0	386.0	390.0	391.0	397.0	401.0	399.0	417.0	427.0	436.0	455.0	455.0	473.0	473.0	502.0	29
% CHANGE YEAR TO DATE		-5.6%	-0.8%	1.0%	0.3%	1.5%	1.0%		4.0%	2.4%		6.6%		4.0%		6.1%	
% CHANGE FROM 2010 (STAFFING)		-5.6%	-6.3%	-5.3%	-5.1%	-3.6%	-2.7%		1.2%	3.6%		10.4%		14.8%		21.8%	
TOTAL REVENUE HOURS (BUDGETED)	423,319	403,572	383,616	389,272	396,513	402,126	401,385		408,312	426,689		453,013		465,480		459,196	
% CHANGE YEAR TO DATE		-4.7%	-4.9%	1.5%	1.9%	1.4%	-0.2%		1.7%	4.5%		6.2%		2.8%		-1.4%	
% CHANGE FROM 2010 (SERVICE)		-4.7%	-9.4%	-8.0%	-6.3%	-5.0%	-5.2%		-3.5%	0.8%		7.0%		10.0%		8.5%	
<u>02 PARATRANSIT DIVISION - FUNCTION</u>																	
ADMINISTRATION OF TRANSPORTATION (010)	13	13	13	13	14	14	14	14	15	15	15	15	15	19	19	19	0
SCHEDULING OF TRANSPORTATION (021)	5.75	6.75	6.75	6.75	7	7	7	7	7	8	8	8	8	8	8	8	0
REVENUE VEHICLE OPERATIONS (030)	55	54	54	55	55	55	55	51	57	57	57	61	61	61	61	52 FT	-9
REVENUE VEH ICLE OPERATIONS (030)	9	9	9	6	5	5	5	5	3	3	3	2	2	2	2	2 PT	0
SERVICE REVENUE VEHICLES (051)	4	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	0
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	8	8	9	9	9	9	9	9	9	9	9	9	9	9	9	9	0
PARATRANSIT STAFFING TOTALS:	94.75	94.75	95.75	93.75	94.0	94.0	94.0	90.0	95.0	96.0	96.0	100.0	100.0	104.0	104.0	95.0	-9
% CHANGE YEAR TO DATE		0.0%	1.1%	-2.1%	0.3%	0.0%	0.0%		1.1%	1.1%		4.2%		4.0%		-8.7%	
% CHANGE FROM 2010 (STAFFING)		0.0%	1.1%	-1.1%	-0.8%	-0.8%	-0.8%		0.3%	1.3%		5.5%		9.8%		0.3%	
TOTAL REVENUE HOURS (BUDGETED)	181,788	176,045	170,449	167,305	153,693	153,693	161,888		157,812	160,583		164,038		160,084		107,634	
% CHANGE YEAR TO DATE		-3.2%	-3.2%	-1.8%	-8.1%	0.0%	5.3%		-2.5%	1.8%		2.2%		-2.4%		-32.8%	
% CHANGE FROM 2010 (SERVICE)		-3.2%	-6.2%	-8.0%	-15.5%	-15.5%	-10.9%		-13.2%	-11.7%		-9.8%		-11.9%		-40.8%	
<u>03 ADMINISTRATIVE DIVISION - FUNCTION</u>																	
OMBUDSMAN (162)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
COMMUNICATIONS (163)	3	3	3	3	5	5	5	5	6	7	7	8	8	8	8	8	0
HUMAN RESOURCES (167)	4	4	5	5	5	5	5	5	6	6	6	7	7	7	7	7	0
INFORMATION SYSTEMS (170)	5	5	6	6	6	7	7	7	8	9	9	10	10	10	11	11	0
FINANCE (171)	8	8	8	8	8	8	8	8	10	10	10	10	10.60	10.60	10.60	10.60	0
PURCHASING AND STORES (172)	2	2	2	2	2	2	2	2	3	3	4	4	4	4	4	4	0
ENGINEERING (173)							0	0	5	5	5	6	8	8	8	8	0
RECORD COORDINATOR (175)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
GENERAL ADMINISTRATION (176)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	0
PLANNING (177)	6	6	6	6	7	7	8	7	7	7	7	7	7	7	7	7	0
PROJECT (185)	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0
DATA COLLECTION (190)	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE STAFFING TOTALS:	36.0	36.0	38.0	38.0	41.0	42.0	43.0	42.0	51.0	53.0	54.0	58.0	60.60	60.60	61.60	61.60	0
% CHANGE YEAR TO DATE		0.0%	5.6%	0.0%	7.9%	2.4%	2.4%		18.6%	3.9%		9.4%		4.5%		1.7%	
% CHANGE FROM 2010 (STAFFING)		0.0%	5.6%	5.6%	13.9%	16.7%	19.4%		41.7%	47.2%		61.1%		68.3%		71.1%	
<u>05 VANPOOL DIVISION - FUNCTION</u>																	
INSP/MAINT REV VEH (061)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
VANPOOL STAFFING TOTALS:	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
% CHANGE YEAR TO DATE		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%		0.0%		0.0%		0.0%	
% CHANGE FROM 2010 (STAFFING)		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%		0.0%		0.0%		0.0%	
REVENUE HOURS (BUDGETED)	28,176	32,813	29,679	37,235	34,548	34,548	37,277		37,853	29,933		31,081		29,079		28,092	
% CHANGE YEAR TO DATE		16.5%	-9.6%	25.5%	-7.2%	0.0%	7.9%		1.5%	-20.9%		3.8%		-6.4%		-3.4%	
% CHANGE FROM 2010 (SERVICE)		16.5%	3.2%	32.2%	22.6%	22.6%	32.3%		34.3%	6.2%		10.3%		3.2%		-0.3%	
STAFFING GRAND TOTAL:	544.75	521.75	521.75	523.75	528.00	535.00	540.00	533.00	565.00	578.00	588.00	615.00	617.60	639.60	640.60	660.60	20.00

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Vehicles	Fixed Route Fleet - Expansion	532	Electric Coach Expansion- Moving Forward	Not started	Funded-MF	3,296,000		3,296,000	6						3,296,000				3,296,000
		533	Signature Coaches - Moving Forward	Not started	Funded-MF	8,240,000		8,240,000	7						8,240,000				8,240,000
		541	Diesel Coach Expansion-Moving Forward	Cancelled	Funded-MF														
		570	Diesel Coach Expansion-Moving Forward	Not started	Funded-MF	3,961,495		3,961,495	4								3,961,495		3,961,495
		836	Fixed Route Fleet Expansion-2022	New	Funded-New	4,843,074		4,843,074	6					4,843,074					4,843,074
	Fixed Route Fleet - Expansion Total					20,340,569		20,340,569	23					4,843,074	11,536,000		3,961,495		20,340,569
	Fixed Route Fleet - Replacement	361	Bus Replacement-2019	Preliminary	Funded	1,484,311		1,484,311	3					1,484,311					1,484,311
		483	Fixed Route Fleet Replacement-2021	Not started	Funded	8,533,167		8,533,167	16	8,533,167			8,533,167						8,533,167
		486	Fixed Route Fleet Replacement-2023	Not started	Funded	5,658,023		5,658,023	10					5,658,023					5,658,023
		490	Fixed Route Fleet Replacement-2022	Not started	Funded	6,591,872		6,591,872	12					6,591,872					6,591,872
		492	Fixed Route Fleet Replacement-2026	Not started	Funded	6,182,674		6,182,674	10								6,182,674		6,182,674
		493	Fixed Route Fleet Replacement-2024	Not started	Funded	9,907,198		9,907,198	17							9,907,198			9,907,198
		494	Fixed Route Fleet Replacement-2025	Not started	Funded	7,576,830		7,576,830	12								7,576,830		7,576,830
		568	Fixed Route Fleet Replacement-2020	Not started	Funded	7,503,224		7,503,224	8	625,741	1,100,000	2,025,871	3,751,612	3,751,612					7,503,224
	Fixed Route Fleet - Replacement Total					53,437,299		53,437,299	88	9,158,908	1,100,000	2,025,871	12,284,779	11,827,795	5,658,023	9,907,198	7,576,830	6,182,674	53,437,299
	Non-Revenue Vehicles	349	2020 Service Vehicles (previously 2017)	Not started	Funded	76,500		76,500	1	76,500			76,500						76,500
		509	Facilities Shelter Cleaning Truck Replacements	Not started	Funded	160,000		160,000	2					80,000					80,000
		536	Service Vehicle Replacement 2021	Not started	Funded	90,000		90,000	2	90,000			90,000						90,000
		559	Service Vehicle Replacement 2022	Not started	Funded	90,000		90,000	2					90,000					90,000
		760	F/R Supervisor Vehicles	Not started	Funded	75,000		75,000								75,000			75,000
		775	MF: F/R Supervisor Vehicles	Not started	Funded-MF	80,000		80,000	2	80,000			80,000						80,000
		776	Security Vehicles	Not started	Funded	80,000		80,000	2								80,000		80,000
		778	F/R Service Vehicles	Not started	Funded	90,000		90,000	2										
		786	F&G Crew-Cab Shelter Response Vehicle	Not started	Funded	120,000		120,000											
		816	F&G Service Trucks	New	Funded-New	240,000		240,000	4	240,000			240,000						240,000
		817	Service Vehicle Replacement - 2021	New	Funded-New	45,000		45,000	1	45,000			45,000						45,000
		818	Supervisor Support Vehicles	New	Funded-New	90,000		90,000	2									90,000	90,000
		838	F&G Shelter Service Trucks	New	Funded-New	95,000		95,000	2					95,000					95,000
	Non-Revenue Vehicles Total					1,331,500		1,331,500	22	531,500			531,500	265,000		75,000	80,000	90,000	1,041,500
	Paratransit Vans	412	Replacement Vans-2020	Preliminary	Funded	334,750		334,750	1										
		484	Paratransit Fleet Replacement-2021	Not started	Funded	1,115,190		1,115,190	15	167,279		947,911	1,115,190						1,115,190
		485	Paratransit Fleet Replacement-2022	Not started	Funded	1,200,345		1,200,345	15					1,200,345					1,200,345
		487	Paratransit Fleet Replacement-2023	Not started	Funded	1,236,345		1,236,345	15						1,236,345				1,236,345

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Vehicles	Paratransit Vans	489	Paratransit Fleet Replacement-2024	Not started	Funded	1,273,425		1,273,425	15							1,273,425			1,273,425
		491	Paratransit Fleet Replacement-2025	Not started	Funded	1,311,615		1,311,615	15								1,311,615		1,311,615
		837	Paratransit Fleet Replacement-2026	New	Funded-New	1,568,089		1,568,089	15									1,568,089	1,568,089
Paratransit Vans Total						8,039,759		8,039,759	91	167,279		947,911	1,115,190	1,200,345	1,236,345	1,273,425	1,311,615	1,568,089	7,705,009
	Vanpool Vans	592	Vanpool Replacement 2020	Not started	Funded	362,523		362,523	11										
		594	Vanpool Replacement 2022	Not started	Funded	482,227		482,227	11					482,227					482,227
		595	Vanpool Replacement 2023	Not started	Funded	487,049		487,049	11						487,049				487,049
		598	Vanpool Expansion 2022	Not started	Funded	384,601		384,601	10					384,601					384,601
		761	VanPool Replacement - 2024	Not started	Funded	491,920		491,920	11							491,920			491,920
		826	Vanpool Replacement 2025	New	Funded-New	496,839		496,839	11								496,839		496,839
		827	Vanpool Replacement 2026	New	Funded-New	501,807		501,807	11									501,807	501,807
Vanpool Vans Total						3,206,966		3,206,966	76					866,828	487,049	491,920	496,839	501,807	2,844,443
Vehicles Total						86,356,093		86,356,093	300	9,857,687	1,100,000	2,973,782	13,931,469	19,003,042	18,917,417	11,747,543	13,426,779	8,342,570	85,368,820
Facilities - Maintenance & Administration	Boone - Facility Master Plan Program	207	Refueling Facility Replacement	60% Design	Funded	4,828,000	139,666	4,688,334		600,000			600,000	4,088,334					4,688,334
		332	Fencing and Gating of STA's Boone Campus	Work in progress	Funded	206,000		206,000											
		766	Boone Campus Battery Electric Bus (BEB) Charging Infrastructure	Work in progress	Funded-MF	5,700,000	1,086	5,698,914		2,262,456	937,544		3,200,000						3,200,000
Boone - Facility Master Plan Program Total						10,734,000	140,752	10,593,248		2,862,456	937,544		3,800,000	4,088,334					7,888,334
	Boone - Preservation and Enhancements	189	Re-landscaping with sustainable type and correct tree grates	Not started	Funded	130,000		130,000						130,000					130,000
		324	Boone Facility Fire Alarm Replacement	On hold	Funded	467,610		467,610							467,610				467,610
		351	Landscape Monroe Frontage	Not started	Funded	50,000		50,000						50,000					50,000
		458	Passenger Elevator Replacement Boone Ave	Work in progress	Funded	380,000	10,754	369,246											
		460	UST Non-Diesel Replacement Boone Ave	Work in progress	Funded	1,480,000		1,480,000		1,280,000			1,280,000						1,280,000
		587	Air Compressor upgrade	Not started	Funded	75,000	14,981	60,019											
		738	HVAC Upgrades NS Boone	Work in progress	Funded	374,200	14,013	360,187		4,200			4,200	5,000					9,200
		745	West Boone Avenue Crosswalk	Work in progress	Funded	150,000		150,000							150,000				150,000
		779	Capital Replacement of BEB Electric Charging-2023	Not started	Funded	100,000		100,000							100,000				100,000
		780	Capital Replacement of BEB Electric Charging-2024	Not started	Funded	100,000		100,000								100,000			100,000
		781	Capital Replacement of BEB Electric Charging-2025	Not started	Funded	100,000		100,000									100,000		100,000
		803	HVAC & DDC Controls Upgrades	Work in progress	Funded	566,000		566,000		15,000			15,000						15,000
		804	Capital changes to Admin Space to Boone Facility	Not started	Funded	50,000		50,000											
		809	Overhead Garage Door Replacement - 2022	New	Funded-New	65,000		65,000	3					65,000					65,000
		810	Overhead Garage Door Replacement - 2024	New	Funded-New	25,000		25,000	1							25,000			25,000
		811	Fall Protection	New	Funded-New	65,000		65,000		65,000			65,000						65,000
		812	Hunter Brake Lathe	New	Funded-New	20,000		20,000	1	20,000			20,000						20,000

2021 -2026 6 yr CIP with Quantities																				
New Projects																				
										2021 by Funding Source			Capital Program 2021-2026							
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026	
Facilities - Maintenance &	Boone - Preservation and	813	Miscellaneous Equipment and Fixtures - 2026	New	Funded-New	35,000		35,000										35,000	35,000	
		828	Facilities Master Plan Update	New	Funded-New	400,000		400,000								400,000			400,000	
		829	Sun Room Removal	New	Funded-New	750,000		750,000						750,000					750,000	
		852	Lighted Pit	New	Funded-New															
Boone - Preservation and Enhancements Total						5,382,810	39,748	5,343,062	5	1,384,200			1,384,200	1,000,000	717,610	525,000	100,000	35,000	3,761,810	
	Fleck Center - Preservation and Improvements	354	Fleck Energy Savings Project	Construction	Funded	986,500	450,203	536,297		6,500			6,500						6,500	
		463	Floor Scrubber Replacement @ Fleck Service Center	Not started	Funded	64,000		64,000	1											
		507	Fuel Dispensers & Monitor Replacement Fleck Center	Not started	Funded	65,000		65,000												
		787	Fleck Center Drain/Slab UST	Not started	Funded	240,000		240,000									240,000		240,000	
		807	Compressor Replacement	Not started	Funded															
		808	Bulk Deice Tank	New	Funded-New	12,000		12,000	1	12,000			12,000						12,000	
Fleck Center - Preservation and Improvements Total						1,367,500	450,203	917,297	2	18,500			18,500				240,000		258,500	
	Miscellaneous Equipment and Fixtures	393	Miscellaneous Equipment and Fixtures-2020	Not started	Funded	20,000		20,000												
		505	HVAC Replacement/upgrades - 2021	Not started	Funded	25,000		25,000		25,000			25,000						25,000	
		511	Cabinet Parts Washer	Not started	Funded	110,000		110,000		110,000			110,000						110,000	
		512	Miscellaneous Equipment and Fixtures-2021	Not started	Funded	30,000		30,000		30,000			30,000						30,000	
		556	Miscellaneous Equipment and Fixtures-2022	Not started	Funded	35,000		35,000						35,000					35,000	
		583	HVAC Replacement/upgrades - 2020	Not started	Funded	25,000		25,000												
		585	Miscellaneous Equipment and Fixtures-2023	Not started	Funded	20,000		20,000							20,000				20,000	
		733	Miscellaneous Equipment and Fixtures 2024	Not started	Funded	40,000		40,000								40,000			40,000	
		736	HVAC Replacement/upgrades-2022	Not started	Funded	25,000		25,000						25,000					25,000	
		737	HVAC Replacement/upgrades-2023	Not started	Funded	25,000		25,000							25,000				25,000	
		762	HVAC Replacement/upgrades-2024	Not started	Funded	25,000		25,000								25,000			25,000	
		777	Brake Tool	Not started	Funded	25,000		25,000												
		782	HVAC Replacement/upgrades-2025	Not started	Funded	40,000		40,000								40,000			40,000	
		783	F&G Truck Mounted Crane	Not started	Funded	120,000		120,000												
		784	Miscellaneous Equipment and Fixtures-2025	Not started	Funded	40,000		40,000									40,000		40,000	
Miscellaneous Equipment and Fixtures Total						605,000		605,000		165,000			165,000	60,000	45,000	105,000	40,000		415,000	
	Secondary Transit Maintenance Campus	504	Mission & Green Acquisition Due- Diligence	Work in progress	Funded	250,000	7,500	242,500		242,500			242,500						242,500	
		549	Mission & Green Acquisition	Work in progress	Funded	1,000,000		1,000,000		200,000			200,000	800,000					1,000,000	
Secondary Transit Maintenance Campus Total						1,250,000	7,500	1,242,500		442,500			442,500	800,000					1,242,500	
Facilities - Maintenance & Administration Total						19,339,310	638,203	18,701,107	7	4,872,656	937,544		5,810,200	5,948,334	762,610	630,000	380,000	35,000	13,566,144	

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Facilities - Passenger & Operational	Park and Ride Upgrades	510	Park and Ride Lot Major Preservation	Not started	Funded	25,000		25,000											
		513	Park and Ride Lot Major Preservation-2021	Not started	Funded	25,000		25,000		25,000			25,000						25,000
		613	Park and Ride Lot Preservation-2023	Not started	Funded	20,000		20,000							20,000				20,000
		755	Five Mile Layover and Staging Expansion	Preliminary	Funded	1,100,000		1,100,000		100,000			100,000	600,000					700,000
		759	Park and Ride Lot Major Preservation 2024	Not started	Funded	20,000		20,000								20,000			20,000
		785	Park and Ride Lot Major Preservation-2025	Not started	Funded	40,000		40,000									40,000		40,000
		814	Park and Ride Lot Major Preservation-2022	New	Funded-New	25,000		25,000					25,000						25,000
		815	Park and Ride Lot Major Preservation-2026	New	Funded-New	25,000		25,000										25,000	25,000
Park and Ride Upgrades Total						1,280,000		1,280,000		125,000			125,000	625,000	20,000	20,000	40,000	25,000	855,000
	Plaza Preservation and Improvements	515	2019 Cooling Tower Replacement, Plaza	Work in progress	Funded	30,000		30,000		120,000			120,000						120,000
		741	STA Plaza 2nd Floor Restroom Renovation	Closeout	Funded	140,000	276,389	-136,389											
		756	Plaza Wayfinding Signage	Not started	Funded	6,000		6,000											
		765	STA Plaza Loudspeaker System Replacement	Not started	Funded	45,000		45,000								45,000			45,000
		794	Plaza Exterior Signage	Work in progress	Funded	80,000		80,000											
		795	Plaza Garage Door Replacement	Work in progress	Funded	85,000	1,945	83,055											
		806	Plaza Manlift Replacement	Not started	Funded	8,000		8,000											
		843	Plaza Preservation and Improvements-2021	New	Funded-New	50,000		50,000		50,000			50,000						50,000
		844	Plaza Preservation and Improvements-2022	New	Funded-New	50,000		50,000					50,000						50,000
		845	Plaza Preservation and Improvements-2023	New	Funded-New	50,000		50,000					50,000						50,000
		846	Plaza Preservation and Improvements-2024	New	Funded-New	50,000		50,000								50,000			50,000
		847	Plaza Preservation and Improvements-2025	New	Funded-New	50,000		50,000								50,000			50,000
		849	First Floor Plaza Restroom Stalls	New	Funded-New														
		850	Escalator Wall Guard	New	Funded-New														
		851	Plaza Flagpole Relocation	New	Funded-New														
Plaza Preservation and Improvements Total						644,000	278,334	365,666		170,000			170,000	50,000	50,000	95,000	50,000		415,000
	Route & Stop Facility Improvements	401	Operational Improvements-2020	Work in progress	Funded	200,000		200,000											
		464	Rural Highway Stop Improvements	Not started	Funded-MF	700,000		700,000						50,000	150,000	250,000	250,000		700,000
		480	Downtown Layover Upgrades	Work in progress	Funded-MF	515,000		515,000		250,000			250,000						250,000
		523	Bus Stop Improvements-2020	Work in progress	Funded	100,000		100,000											
		524	Bus Stop Improvements-2021	Not started	Funded														
		525	Operational Improvements - 2021	Not started	Funded														

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Facilities - Passenger &	Route & Stop Facility	550	Trent Avenue and Sunset Boulevard Improvements	Not started	Funded	215,000		215,000		100,000			100,000						100,000
		551	Transit Shelter Replacement	Work in progress	Funded	200,000	18,389	181,611		92,056			92,056						92,056
		552	University District South Bridge Landing	Work in progress	Funded	100,000	4,948	95,052											
		553	Bus Stop Improvements - 2022	Not started	Funded														
		554	Operational Improvements - 2022	Not started	Funded														
		571	Bus Stop Improvements-2023	Not started	Funded														
		572	Operational Improvements - 2023	Not started	Funded														
		574	Outyear Transit Enhancements - 2020	Work in progress	Funded	100,000		100,000											
		743	Service Change Bus Stops	Work in progress	Funded-MF	400,000	28,930	371,070		100,000			100,000	200,000					300,000
		746	Bus Stop Improvements - 2024	Not started	Funded														
		749	Operational Improvements - 2024	Not started	Funded														
		751	2021 Service Change Operational Requirements	Not started	Funded-MF	200,000		200,000		100,000			100,000	100,000					200,000
		752	Francis and Alberta Geometric Intersection Improvements	Work in progress	Funded	400,000	340,191	59,809											
		753	Transit Shelter Lighting Retrofits	Not started	Funded	175,000		175,000		7,000		28,000	35,000	35,000	35,000	35,000			140,000
		788	Geiger/Spokane County Cooperative	Work in progress	Funded	200,000		200,000		100,000			100,000						100,000
		789	North Havana Street Sidewalk Improvement Project	Not started	Funded	270,000		270,000		20,000			20,000	250,000					270,000
		790	MF: 2023 Service Change Bus Stops	Not started	Funded-MF	425,000		425,000								50,000	375,000		425,000
		791	MF: 2023 Service Change Operational Requirements	Not started	Funded-MF	215,000		215,000								10,000	205,000		215,000
		792	Bus Stop Improvements - 2025	Not started	Funded														
		793	Operational Improvements - 2025	Not started	Funded														
		822	Bus Stop Improvements - 2026	New	Funded-New	100,000		100,000										100,000	100,000
		823	Operational Improvements - 2026	New	Funded-New	200,000		200,000										200,000	200,000
		824	Transit Shelter Replacement - 2022- 2026	New	Funded-New	207,500		207,500						38,500	40,000	41,500	43,000	44,500	207,500
	Route & Stop Facility Improvements Total					4,922,500	392,458	4,530,042		769,056		28,000	797,056	673,500	225,000	386,500	873,000	344,500	3,299,556
	SFCC Transit Station	575	Spokane Falls Transit Station	Closeout	Funded	2,963,000	2,644,795	318,205											
	SFCC Transit Station Total					2,963,000	2,644,795	318,205											
	SCC Transit Center	475	SCC Transit Center	Closeout	Funded-MF	5,000,000	4,017,206	982,794											
	SCC Transit Center Total					5,000,000	4,017,206	982,794											
Facilities - Passenger & Operational Total						14,809,500	7,332,792	7,476,707		1,064,056		28,000	1,092,056	1,348,500	295,000	501,500	963,000	369,500	4,569,556
Technology	Capital Program Management Software	763	Project Management Software	Not started	Funded	306,000		306,000						100,000	206,000				306,000
	Capital Program Management Software Total					306,000		306,000						100,000	206,000				306,000
	Communications Technology Upgrades	517	Digital Monitors Content Mgmt Software-Systemwide	Not started	Funded	457,513		457,513	193	14,896			14,896	327,720	14,896				357,513
		796	Digital Monitors for Customer Information	Not started	Funded	1,022,520		1,022,520		252,043			252,043	467,308	252,043				971,394
		798	Cisco Switches	Not started	Funded	50,000		50,000											
		799	Cisco UCS S3260 Storage server	Not started	Funded	40,000		40,000											
		800	Phone System Replacement	Not started	Funded	200,000		200,000											
		801	Pure Storage expansion	Not started	Funded	80,000		80,000											

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Technology	Communications	819	Cisco Network Switches	New	Funded-New	45,000		45,000		45,000			45,000						45,000
		821	Single Mode Fiber	New	Funded-New	30,000		30,000		30,000			30,000						30,000
		831	Network Equipment-City Line	New	Funded-New	160,000		160,000		160,000			160,000						160,000
		834	STA Campus Network Equipment - 2022	New	Funded-New	40,000		40,000						40,000					40,000
		835	STA Campus Network Equipment - 2023	New	Funded-New	40,000		40,000							40,000				40,000
		840	Enterprise Asset Management System Implementation	New	Funded-New	120,000		120,000		120,000			120,000						120,000
Communications Technology Upgrades Total						2,285,033		2,285,033	193	621,939			621,939	835,028	306,939				1,763,907
	Computer Equipment Preservation and Upgrades	527	Computer Equipment - 2020	Not started	Funded	170,000		170,000											
		528	Computer Equipment - 2021	Not started	Funded	175,000		175,000		175,000			175,000						175,000
		566	Computer Equipment - 2022	Not started	Funded	175,000		175,000						175,000					175,000
		603	Computer Equipment-2023	Not started	Funded	150,000		150,000							150,000				150,000
		758	Computer Equipment - 2024	Not started	Funded	150,000		150,000								150,000			150,000
		802	Computer Equipment-2025	Not started	Funded	150,000		150,000									150,000		150,000
		820	Computer Equipment-2026	New	Funded-New	120,000		120,000										120,000	120,000
Computer Equipment Preservation and Upgrades Total						1,090,000		1,090,000		175,000			175,000	175,000	150,000	150,000	150,000	120,000	920,000
	Fare Collection and Sales Technology	431	Fixed Route Fare Collection System Update	RFP issued	Funded	8,390,000	424,324	7,965,676		2,698,900		141,230	2,840,130	2,240,350	2,000,000				7,080,480
Fare Collection and Sales Technology Total						8,390,000	424,324	7,965,676		2,698,900		141,230	2,840,130	2,240,350	2,000,000				7,080,480
	Operating & Customer Service Software	577	Trapeze OPS-Web	Not started	Funded	175,000		175,000		28,000			28,000						28,000
		578	Trapeze ParaCutter	Not started	Funded	120,000		120,000		20,500			20,500						20,500
		579	Trapeze ViewPoint - Business Intelligence Solution	Work in progress	Funded	220,000	162,346	57,654											
		797	Trapeze PASS Enhancements	Not started	Funded	525,000	322,572	202,428		121,000			121,000						121,000
		825	Trapeze - Mobile Mapping & Turn-by- Turn Navigation	New	Funded-New	131,024		131,024		131,024			131,024						131,024
Operating & Customer Service Software Total						1,171,024	484,918	686,106		300,524			300,524						300,524
	Security and Access Technology	468	OnBoard Camera Upgrade	RFP in process	Funded	4,000,000		4,000,000											
		608	Park and Ride Camera System - Hastings	Need proj scope	Funded	71,500		71,500								71,500			71,500
		609	Park and Ride Camera System - Liberty Lake	Need proj scope	Funded	85,900		85,900								85,900			85,900
		610	Park and Ride Camera System - South Hill	Need proj scope	Funded	74,600		74,600								74,600			74,600
		832	Facility Camera Replacement-Plaza	New	Funded-New	100,000		100,000		100,000			100,000						100,000
		833	Facility Camera Replacement-Boone	New	Funded-New	100,000		100,000		100,000			100,000						100,000
Security and Access Technology Total						4,432,000		4,432,000		200,000			200,000			232,000			432,000
	Smart Bus Implementation	336	Fiber Communications	Work in progress	Funded	1,017,919	317,919	700,000		100,000			100,000	100,000	100,000	100,000	100,000	100,000	600,000
Smart Bus Implementation Total						1,017,919	317,919	700,000		100,000			100,000	100,000	100,000	100,000	100,000	100,000	600,000
Technology Total						18,691,976	1,227,160	17,464,815	193	4,096,363		141,230	4,237,593	3,450,378	2,762,939	482,000	250,000	220,000	11,402,911

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
High Performance Transit Implementation	Central City Line	347	Design and Construction	Work in progress	Funded-MF	66,397,407	755,390	65,642,017		1,380,930		24,719,070	26,100,000	16,000,000	10,542,017				52,642,017
		546	Project Development (Phase D)	Closeout Project	Funded-MF	4,700,000	5,016,870	-316,870											
		805	MF: Riverside Avenue Cooperative Improvement Project	Not started	Funded-MF	600,000		600,000		300,000			300,000	300,000					600,000
		347- Bus	Battery Electric Coaches	Design	Funded-MF	19,013,000		19,013,000	10	5,851,900		8,048,100	13,900,000	1,000,000	4,113,000				19,013,000
	Central City Line Total					90,710,407	5,772,260	84,938,147	10	7,532,830	32,767,170		40,300,000	17,300,000	14,655,017	72,255,017			
	Cheney Line	465	Four Lakes Station	Work in progress	Funded-MF	1,060,953	77,737	983,216		210,453			210,453						210,453
		764	Cheney Corridor Improvements	Work in progress	Funded-MF	3,790,000	5,561	3,784,439		600,000	450,000		1,050,000	950,000	1,184,439				3,184,439
	Cheney Line Total					4,850,953	83,298	4,767,655		810,453	450,000		1,260,453	950,000	1,184,439	3,394,892			
	I-90/Valley Line	469	Mirabeau Transit Center Improvements	Not started	Funded-MF	8,488,000		8,488,000							4,593,100	3,494,900	400,000		8,488,000
		477	Liberty Lake Park & Ride	Not started	Funded-MF	5,562,000		5,562,000							412,000	1,287,500	3,862,500		5,562,000
		545	Preliminary Engineering I-90 HPT Corridor Facilities	Work in progress	Funded-MF	812,500	3,872	808,628		40,000		160,000	200,000						200,000
	I-90/Valley Line Total					14,862,500	3,872	14,858,628		40,000	160,000		200,000		5,005,100	4,782,400	4,262,500		14,250,000
	Incremental HPT Investments	470	Plaza HPT Platforms	Work in progress	Funded-MF	1,645,000	500,902	944,098		400,000			400,000	200,000					600,000
		472	Division Passenger and Operational Treatments	Work in progress	Funded-MF	2,000,000	1,045,495	954,505		100,000			100,000						100,000
		478	Division HPT Design Study	Work in progress	Funded	500,000	414	499,586		39,917		159,669	199,586						199,586
	Incremental HPT Investments Total					4,145,000	1,546,811	2,398,189		539,917	159,669		699,586	200,000					899,586
	Monroe-Regal Line	466	Moran Prairie Park and Ride Design & Engineering	Complete in 2020	Funded-MF	245,000	1,669,962	-1,424,962											
		479	Monroe-Regal Shelter and Stop Enhancements	Work in progress	Funded-MF	4,815,385	1,371,741	3,443,644		1,500,000			1,500,000						1,500,000
		542	Moran Prairie Park and Ride Construction	Work in progress	Funded-MF	3,075,000	2,287,162	787,838		200,000			200,000						200,000
		543	North Monroe Bus Stop Infrastructure	Work in progress	Funded-MF	620,187	355,263	264,924											
		839	Moran Station BEB Infrastructure	New	Funded-New	2,000,000		2,000,000		2,000,000			2,000,000	2,000,000					
	Monroe-Regal Line Total					10,755,572	5,684,129	5,071,444		3,700,000			3,700,000	3,700,000					
	Sprague Line	540	Sprague HPT Improvements	Work in progress	Funded-MF	6,556,000	305,293	6,250,707		117,365	117,365		234,729	500,000	350,000	2,406,000	2,759,978		6,250,707
	Sprague Line Total					6,556,000	305,293	6,250,707		117,365	117,365		234,729	500,000	350,000	2,406,000	2,759,978		6,250,707
	West Plains Transit Center	503	West Plains Transit Center - Final Design & Construction	Work in progress	Funded-MF	6,908,000	5,527,628	1,380,372											
		742	WPTC -Transit/Interchange Access Project	Work in progress	Funded	800,000	292,083	507,917											
	West Plains Transit Center Total					7,708,000	5,819,711	1,888,289											
	Division Line	830	Division Line - PE and NEPA Scoping	New	Funded-New	2,000,000		2,000,000		450,000			450,000	850,000	700,000				2,000,000
	Division Line Total					2,000,000		2,000,000		450,000			450,000	850,000	700,000	2,000,000			
High Performance Transit Implementation Total						141,588,432	19,215,373	122,173,059	10	13,190,565	567,365	33,086,839	46,844,768	19,800,000	21,894,556	7,188,400	7,022,478		102,750,202
Grand Total						280,785,311	28,413,529	252,171,781	510	33,081,327	2,604,909	36,229,851	71,916,086	49,550,254	44,632,523	20,549,443	22,042,257	8,967,070	217,657,633

2021 -2026 6 yr CIP with Quantities																			
New Projects																			
										2021 by Funding Source			Capital Program 2021-2026						
Program Category	Program Name	ID/Req #	Project Name	Project Status	Financial Status	Budget Control	Expenditure PTD through 12/31/2019	Remaining Balance	Qty	2021 - Local	2021 - State	2021 - Federal	Total 2021	Total 2022	Total 2023	Total 2024	Total 2025	Total 2026	2021-2026
Local													33,081,327	35,078,573	24,946,376	15,007,550	16,659,268	19,251,678	144,024,771
State													2,604,909	1,007,681	7,019,432	4,355,000	4,469,989	-	19,457,011
Federal													36,229,851	14,882,002	12,666,715	1,186,893	913,000	138,432	66,016,893
Total													71,916,086	50,968,256	44,632,523	20,549,443	22,042,257	19,390,110	229,498,675
Allocation by Financial Status																			
Status Quo													20,422,880	23,493,680	10,921,966	12,534,543	9,638,445	6,282,674	83,294,188
Moving Forward													47,925,182	19,300,000	32,880,556	7,498,400	11,813,973	-	119,418,111
Funded-New													3,568,024	6,756,574	830,000	516,500	589,839	2,684,396	14,945,333
Total													71,916,086	49,550,254	44,632,523	20,549,443	22,042,257	8,967,070	217,657,633
Allocation by Procured/Managed																			
Procured													28,148,469	20,213,042	23,200,417	11,937,543	13,576,779	8,497,570	105,573,820
Managed													43,767,617	30,755,214	21,432,106	8,611,900	8,465,478	10,892,540	123,924,855
Total													71,916,086	50,968,256	44,632,523	20,549,443	22,042,257	19,390,110	229,498,675

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 2, 2020

AGENDA ITEM 4A2 : CITY OF SPOKANE RIVERSIDE PROJECT ORDER AGREEMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Rob Bielaski, Capital Projects Manager

SUMMARY: On November 4, 2020 the Committee approved motions to recommend the board authorize the CEO to execute project orders under the Master Design and Construction Agreement with the City of Spokane for City Line stations, eastbound bus stations on Riverside Avenue and intersection improvements (as funding allows). Additionally, a recommendation was made to reallocate \$600,000 in local funds for the eastbound bus stations. (Further guidance from STA's legal counsel determined that the reallocation of funds does not require Committee or Board action because the funds are already part of the approved overall capital budget.)

After further discussion with City of Spokane staff, it has been determined that the three westbound City Line stations on Riverside Ave will be designed, bid, and constructed by STA in 2021 in coordination with the City's resurfacing project. Therefore, no project order requiring board approval will be needed for these improvements.

STA will still need to execute a Project Order with the City of Spokane for the eastbound bus stations. These eastbound bus stations will be built in 2022 as part of the City of Spokane's project to resurface Riverside Ave as well as perform utility work and install ADA sidewalk ramps. Staff will make a brief presentation on the scope of this work at the Committee meeting and seek rescission of the previous motions approved by the Committee and replace with a single motion geared toward the eastbound bus stops and intersection improvements.

RECOMMENDATION TO COMMITTEE: Rescind the motions approved by the Committee on November 4, 2020 related to Riverside Avenue and recommend the STA Board of Directors approve a motion authorizing the CEO to execute a project order under Master Design and Construction Agreement 2018-10267 for the purpose of "Eastbound Bus Stop and Intersection Improvements – Riverside Avenue," with a not-to-exceed value of \$600,000.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 2, 2020

AGENDA ITEM 5A : DIVISIONCONNECTS UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: Staff is providing an update on public engagement activities, Steering Committee actions, and next steps for DivisionConnects, a coordinated planning effort led by Spokane Regional Transportation Council (SRTC) and Spokane Transit Authority (STA) to reimagine the important regional transportation corridor.

BACKGROUND: DivisionConnects study purpose is to analyze the future of Division Street and transformative elements that could occur as a result of planned system investments, namely implementation of bus rapid transit and the effect of a fully completed North Spokane Corridor. Project partners include WSDOT, City of Spokane, and Spokane County. A consultant team led by Parametrix, Inc., is assisting with the work effort. The study will look at possible land use and transportation scenarios for Division Street, evaluate their performance, and ultimately make recommendations for improvements.

Public Engagement

In engagement efforts, the most recent questionnaire and interactive map closed the middle of October. In addition, two focus groups were convened to have more in-depth conversations about the Division Corridor.

On the interactive map, visitors were invited to drop a pin related to a mode of travel, or identify an important place, and then tell us more about why they dropped the pin. Other visitors were able to see and up or down vote those comments. Over the six weeks the site was live, there were more than 1500 visits from over 600 unique users who left over 400 comments. The most common comments related to transit were regarding stop amenities, stop locations, and connections to other STA routes.

The first round of focus groups allowed participants to share ideas for the future and identify any areas of concern. Key feedback included: visibility of all users for safety maintaining access for all users (independent of mode), and concern regarding high vehicle speeds and long blocks.

Steering Committee

A study steering committee comprised of members of the SRTC and STA boards of directors was assembled at the end of March and is being engaged to provide feedback and project direction. The steering committee meetings to date, and scheduled:

- Meeting #1 – May 2020
- Meeting #2 – July 2020
- Meeting #3 – October 2020
- Meeting #4 – November 2020

- Meeting #5 – January 2021
- Meeting #6 – February 2021

The October and November Steering Committee meetings were focused on discussions of potential scenarios within the Division right-of-way. The October committee meeting, along with separate meetings with each committee member, resulted in nine preliminary scenarios being presented at the November Steering Committee meeting. At that meeting, the consultant team used the transit framework as a high-level screen in a qualitative evaluation and presented those evaluation results. From that presentation and discussion, the Steering Committee selected four of the nine scenarios for additional analysis, with a request for additional analysis of the possibilities for accommodating active transportation within or adjacent to the corridor right-of-way.

Next Steps

Prior to the upcoming January meeting, the consultant team will be completing the traffic modeling for each of the selected scenarios, as well as a more robust screening evaluation of the scenarios and a deeper analysis of the active transportation possibilities within the corridor. The results of this analysis will be presented to the Steering Committee for review and confirmation, along with the process for receiving community feedback. The second round of public engagement will begin in mid-January after Steering Committee meeting #5.

Staff will present a brief overview and update of the project during the Committee meeting.

RECOMMENDATION TO COMMITTEE: For Information Only.

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

December 2, 2020

AGENDA ITEM 6 : CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 2, 2020

AGENDA ITEM 8: FEBRUARY 3, 2021 DRAFT COMMITTEE MEETING AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

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 February 3, 2021.

RECOMMENDATION TO COMMITTEE: For discussion.

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

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 3, 2021, 10:00 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

Estimated meeting time: 70 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the December 2, 2020 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
(*No items being presented this month.*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*35 minutes*)
 - A. Review 2021 Planning and Development Work Program
 - B. Transit Development Plan 2022-2027 Overview
 - C. DivisionConnects: Draft Alternatives for Public Input
 - D. I-90 / Valley Corridor Planning Update
 - E. ConnectSpokane Update
 - F. Downtown Spokane Plan Development Update
6. CEO Report (*10 minutes*)
7. Committee Information
(*No items being presented this month.*)
8. March 3, 2021 Committee Meeting Agenda (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, March 3, 2021, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: 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. 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

December 2, 2020

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning and Development.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 2, 2020

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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