

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, November 28, 2018, (December Meeting) 1:30 p.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(35 minutes)*
 - A. Minutes of the October 31, 2018, (November) Committee Meeting – *Corrections/Approval*
 - B. Approval of Moran Station Park & Ride Scope of Work *(Otterstrom)*
 - C. High Performance Transit Stations: Scope of Work and Request for Proposals (RFP) *(Otterstrom)*
 - D. Approval of Scope of Work for Security Services *(Williams)*
5. **Committee Action** *(20 minutes)*
 - A. Board Consent Agenda
 1. Approval of Spokane Police Department Agreement Renewal *(Williams)*
 2. Fluid Management System Project - Acceptance and Release of Retainage *(Watkins)*
 - B. Board Discussion Agenda
 1. Draft 2019 Legislative Focus and Priorities *(Meyer)*
 2. Plaza Operations Study – Acceptance *(Otterstrom)*
6. **Reports to Committee** *(10 minutes)*
 - A. Fare Collection Update *(Warren)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. October 2018 Financial Results Summary *(Warren)*
 - B. November 2018 Sales Tax Revenue Information *(Warren)*
 - C. October 2018 Operating Indicators *(Watkins)*
 - D. January 2019 Service Change Summary *(Otterstrom)*
 - E. STA Holiday Services and Office Hours *(Watson)*
9. February 2019 Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: February 6, 2019, (No January Meeting), 1:30 p.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 on 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.

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SPOKANE TRANSIT AUTHORITY
PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 2 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Performance Monitoring and External Relations 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
PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 3 : **COMMITTEE CHAIR REPORT**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Chair, Performance Monitoring and External Relations

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 4A : **MINUTES OF THE OCTOBER 31, 2018, (NOVEMBER)
PERFORMANCE MONITORING AND EXTERNAL RELATIONS
COMMITTEE MEETING – CORRECTIONS OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Executive Assistant

SUMMARY: Attached are the minutes of the October 31, 2018, (November) Performance Monitoring and External Relations Committee meeting for corrections or approval.

RECOMMENDATION TO COMMITTEE: Corrections or approval

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Draft Minutes of the October 31, 2018, Meeting
Southside Conference Room

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley *
Josh Kerns, Spokane County
E. Susan Meyer, CEO (Ex-Officio)
Mike Kennedy, City of Liberty Lake
(Ex-Officio)

STAFF PRESENT

Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Lynda Warren, Director of Finance and Information Services
Brandon Rapez-Betty, Director of Communications & Customer Svc
Nancy Williams, Director of Human Resources

MEMBERS ABSENT

Shirley Maike, City of Medical Lake
Lori Kinnear, City of Spokane
Rhonda Bowers, Labor Representative

GUESTS

Janet Stowe, Manager Paratransit & Vanpool
Allison Mitchell, Paratransit Contracts Manager
Jessica Charlton, Con
Kathleen Weinand, Principal Transit Planner
Jan Watson, Executive Assistant to CEO, Clerk of the Board
Emily Arneson, Ombudsman
Jacque Tjards, Manager Purchasing Department
Todd Griffith, Manager Maintenance
Ralph Wilder, Senior Manager Maintenance and Facilities &
Grounds

* Chair

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

Chair Haley called the meeting to order at 1:33 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE APPROVAL**

A. **Minutes of October 3, 2018, Committee Meeting**

Mr. Kerns moved to recommend approval of the October 3, 2018, Committee meeting minutes. Chair Haley seconded the motion and it passed unanimously.

B. **Upriver Transit Center – Scope of Work and Invitation for Bid**

Mr. Otterstrom advised staff are requesting the committee approve the General Scope of Work (SOW) and release the Invitation for Bid (IFB). Once the bids are received, staff will return seeking a recommendation on the Award of Contract.

He reviewed the background of the Upriver Transit Center, noting the project is included in *STA Moving Forward* (STAMF) for a transit center at Spokane Community College (SCC). He brought the committee up-to-date on the grant funding, the progress to date, and reviewed the scope of work. Mr. Otterstrom reminded the committee of the Memorandum of Understanding (MOU) executed for the signal at Ermina and Green (which is complete). He noted that part of the MOU was the ability to plan and develop a Transit Center at SCC and have SCC commit to the intent to provide the ground underneath for the site.

Mr. Otterstrom reminded that a Scope of Work is an outline of the general scope of work as well as the current cost estimates and budget. He reviewed the budget and design specifications, including operational buildings and public restrooms. He noted that this site is different from other STA transit centers because STA will provide public restrooms at the college’s request to alleviate their concern that the public will fan out on campus seeking restrooms. He reviewed the details of the scope of work and provided slides with draft diagrams of the anticipated site plan.

Mr. Otterstrom advised that the overall project budget is \$5M, broken down as follows:

Expense Type	Estimated Costs
A&E (Design, Engineering, and Construction Management)	\$ 526,000
Geotechnical and Special Inspections	\$ 42,000
Advertising and Permits	\$ 75,000
Secure Access	\$ 25,000
Operational Signage, Shelters, Real Time Signs, etc.	\$ 100,000
Construction, Contingency and Estimated Sales Tax	\$4,232,000
TOTAL BUDGET	\$5,000,000

Preliminary cost estimates from the schematic design phase indicate a potential construction cost of \$2.8M. He believes this project will be under the \$5M budget and may proposed adjustments to that based on the low bid.

Mr. Otterstrom offered to answer questions. Brief discussion ensued concerning project completion date, existing buildings, and demolition at the college for the North/South corridor. Mr. Otterstrom advised that the project manager, Jessica Charlton, participates in monthly meetings with SCC and Washington State Department of Transportation (WSDOT), where all things about transportation and infrastructure are discussed. Scheduled completion date is September 2019, with March through September 14, 2018, as the timeline for construction.

He advised staff are looking for committee approval of the Scope of Work for the Upriver Transit Center and authorize staff to release an Invitation for Bids for its construction.

Chair Haley moved to approve the Scope of Work and authorize staff to release an Invitation for Bids for its construction. Mr. Kerns seconded the motion and it passed unanimously.

C. Spokane Falls Transit Station (SFCC) – Scope of Work and Invitation for Bid

Mr. Otterstrom advised this project represents a Transit Station and is a Scope of Work and Invitation for Bids. He noted the differences between this and Spokane Community College Transit Center is that this item was not included in STAMF but was a project developed to address a safety and capacity need of transit facilities at SFCC. Staff were able to procure grant funds and a local match from savings in other projects. He reviewed the background of the project, advising the grant received amounted to \$2.8M and local match establishes an overall budget of \$2.963M.

He noted the Scope of Work includes:

- Linear transit facility with parallel curb
- Transit boarding, alighting, and layover occur along a northern platform
- Stormwater, electrical, and communications utilities in support of the facility
- Security cameras and lighting
- Bus stop signage and wayfinding
- Customer amenities (i.e., bike racks, real time info., shelters)
- Landscaping throughout the project work area as dictated by code requirements and campus standards
- Abandonment of the current bus stops on Ft. George Wright Drive once the new transit station is in operation.

Insofar as access is concerned, the items highlighted included:

- Relocation of the eastern entry into the on campus parking lot further to the east accommodating both single occupancy vehicles and buses
 - Repair/reconstruction of parking resulting from the relocation
- Construction of a new on campus controlled intersection at Access Road and Elliot Drive
- Reconstruction of the on campus roadway, Elliot Drive, to accommodate bus traffic
 - Reconstruct campus frontage signs at Elliot Drive
- Construction of a signalized intersection at Ft. George Wright Drive and Elliot Drive
- Construction of designated pathways leading to and from campus, and around the transit station
- Construction of a barrier along the south side of the transit station to prevent pedestrian crossing at unmarked and un-programmed locations

Mr. Otterstrom provided draft illustrations to show the anticipated design and sight plan. He reviewed the estimated budget below:

Expense Type	Estimated Costs
A&E (Design, Engineering, and Construction Management)	\$ 300,000
Geotechnical and Special Inspections	\$ 40,000
Advertising and Permits	\$ 44,100
Operational Signage, Shelters, Real Time Signs, etc.	\$ 50,000
Construction, contingency and estimated sales tax	\$2,528,900
TOTAL BUDGET	\$2,963,000

Mr. Otterstrom noted that some of the elements were not included in the original estimate for the grant, and the current cost estimate for construction is \$2.5M. He said staff expects to require additional budget to fund this project. Overall, he anticipates reducing the budget on the SCC Transit Center and utilizing the savings from that reduced budget to apply to this project. In both cases, he said staff have done their best to manage costs in terms of the finishes and infrastructure. There are no restrooms or facilities in this station because it is not a transit center, but a station that will only include buses that are driving through with no layover.

Mr. Otterstrom advised staff’s recommendation is for the committee to approve the Scope of Work for Spokane Falls Transit Station and authorize the release of an Invitation for Bids for its construction.

Mr. Kennedy asked about the funding shortfall coming from another project and wanted to know if he understood the intent correctly. Mr. Otterstrom advised the board could do that and that staff will seek board approval to reduce that other project, take the local funds from that budget and apply it to this project. Mr. Kennedy clarified that staff anticipated a surplus on the other project. Mr. Otterstrom noted it would be determined by the actual bids. Brief discussion ensued.

Mr. Kerns moved to approve the Scope of Work for Spokane Falls Transit Station and authorize staff to release an Invitation for Bids for its construction. Chair Haley seconded the motion and it passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

(No Items presented this month)

B. Board Discussion Agenda

(No items presented this month)

6. REPORTS TO COMMITTEE

A. Third Quarter 2018 Performance Measures - Results

Mr. Watkins reminded the committee that the Performance Measures are based on STA's organizational priorities. He reviewed the Ridership, Passengers Per Hour, Professional & Courteous, On-time Performance, Operator Ride Checks, Cost Per Passenger, Cost Recovery from User Fees (Farebox recovery), and Preventable Accident Rates.

He pointed out the 2018 trends as they compare to through third quarter 2017. Of note, Vanpool continues to struggle with ridership and staff expects Ridership to close the year approximately 13% below 2017. There was an additional vanpool group over 2017, but ridership is down about 13.5% year to date.

On-Time Performance (OTP) – Fixed Route through 3rd quarter was 93.3%, exceeding the 93% goal, which is an increase from the 90% in 2017. This 93% goal is a high bar, especially with 100% autonomous reporting. Paratransit's goal also is 93%, with 3rd quarter results being at 91%. Again, a very aspirational goal. American Bus Benchmark Group (ABBG) shows an average of about 80% OTP overall.

Accident rates for September were up for Fixed Route, with 11 Preventable Accidents. Mr. Watkins noted that seven of the accidents were category zero (no damage) or category one (minimal damage). All accidents are reviewed with drivers and additional training is offered through the training department.

Discussion ensued.

B. Zero Emission Technology Fleet Transition Evaluation

Mr. Watkins informed the committee about the visit earlier this month from Center for Transportation and Environment (CTE) and WSP to meet for project planning and kickoff. Staff from CTE and WSP met with STA division experts, performed data collection & planning workshops, visited facility sites, and provided a tentative output timeline. Mr. Watkins provided a review of the organizational makeup of the group.

Mr. Watkins reviewed the details of the tasks outlined during the visit:

1. **Central City Line & Monroe-Regal Line High Performance Transit (HPT)**

- Bus, Route, and Charge Modeling
- Bus and Charging Requirements
- Infrastructure Requirements for NW Boone Garage
- Infrastructure Requirements for On-Route Charging (if necessary)
- Infrastructure and Facility Modification Capital Costs and Timeline
- Training Plan
- Implementation & Deployment Plan

2. **Fleetwide Zero Emission Transition Bus (ZEB) and Facility Requirements and Cost Assessment**

- Fleetwide Bus, Route, and Charge Modeling
- Bus and Charging Requirements
- Zero Emission Bus (ZEB) Transition Timeline
- Infrastructure and Facility Requirements
- Infrastructure and Facility Modification Capital Costs and Timeline
- Infrastructure and Facilities Life-Cycle Maintenance Costs
- Infrastructure and Facilities Risks or Limitations
- Industry Standards Development Activities
- Fueling Infrastructure Redundancy Requirements
- Infrastructure and Facilities Training and Technical Support Requirements

3. **Lifecycle Economic Analysis for Transit Bus Technology Scenarios** – the objective of this task being to prepare detailed economic analysis to determine lifecycle costs associated with transition to a full zero-emission fleet.

- Benefits and Limitations for Current Battery Electric Bus Configurations
- Utility Rate Structure Evaluation
- Lifecycle Cost Analysis
- Reliability and Performance Analysis
- Outreach to Key Stakeholders

4. **Recommendation to CEO and Board of Directors** –objective to communicate study methodology, results, and recommendations to key stakeholders
 - *Central City Line and Monroe-Regal Line Report*
 - i. Includes modeling results, charge profile, operational considerations, infrastructure and facility upgrade requirements, capital costs, and implementation plan to support deployment
 - *Fleetwide Transition Report*
 - ii. Includes fleetwide bus and route modeling, infrastructure, and facility assessment, ZEB Transition Roadmap, and lifecycle economic and emissions analysis

CTE / WSP noted the Key Milestones anticipated as follows

Task	End Date
Monroe-Regal Line: Modeling	12/18/18
Monroe-Regal Line: Infrastructure Evaluation	02/18/19
Monroe-Regal Line: Implementation Plan	03/18/19
Central City Line: Modeling	01/21/19
Central City Line: Infrastructure Evaluation	03/18/19
Central City Line: Implementation Plan	04/15/19
Monroe-Regal and Central City Line Final Report	05/15/19
Fleetwide: Modeling	04/01/19
Fleetwide: ZEB Transition Timeline	04/24/19
Fleetwide: Infrastructure Evaluation	07/22/19
Fleetwide Final Report	09/16/19

Mr. Watkins advised that staff would provide updates as the project progresses.

C. Purchase of 40 Paratransit Replacement Vans - Update

Mr. Watkins advised that following the September 5, 2018, Performance Monitoring and External Relations (PMER) committee meeting it came to the attention of staff that another vendor was able to offer the same vehicle through the Washington State Contract. In order to procure the most cost effective vehicle, staff endeavored to do a thorough and complete comparison of options and pricing for both vendors.

The result of the comparison is that Northwest Bus Sales is able to offer the vehicle under the Washington State Department of Enterprise Services Contract at a lower cost than Creative Bus Sales, Inc. He reviewed the quotes, base pricing and the prices quoted with options selected by STA.

Mr. Watkins reminded that STA’s Capital Budget identified \$1,509,777 in local funds and \$1,090,223 in federal funds for a total budget of \$2,600,000. At \$64,976.97 per vehicle, the total amount will be \$2,599,078.80, which is below the \$2,600,000 budget. He reviewed the passenger capacity and the style of vehicle.

He advised that this item is presented for information only because STA’s Procurement Policy authorizes the CEO to award a contract for replacement of equipment in the Board-approved Capital Improvement Program and Budget.

D. Plaza Operations Study

Mr. Otterstrom provided an update on the Plaza study. He reminded the committee that STA has engaged a consulting team led by Nelson\Nygaard to assist in defining the technical details of STA’s transit operations at the Plaza over the next five years in order to deliver *STA Moving Forward* (STAMF) improvements and reduce the passenger-loading impacts on adjoining buildings and businesses. He reviewed the overall timeline for the project, stakeholder consultation and operational strategies.

He noted that at the April Performance Monitoring and External Relations (PMER) meeting, the committee reviewed potential operational strategies for achieving these objectives and the evaluation criteria. In September, the committee reviewed the results of the initial evaluation of the strategies. A hybrid of the previously reviewed strategies is being developed into a draft plan. Staff will present the draft plan for discussion today and approval of the plan may come to the committee as early as December.

Mr. Otterstrom reviewed the operational strategies that include three different approaches to providing more bus service in fewer boarding zones at the Plaza (1. Fewer Boarding Zones Used More Intensely, 2. Fewer Boarding Zones, Fewer Routes Serve the Plaza, and 3. Super Zones; All Routes Board and Go). He then noted how the three approaches compare to a host of criteria of Regional Community, Downtown Community, Environment, and Transit Efficiency.

After brief explanation, Mr. Otterstrom noted that staff are working towards a hybrid of the strategies, “primarily 1 and 3, with a bit of 2”. He presented a diagram of the Plaza today and explained the area would be impacted with the proposed hybrid of strategies.

He advised of the next steps to refine the draft plan, develop implementation and phasing strategy, and the intent for Board action in December.

Brief discussion ensued.

7. CEO REPORT

- Ms. Meyer advised that she received an invitation to participate in the Transit Development Roundtable in Washington, DC from Ms. Jane Williams, acting Administrator of the Federal Transit Administration, and Mr. Jim Rey, Senior Advisor to US Department of Transportation, Secretary Elaine Chow. They wanted a cross education session between transit CEOs, COOs, and Developers about the benefit of development around bus rapid transit lines, not just around light rail lines. The developers came from the Cordish Companies, a family owned company in its 4th generation of operation, and Forest City, a large, publicly traded company. The general managers in attendance were from Las Vegas and Reno, Nevada, Miami-Dade County and Jacksonville, Florida, Dallas, Texas, and Spokane, Washington.

The Developers talked about what was appealing to them about light rail. Light rail was the only mode they had experience with and said it represents part of the quality lifestyle they are trying to create in their developments. They felt it was a quality investment and the infrastructure is permanent, lasting, and quality all the way around. They also mentioned it would be great if there were incentives for development around bus rapid transit and noted that if there were accelerated permitting, that would make their life easier, as well.

The administrator emphasized there is more money to go around for projects when they fund BRT projects and not just light rail projects. She noted it was an educational experience for all and could be just the first of multiple round tables that will occur because there are so many things to consider.

Ms. Meyer reported that STA has a certain level of control over the service provided with the Central City Line (CCL), a BRT project. She said STA is able to put investments into infrastructure in good quality, significant stations but that STA has no control over the way the vehicle looks. She informed the group that STA still needs a bus that looks like a train and the Administrator said, “Yes, we need a bus that looks like a train.” She reported it was a good two-hour meeting, well worth the twelve hours of flying to get there and back.

- The 2019 Draft Budget was presented to the Planning and Development Committee and reviewed at the Board with the automated presentation. She noted staff are available to meet with members if anyone wants to review the Operating and Capital Budget before the Board Meeting this month for action. There is the annual agreement with the Spokane Police Department or the City of Spokane for STA to contribute towards a police officer who would otherwise not be downtown if not for our contract with the City in the amount of \$86,900 per year.
- Interviews will begin for Chief of Security soon, with the assistance of Chief Meidl and Mark Richard, from DSP. She said this position was created about a year ago for which we are recruiting now. STA believes the Security and Safety each deserve a full-time attention. The incumbent will remain in the Safety position and STA will hire a Manager or Security Chief who will be housed at the Plaza.
- Kendall Yards had over 1,000 rides in its first month for the one-year pilot Pass Program.

8. COMMITTEE INFORMATION

- September 2018 Financial Results Summary – *as presented*
- October 2018 Sales Tax Summary – *as presented*
- September 2018 Operating Indicators– *as presented*
- Third Quarter Service Planning Input Report – *as presented*
- Third Quarter Safety and Loss Summary – *as presented*
- STA Holiday Services and Office Hours – *as presented*

9. NOVEMBER 28, 2018 (DECEMBER MEETING) - COMMITTEE PACKET DRAFT AGENDA REVIEW

- Award of Contract – Fare Collection System - removed

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Kennedy asked Mr. Ropez-Betty for feedback on the “We’ve Got This” campaign. Mr. Ropez-Betty said staff were still compiling data and will have more information later. He noted the printed ads for Vanpool have been extended into November and December. There will also be some general winter messaging, as well. Mr. Kennedy advised of his informal query of general public and the feedback has been very positive.

Chair Haley advised she would not be able to attend the next meeting. Mr. Kerns agreed to chair the December meeting.

12. ADJOURN

Chair Haley adjourned the meeting at 2:39 p.m.

13. NEXT MEETING – WEDNESDAY, NOVEMBER 28, 2018, (DECEMBER MEETING) 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Dana Infalt, Executive Assistant

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 4B : APPROVAL OF MORAN STATION PARK & RIDE SCOPE OF WORK

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning
Ryan Brodwater, Project Manager

SUMMARY: Staff is seeking approval of the Scope of Work for the construction of the new Moran Station Park and Ride. In November 2016, voters approved STA Proposition 1 to provide funding for the expansion of transit throughout the region. This included a park and ride in the Moran Prairie area to be served by the Monroe-Regal High Performance Transit (HPT) Line and by a new south commuter express route that will run during peak commute times.

In 2017, STA obtained a Washington State Regional Mobility Grant for the design and construction of the Monroe-Regal Line and the park and ride. Site evaluation for the park and ride began in 2012 as part of early planning efforts for *STA Moving Forward* and in partnership with Spokane County. Due diligence in 2017 led to the acquisition of a site in early 2018 at the northeast corner of the intersection of 57th Avenue and Palouse Highway.

A task order to start the design was executed by the CEO in May 2018, with a kickoff meeting in June 2018. Design and Engineering began immediately and staff is currently finalizing the final design task order. Staff are also preparing to finalize agreements with Spokane County for the construction, including an easement to allow improvements to extend to right of way owned by the county. The total project budget for Monroe-Regal Line and Moran Station Park & Ride is \$8,011,557. Of this total, \$2,570,000 is dedicated to Moran Station.

As required by Board policy, staff are requesting review and approval of the general scope of work below and approval to release the Invitation for Bid.

General Scope of Work

- Construct a Park & Ride on a 2.27 acre STA-owned site:
 - Fill and earthwork to grade the site
 - Underground utilities to include water, sewer, storm water, power, and communications
 - Approximately 100-stall parking facility
 - Bus lanes with passenger alighting/boarding areas
 - Operator service building with restroom, custodial, information systems and maintenance equipment storage
 - Pedestrian/bicycle amenities including sidewalks, trails, and bike racks
 - Landscaping to include irrigated grasses and trees
 - Lighting and CCTV security cameras
 - Infrastructure for future Battery Electric Bus charging
 - Real time information sign(s) and infrastructure to accommodate other future technologies, including wayside ticketing
- Coordinate with Spokane County on Ben Burr Trail right-of-way
 - Reconstruct trail to provide storm water treatment for vehicle travel/parking areas

IBI Group and Jacobs Engineering has been tasked with the design and engineering of the project. An Invitation for Bids (IFB) will be required for procurement of a general contractor that will carry out the project construction. Once bids have been received and reviewed, this committee will be asked to recommend Award of Contract to the Board of Directors, tentatively set for March 2019.

RECOMMENDATION TO COMMITTEE: Approval of Scope of Work and authorize staff to release an invitation for bid (IFB) for construction of the Moran Station Park & Ride.

COMMITTEE ACTION:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 4C : HIGH PERFORMANCE TRANSIT STATIONS: SCOPE OF WORK AND REQUEST FOR PROPOSALS (RFP)

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Daniel Wells, Deputy Director of Capital Projects

SUMMARY: The High Performance Transit (HPT) Network as described in *Connect Spokane*, STA's Comprehensive Plan, and also approved by voters in *STA Moving Forward* is a network of corridors providing all-day, two-way, reliable, and frequent service which offers speeds competitive to the private automobile and features improved amenities for transit customers. The HPT network defines a system of corridors for heightened and long-term operating and capital investments.

Early versions of HPT Amenities were developed with the assistance of the general public and STA's consultants and have undergone stringent review including additional public outreach, careful consideration and review by STA staff and City of Spokane Design Review Board scrutiny.

Current architectural and structural design of HPT Amenities is complete through 60% design. The remaining design, fabrication and installation requires the assistance of a professional design and fabrication firm.

General Scope of Work:

- Coordination with the STA's general contractors (separate procurements) for assembly and installation of HPT Amenities for the Central City Line, Monroe-Regal Line, Cheney Line, Sprague Line, Division Line, and I- 90/Valley Line.
- Collaborative review, recommendations and completion of the 60% design of HPT Amenities including the final design of the HPT Shelters, Markers and Light Poles.
- Collaborative review, recommendations and completion of the 60% design for HPT Technological Amenities including Real-Time Information Signs, LED Screens for STA's Content Management System, Light Fixtures, Security Cameras, Equipment Cabinets and all other supporting equipment.
- Procurement of benches, leaning rails, railings and other amenities to be installed at HPT bus stops.
- Coordination with STA's new Fare Policy and the resulting procurement of Fare Validators and Ticket Vending Machines.
- Provide all aspects of engineering (structural, mechanical & electrical) in drawings to be reviewed and approved by STA and STA's consultants.
- Comprehensive Cost Estimate for all HPT Amenities.
- Schedule and lead-times for delivery of HPT Amenities.
- Responsibility for installation of all HPT Amenities.
- Phased approach for delivery of multiple HPT Amenities over the next five years as STA works to implement multiple HPT Lines.

As required by STA's procurement policy, as this contract is expected to exceed an aggregate amount of \$1M, staff are seeking approval of the attached Scope of Work and authorization to release a Request for Proposals for a new five-year design and fabrication contract.

RECOMMENDATION TO COMMITTEE: Approval of Scope of Work and authorize staff to release a Request for Proposal (RFP) for HPT Amenities and HPT Technology projects.

COMMITTEE ACTION:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 4D : APPROVAL OF SCOPE OF WORK FOR SECURITY SERVICES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources
Mike Toole, Manager, Safety & Security

SUMMARY: The five-year contract for security services expires June 30, 2019. Spokane Transit currently contracts these services with Securitas, Inc., at an annual cost of approximately \$634,400.

Security services routinely include, but are not limited to, foot and vehicle patrol security coverage of all designated STA facilities to include the Boone, Sharp, Plaza, Valley Transfer Center, Valley Service Center and all Park & Ride lots. Security coverage includes:

- Visual inspections and monitoring of STA property, equipment, and materials as instructed.
- Detection and reporting of violations, discrepancies, or conditions stated in instructions.
- On-board security patrols in Fixed Route coaches.
- Incident and customer assistance response as directed by Security supervisors or STA management.

Consistent with Spokane Transit's practice of reviewing and re-soliciting contracted services, and to ensure competitiveness and cost efficiency, staff recommends obtaining proposals for these services from interested providers.

The attached Scope of Services reflects the needs of Spokane Transit's Security program. The complete Request for Proposals (RFP) will be on file in the Purchasing Department for review.

We anticipate that requirements will change as service levels come on-line.

RECOMMENDATION TO COMMITTEE: Review and approve the Scope of Work for Security Services and authorize staff to release a Request for Proposals for a five-year contract.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

II. SCOPE OF SERVICES

1. Background:

Spokane Transit Authority (STA) operates 365 days a year within an established Public Transportation Benefit Area (PTBA) encompassing approximately 248 square miles in Spokane County which includes approximately 423,000 residents. STA is governed by a nine-member Board of Directors guiding STA's Fixed Route bus service, Paratransit demand response van service and a Vanpool/carpool rideshare program. STA owned or operated facilities and grounds extend throughout the service area with the main facilities located at:

- 1229/1230 West Boone Avenue;
- 1212 West Sharp Avenue;
- 701 West Riverside Avenue;
- 127 South Bowdish Road; and
- Twelve Park & Ride lots located within Spokane County.

STA currently operates 147 Fixed Route vehicles within the Public Transit Benefit Area, serving approximately 10,000,000 riders per year. The Paratransit demand response fleet is comprised of 70 vehicles, and the Vanpool program operates with a fleet of 108 vans.

STA currently employs approximately 600 people working from four STA-owned or leased locations in Spokane. A majority of STA's employees are vehicle operators and maintenance personnel.

At present, STA contracts for:

- Six (6) security officers, one (1) graveyard security officer, and one (1) Lead Security Officer at the downtown bus plaza ("The Plaza") to protect the 30,000 people who use The Plaza daily. Approximate hours of coverage are 5:00 a.m. to 11:30 p.m. Monday – Friday, 6:30 a.m. to 11:30 p.m. Saturday, and 8:00 a.m. to 8:15 p.m. Sunday, however, one officer stays overnight inside the facility seven days a week.
- Three (3) contract security officers are assigned to mobile patrol in STA vehicles to patrol offsite facilities and Park & Ride lots during the approximate hours of 5:00 a.m. to midnight, with one (1) dayshift security officer stationed at the Valley Transfer Station.
- There are three (3) contract security officers and one (1) Lead Security Officer assigned to the main administrative offices on Boone Avenue for 24 hour/seven days per week coverage.
- These Officers account for approximately 640 hours per week or 33,280 hours per year. In order to allow sufficient coverage for special events (Bloomsday, Hoopfest, First Night, special patrols, etc.), overtime work may be required.

2. General Purpose:

- A. Contractor shall provide trained security officers to assist STA to:
1. Safeguard company employees, customers, and assets (facilities and vehicles) from harm, loss or damage.
 2. Provide a safe and secure work environment for its employees, customers, and guests through fire and crime watch patrols.
 3. Monitor, detect, and respond to suspicious and/or criminal acts, unauthorized entry attempts, fire system alarms, medical emergencies, and violations of STA company policies and procedures.
 4. Conduct visual inspections and patrols of STA property, equipment, and materials as instructed through foot and vehicle patrols and by utilizing surveillance systems.
 5. Assist security staff to administer and control facilities access to all assigned STA properties.
 6. Communicate directly with STA customers and employees in stressful situations of policy enforcement or public disruption within designated parameters and scope of authority.
 7. Attempt to resolve public disruptions and disputes and, when necessary, contact appropriate law enforcement agency.
 8. Document daily activities, inspections, and incidents.

3. Work and Service Requirements

- A. Provide, operate, and maintain an unarmed protection force to perform all adequate guard functions and other functions specified herein, including monitoring and operation of building fire and security alarm systems, other protection devices, or building management equipment.
- B. Perform all necessary guard force services to reasonably assure the safety and protection of buildings, occupants, and real property against injury, molestation, loss or damage from any preventable cause including, but not limited to, fire, theft, trespass, sabotage, and/or vandalism.
- C. Make Security/Safety inspection tours in accordance with general training standards and written instructions.
- D. Report hazardous conditions and items in need of repair, including inoperative lights, water leaks and the like to the STA representative.
- E. Discover, monitor, and/or detain (hold or return individuals to the reception area until an STA representative, Security, or police arrive) persons gaining unauthorized access to company property or facilities using automated access control equipment and written procedures.
- F. Prepare required reports including reports on daily activities, accidents, fires, security deficiencies, unusual incidents and the like in accordance with instructions.
- G. Turn off unnecessary lights and check lock-type doors, entryways, and cabinets; close windows; open and secure gates and doors, raise and lower flags as prescribed.
- H. Monitor vehicle traffic on STA property and in parking areas as instructed. Issue citations and report all violations of traffic controls in accordance with instructions.
- I. Receive, issue, and account for all designated keys, equipment, and material as prescribed.
- J. Render first-aid/CPR and obtain professional medical assistance in the event of injury or illness to employees or others as necessary.
- K. In event of emergency or unusual occurrence adversely affecting the interests of STA, summon appropriate assistance (fire/police department) and immediately notify the STA representative. Security officers will also assist in firefighting duties using fire extinguishers when fires occur within facilities covered by the contract.
- L. Perform other functions as may be necessary (crowd control, erecting barriers) in the event of office/civil disturbances or other criminal acts adversely affecting the safety and security of employees, property, and guests.
- M. Monitor the operation and perform minor tasks (pressure change and/or valve checks) in connection with the building utility systems as instructed.
- N. Observe and monitor guidelines and procedures applicable to security operations.
- O. Provide security escorts for personnel when requested and/or as instructed.
- P. Receive, safely store, and account for lost and found articles pending return to owner or other appropriate disposition as per STA policy.

4. Qualifications of Security Personnel

- A. Unless otherwise specified, the Contractor will submit a personnel package for each security officer assigned to STA within five days after the execution of the contract. The personnel package will include: copy of driver's license, copy of Washington State security license, copy of CPR/First Aid certification, copy of basic security training program completion (records of certification) and a statement verifying that a background check has been completed.

- B. Except as authorized in writing in advance, each security officer will meet the following minimum qualifications:
 - 1. be legally eligible to work in the United States;
 - 2. be literate to the extent of reading and understanding printed regulations, rules, instruction and the like; and be able to compose reports which convey complete information.
 - 3. possess the capacity to acquire a good working knowledge of all duty requirements.
 - 4. have a clean-shaven face (except a mustache shall be permissible); hair shall be neatly trimmed.
- C. The Contractor is responsible for maintaining satisfactory standards of employee competency, conduct, appearance, integrity, and is responsible for taking disciplinary action with employees as necessary.
- D. Individuals assigned as security officers must be able to perform normal and emergency duties requiring moderate to arduous physical exertion such as:
 - 1. walking or standing for an entire shift;
 - 2. climbing stairs or ladders;
 - 3. lifting or carry objects weighing up to 50 pounds;
 - 4. running for short distances;
 - 5. self-defense/defensive tactics.
- E. The final decision as to acceptability of an individual for work will rest with the STA representative, as will the right to waive any of the above requirements.

5. Licenses

- A. Contractor must be a licensed security service agency with Washington State per WAC 308-18 and RCW 18.170.
- B. Security officers must possess a valid Washington/Idaho State Driver's License. Contractor shall provide STA with a valid Washington/Idaho State driver's abstract upon assignment.
- C. Security Officers must possess a valid Washington State Unarmed Private Security Guard license.

6. Insurance

- A. Contractor shall provide proof of insurance coverages as specified in the Service Contract (Exhibit A). Provide schedule of all other insurances, bonds, or indemnifications that would benefit STA in the event of an incident.
- B. Contractor is responsible for any and all preventable vehicle accident claims that result from the execution of contracted service with STA.

7. Uniforms and Equipment

- A. STA will supply keys, codes, and combinations as needed for use by the contractor personnel. These are not to be duplicated or removed at any time from the premises without permission. Should keys be lost or should it be shown that duplication of the keys/codes provided has occurred, Contractor agrees to reimburse STA the cost of re-keying/re-coding all exterior locks, doors, gates, etc. to the facilities affected. STA will also supply: building access card keys; cellular telephones, office supplies, and vehicle (if needed).
- B. Contractor personnel will operate special equipment in the security control center provided and maintained by STA. In the event of any damage to the equipment beyond the scope of normal wear and usage, and can be identified as being the result of Contractor employee negligence, Contractor shall immediately report the damage to STA and STA shall arrange for repair. Payment by Contractor shall be due within 30 days of billing or may be credited (to the extent possible) against the next billing sent by Contractor to STA for services rendered.

C. Contractor shall furnish STA approved uniform and uniform equipment supplies as specified below:

1. Three (3) red uniform shirts (Polo) 3-inch white/black "Security" embroidered patch on back
2. Two (2) pair black uniform pants
3. One (1) pair black shoes or boots
4. One (1) uniform jacket with liner with a 3-inch white/black "Security" embroidered patch on back
5. One (1) red ball cap system hat with 1.5-inch black "Security" above cap brim
6. One (1) utility belt with 4 keepers
7. One (1) level II Ballistic vest that fits officer properly (as approved by STA)

D. STA to provide and insure patrol vehicle(s).

E. STA to provide communication equipment.

8. Security Officer Compensation

A. Contractor wage and benefits should be structured to ensure officer turn-over rates are negligible and do not adversely impact the training, mentoring, and service investments made by STA in assigned contract security officers.

B. The following table outlines the wage and billing rates under the current contract:

POSITION	STARTING	BILLING RATE
Security Officer	\$13.45/hr	\$18.41/hr
Lead Security Officer	\$15.32/hr	\$20.91/hr

C. Overtime wages incurred due to STA requests for additional hours of work will be paid at a rate of time and one half. Overtime wages incurred due to Contractor action necessary to staff regular work hours will not be billed to STA. STA will only be billed the worked hours at the regular time rate with the remainder being the responsibility of the Contractor.

D. Current Retention Incentive Program: Security officers who successfully complete six months' continuous service at STA are awarded a retention incentive of \$100.00. The first incentive is awarded six months after the award of contract and subsequently continues thereafter as each officer completes six months of service. STA is billed \$50.00 for each \$100.00 award; Contractor pays the remaining \$50.00. STA is invoiced on a separate line item when an incentive is paid to an officer or lead.

E. Contractor shall invoice STA on a bi-weekly basis with billing rates clearly identified. STA reserves the right to verify employee rates of pay through audit of certified payroll, communication with employee or other means.

F. Holidays. Contracted security will work, with reduced staff, on the following designated holidays: New Year's Day; President's Day, Memorial Day; Fourth of July; Labor Day; Thanksgiving Day; and Christmas Day.

1. Contractor may only bill for security officers that actually work during the seven designated holidays at a rate of time and one half. STA will not pay holiday pay to security officers not actually working at STA on those days.

9. Authority and Jurisdiction

A. Security employees will have no greater power to arrest than that of a private citizen.

B. Jurisdiction limitations for instructions and conditions of this contract are the property boundaries of all indicated STA, Inc. facilities.

C. Contractor agrees that, upon request, with or without cause, the Contractor will remove from service hereunder any employee(s) who, in STA's unrestricted opinion, may be guilty of improper conduct or is not qualified or needed to perform the work assigned. It is further agreed the Contractor shall immediately replace any of its employees so removed if directed to do so.

10. Training

- A. The Contractor will certify to the STA company representative that each security employee has satisfactorily completed a basic security training program including areas as follows:
 - 1. general security function/role and orientation on conduct/attitude toward the job;
 - 2. functions and techniques of vehicle and foot patrols;
 - 3. legal powers, limitations/restrictions on arrest, detention, search and seizure;
 - 4. citizens arrest;
 - 5. report writing;
 - 6. ethics and codes of conduct;
 - 7. sexual harassment;
 - 8. emergency response (assisting emergency services personnel);
 - 9. drivers' and vehicle safety.
- B. Prior to assignment to duty as security officer, each individual will successfully complete on-the-job training and orientation with a designated STA Security training representative.
- C. All assigned officers must satisfactorily complete training courses provided, conducted by a certified instructor and/or law enforcement agency. STA will cover all related training arrangements at no charge to the Contractor. Training course topics include, but are not limited to:
 - 1. CPR/AED and basic first-aid;
 - 2. sexual harassment in the workplace;
 - 3. blood borne pathogen universal precautions;
 - 4. Use of force
 - 5. handcuffing/defensive tactics;
 - 6. pepper spray;
 - 7. straight stick baton and officer safety;
 - 8. emergency equipment use; and
 - 9. STA's defensive driving course.
 - 10. Report writing/security system data base training.

STA will provide the instructor and facility at no charge to Contractor. Total training time is estimated at 30-40 hours; billable to STA.

11. Pre-Assignment Screening

- A. All security officers assigned to STA will satisfactorily complete, at Contractor's expense, a pre-employment physical, drug screen, and background check. Test results will be available for review by designated STA representatives. Post-accident drug testing is required at the Contractor's expense and conducted in accordance with STA's Drug and Alcohol Policy.

12. Security

- A. The Contractor shall not permit an individual to have access to the STA buildings or grounds until it has been determined that permitting such person(s) to have access will not be contrary to the public interest. The individual(s) must be authorized to be admitted in accordance with applicable rules and instructions. The foregoing prohibitions and requirements shall also be applicable to all individuals with regard to access, removal, and/or possession of proprietary data, materials, supplies, equipment, and all STA owned property at the location(s) designated in the contract.
- B. Disclosure of information relating to the services herein to any person not entitled to receive it, or failure to safeguard any proprietary information that may come to the Contractor or any person under his control in connection with work under this contract, may subject the Contractor, his agents, or employees to criminal liability under local, state, or federal laws, regulations, and statutes.
- C. All property furnished by STA under this contract shall remain the property of STA. Upon termination of the contract, the Contractor shall render an accounting of all such property which has come into its possession under this contract.
- D. STA property shall be used only for official STA business in the performance of this contract.

Proposal Evaluation: A committee comprised of STA staff will privately evaluate the proposals based upon the following factors and their respective weighted importance:

CRITERIA	POINTS
Proposed total projected cost of services	35
Qualifications and firm organization, including ability to attract and maintain quality employees	20
Ability to meet RFP requirements	20
References (include at least three)	20
Completeness of Proposal and RFP compliance	5
TOTAL POINTS POSSIBLE	100

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 5A1 : **APPROVAL OF SPOKANE POLICE DEPARTMENT AGREEMENT RENEWAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources

SUMMARY: Since 2005, Spokane Transit (STA) and Spokane Police Department (SPD) have utilized Interlocal Agreements which provide additional police presence in the vicinity of the STA Plaza.

From 2005 through 2013, STA provided the equivalent funding for one SPD officer to be stationed in the Plaza. SPD matched that funding by providing a second officer. During this time, these were the only SPD officers dedicated to downtown Spokane beyond the Plaza.

In 2014, SPD began instituting a new policing strategy. Part of that strategy was to establish a downtown precinct. This precinct was located in the Peyton Building, adjacent to the STA Plaza. In recognition of this new development, the STA/SPD Interlocal Agreement was modified. The agreement provided for STA funding for one (1) officer and seven (7) parking spaces in the STA Plaza garage. That agreement expired in December 31, 2015, and was not renewed pending the need to accommodate changes created by the relocation of the precinct to the Intermodal Center.

In May 2016, STA and SPD negotiated a new agreement that accomplished the same objectives that inspired the original 2005 agreement. STA's interest is to have an increased SPD presence in/around the STA Plaza. As a regional transportation center, this location has the largest concentration of pedestrian activity in the downtown core. It is in the interest of transit customers, as well as the general public, that SPD are enabled to provide additional attention to this specific area.

The agreement stipulates special-emphasis patrolling of the area in/around the STA Plaza. Key times of the day have been identified as to when this additional SPD presence would be most effective. In addition, the agreement establishes a special communications protocol between STA Transit Officers and the Downtown Precinct. This communications protocol allows for SPD to be alerted and respond accordingly to events that may not otherwise require a police response. Both of these measures help deter uncivil behavior that does not rise to the level of criminal conduct, but impacts the overall environment.

The cost to STA of the Interlocal Agreement is \$86,900.00 for the period from January 1, 2019, to December 31, 2019. This is the same annualized rate charged under the previous agreements.

A copy of the Agreement is attached for your information.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the Spokane Police Department Interlocal Agreement as presented.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

INTERLOCAL AGREEMENT FOR PLAZA POLICE SERVICES

This Interlocal Agreement ("Agreement") is between the City of Spokane ("City"), a Washington State municipal corporation, and the Spokane Transit Authority ("STA"), a Washington State municipal corporation and special purpose district; individually referred to as "Party" and jointly referred to as the "Parties".

WHEREAS, STA and the Spokane Police Department ("SPD") have had a longstanding partnership in providing a safe and secure environment in downtown Spokane; and

WHEREAS, STA desires to continue to support the effort of the City and the SPD to dedicate one (1) commissioned SPD police officer ("SPD Officer") to the downtown Spokane area where STA services are delivered at its downtown transfer center, located at 701 W. Riverside Avenue, Spokane, WA ("The Plaza"); and

WHEREAS, a routine law enforcement presence consisting of SPD commissioned officers and STA Security officers ("STA Officers") with SPD special commissions located in and around The Plaza and neighboring businesses helps to deter illegal activity in an area of high pedestrian activity in downtown Spokane; and

WHEREAS, the Parties desire to enhance police services provided in, at and around The Plaza and to assist in furthering enforcement efforts in the areas surrounding The Plaza; and

WHEREAS, Chapter 10.93 RCW, Washington Mutual Aid Peace Officers Powers Act, establishes the nature and scope of the authorization of and powers granted to specially commissioned officers by SPD and STA Officers are recipients of such special commissions from SPD; and

WHEREAS, Chapter 39.34 RCW, Washington's Interlocal Cooperation Act, permits governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage to perform functions, and provide services and facilities to each other and the public; and

WHEREAS, the City and STA desire to set forth the scope of funding, police services, special commissions and training requirements and opportunities to be provided in furtherance of the Parties' mutual desire to provide for a routine law enforcement presence in and around the Plaza and neighboring areas.

NOW, THEREFORE, the Parties agree as follows:

1. PURPOSE. The purposes of this Agreement are to enable the City and SPD to dedicate one (1) commissioned City police officer ("SPD Officer") to assist STA by providing police patrol services to the downtown area in the immediate vicinity of the Plaza and its surrounding areas, and to assist in furthering enforcement efforts for the benefit of the public in and around the downtown area; to provide STA Officers with required certifications and recertifications for SPD special commissions and control device training and certification; and, to provide STA Officers with additional law enforcement training opportunities as available and desired, under the following terms and conditions:
 - A. SPD Officer. The SPD Officer shall be assigned to the immediate vicinity of The Plaza and its surrounding areas to perform general patrol functions, and to conduct specific emphasis walk-throughs of the area. Emphasis walk-through will be conducted between the hours of 14:30 to 17:30, Monday through Friday, but may be adjusted to meet the demands of SPD calls, STA Security and those of the downtown service area.
 - i. Equipment. The City shall provide all equipment, including a marked police vehicle and/or bicycle for the SPD Officer.
 - ii. Office and Supportive Facilities. The SPD Officer shall be based out of the SPD downtown precinct, but shall have desk space as needed at the Plaza security office.
 - iii. Police Service Area. The general service area will be from the Spokane River, inclusive of Riverfront Park, to Interstate 90, and Division Street to Madison Street, or at other locations as mutually agreed upon in writing by both Parties.
 - iv. Adherence to City Policy and Procedures. While providing services pursuant to this Agreement, the Officer is obligated to discharge all duties of his or her office and to adhere to SPD policy and procedures at all times.
 - v. Duty to City. The Officer has a primary obligation to the City to discharge all duties of his or her office, to enforce all laws and ordinances, and to adhere to all police department policies, procedures, rules and regulations.
 - B. Communication. STA Officers shall be permitted to have direct communication with the SPD's downtown precinct for assistance in responding to low level disturbances. SPD shall respond to such calls in accordance with precinct priorities.
 - C. Mandatory Certification and Training of STA Officers.
 - i. Special Police Officer Training Certification. The SPD shall provide initial and annual Special Police Officer Training ("SPOT") to STA Officers at no additional cost to STA. Successful completion of the 40 hour SPOT course is mandatory for all STA Officers prior to initially entering service as a SPD "specially commissioned Washington peace officer" as defined in RCW 10.93.020(5). To maintain certification as a SPD special commission officer, STA Officers are required to attend the 8 hour SPOT recertification course offered by the SPD each calendar year. Upon issuance of a SPD special commission, STA Officers shall be authorized to enforce provisions of the Spokane Municipal Code (SMC) as set forth on Exhibit A attached hereto and incorporated herein.

- ii. Control Device Certification. The SPD will provide STA Officers initial certification and annual recertification training in Baton and oleoresin capsicum (OC) control devices. STA Officers are required to successfully complete this training and attend annual recertification training in order to carry and deploy these control devices. No other control devices may be used by STA Officers.
 - iii. Crisis Intervention Training. The SPD shall provide a 40 hour Crisis Intervention Training course for at least two (2) STA Officers each calendar year.
2. TERM. This Agreement shall commence January 1, 2018, and continue through December 31, 2018, unless terminated earlier in accordance with Section 9 herein.
 3. COMPENSATION. STA shall pay the City, an amount not to exceed \$86,900.00 (eighty-six thousand nine hundred and 00/100 dollars) as full compensation for everything furnished and performed under this Agreement.
 4. PAYMENT. The City shall submit quarterly applications for payment addressed to the address specified in Section 6 herein. Payment to the City will be made by check within ten (10) days of receipt of invoice to the remittance address specified in Section 6 herein.
 5. ADMINISTRATORS. This Agreement shall be administered by the Parties' designated representatives below:

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001 E: cmeidl@spokanepolice.org P: (509) 625-4115	Mike Toole Manager, Safety & Security Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: mtoole@spokanetransit.com P: (509) 325-6067

6. NOTICES. All notices, requests, claims, demands and other communications shall be in writing and shall be signed by a person duly authorized to provide such notice. Notices permitted or requested to be given hereunder shall be deemed sufficient if given (1) in person; (2) by registered or certified mail, postage prepaid, return receipt requested; or (3) by facsimile or email, addressed to the respective contact of the Parties as set forth below, or as may be revised by like notice from time to time.

All notices shall be deemed to have been duly given (1) when delivered in person; (2) upon receipt after dispatch by registered or certified mail, postage prepaid; or (3) upon confirmation of receipt when transmitted by facsimile or a read receipt when transmitted by email.

City of Spokane	Spokane Transit Authority
Craig Meidl Chief of Police Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001 E: cmeidl@spokanepolice.org P: (509) 625-4115	Robert West Contracts Compliance Specialist Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201 E: rwest@spokanetransit.com P: (509) 325-6000 F: (509) 325-6036
Remittance Address: Spokane Police Department Administration Office 1100 W Mallon Ave Spokane, WA 99260-0001	Accounts Payable: Accounts Payable Spokane Transit Authority 1230 W Boone Ave Spokane, WA 99201

7. **INSURANCE.** During the term of the Agreement, each Party shall maintain in force at its sole expense, the following insurance coverage(s):
- A. The City is self-funded for its liability exposures including General Liability and Automobile Liability (\$1.5 Million SIR) as well as Workers' Compensation (\$1.5 Million SIR). The City also carries excess General Liability Insurance to \$15 Million and excess Workers' Compensation Insurance to \$10 Million. Should a covered loss occur in the fulfillment of this Agreement, the City shall provide payment under the terms of its self-funded insurance program.
 - B. STA shall maintain:
 - i. General Liability Insurance on an occurrence basis, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage to protect against legal liability arising out of the performance of this Agreement; and
 - ii. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
 - iii. Workers' Compensation Insurance in compliance with Chapter 51.12.020 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence.
 - C. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from a Party or its insurer(s) to the other Party.

8. INDEMNIFICATION. [LM1]

- A. In addition to the duties of a commissioning agency under Ch. 10.93 RCW, the City shall defend, indemnify and hold harmless STA, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the City, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of STA, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the City solely on behalf of STA, its officers, employees and agents, STA shall defend, indemnify and hold harmless the City from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
 - B. STA shall defend, indemnify and hold harmless the City, its officers, employees and agents from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of STA, its officers, employees and agents in connection with this Agreement, except to the extent of the negligence of the City, its officers, employees and agents or as provided by Ch. 10.93 RCW. If an action, claim or proceeding instituted by a third party is directed at work or action taken by STA solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless STA from any expenses connected with the defense, settlement or monetary judgment ensuing from such actions, claims or proceedings.
 - C. Each Party specifically assumes potential liability for actions brought by its own employees against the other Party, and solely for the purposes of this indemnification, each Party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.
9. TERMINATION. This Agreement may be terminated by either Party by submitting a written Notice of Termination to the other Party in accordance with Section 6 herein. The effective date of termination shall not be less than sixty (60) days from the date of Notice of Termination.
10. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent they may be applicable to the terms of this Agreement.
11. VENUE. This Agreement shall be construed under the laws of the State of Washington. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.
12. ASSIGNMENT. Neither Party may assign its interest in this Agreement without the express written consent of the other Party.
13. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof.
14. MODIFICATION. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
15. SEVERABILITY. In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

16. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Parties agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.
17. ANTI-KICKBACK. No officer or employee of the City of Spokane or the Spokane Transit Authority, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
18. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
19. RCW 39.34 REQUIRED CLAUSES.
- A. Purpose. See Section 1 above.
 - B. Duration. See Section 2 above.
 - C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
 - D. Responsibilities of the Parties. See provisions above.
 - E. Agreement to be Filed. The City shall file this Agreement with its City Clerk and post it on its internet website, and STA shall file this Agreement in its usual fashion.
 - F. Financing. Each Party shall advise the other Party, during its yearly regular budget hearings, on the proposed budget changes (only) affecting this Agreement. Each Party shall be solely responsible for the financing of its contractual obligations under its normal budgetary process.
 - G. Termination. See Section 9 above.
 - H. Acquisition / Disposition of Property. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

[signatures on the following page]

20. SIGNATURES. The Parties affirm that the individuals signing this Agreement have been granted the authority to do so and by their signature affirm that the Parties will comply with the terms and conditions of this Agreement.

City of Spokane

Spokane Transit Authority

David A. Condon

By: David Condon
Title: Mayor

Date: 12-22-17

E. Susan Meyer

By: E. Susan Meyer
Title: Chief Executive Officer

Date: 12-18-17

Craig Meidl

By: Craig Meidl *JUSTIN LONGREN*
Title: Chief of Police *ASST. CHIEF OF POLICE*

Date: 01/03/18



Attest:

Attest:

Terri Pfister

By: Terri Pfister
Title: City Clerk

Date: _____

Jan Watson

By: Jan Watson
Title: Clerk of the Authority

Date: 12/14/17

Approved as to form:

Approved as to form:

Michael Ormsby

By: Michael Ormsby
Title: City Attorney

Date: December 22, 2017

Laura McAloon

By: Laura McAloon
Title: STA Attorney

Date: 12/14/17

EXHIBIT A

STA TRANSIT OFFICERS AUTHORITY		
Offenses related to safety and sanitation (Dog Poop)	SMC/INFR	10.03.100
Possession Of Stolen Property 3rd degree	SMC	10.05.064
Theft	SMC	10.05.100
Urinating In Public	SMC	10.06.015
Lewd Conduct	SMC	10.06.020
Making a False/ Misleading Statement to a Public Servant; False Reporting.	SMC	10.07.020.A
Obstructing A Law Enforcement Officer	SMC	10.07.032
Resisting Arrest	SMC	10.07.034
Unlawful Discharge Of A Laser (Adult - Criminal)	SMC	10.07.142
Unlawful Discharge Of A Laser (Juvenile-Civil)	SMC	10.07.144
Littering less than or equal to 1 cu ft. Side Walk	SMC/INFR	10.08.010.C.E1
Littering more than 1 CU FT Side Walk	SMC/INFR	10.08.010.C.E2
Providing Tobacco To A Minor	SMC	10.08.050
MIP Tobacco	SMC/INFR	10.08.055
Littering Lit Tobacco Products	SMC/INFR	10.08.112.D
Open/Consume Alcohol In A Public Place	SMC/INFR	10.08.200
MIP/Consuming Liquor Possess, Consume, or otherwise acquire.	SMC	10.08.210.A.1
MIP/Consuming Liquor Public Place or Motor Vehicle exhibiting effects/Trained by Officer Downing	SMC	10.08.210.A.2
Disorderly Conduct	SMC	10.10.020
Pedestrian Interference	SMC	10.10.025
Sit And Lie On Sidewalk In Retail Zone	SMC	10.10.026
Regulation Of Solicitation	SMC	10.10.027
Unlawful Bus Conduct	SMC	10.10.100
Assault	RCW	9A.36.041
Dangerous Weapons	RCW	9.41.250
Weapons Apparently Capable of Producing Bodily Harm--Unlawful Carrying or Handling	RCW	9.41.270
Criminal Trespass 1st	SMC	10.12.050.A
Criminal Trespass 2nd	SMC	10.12.050.C
Malicious Mischief Personal Property	SMC	10.12.020.A.1
Malicious Mischief Graffiti	SMC	10.12.020.A.2
Minor Possessing MJ	SMC	10.15.100
Open Possession/Consumption Of MJ	SMC/INFR	10.15.220
DOL auto reg. "when associated with investigations with report number." Commissioning authority only resides on the property of commissioned and county has not restricted what we can write for. To include buses, bus stops and park and ride lots. All minors are written under the RCW.		

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 5A2: FLUID MANAGEMENT SYSTEM PROJECT - ACCEPTANCE OF AND
RELEASE OF RETAINAGE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Roger Watkins, Chief Operations Officer
Krissy Ellis, Technology Projects Manager

SUMMARY: On February 15, 2018, the Board of Directors awarded a contract to S&A Systems in the amount of \$589,481.59 to install Fleetwatch, a fluid management system. The Fleetwatch system tracks diesel and gasoline dispensing used in STA's 249+ fleet of buses, vans, and service vehicles at three locations STA currently operates. The contract also included equipment for the Boone NW Garage currently under construction. The CEO executed the contract on March 15, 2018. Installation of equipment on the fleets and fuel lanes began June 12, and reached substantial completion on September 26, 2018.

During this project, there was one change order executed to add overhead dispensing reels at the fuel island in the fixed route garage for monitoring oil, coolant and Automatic Transmission Fluid (ATF). Fluids dispensed on the fuel island are critical to bus maintenance since these fluids are being "consumed" by the bus through either usage or leakage. Proactively monitoring the amount of oil, coolant and ATF dispensed in each vehicle gives STA's Maintenance team the ability to correct small problems before they turn into expensive repairs. The total cost of this change order was \$18,997.99, utilizing slightly less than one-third of the 10% project contingency, increasing the S&A Systems' contract sum to \$608,479.28.

Operations and Maintenance manuals have been received and the new Fleetwatch system went live October 1, 2018. The project was included in the Capital Improvement Program with a Board approved budget of \$648,429.75. The project budget will be underspent by approximately \$40,000. All affidavits of wages paid are in process and the Notice of Completion will be sent to the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department as required for any project over \$35,000.

RECOMMENDATION TO COMMITTEE: Recommend the Board accept the Fluid Management System contract as complete and conditionally authorize release of \$27,963.22 in retainage to S & A Systems. Release is conditioned on receipt of affidavits and certificates approving release from the Department of Revenue, the Department of Labor and Industries, and the Employment Security Department.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 5B1: DRAFT 2019 LEGISLATIVE FOCUS AND PRIORITIES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY: Each year the Board of Directors adopts a Legislative agenda to guide the CEO during the session as she communicates Spokane Transit (STA) interests and priorities to the legislature. During the session, staff will watch for and analyze legislation that may pose a threat or offer new opportunities to Spokane Transit.

Because legislation affecting STA's operations and/or service on the street may come forward at any time, the CEO requests authority from the Board to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

The draft Spokane Transit Priorities for the 2019 Legislative session will be provided at the meeting.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2019 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 5B2 : PLAZA OPERATIONS STUDY – PLAN ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: Over the last year, STA has been working with a consulting team led by Nelson\Nygaard to define the technical details of transit operations at the Plaza over the next five years in order to deliver *STA Moving Forward* improvements and reduce the passenger-boarding impacts on adjoining buildings and businesses. In April of 2018, the STA Board of Directors reviewed potential operational strategies for achieving these objectives and criteria for evaluation and refinement of the strategies. In September, the Board reviewed the results of the initial evaluation of the strategies. Other stakeholders, including the STA Citizen Advisory Committee, a technical team including staff from the City of Spokane and Downtown Spokane Partnership, coach operators, Downtown Spokane Partnership members, and round table of riders, have also provided feedback on the potential operational strategies and the evaluation. The draft plan was presented to the Performance Monitoring and External Relations (PMER) Committee and Board in November. The Board will be asked to accept the plan at their December meeting. The defining features of the plan include (see attached diagram):

- Eliminate fixed route bus boarding on sidewalks adjacent to the SRBC and Peyton buildings.
- Relocate Paratransit boarding from North Post Street to West Riverside Avenue in the location of the current fixed route Zone 1.
- Modify the southbound zone on North Wall Street currently used by the Southside Medical Shuttle, a 30-foot vehicle, to also accommodate 40-foot vehicles. Better utilize the zone’s capacity with additional routes using the zone.
- Less frequent routes will still “pulse” – when groups of buses arrive, wait, and depart at the same time.
- Frequent HPT routes will “board and go” - drop off passengers, board new passengers and depart without a scheduled wait time in between.
- Move some peak morning express routes away from the Plaza. A new stop is proposed at the northeast corner of North Post Street and West Riverside Avenue that would only operate before 9:00 a.m. on weekdays. All other times it would be available for on-street parking.
- Continue to use the south side of Riverside Avenue between North Wall Street and North Howard Street in front of the Bank of the America Building for fixed route arrivals only. Potentially shorten length of the block face used for this purpose.

Staff will review a “roadmap” for implementing these changes. While there is further analysis to perform to refine the scope of implementation measures, staff is seeking board acceptance of the roadmap to aid in the ongoing efforts to implement the commitment made in the *STA Moving Forward* plan.

RECOMMENDATION TO COMMITTEE: Recommend the Board accept the Plaza Operation Plan to implement *STA Moving Forward* and discontinue fixed route passenger boarding in specified locations.

COMMITTEE ACTION:

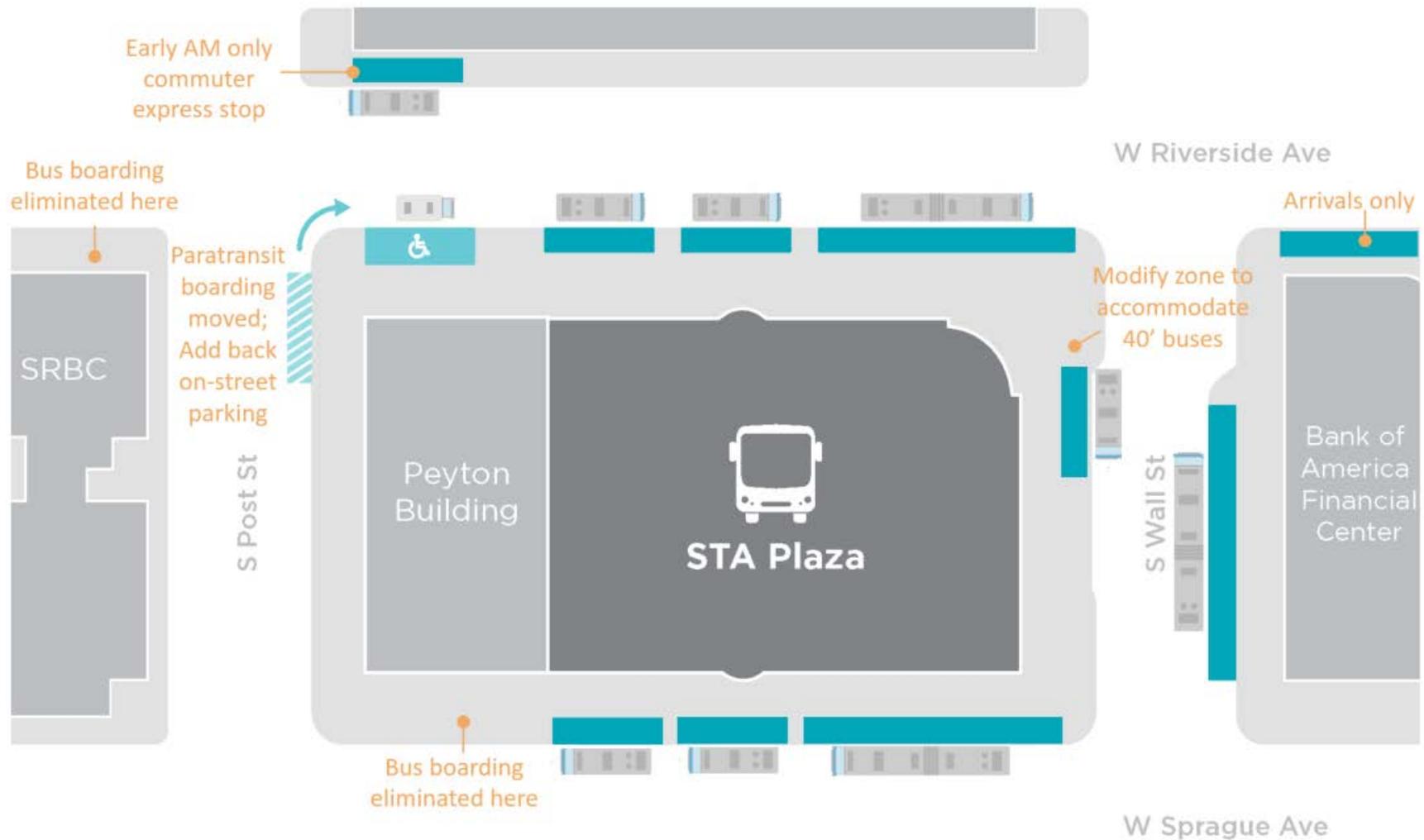
RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____



Plaza Operations Plan Diagram

Note: Diagram is for illustrative purposes only and is not drawn to scale.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 6A : FARE COLLECTION SYSTEM PROJECT UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Krissy Ellis, Technology Projects Manager

SUMMARY: Staff will provide an update on the Fare Collection System Project at the meeting.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 7: CEO REPORT

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: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 8A : OCTOBER 2018 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached are the October 2018 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. October equates to 83% of the year.

Revenue

Overall, revenue is at 92.6% of budget (\$78.3M) which is higher than the expected \$70.2M.

Fares & Other Transit Revenue is slightly higher than the budget at 85.4%.

Sales Tax Revenue is higher than the budget at 92.9%.

Federal & State Grants is higher than the budget at 94.4%.

Miscellaneous Revenue is higher than the expected budget at 156.2% due to increased interest income.

Operating Expenses

Operating expenses at 75.6% of budget (\$55.6M) are 9% below the expected amount of \$61.0M.

Fixed Route 78.7% of budget expended

Paratransit 71.2% of budget expended

Vanpool 64.2% of budget expended

Plaza 64.4% of budget expended

Administration 69.8% of budget expended

Operating expenses are greatly influenced by timing of payments. For example, only 70.1% (\$3.0M) of the fuel budget has been spent to date and we expect that to change significantly as we approach the end of the year.

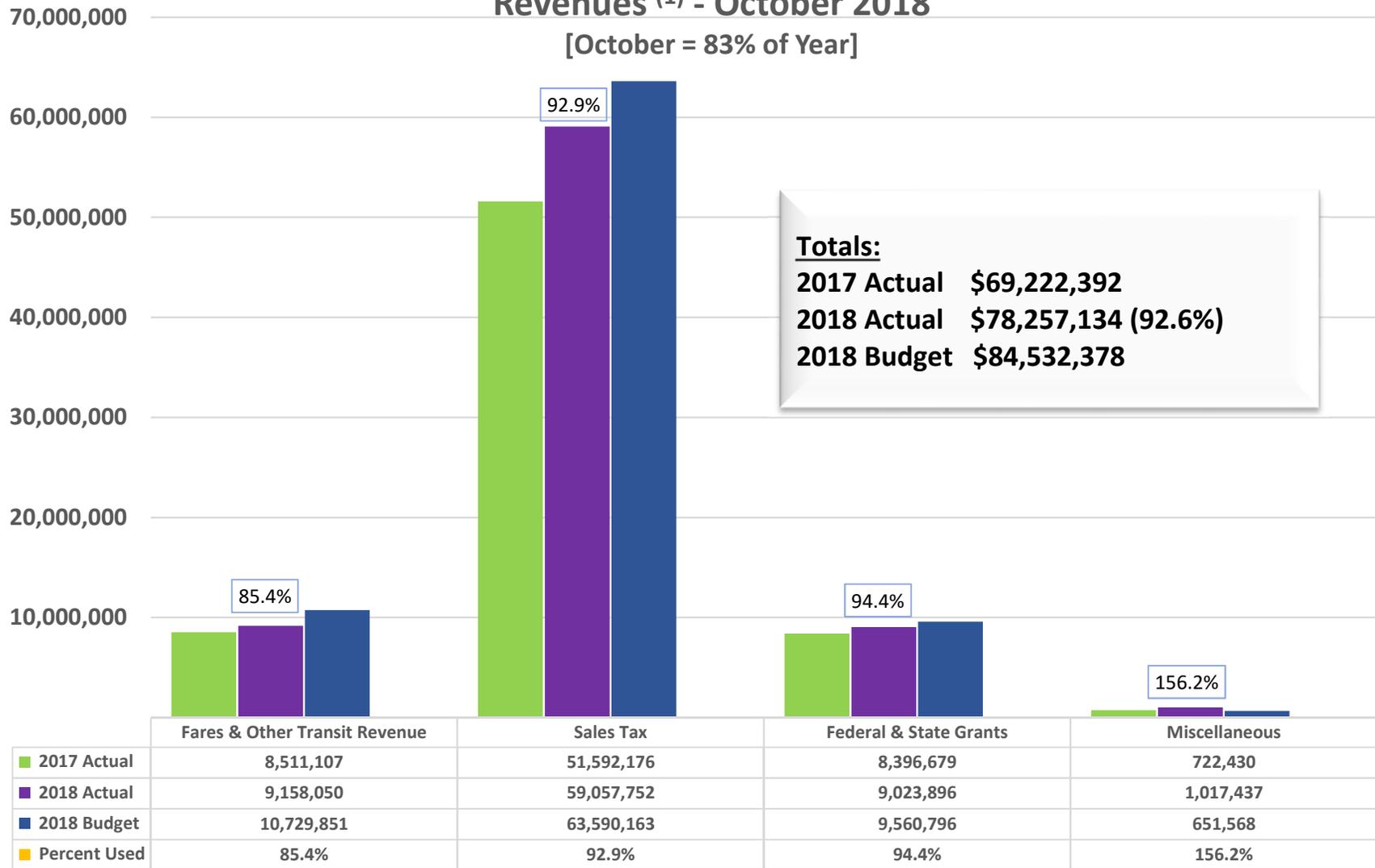
RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Revenues ⁽¹⁾ - October 2018

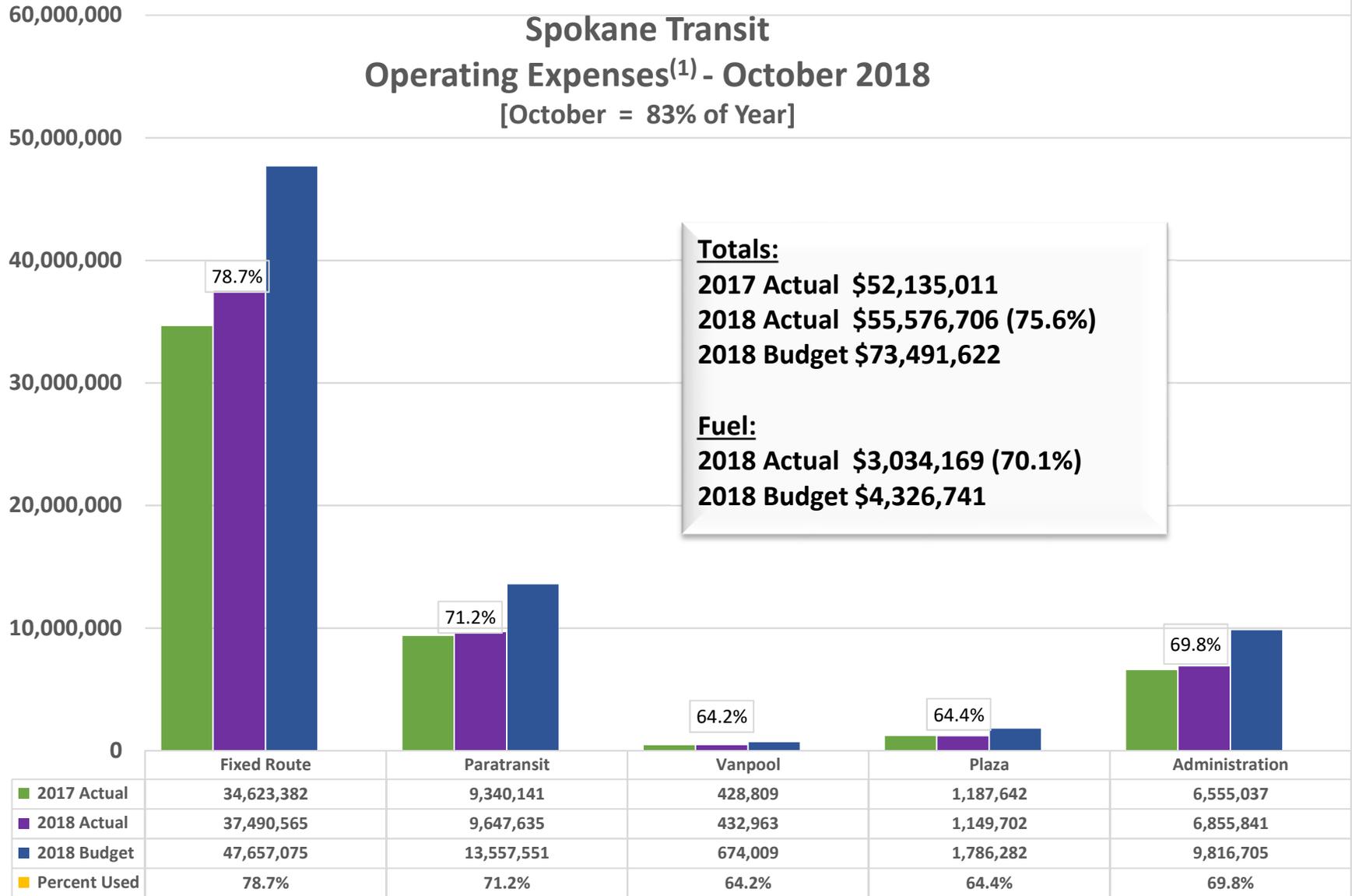
[October = 83% of Year]



Totals:
 2017 Actual \$69,222,392
 2018 Actual \$78,257,134 (92.6%)
 2018 Budget \$84,532,378

⁽¹⁾ Above amounts exclude grants used for capital projects. Year-to-date October state capital grant reimbursements total \$4,497,687 and federal capital grant reimbursements total \$2,474,943.

Spokane Transit Operating Expenses⁽¹⁾ - October 2018 [October = 83% of Year]



⁽¹⁾ Operating expenses exclude capital expenditures of \$20,136,485 and Street/Road cooperative projects of \$447,077 for year-to-date October.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 8B : NOVEMBER 2018 SALES TAX REVENUE INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached is November 2018 sales tax revenue information.

November sales tax revenue, which represents sales for September 2018, was:

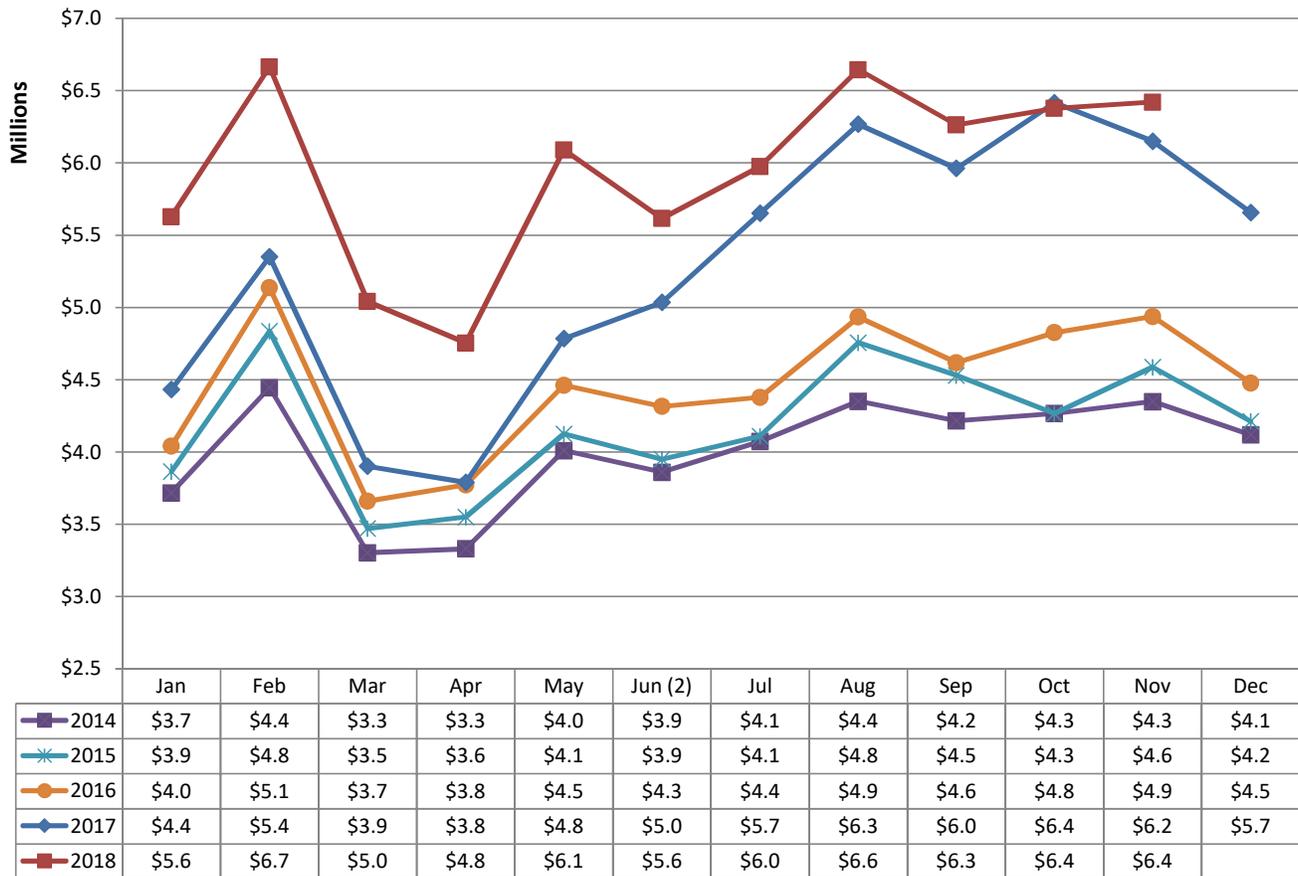
- +4.4% over September 2017 actual
- +13.4% above YTD actual
- +12.4% YTD above budget

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Sales Tax Revenue History-November 2018⁽¹⁾

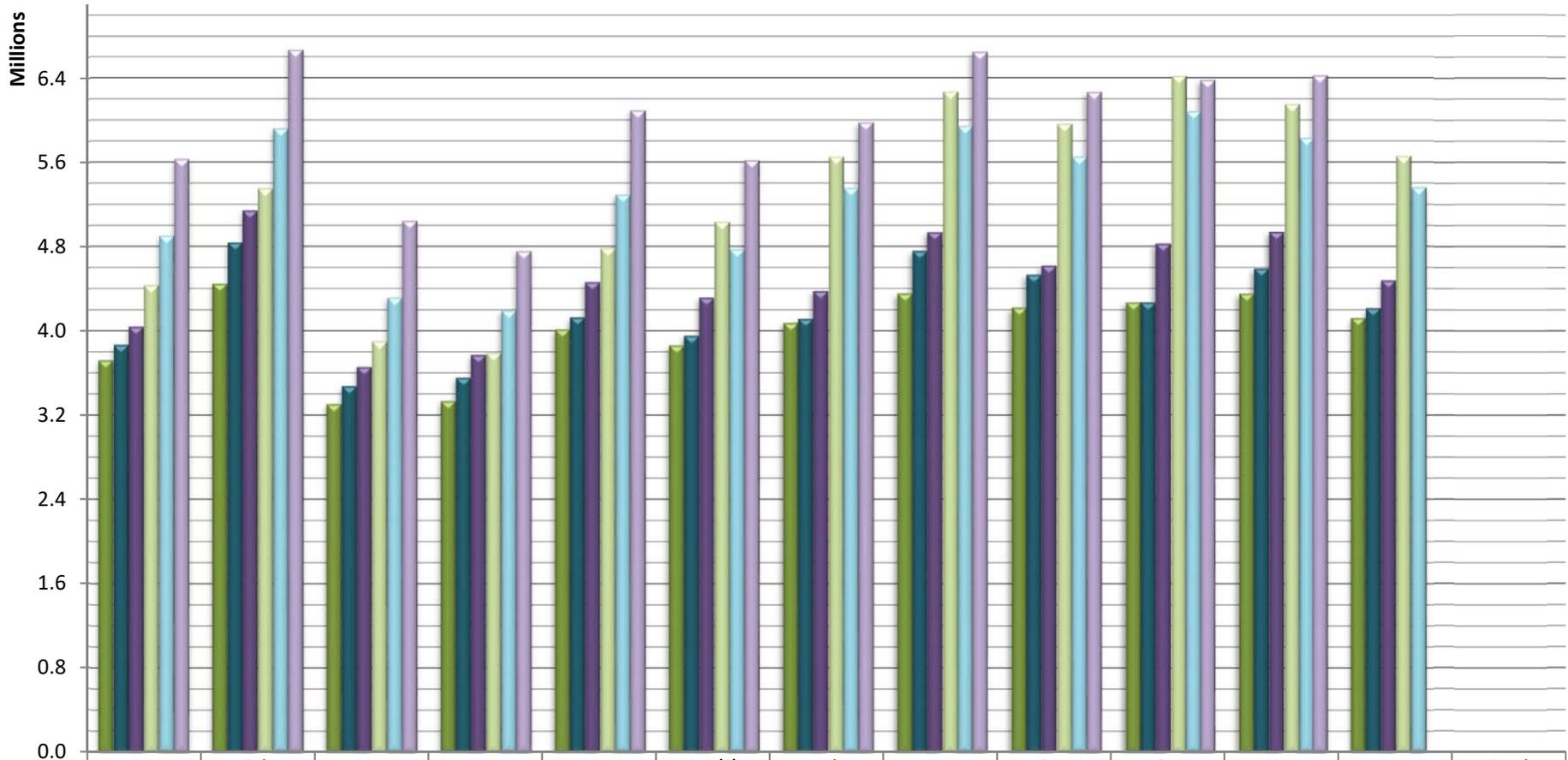


(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

(2) June distribution is April taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007.

Sales Tax Summary (with Mitigation for All Jurisdictions)				
October 2018				
	YTD 2017	YTD 2018	\$ CHANGE	% CHANGE
AIRWAY HEIGHTS	\$ 116,235	\$ 1,770,804	\$ 1,654,569	21.6%
LIBERTY LAKE	1,517,353	2,354,111	836,758	16.9%
STA	51,592,176	65,478,425	13,886,249	26.9%
CHENEY	1,105,457	1,253,958	148,501	13.4%
SPOKANE COUNTY	22,091,667	24,563,956	2,472,289	11.2%
PFD	5,000	9,000	4,000	8.0%
SPOKANE VALLEY	17,643,262	18,931,416	1,288,154	7.3%
SPOKANE	37,641,541	39,948,812	2,307,271	6.1%
MILLWOOD	431,245	448,201	16,956	3.9%
MEDICAL LAKE	254,181	262,006	7,825	3.1%
ALL	\$ 143,165,378	\$ 164,711,539	\$ 21,546,161	15.0%

2014 - 2018 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun (2)	Jul	Aug	Sep	Oct	Nov	Dec	Total
■ 2014 Act.	3,717,183	4,445,759	3,303,019	3,331,820	4,010,737	3,860,469	4,073,091	4,352,108	4,215,907	4,267,406	4,349,765	4,119,702	48,046,965
■ 2015 Act.	3,865,250	4,835,478	3,471,459	3,550,797	4,124,484	3,949,801	4,109,906	4,756,705	4,530,359	4,265,975	4,587,132	4,211,936	50,259,282
■ 2016 Act.	4,040,342	5,138,043	3,659,616	3,772,996	4,462,273	4,315,784	4,378,473	4,933,936	4,618,531	4,826,474	4,936,883	4,477,725	53,561,075
■ 2017 Act.	4,432,233	5,350,787	3,901,562	3,790,349	4,783,883	5,035,578	5,651,610	6,268,031	5,961,836	6,416,307	6,150,443	5,656,970	63,399,589
■ 2018 Bud.	4,899,774	5,915,222	4,313,124	4,190,180	5,288,518	4,771,511	5,355,239	5,939,334	5,649,197	6,079,834	5,827,913	5,360,318	63,590,163
■ 2018 Act.	5,628,134	6,664,160	5,042,196	4,754,750	6,090,019	5,616,550	5,975,412	6,645,055	6,263,667	6,377,811	6,420,673	-	
\$ Mo. Var.	1,195,900	1,313,373	1,140,634	964,401	1,306,136	580,972	323,801	377,025	301,830	(38,496)	270,230	-	
% Mo. Var.	27.0%	24.5%	29.2%	25.4%	27.3%	11.5%	5.7%	6.0%	5.1%	-0.6%	4.4%	0.0%	
\$ YTD Var.	1,195,900	2,509,273	3,649,907	4,614,308	5,920,443	6,501,416	6,825,217	7,202,242	7,504,072	7,465,576	7,735,806	-	
% YTD Var.	27.0%	25.6%	26.7%	26.4%	26.6%	23.8%	20.7%	18.4%	16.6%	14.5%	13.4%	0.0%	
% YTD Bud. Var.	14.9%	13.7%	14.6%	14.3%	14.5%	15.0%	14.5%	14.1%	13.7%	12.7%	12.4%	0.0%	

⁽¹⁾ Sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

⁽²⁾ June 2017 distribution is April 2017 taxable sales in which the sales and use tax rate increased one-tenth of one percent (.001) from .006 to .007.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM **8C** : OCTOBER 2018 OPERATING INDICATORS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development

SUMMARY: October 2018 had one more number of weekdays compared to October 2017.

FIXED ROUTE

The 2018 ridership goal for Fixed Route is to increase 2017 ridership levels by 1.5%. Average weekday ridership decreased 2.4% (37,299 vs. 38,211) in October 2018 compared to October 2017. Total monthly ridership increased 0.6% (960,200 vs. 954,079) in October 2018 compared to October 2017 and is down 1.6% (8,491,827 vs. 8,632,056) year-to-date (YTD).

Detailed breakdown:

- Adult ridership increased 1.7% (613,301 vs. 603,212) in October 2018 compared to October 2017 and is down 1.3% (5,261,868 vs. 5,332,333) YTD.
 - CCS Pass ridership increased 5.5% (78,833 vs. 74,704) in October 2018 compared to October 2017 and is down 1.6% (510,983 vs. 519,308) YTD.
 - Eagle Pass ridership decreased 3.9% (98,117 vs. 102,102) in October 2018 compared to October 2017, and is down 2.8% (603,344 vs. 621,005) YTD.
 - GU Bulldogs Pass ridership increased 19.7% (4,733 vs. 3,955) in October 2018 compared to October 2017 and is up 16.9% (39,401 vs. 33,718) YTD.
- Youth ridership increased 5.3% (68,316 vs. 64,882) in October 2018 compared to October 2017 and is up 3.3% (563,180 vs. 544,959) YTD.
- Reduced Fare / Para ridership decreased 3.2% (127,968 vs. 123,967) in October 2018 compared to October 2017, and is up 1.0% (1,178,162 vs. 1,166,766) YTD.

Fixed Route on time performance for October 2018 was 93% which is the goal for 2018.

PARATRANSIT

Paratransit's ridership goal for 2018 is to increase 2017 ridership levels by no more than 1.5%. Combined total ridership for October increased 5.1% (44,500 vs. 42,345) and increased 0.1% (400,752 vs. 400,233) year-to-date.

Detailed breakdown:

Ridership:

- Directly Operated Service increased 11.9% in October (24,139 vs. 21,571) and increased 7.1% (215,341 vs. 200,995) year-to-date.
- MV Contracted Service decreased 9.9% in October (16,235 vs. 18,012) and decreased 10.1% (152,833 vs. 170,051) year-to-date.
- Special Use Vans (SUV) increased 49.4% (4,126 vs. 2,762) in October and increased 8.2% year-to-date (31,583 vs. 29,187).
 - Purchased Transportation (SUV and MV combined) provided 45.8% of the service in October 2018 compared to 49.1% in October 2017.

On Time Performance (OTP):

- Directly Operated Service OTP for October was 88.82%, which is below of the goal of 93%.
- MV Contracted Service OTP was 82.31% in October 2018, also below the established goal of 93%.
- Combined, the service ran at 86.35% in October 2018 compared to 93.41% in October 2017; Combined service operated at 90.26% YTD 2018 compared to 91.43% YTD 2017.

Passengers Per Revenue Hour (PPRH)

- Directly Operated and MV Contracted combined service transported 2.86 PPRH in October 2018 compared to 2.84 in October 2017; Combined service operated at 2.79 PPH YTD 2018 compared to 2.80 in 2017.

VANPOOL

Vanpool Ridership goal for 2018 is to increase 2017 numbers by 2.5% and have 88 vans in service.

Detailed Breakdown:

Vanpool passenger trips decreased 5.6% (14,401 vs. 15,256) in October 2018 compared to 2017, and decreased 12.7% YTD (132,887 vs. 152,350). There were 78 vans in service in October 2018 vs. 84 in October 2017. There the same number of vans in service October 2018 vs. September 2018 (78 vs. 78).

Vanpool had 545 riders that took at least one trip in October 2018 vs. 609 in October 2017

- Riders added in October were 25 vs. 28 in October 2017
- Riders removed in October were 18 vs 25 in October 2017
- Days operated per van 20 (out of 23) vs. 19 (out of 22) in October 2017
- Average daily vanpool ridership 704 trips October 2018
- Average vanpool round trip distance 55.7 miles in October 2018

Despite being 6 van groups down from last year, vanpool groups outperformed last year's numbers. Average Trips per Van (185 vs. 182) and Average Trips per Rider (26.42 vs. 25.05) were higher than 2018. A new VA van started in October 2017.

CUSTOMER SERVICE

Total monthly pass sales increased in October 2018 5.6% (10,144 vs. 9,605 in 2017). YTD pass sales decreased 4.0% (94,150 vs. 98,061 in 2017).

Detailed breakdown:

- Adult Pass/Smartcard sales decreased 0.1% (5,669 vs. 5,674) in October 2018 compared to October 2017 and decreased 4.0% (53,892 vs. 56,120) year to date.
- City Ticket monthly sales increased 2.2% (473 vs. 463) in October 2018 compared to October 2017 and increased 6.2% (4,828 vs. 4,546) YTD.
- 7-Day Pass/Smartcard sales increased 145% from last month (1,505 vs 612 in September), Year over year, sales increased 66% (1,505 vs. 909).
- ESBP sales increased 6.4% (963 vs 905) in October 2018 compared to October 2017 and year to date sales increased 5.0% (9,667 vs 9,211).
- Student Pass sales decreased 63.2% (7 vs. 19) in October 2018 compared to October 2017. Year to date pass sales decreased 24.3% (143 vs. 189).
- Youth Pass/Smartcard monthly sales increased 56.8% in October 2018 compared to October 2017 (1,783 vs. 1,137) and decreased 4.7% (15,327 vs. 16,085) year to date.
- Reduced Fare Pass/Smartcard monthly sales decreased 2.5% (1,891 vs. 1,939) in October 2018 compared to October 2017. YTD pass sales decreased 3.9% (16,853 vs. 17,451).
- Paratransit Pass/Smartcard sales decreased in October 2018 compared to October 2017 by 6.3% (801 vs. 855). YTD sales decreased 3.9% (8,078 vs. 8,405 in 2017).
- Universal Transit Access Pass (UTAP) increased 3.6% in October 2018 compared to October 2017 (199,466 vs 192,581 in 2017), year to date UTAP has decreased 1.0% (1,268,890 vs 1,281,986). Whitworth was added to the UTAP program in September and Kendall Yards was added in October.

October Group sales increased 30% (21,054 passes vs 16,134 in 2017). YTD Group sales increased 3% (231,709 vs 225,763 in 2017):

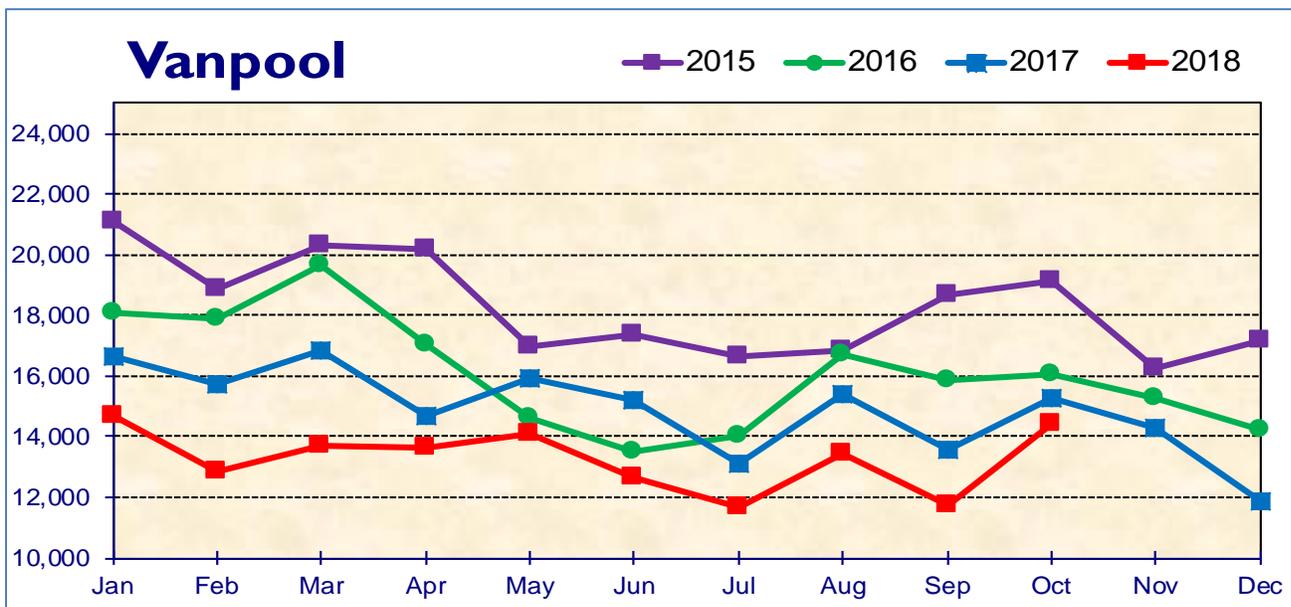
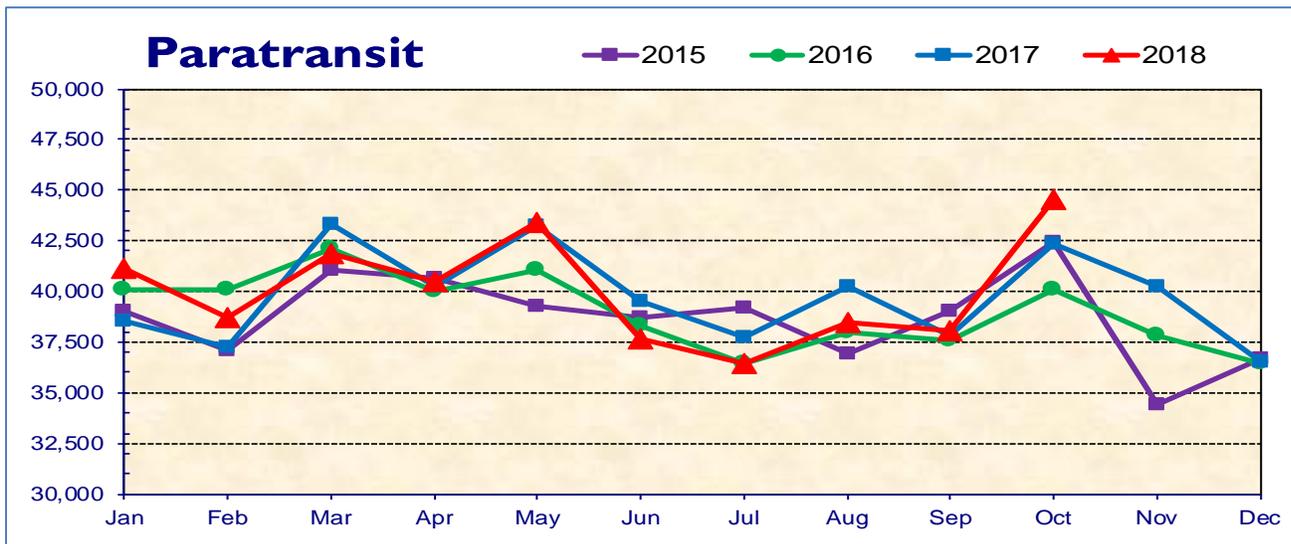
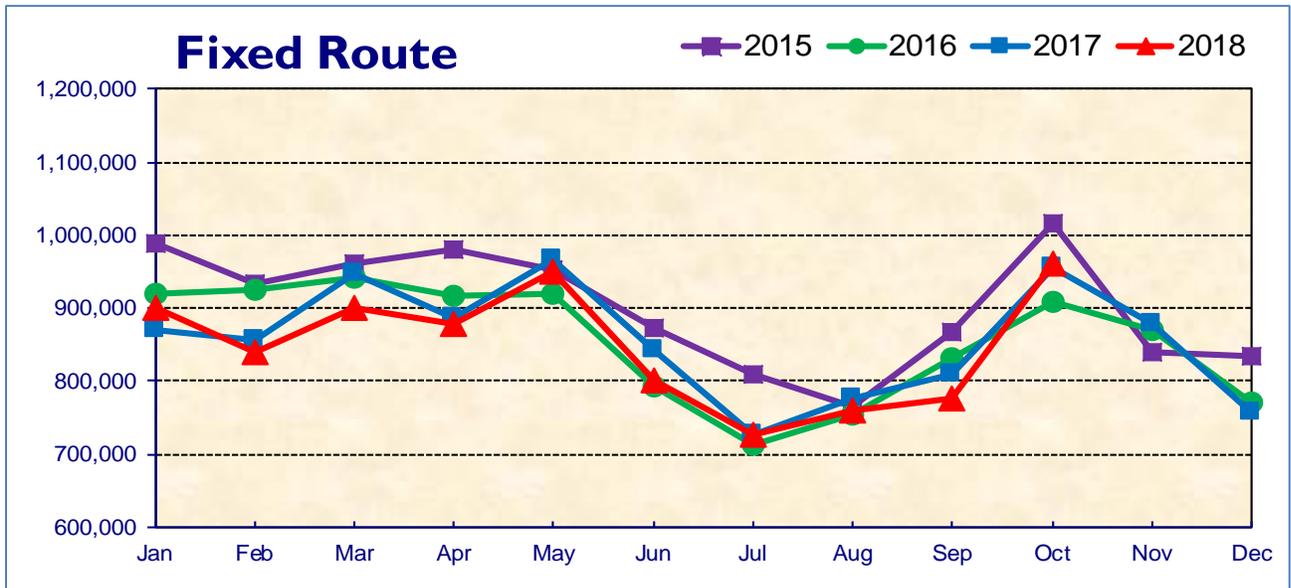
- 2 hour passes increased 91% (11,930 vs 6,236 in 2017) due to Spokane School Dist. #81 (2,904 more passes), Special Mobility Service (1,600 more passes) and Volunteers of America (1,170 more passes).
- Day Passes increased 89% (1,384 vs 732 in 2017) due to Mukogawa (1,000 more passes). This increase was offset by YWCA (302 fewer passes).

RECOMMENDATION TO COMMITTEE: Information only.

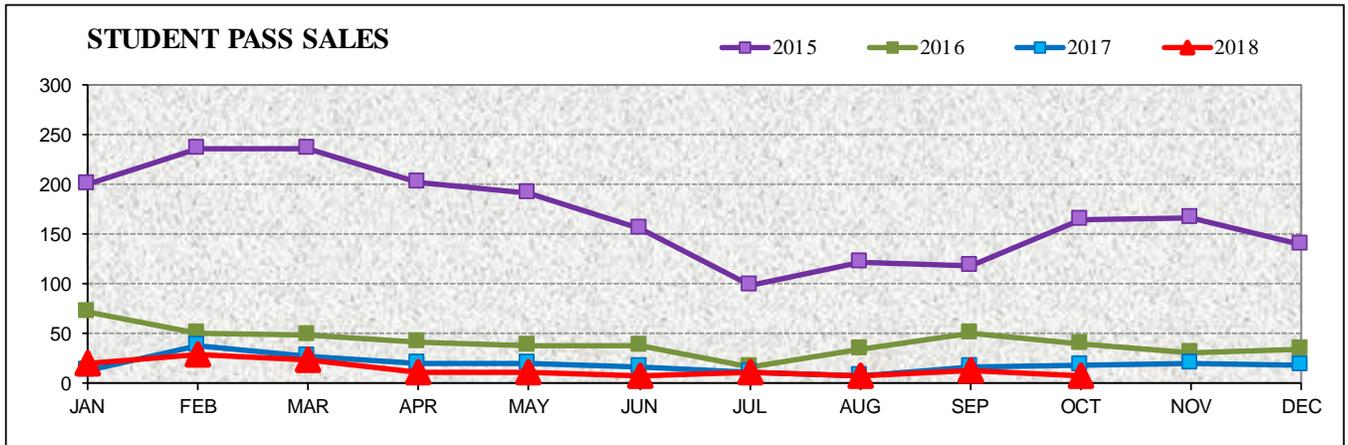
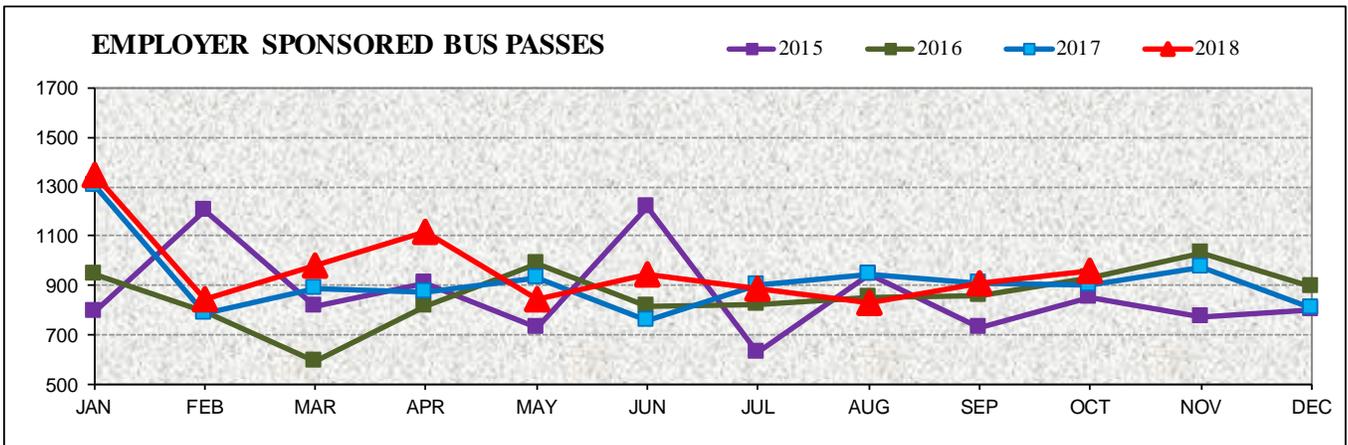
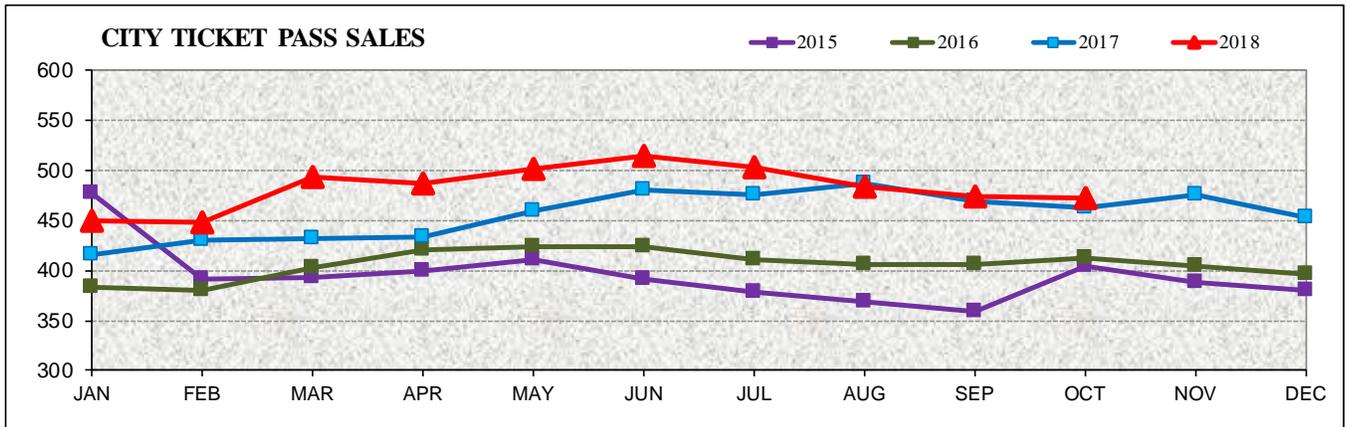
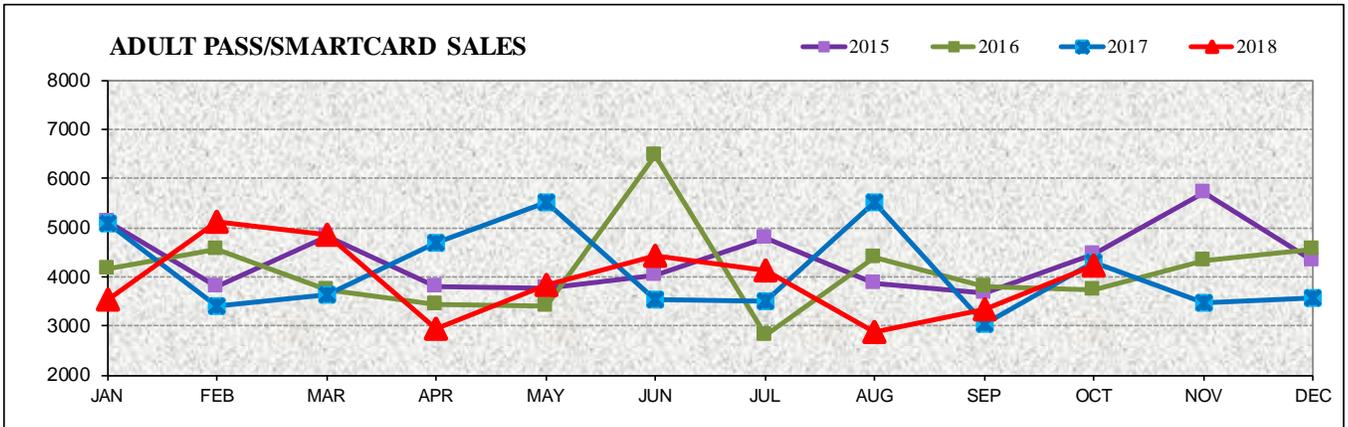
FINAL REVIEW FOR BOARD BY:

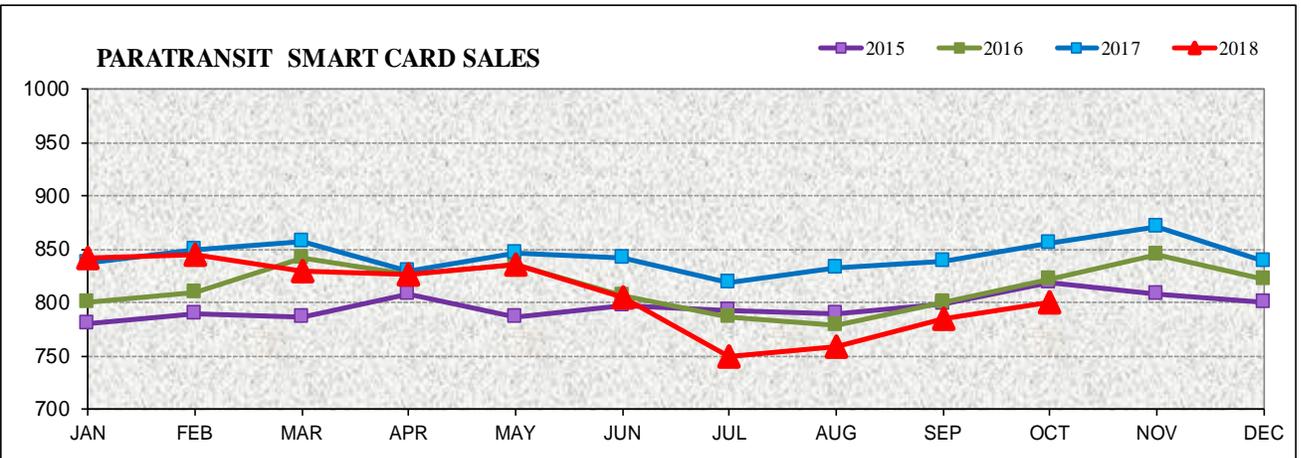
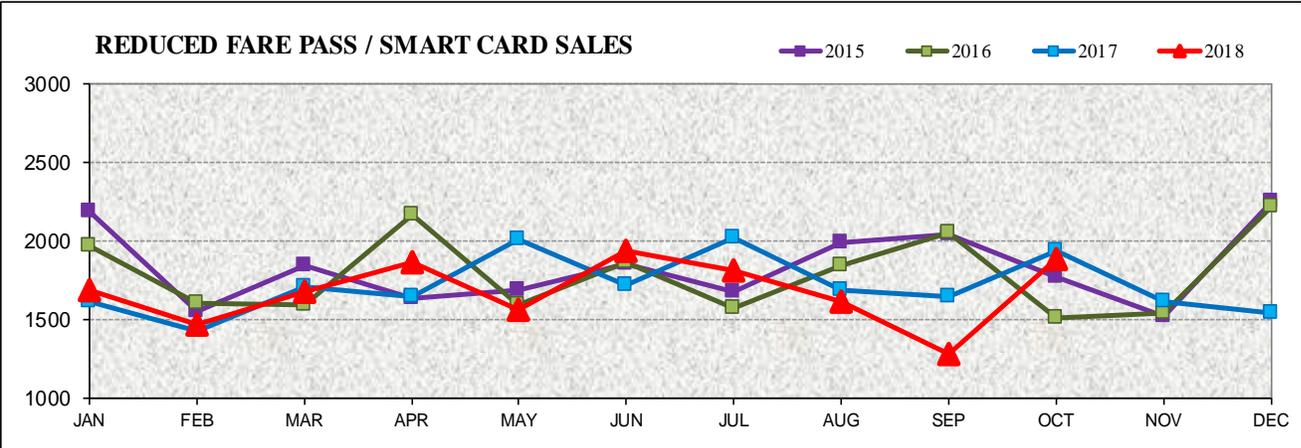
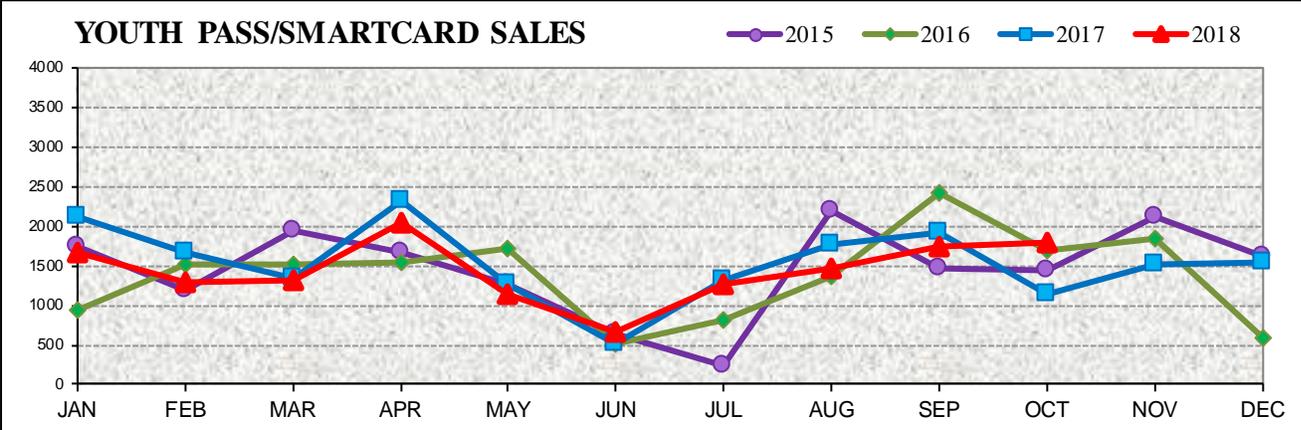
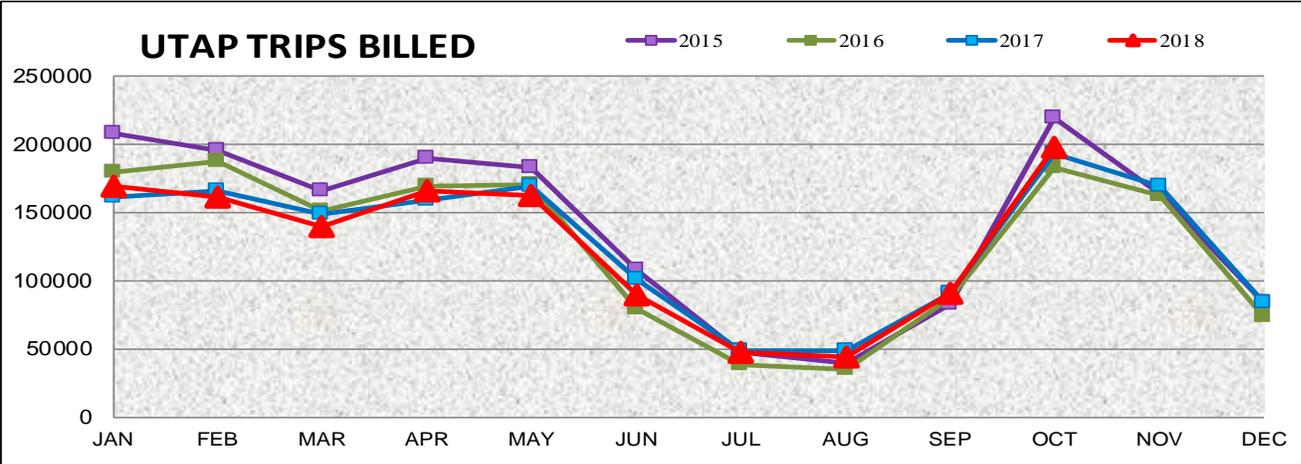
Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RIDERSHIP



PASS SALES





SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 8D : JANUARY 2019 SERVICE CHANGE SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Matt Kenney, Senior Transit Planner

SUMMARY: STA continues to monitor the fixed-route system for opportunities to improve customer information, connectivity, reliability, and mobility. Per the Service Implementation Plan (SIP) contained in the adopted 2018 Transit Development Plan (TDP), STA will implement minor routing and schedule adjustments as needed in January 2019.

The Communications and Public Input section of *Connect Spokane*, STA's Comprehensive Plan, authorizes the CEO to approve minor changes that do not result in significant modifications to existing routes, schedules or levels of service, and changes that do not meet the adopted threshold for holding a public hearing (less than 1.0% growth or reduction in revenue hours in any calendar year or less than .5% of annualized system ridership negatively impacted by loss of bus stop, trips or route at any given service change). All of the January 2019 service changes fall below these adopted thresholds.

The table below summarizes the service changes which will become effective January 20, 2019.

JANUARY SERVICE CHANGES		
ROUTE(S)	PLANNED ADJUSTMENT	RATIONALE
12 South Side Medical Shuttle	Change end-of-line routing to reflect the current detour routing. Route will now end at 1 st Avenue & Sherman until access is obtained in order to serve the new U District Pedestrian Bridge.	Improve customer information; Delays in the construction of U-District Pedestrian Bridge layover area are preventing bus access (now estimated to be completed in late 2019 when Avista paves Sheridan Street)
23 Maple/Ash	Inbound timepoint adjustments	Improve reliability
28 Nevada	Outbound timepoint adjustments	Improve reliability
45 Regal	Modify one weekday inbound trip to provide more run time due to Ferris High School traffic on Regal Street	Improve reliability
62 Medical Lake	Outbound and inbound timepoint adjustments	Improve reliability and connection wait times with Route 64 at the West Plains Transit Center
64 Cheney/West Plains	Outbound and inbound timepoint adjustments; Convert the current Route 66 6:15 am weekday Plaza arrival trip to a Route 64 trip in order to begin service at K Street Station	Improve reliability, early AM mobility, and connections with Route 62 at the West Plains Transit Center
66 Cheney	New AM outbound trip at 9:12 am; Convert current 6:15 am Plaza arrival trip to a Route 64 trip in order to begin service at K Street Station	Reduce overcrowding on the 9:05 am and 9:20 am outbound trips; Improve early AM mobility
68 Cheney Local	Left and right timepoint adjustments as well as new trips/trip modifications to better align with afternoon class schedules; New early AM weekday left trip from Washington & Elm connecting to the modified Route 64 trip at K Street Station	Improve reliability and mobility

JANUARY SERVICE CHANGES		
ROUTE(S)	PLANNED ADJUSTMENT	RATIONALE
74 Mirabeau/Liberty Lake	Weekday AM inbound timepoint adjustments on three trips	Improve reliability
90 Sprague	Outbound and inbound timepoint adjustments for the Sprague & Sherman timepoint in both directions	Improve reliability
173 VTC Express	Inbound AM timepoint adjustments and outbound PM timepoint adjustments	Improve reliability
190 Valley Express	Inbound AM timepoint adjustments and outbound PM timepoint adjustments	Improve reliability

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 8E : STA HOLIDAY SERVICES AND OFFICE HOURS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Clerk of the Board

SUMMARY: The administrative office at Boone Avenue will be closed Tuesday, December 25, 2018, to observe the Christmas holiday, and Tuesday, January 1, 2019, to observe the New Year's holiday. Holiday Fixed Route and Paratransit service will be provided on these days.

The following schedule outlines STA's holiday services:

Date:	Paratransit Service and Reservations	Fixed Route Service	Customer Service (at the Plaza)
December 25 (Tuesday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Closed Call Center open 8:00 am - 6:00 pm
January 1 (Tuesday)	Holiday Service/ 8:00 am - 8:00 pm Paratransit Reservations 8:00 am – 5:00 pm	Holiday Service 8:00 am - 8:00 pm	Closed Call Center open 8:00 am - 6:00 pm

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 9 : FEBRUARY 6, 2019, DRAFT COMMITTEE PACKET AGENDA REVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: STA Staff

SUMMARY: At this time, members of the Performance Monitoring and External Relations Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of February 6, 2019.

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(15 minutes)*
 - A. Minutes of the November 28, 2018, (December) Committee Meeting – *Corrections/Approval*
 - B. Approval of Monroe-Regal Line Scope of Work *(Otterstrom)*
5. Committee Action *(0 minutes)*
 - A. Board Consent Agenda
 1. *(No Items being presented this month)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. Reports to Committee *(50 minutes)*
 - A. 2019 Performance Measures *(Watkins)*
 - B. September 2019 Service Revision *(Draft Recommendation) (Otterstrom)*
 - C. 4th Quarter 2018 Service Input Report *(Otterstrom)*
 - D. 2018 Paratransit Survey Findings *(Rapez-Betty)*
 - E. 2018 Communications Recap and 2019 Plan Review *(Rapez-Betty)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. January 2019 Sales Tax Revenue Information *(Warren)*
 - B. December 2018 Operating Indicators *(Watkins)*
9. March 6, 2019, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: March 6, 2019, 1:30 p.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

November 28, 2018

AGENDA ITEM 11 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, members of the Performance Monitoring and External Relations 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 _____