

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 6, 2024

10:00 a.m. – 11:30 a.m.

Northside Conference Room
Spokane Transit Authority
1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the October 2, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval (*Otterstrom*)
 2. Federal Transit Administration Section 5310: Funding Opportunity Approval (*Otterstrom*)
 - B. Board Discussion Agenda - *none*
5. Report to Committee (45 minutes)
 - A. Connect 2035 Draft Strategic Plan (*Otterstrom*)
(*Public Hearing at the November 21, 2024, Board meeting*)
 - B. Proposed 2025 Budget (*Meyer/Johnston*)
(*Public Hearing at the November 21, 2024, Board meeting*)
 - C. Draft 2025 Planning & Development Committee Work Program (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information
8. Review December 4, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, December 4, 2024, at 10:00 a.m. in person.

Optional Virtual Link:	Join here		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: 2483 853 5387

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Chair, Planning & Development Committee

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

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 3A : MINUTES OF THE OCTOBER 2, 2024, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the October 2, 2024, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the October 2, 2024, Meeting

Northside Conference Room
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley – *Chair*
Dan Dunne, Small Cities Representative (Liberty Lake)
Zack Zappone, City of Spokane
Kitty Klitzke, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio
Dan Sander, Small Cities Representative
(Millwood) *Ex-Officio*
E. Susan Meyer, Chief Executive Officer
Ex -Officio

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning & Development
Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

MEMBERS ABSENT

Rhonda Bowers, Labor Representative
(*Non-voting*)

PROVIDING LEGAL COUNSEL

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

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

Chair Pam Haley called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT**

Chair Haley had no updates for the Planning & Development Committee.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE SEPTEMBER 4, 2024, COMMITTEE MEETING**

Mr. Dan Dunne moved to approve the September 4, 2024, Planning & Development Committee meeting minutes. Ms. Kitty Klitzke seconded, and the motion was approved unanimously.

4. **COMMITTEE ACTION**

A. **BOARD CONSENT AGENDA** - none

B. **BOARD DISCUSSION AGENDA**

1. **CONNECT SPOKANE COMPREHENSIVE PLAN: FINAL ADOPTION OF PLAN UPDATE (RESOLUTION)**

Mr. Karl Otterstrom presented. Connect Spokane is STA's Comprehensive Plan, required by law, that sets forth a vision and policy framework to help guide decisions by the Board of

Directors, staff, and partnering agencies for at least the next 30 years. Phase 2 of the multi-year, major update to the plan is anticipated to be completed this month, subject to Board adoption of the final draft document. Mr. Otterstrom summarized the prepared updates to elements of the plan and the timeline of public review of the changes, including last month's public hearing. Once adopted, the updated plan will be published to the STA website.

10:06 am - Mayor Chris Grover and Councilmember Zack Zappone joined the meeting.

Ms. Klitzke made an editorial suggestion regarding the historical context within the Revenues and Fares element of the plan, recommending a phrase referring to operating revenue of early transit operators be deleted from the section. Mr. Otterstrom agreed to reflect the change in the draft plan. Mr. Dunne appreciates the efforts of the committee and staff to provide an overview of this update, as well as the comprehensive outreach. Mr. Zappone commended the work the staff put into the new policies surrounding fares and equity.

Mr. Zack Zappone moved to recommend the Board approve, by resolution, the Phase 2 updates to the Connect Spokane Comprehensive Plan as presented. Ms. Kitty Klitzke seconded, and the motion was approved unanimously.

5. REPORTS TO COMMITTEE

A. DRAFT 2025 BUDGET

Ms. Tammy Johnston and Mr. Karl Otterstrom presented. Ms. Johnston reviewed STA's vision and mission, and organizational priorities. Mr. Otterstrom then presented on the draft action plan, its placement in STA's planning framework, and the key actions and major deliverables for 2025. The actions align with the three strategic goals identified in *Connect 2035*, and the major deliverables include *STA Moving Forward* improvements, near term investments, and other improvement initiatives. Mr. Otterstrom noted that "Pilot a safety ambassador program" is an outgrowth of the *Connect 2035 initiatives evaluation process, and is proposed to begin in 2025, to include hiring and training ambassadors to help riders throughout the system.* In accordance with STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets. For 2025, staff reviewed the draft 2025 Budget at the Committee meeting, including the draft 2035 Action Plan and the draft 2025 operating and capital budgets.

Ms. Johnston presented the draft operating and capital budgets.

Operating Budget – The draft 2025 budget assumes \$155,352,619 in operating revenues, an increase of \$12,155,087 (8.5%) compared to the 2024 adopted budget of \$143,197,532. For 2025, staff is using the most recent 12 months of actuals as detailed: 2023 Actual (Sept-Dec) -- \$39,594,254; and 2024 Actual (Jan-Aug) -- \$75,329,282; for a total of \$114,923,536 plus an assumed growth rate of 2%. 2025 Sales Tax revenue is proposed to be \$117,222,007.

The draft budget proposes \$131,473,981 in operating expenses, an increase of \$9,283,934 (+7.6%) compared to the 2024 adopted budget. The increase reflects the full year of service instituted in 2024, and is driven by increases in labor/benefits (higher staffing/medical/dental/retirement), services (contracted security/Plaza contracted maintenance and janitorial/consulting/etc.), contracted transportation, materials (vehicle repair/software-licensing maintenance/fuel/fare media/etc.), and insurance/utilities/other (property and liability insurance/meetings/travel/training/registration/discounts and promotions).

Ms. Johnston reviewed the operating expense changes in 2025, and the operating budget assumptions.

Mr. Dunne inquired with regard to total tax revenues whether this considers the uncertainty as to what the sales tax will be? Discussion ensued. Mr. Dunne also inquired as to what contingency the agency has in place should Initiative 2117 pass, should the funds suddenly be removed from the revenue projections. Discussion ensued. Mayor Grover shared that several small cities are using a lower sales tax projections; perhaps monitor the projection closely and consider a more conservative projection. Discussion ensued.

Capital Budget –The 2025 capital budget is forecasted to be \$62,543,420 plus a fleet replacement contribution of \$16,478,723, for a total of \$79,022,143. Funding sources include federal (\$5,030,159—8.1% of the total), state (\$17,216,174—27.5% of the total), and local (\$40,297,086—64.4%). It was noted that the 2025 Capital budget was decreased by \$24,787,444 when compared to the programmed capital expenses for 2025 in the 2025-2030 CIP which was included in the Transit Development Plan (TDP), to account for timing of projects and updates to costs – 2025 capital in CIP was \$87,330,864.

Ms. Johnston reviewed the budget comparison for 2024 to 2025, and the 2025 cash and reserve analysis. The estimated 2024 end of year cash balance will be \$132,429,066, exclusive of the Board-designated reserves which total approximately \$55,528,097, and the Fleet Replacement Fund which is at \$29,538,385.

Staff will review the draft budget with the Board later this month. Staff will return in November with an updated proposed budget, followed by a public hearing on November 21. The final proposed budget is scheduled to be adopted by the Board at their December 19 meeting, and is available online at the following link:

<https://www.spokanetransit.com/financial-information/>

B. CONNECT 2035 STRATEGIC PLAN: COMMUNITY INPUT REVIEW & PACKAGING GUIDANCE

The Planning & Development Committee has a key role in navigating the development of STA's next ten-year strategic plan, known as *Connect 2035*. Mr. Otterstrom reviewed the various engagement activities, including survey results for proposed packages, that have occurred since the Board Workshop on September 4, 2024. Mr. Otterstrom also presented a preliminary proposal for a single package of initiatives that could be incorporated into the draft plan, subject to Board approval. Mr. Otterstrom noted that core investments of zero emission vehicles, Division Street Bus Rapid Transit (BRT) are already in the financial forecast, the clean energy campus is new. Staff are recommending that \$55M of what is available for Connect 2035 investments be allocated to the Facilities Master Program, for the clean energy campus. This will leave \$30M of the forecasted \$85M available for enhancements.

Mr. Otterstrom reviewed input from the public, the Board, and employees. This included feedback on the initiatives that were proposed to be included in the draft plan, as well as initiatives that were presented in three optional packages. The initiatives proposed to be included in the plan will require approximately \$20M to implement. That leaves \$10M for the optional packages. Mr. Otterstrom reviewed the key differences between Board, employee and community priorities, as well as where those priorities overlapped. For instance, employees had a stronger interest in the optional package that invested in High Performance Transit (HPT), while the Board had a higher interest in the package of initiatives associated with mobility on demand. While no group listed it

as the highest priority, the package associated with introducing a reduced fare program for low-income individuals received interest from multiple groups, though both

Board member and employees did not agree with survey questions that suggested such a fare program become permanent, preferring either a pilot or an initiative that would be undertaken subject to additional funding. Mr. Otterstrom presented further information on various aspects of a potential reduced fare program that would affect its cost.

Mr. Otterstrom then presented a concept of a final packaging of initiatives that is expected to be presented to the Board later this month. In addition to initiatives proposed in the plan, comprising \$20M of the available funding, Mr. Otterstrom proposed the following initiatives be included in the draft plan:

- Develop a Pilot eligibility-based reduced fare program for riders experiencing low incomes (pending Connect Spokane fare policy update)
- Conduct planning and design for future HPT corridors (Route 61 - Highway 2/Fairchild, Extend Route 9 Sprague to the Appleway Station Park-n-Ride, extending Division BRT to Mead, planning for future high-capacity transit corridors)
- Fund station area Transit-Oriented Development (TOD) planning efforts in partnership with municipalities
- Implement Mobility On Demand (MOD) pilots in Latah Valley, Liberty Lake, and unincorporated portions of the West Plains
- Launch an inclusive MOD pilot geared towards older adults and people with disabilities

Mr. Otterstrom noted the overall composition of the package reflects a hybrid, integrating the diversity of feedback received during September outreach efforts. Mr. Sander appreciated the breakdown of outreach by group, and having employee input on the initiatives. Mr. Otterstrom commented that there was a lot of positive feedback from the exercise. Mr. Dunne appreciates the different stakeholder perspectives as well as the process that was taken to gather input.

The Board will be asked to finalize the packaging guidance later this month at its regular Board meeting. The next strategic planning workshop is scheduled for October 30, 2024, and will focus on how to program the plan and track performance and success. Final adoption of the plan is expected at the December 19, 2024, Board meeting.

6. CEO REPORT

In the interest of time, Ms. E. Susan Meyer deferred her report.

7. COMMITTEE INFORMATION - none

8. REVIEW NOVEMBER 6, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS' EXPRESSIONS

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:48 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 4A1 : I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN: ROUTE 7 SUPPLEMENTAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Dan Wells, Deputy Director for Capital Development

SUMMARY: The I-90/Valley High Performance Transit (HPT) Route 7 is planned to supersede Routes 60 and 74 as one singular route that extends from Spokane International Airport to the City of Liberty Lake. Staff will present on planning efforts associated with this investment and a supplemental draft plan to the I-90/Valley HPT Corridor Development Plan (CDP), seeking the Committee’s recommendation for Board approval.

BACKGROUND: As part of *STA Moving Forward*, Spokane Transit is delivering new services and infrastructure to provide residents with expanded regional mobility choices. In October 2022, the STA Board of Directors approved the I-90/Valley HPT Corridor Development Plan as the culmination of a planning effort to further define the investments to support regional mobility along Interstate 90. Investments such as Mirabeau Transit Center and Argonne Station Park and Ride were identified investments in the CDP. The CDP also identified Route 7 as the primary investment in all-day, two-way service as part of delivering *STA Moving Forward*.

STA staff prepared a draft supplemental report to accompany the CDP that addresses the routing and investment plan for future Route 7 and provided to the Planning & Development Committee for review in June 2024. Route 7 is planned to replace Routes 60 Airport and 74 Liberty Lake via Mirabeau Park and Ride in September 2025. This includes the following elements:

- Making Spokane International Airport, rather than West Plains Transit Center, the western terminal of Route 7
- Adjusting the Route 7’s path, traveling on Flint Road and US Highway 2 between Airport Drive and Sunset Boulevard, to be consistent with changes that went into effect on Route 60 Airport in September 2024
- New bay assignments at the Mirabeau Transit Center
- Identifying stop locations that will receive enhanced HPT investments, including HPT markers with digital signage, and shelters, as well as stops to be closed, relocated or consolidated
- Plans for future integration with Argonne Station Park and Ride

Public engagement in the planning has included five open houses held in March, April, and September 2024 in connection with *Connect 2035* and other transportation projects. The draft Supplemental Report was last reviewed with the Planning & Development Committee on June 5, 2024.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the Route 7 CDP Supplemental Report for the I-90/Valley High Performance Transit Corridor Development Plan.

I-90/Valley High Performance Transit Corridor



Corridor Development Plan: Route 7 Supplemental Report

November 1, 2024

DRAFT

A supplement to the I-90/Valley High Performance Transit (HPT) Corridor
Development Plan, approved October 22, 2022

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Executive Summary

The I-90/Valley Corridor Development Plan (CDP), approved by the STA Board of Directors in October 2022, documents the analyses and outreach conducted as part of the planning processes that were fundamental to developing the plan and itemizes key next steps for the implementation process. The CDP, along with appendices and project planning information, can be found here: <https://www.spokanetransit.com/projects/i-90-valley-high-performance-transit-hpt-project/>

This CDP Route 7 Supplemental Report (Report) is a companion document to the CDP and defines the future Route 7 and the desired improvements, alignment, operational requirements, and actions proposed for each stop along the corridor. The Report proposes stop locations that will receive High-Performance Transit (HPT) investments, including HPT markers with digital signage, and shelters, as well as stops proposed to be closed, relocated, or consolidated. This Report also suggests and outlines the following:

- Making Spokane International Airport, rather than West Plains Transit Center, the western terminus of Route 7
- Maintaining the same routing Route 60 Airport began using in September 2024, to include Flint Road and Sunset Boulevard
- Plans for future integration with Argonne Station Park and Ride

Background

The *STA Moving Forward* (STAMF) strategic plan, initially adopted in 2014 and for which voters approved funding in 2016, Spokane Transit Authority (STA) envisioned a network of HPT corridors providing all-day, two-way frequent service which offers competitive speeds to the private automobile, features improved amenities for passengers, and is even more attractive and effective than regular fixed-route service. One of these corridors is referred to as the I-90/Valley corridor, extending between the Spokane International Airport and Coeur d'Alene and connecting Downtown Spokane, Spokane Valley, Liberty Lake and Post Falls. STAMF calls for core program infrastructure and service improvements between Spokane and Liberty Lake, including a new transit center, additional park-and-ride capacity and improved peak hour and off-peak hour service. The I-90/Valley CDP was heavily informed by STAMF and includes these improvements.

Additionally, The I-90/Valley corridor is one of the six HPT corridors identified in *Connect Spokane*, STA's Comprehensive Plan with major investments in service and/or infrastructure within STA's ten-year strategic plan. HPT service allows for spontaneous travel thanks to a relatively higher frequency, and HPT corridors are STA's highest ridership corridors where investments in speed and reliability, frequency, hours of service, and passenger amenities are made. The CDP classifies Route 7 as the mainline and primary HPT route in the corridor.

There are three routes outlined as part of the I-90/Valley HPT: Routes 7, 77, and 99. They are shown below in Figure 1 as a simplified diagram. Note Route 7 is the focus of this Report, and Route's 77 and 99 are shown to provide further information and context only.

Figure 1: I-90/Valley CDP Preferred Alternative



Purpose and Objectives

The I-90/Valley HPT Route 7 spans jurisdictional boundaries, including the City of Spokane, City of Spokane Valley, and City of Liberty Lake. Additionally, the western terminal of Route 7 is planned to be adjacent to Spokane International Airport's (SIA) passenger terminal.

This report describes any updates or revisions from the original CDP with a focus on the implementation of Route 7. Proposed stop actions and routing decisions are based on ridership data, community input, coordination with the jurisdictions having authority, and internal feedback through the planning process, and reflect conditions along the corridor. This Report outlines the route, proposed stop actions, and HPT improvements for Route 7.

Route 7 Outline

Route 7 is an evolution of the existing Route 74 Mirabeau/Liberty Lake, which currently operates between Liberty Lake and Downtown Spokane via I-90, and Route 60 Airport, which currently operates between the Spokane International Airport and Downtown Spokane. Route 7 will revise Route 74 to go beyond downtown Spokane to Spokane International Airport by effectively combining its operations with Route 60. Route 7 will also serve the future Argonne Station Park & Ride once complete, adding service and connections to Spokane Valley and Millwood. Route 7 will introduce an increased span of service at night on weekdays and Saturdays and introduce a new service on Sundays.

While the approved showed future Route 7 connecting with the West Plains Transit Center (WPTC), this amendment proposes classifying the segment between the airport and WPTC as a possible future extension and will not be included at launch of revenue service in September 2025. Under the current scheduling assumptions, the WPTC would be served as an interlined service, that is, most trips will continue to or from Route 63 Geiger. Terminating Route 7 at SIA provides more operational flexibility and improved legibility of service for customers, including first-time passengers visiting Spokane by way of the airport.

Figure 2: Route 7 Station Locations



ROUTING AND ALIGNMENT

As mentioned above, Route 7 effectively combines Routes 60 and 74 into a single route and follows much of their established alignments. The Route operates on W. Airport Dr., Flint Rd., Sunset Hwy./Sunset Blvd., the 3rd Ave. and 2nd Ave. couplet, the Monroe St. and Lincoln St. Couplet, Riverside Ave. (eastbound) and Sprague Ave. (westbound), Browne St. (southbound) and Division St. (northbound), I-90 to Pines Rd., E. Indiana Ave., N. Liberty Lake Rd., E. Appleway Ave., N. Molter Rd., and E. Mission Ave.

STOP IMPROVEMENTS OVERVIEW

HPT routes include enhanced amenities at selected locations that convey a sense of permanence and reliability to the customer. While the full set of characteristics of HPT stops and stations are described in greater detail in Section 3 of the I-90 Valley CDP, the sections below provide an overview of the infrastructure improvements that could potentially be implemented along the future Route 7.

ADA LOADING PAD

According to STA’s design standards, ADA-compliant passenger loading pads in the STA system are a minimum of eight feet by eight feet concrete and facilitate the deployment of the access ramp at the front door

of a bus. It is our goal to improve stops to meet these standards for new and improved stops, consistent with standard stop designs.

ENHANCED STOP

Enhanced stops may consist of wayfinding signage, and a waste bin, as well as ADA accessibility. They are typically designed to accommodate future amenities such as seating and passenger shelter. Locations in excess of an average of 15 daily boardings are eligible for enhanced amenities.

ENHANCED STOP WITH SHELTER

An enhanced stop with a shelter includes all the amenities of an enhanced stop with the addition of a shelter. Locations with an average of 25 daily boardings or are candidates for passenger shelters.

TRANSIT CENTER AND STATIONS:

A full HPT Station includes an HPT marker, shelter, bench, leaning rail, lighting, wayfinding, real-time information monitors, and waste/recycle bins.

The reconfiguration and expansion of Mirabeau Park and Ride to Mirabeau Transit Center will include in-lane HPT stops on E. Indiana Avenue. This will provide passengers access to board and alight westbound buses without the bus needing to pull into the Transit Center, resulting in travel time savings for Route 7 and existing Route 771.

It should be noted that while Argonne Station does not yet exist, once completed it will become a station utilized by the future Route 7.



Figure 3: HPT Station Example Rendering

PROPOSED STOP ACTIONS

The table below summarizes the proposed stop actions for Route 7. Each action is the result of analyzing ridership, if it is adjacent to a neighborhood center (community center, hospital, etc.), associated with a transit center or facility, and if it is spaced according to our guidelines in a balanced distribution.

Table 1 – Proposed Stop Actions: Route 7

Location	Stop ID	Direction	Proposed Stop Action
SIA Concourse A (Terminal)	2539	Northbound	ENHANCED
SIA Concourse C (Alaska)	2831	Westbound	STATION
Airport Dr @ Flint	4171	Westbound	ADA PAD
Flint @ Granite	4628	Eastbound	NONE
Flint @ Granite	4730	Northbound	NONE
Flint @ Granite	4629	Southbound	NONE
Flint @ Hilton	4347	Northbound	NONE
Flint @ Hilton	2364	Southbound	NONE
Sunset @ Grove	2638	Eastbound	ADA PAD
Sunset @ Grove	4079	Westbound	ADA PAD
Sunset @ Windsor	2536	Westbound	ADA PAD
Sunset @ Windsor	4080	Eastbound	ADA PAD
Sunset @ Lewis	2535	Westbound	ADA PAD
Sunset @ Lewis	2640	Eastbound	ADA PAD
Sunset @ Rustle	2531	Westbound	ENHANCED
Sunset @ Rustle	2643	Eastbound	STATION
Sunset @ Government Way	3198	Westbound	ADA PAD
Sunset @ Government Way	4081	Eastbound	ENHANCED
Sunset @ Lindeke	2154	Westbound	NONE
Sunset @ Lindeke	2644	Eastbound	ADA PAD
Sunset @Cannon	2153	Westbound	STATION
Sunset @Cannon	4637	Eastbound	ENHANCED
3rd @ Maple	2189	Eastbound	NONE
3rd @ Cedar	2190	Eastbound	ADA PAD
3rd @ Jefferson	3791	Eastbound	ADA PAD
Lincoln @ 2nd	3792	Northbound	ADA PAD
Lincoln @ Sprague	1051	Northbound	BUS BULB
2nd @ Maple	4636	Westbound	NONE
2nd @ Jefferson	1152	Westbound	BUS BULB
2nd @ Monroe	4635	Westbound	NONE
Monroe @ 1st	1150	Southbound	NONE
Riverside @ Post	4581	Eastbound	NONE
Sprague @ Post	4577	Westbound	NONE

Riverside @ Washington	1505	Eastbound	NONE
Sprague @ Stevens	1954	Westbound	NONE
Sprague @ Bernard	1953	Westbound	NONE
Sprague @ Browne	1952	Westbound	NONE
Argonne Station	TBD	Westbound	TRANSIT CENTER*
Argonne Station	TBD	Eastbound	TRANSIT CENTER*
Indiana @ Pines	2793	Eastbound	ADA PAD
Indiana @ Pines	4009	Westbound	STATION
Indiana @ 12718 E (Olympic Boat)	4003	Eastbound	PROPOSED CLOSE
Indiana @ E. 12718 Olympic Boat	4008	Westbound	PROPOSED CLOSE
Mirabeau Transit Center Bay 4	4442	Westbound	TRANSIT CENTER*
Mirabeau Transit Center (internal platform)	4439	Eastbound	TRANSIT CENTER*
Indiana @ Mirabeau Parkway	3755	Eastbound	PROPOSED CLOSE
Indiana @ Mirabeau Parkway	3870	Westbound	PROPOSED CLOSE
Indiana @ 13518 E	4006	Eastbound	PROPOSED CLOSE
Indiana @ 13518 E	4007	Westbound	PROPOSED CLOSE
Indiana @ Evergreen	4187	Westbound	NONE
Indiana @ Evergreen	3757	Eastbound	NONE
Indiana @ Valley Mall (IHOP)	2795	Eastbound	PROPOSED CLOSE
Indiana @ Valley Mall (Black Angus)	3400	Westbound	STATION
Indiana @ Valley Mall	2796	Eastbound	ADA PAD
Indiana @ Valley Mall (Olive Garden)	2797	Eastbound	ADA PAD
Indiana @ Valley Mall (Best Buy)	2800	Westbound	ADA PAD
Indiana @ Hanson Center Eastbound	2798	Eastbound	ENHANCED
Indiana @ Hanson Center Signal Light	3398	Westbound	ENHANCED
Indiana @ 15915 E Indiana	4296	Westbound	ENHANCED
Indiana @ 15812 E Indiana	4297	Eastbound	ENHANCED
Indiana @ 16114 E Indiana	4298	Eastbound	PROPOSED CLOSE
Indiana @ River View Center	4295	Westbound	PROPOSED CLOSE
Indiana @ Desmet Ct	4294	Westbound	NONE
Indiana @ Desmet Ct	4299	Eastbound	NONE
Indiana @ Bella Tess	4300	Eastbound	NONE
Mission @ Riverhouse	4293	Westbound	NONE
Mission @ Arc	4545	Westbound	ADA PAD
Mission @ Arc	2926	Eastbound	ADA PAD
Mission @ Long	4544	Westbound	ADA PAD
Mission @ Long	2927	Eastbound	ADA PAD
Mission @ Barker	4659	Eastbound	ENHANCED
Mission @ Barker	4661	Westbound	ENHANCED
Mission @ Harmony	4143	Westbound	CLOSED
Mission @ Harmony	4148	Westbound	CLOSED

Mission @ Grady	4144	Eastbound	ADA PAD
Mission @ Grady	4147	Westbound	ADA PAD
Mission @ Holl	4145	Eastbound	ADA PAD
Mission @ Holl	4146	Westbound	ADA PAD
Mission @ Harvest	4570	Westbound	NONE
Mission @ Harvest	4571	Eastbound	NONE
E Mission Ave	4569	Westbound	NONE
E Mission Ave	4668	Eastbound	NONE
E Mission Ave	4152	Eastbound	ADA PAD
E Mission Ave	4153	Westbound	ADA PAD
E Appleway Ave	2806	Eastbound	ADA PAD
E Appleway Ave	2807	Eastbound	ADA PAD
Signal @ Mission	2808	Southbound	ADA PAD
N Liberty Lake Rd	4088	Northbound	NONE
N Liberty Lake Rd	2805	Southbound	NONE
E County Vista Dr	3225	Westbound	ADA PAD
Liberty Lake P&R	4394	Terminus	STATION

**Note: As Mirabeau Park & Ride is reconfigured as Mirabeau Transit Center, and Argonne Station is developed, these stops may be changed.*

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 4A2 : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: FUNDING OPPORTUNITY APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Emilio Bustos, Assistant Transit Planner

SUMMARY: Staff will review the funding recommendations for the Federal Transit Administration (FTA) Section 5310 2024 Call for Projects that was issued on August 5, 2024. This includes the applications, evaluation process and results, the general approach to distributing both federal and STA local funds to eligible projects and programs implemented primarily by non-profit organizations in the region. The foregoing funding recommendations are subject to committee and board approval.

BACKGROUND: The Federal Transit Administration (FTA) Section 5310 program provides formula funding to Spokane Transit for the purpose of assisting organizations in meeting the transportation needs of older adults and people with disabilities when other transportation services provided are unavailable, insufficient, or inappropriate to meet these needs. The program is intended to support the mobility of seniors and individuals with disabilities by increasing or expanding transportation options throughout the community. Projects and programs seeking Section 5310 funding must be identified in the Coordinated Public Transit – Human Services Transportation Plan for Spokane County. Spokane Transit is the designated recipient of Section 5310 funds for the Spokane urbanized area (UZA) and is responsible for the administration and distribution of Section 5310 funds to local, private nonprofit agencies to provide these important transportation services.

As explained at the July 10, 2024, Planning & Development Committee meeting, a minimum of 55% of the Section 5310 annual apportionment must be spent on “Traditional” capital projects, such as the purchase of ADA vehicles. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. The remaining 45% of federal funds may be spent on “Other” projects. On August 5, 2024, STA issued a Section 5310 Call for Projects notice with a total of \$909,340 in federal and local funds as depicted in Table 1. STA Local funds in the amount of \$236,000 were approved by the STA Board of Directors on July 24, 2024, to reduce local match requirements for applicants to 15% (“Traditional” projects require a 15-20% local match and “Other” projects require a 50% local match).

Table 1: 2024 FTA Section 5310 Funding Breakdown	
Funding Source	Amount Available
FY24 Apportionment (Federal Match)	\$673,340
STA Local Match Contribution	\$236,000
Total Funding Available	\$909,340

Notice of the Section 5310 Call for Projects was published in the *Spokesman-Review* and posted on the STA and SRTC websites. Staff also sent emails directly to area agencies that serve the needs of seniors and people with disabilities, inviting them to submit applications and informing them of the informational meeting. This informational meeting was held by STA staff on August 12, 2024 (via Microsoft Teams), for interested agencies to provide program information, review application requirements, and to answer questions. A total of four interested agencies participated in the Microsoft Teams meeting.

The application process includes a preliminary proposal and a final project application to allow applicants more time to complete the application and more opportunity to receive technical assistance with the application materials. By the final project application deadline of September 23, 2024, STA received five applications from four different agencies, requesting a total sum of \$810,704. Federal Funds requested for qualified “Traditional” projects totaled \$211,130, well below the minimum requirement of 55%, or \$370,337. Additionally, all “Other” projects requested two years of operating support. Table 2 below summarizes the funding requests received:

Table 2: 2024 FTA Section 5310 Call for Projects Application Summary					
Applicant	Project Name	Funding Category	Funding Requested*	Applicant Local Match	Total Project Cost
Cancer Can't	Transportation Support Program for Cancer Patients	Other	\$296,040	\$84,649	\$380,689
COAST	Purchase of an Accessible Minivan in Support of the COAST Transportation Program	Traditional	\$71,730	\$12,658	\$84,388
COAST	Demand Response Transportation for Regional Communities South of Spokane	Other	\$125,442	\$22,137	\$147,579
Riverview Retirement Center	Supporting Spokane Seniors' Independence at Riverview Retirement Community (ADA Vehicle Purchase)	Traditional	\$139,400	\$24,600	\$164,000
The Arc of Spokane	The Arc of Spokane Community Center Transportation Coordinator and Driver	Other	\$178,092	\$31,428	\$209,520
Total			\$810,704	\$175,472	\$986,176

*Funding requested includes federal funds and STA local funds.

Initial project applications were reviewed by STA staff to confirm eligibility and evaluate and rate the projects on the established risk assessment and application completeness criteria. The applications were then forwarded to an evaluation committee comprised of STA staff, a representative from the Spokane Regional Transportation Council (SRTC), and a representative from the Washington State Department of Transportation (WSDOT). Evaluation criteria and maximum points for each are provided in Table 3 below.

Table 3: Project Evaluation Criteria	
Evaluation Criteria	Possible Points
Risk Assessment	10
Application Completeness	10
Regional Transportation Needs	10
Proposed Service Improvements	10
Performance Measures	20
Management	10
Financials	10
Total Maximum Points	80

Evaluation scores submitted by the committee resulted in a rank order of the proposed projects, ranging from a low of 54 points and a high of 67 points. Funding recommendations were subsequently developed through a sequence of distribution steps, allocating federal funds first followed by STA local funds, as described below, and as presented in Exhibit A.

As noted earlier, the total funding requests for “Traditional” projects did not fully satisfy FTA’s 55% minimum requirements. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. Consequently, STA proposes to award sufficient federal funds \$159,207 in total, to STA for purposes of contracting human services transportation, an allowable “Traditional” project under FTA regulations, thereby reaching FTA’s 55% requirement. To award the federal funds that were requested both COAST’s and Riverview Retirement Community’s ADA vehicle purchases would need to be allocated 100% of their federal request, despite Riverview Retirement Community receiving the lowest evaluation score among all projects. Given this, staff sought to maximize equity between “Traditional” and “Other” projects by allocating federal funding to all proposed projects. All three operating projects indicated some level of scalability which STA used to allocate the remaining federal and STA local funds on a sliding scale. This guaranteed all operating projects would receive no less than 67% of the amount requested. STA allocated funding based on project type, individual rank, and self-reported project scalability, which resulted in unallocated federal and STA local match. It is important to note that projects will be eligible for the 2025 FTA Section 5310 Call for Projects expected next year, following the funds being appropriated and apportioned by the US Congress and FTA, respectively.

The STA local match reduces the burden on the awardee that would otherwise be the match requirement of the respective non-profit organizations. The STA local match was distributed across all operating projects in-line with the adjusted scalability each applicant submitted. All five projects would receive sufficient funding to reduce the applicant's local match burden to 15% of the total project cost.

The funding recommendations for the 2024 FTA Section 5310 Call for Projects, along with evaluation scores are presented in Exhibit A. Exhibit B provides descriptions of each project and the specific proposed award amount. Staff are requesting Board approval of the funding recommendations, with the ability to make minor administrative modifications to the award amounts based on actual project cost, as project costs may vary due to unanticipated project delays or revisions, such as changes to vehicle pricing. Spokane Transit will coordinate local match requirements with applicants to ensure the local match for their projects is secured. To meet local match requirements, further adjustments to project funding may be required utilizing the board-authorized administrative adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the staff recommendations for Federal Transit Administration Section 5310 Funding, as listed in Exhibit A "Funding Recommendations 2024 FTA Section 5310 Call for Projects," and authorize staff to make minor administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

Exhibit A: Funding Recommendations
2024 FTA Section 5310 Call for Projects

Rank	Eval. Score (80max)	Applicant	Project Name	Funding Category	Funding Request*	Federal Award	STA Local Match	Total Recommended Funding Award	Applicant's Local Match	Total Adjusted Project Cost
1	67	Cancer Can't	Transportation Support Program for Cancer Patients	Other	\$296,040	\$165,434	\$115,804	\$281,238	\$84,649 ¹	\$365,887
2	64	COAST Transportation	Purchase of an Accessible Minivan in Support of the COAST Transportation Program	Traditional	\$71,730	\$71,730	\$0	\$71,730	\$12,658	\$84,388
3	63	COAST Transportation	Demand Response transportation for Regional Communities South of Spokane	Other	\$125,442	\$67,148	\$47,004	\$114,152	\$20,144	\$134,296
4	60	The Arc of Spokane	The Arc of Spokane Community Center transportation Coordinator and Driver	Other	\$178,092	\$70,421	\$49,295	\$119,716	\$21,126	\$140,842
5	54	Riverview Retirement Center	Supporting Spokane Seniors' Independence at Riverview Retirement Community (ADA Vehicle Purchase)	Traditional	\$139,400	\$139,400	\$0	\$139,400	\$24,600	\$164,000
Spokane Transit			Contracted Humans Services Transportation Contracted Services	Traditional	TBD ²	\$159,207	TBD ²	TBD²	TBD ²	TBD ²
Totals					\$810,704	\$673,340	\$212,103	\$726,236	\$163,177	\$889,413

*funding requested includes federal funds and STA local funds.

1 The applicant's local match includes a deliberate overmatch.

2 Local match will be defined as part of scoping and procurement of contracted services at a future date.

Exhibit B: Project Descriptions
2024 FTA Section 5310 Call for Projects

Project: Transportation Support Program for Cancer Patients			Rank No. 1
Applicant: Cancer Can't	Project Type: Other	Federal Match: 50/50	Eval Score: 67
Description: The Transportation Support Program project will provide transportation for cancer patients by providing pre-scheduled and same-day services for oncology care appointments.			
Planned Award Sources - Total project cost: \$365,887. Total award consists of \$165,434 from FY24 federal funds (50% match) and \$115,804 from STA local match (35%), with \$84,649 in match, including \$54,883 in required match (15%) and \$29,766 in overmatch. Adjusted award is equivalent to 23 months of 24 requested.			

Project: Purchase of an Accessible Minivan in Support of the COAST Transportation Program			Rank No. 2
Applicant: COAST Transportation	Project Type: Traditional	Federal Match: 85/15	Eval Score: 64
Description: The ADA Vehicle will provide transportation services for seniors and individuals with disabilities who live generally south of Spokane with transportation into-or-from the Spokane area, and supports the operating project also funded with Section 5310.			
Planned Award Sources - Total project cost: \$84,388. Total award consists of \$71,730 from FY24 federal funds (85% match) and \$0 from STA local match (0%), with \$12,658 from subrecipient match (15%).			

Project: Demand Response Transportation for Regional Communities South of Spokane			Rank No. 3
Applicant: COAST Transportation	Project Type: Other	Federal Match: 50/50	Eval Score: 63
Description: The project serves seniors and individuals with disabilities who live generally south of Spokane with transportation into-or-from the Spokane area.			
Planned Award Sources - Total project cost: \$134,296. Total award consists of \$67,148 from FY24 federal funds (50% match); \$47,004 from STA local match (35%), with \$20,144 from subrecipient match (15%). Adjusted award is equivalent to 22 months of 24 requested.			

Project: The Arc of Spokane Community Center Transportation Coordinator and Driver			Rank No. 4
Applicant: Arc of Spokane	Project Type: Other	Federal Match: 50/50	Eval Score: 60
Description: The project will serve individuals with intellectual and developmental disabilities, who are members of the Arc of Spokane Community Center, and provide access to outings to take part in the larger community.			
Planned Award Sources - Total project cost: \$140,842. Total award consists of \$70,421 from FY24 funds (50% match); \$49,295 from STA local match (35%), with \$21,126 from subrecipient match (15%). Adjusted award is equivalent to 16 months of 24 requested.			

Project: Supporting Spokane Seniors' Independence at Riverview Retirement Community (ADA Vehicle Purchase)			Rank No. 5
Applicant: Riverview Retirement Center	Project Type: Traditional	Federal Match: 85/15	Eval Score: 54
Description: The ADA Vehicle will provide transportation services for seniors living at Riverview Retirement Community.			
Planned Award Sources - Total project cost: \$164,000. Total award consists of \$139,400 from FY24 federal funds (85% federal match); \$0 from STA local match (0%), with \$24,600 from subrecipient match (15%).			

Project: Contracted Human Services Transportation Services			Rank NA
Recipient: Spokane Transit	Project Type: Traditional	Federal Match: 80/20	Eval Score: NA
Description: Contracted Human Services Transportation includes a broad range of transportation service options designed to meet the needs of transportation disadvantaged populations including older adults, disabled persons and/or those with lower income. Individuals have different needs and may require a set of different services depending on their abilities, their environment, and the options available in their community. Examples may include transportation service to areas that do not have an adequate bus service or no service at all. This service would help people travel to medical appointments, childcare centers, grocery stores, and education centers. STA will consult the current SRTC/STA Coordinated Public Transit-Human Services Plan adopted for Spokane County to ensure services address needs identified in the plan.			
Planned Award Sources - Total project cost: TBD. Total award consists of \$159,207 from FY2024 federal funds (80% federal match); STA will be required to provide 20% match.			

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 5A : CONNECT 2035 DRAFT STRATEGIC PLAN

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: The Planning & Development Committee has a key role in navigating the development of STA's next ten-year strategic plan, known as *Connect 2035*. Staff will present the draft plan to the Committee in preparation for the public hearing scheduled in conjunction with the November 21 Board meeting.

BACKGROUND: Spokane Transit's *Connect 2035 Strategic Plan* is envisioned to be the agency's roadmap for investments and initiatives to maintain and improve public transportation services for our region through 2035. The draft plan will be available for review by close of business November 5, 2024, on the plan website:

<https://staconnect2035.com/>

The *Connect 2035* strategic planning process began in earnest in early 2022. Phase 1 of the planning effort culminated in the adoption of the *Connect 2035* Phase 1 Strategic Foundation in December 2022 (Resolution No. 803-22). The strategic foundation articulated three strategic goals and accompanying performance measures, and documented general themes received from customers, employees, and other community members.

Connect 2035 Phase 2 kick-off began in summer 2023. Its focus has been to align the strategic goals with funding, key initiatives, the fixed route network, and the organization's capacity requirements. This phase identified and developed a list of core investments and key initiatives that advance the goals of *Connect 2035*. *These will* be incorporated into the strategic plan, with the aim of Board adoption of the plan in December 2024.

STA engaged the Board, customers, employees, community-based organizations (CBOs), partner jurisdictions, and other community members throughout this phase. Packaging guidance related to the initiatives was unanimously approved by Board motion on October 17, 2024, and is reflected in the draft plan.

The draft *Connect 2035* strategic plan will be made available online at the web page above by close of business November 5, 2024. Staff will present highlights of the plan during the Committee meeting. Additionally, STA will be reaching out to customers, community, riders and CBOs to make them aware of the draft plan and seek comment, in addition to the public hearing scheduled for the November 21 Board meeting. A final draft plan will be prepared for Committee and Board action in December 2024.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 5B : PROPOSED 2025 BUDGET

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: In accordance with STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

The 2025 action plan and the operating and capital budget are combined into one comprehensive document. The draft 2025 Budget was reviewed at the October 2, 2024, Planning & Development Committee and the October 17 STA Board of Directors meetings.

The Proposed 2025 Budget is attached for the Committee’s review. It will be the subject of a public hearing held on November 21, 2024, in conjunction with the regular meeting of the STA Board of Directors. Subject to input and further refinement, the 2025 Budget is proposed to be adopted in December 2024.

RECOMMENDATION TO COMMITTEE: Receive report

Proposed
2025 BUDGET



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INTRODUCTION

Agency Overview

The Spokane Transit Authority (STA) is a Public Transportation Benefit Area (PTBA) organized and operating under the Revised Code of Washington (RCW) Chapter 36.57A, as a municipal corporation in the State of Washington. STA provides public transportation services within its boundaries which extend to roughly 248 square miles. The State of Washington Office of Financial Management estimates that 475,470 people were living within the PTBA in 2024. STA services include:

1. Local fixed route bus services in the City of Spokane, City of Spokane Valley, City of Liberty Lake, City of Millwood, City of Airway Heights, City of Medical Lake, City of Cheney and parts of the unincorporated County;
2. Paratransit services for those who live within $\frac{3}{4}$ mile of a bus route and who, because of their disability, are unable to use the regular bus service;
3. A public rideshare (formerly vanpool) and ride match program.

The organization currently employs nearly 735 people.

Governance and Organization

The Board of Directors provides the policy and legislative direction for STA and its administrators and approves its actions, budgets, and long-term plans. It also has the authority to levy taxes as authorized by state law (with voter approval).

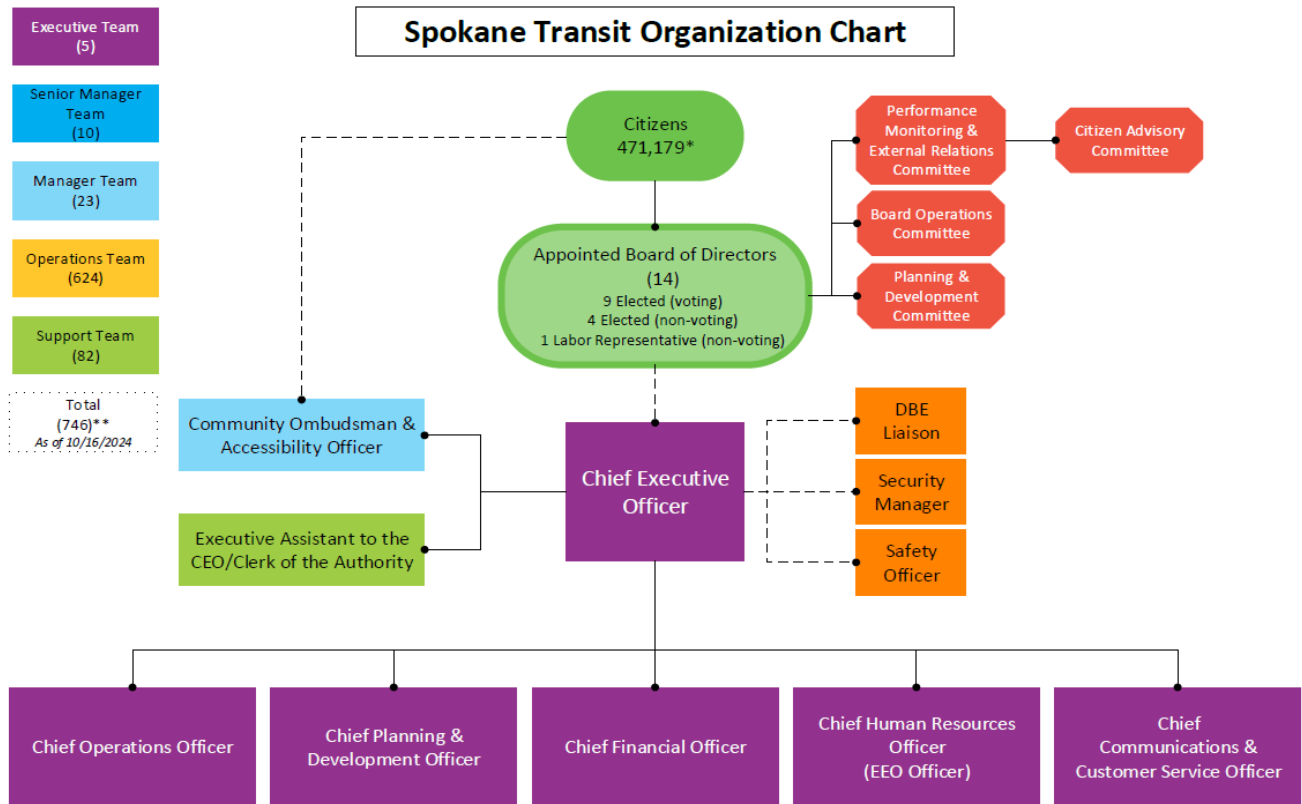
The STA Board is composed of nine voting members who are elected officials appointed by the jurisdictions in the PTBA. Jurisdictions include the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley as well as parts of the unincorporated County. Additionally, there are four non-voting elected officials from area small cities, and one non-voting representative of labor unions, for a total of 14 Board members. The current make-up of the Board is shown in the following table.

2024 Board of Directors

Name	Jurisdiction
Commissioner Al French, Chair	Spokane County
Mayor Pamela Haley, Chair <i>Pro Tem</i>	City of Spokane Valley
Commissioner Josh Kerns	Spokane County
Deputy Mayor Tim Hattenburg	City of Spokane Valley
Council President Betsy Wilkerson	City of Spokane
Council Member Zack Zappone	City of Spokane
Council Member Paul Dillon	City of Spokane
Council Member Kitty Klitzke	City of Spokane
Council Member Dan Dunne	City of Liberty Lake
Mayor Chris Grover	City of Cheney (Ex-Officio)
Council Member Lance Speirs	City of Medical Lake (Ex-Officio)
Council Member Dan Sander	City of Millwood (Ex-Officio)
Council Member Hank Bynaker	City of Airway Heights (Ex-Officio)
Ms. Rhonda Bowers	Labor Representative (non-voting)

Spokane Transit Organizational Chart

The Chief Executive Officer is appointed by the Board and oversees the administration of the agency directed by the policy guidance established by the Board of Directors. STA's Organization Chart is shown below:



10/18/2024

*Source: OFM 2023

**Based on total active employees.

1

Vision, Mission & Organizational Priorities

STA strives to encourage increased ridership while providing high quality, convenient and reasonably priced services by living by its Vision and embodying its Mission every day in everything it does. The Organizational Priorities convey STA's key tenets in upholding its promise to its riders, employees and the broader community it serves.

Vision

Connecting everyone to opportunity

Mission

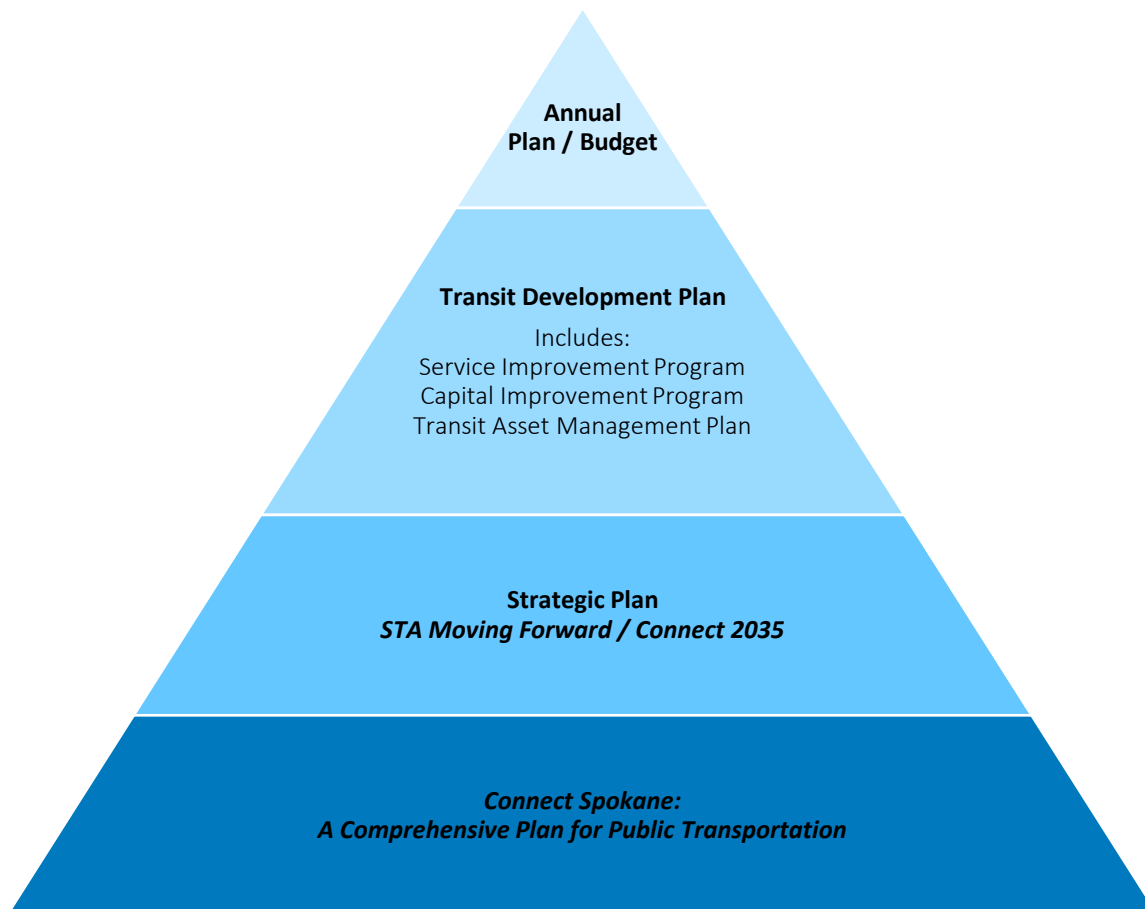
We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities. We are leaders in transportation and a valued partner in the region's social fabric, economic infrastructure, and quality of life.

STA Organizational Priorities

1. Ensure Safety
2. Earn and Retain the Community's Trust
3. Provide Outstanding Customer Service
4. Enable Organizational Success
5. Exemplify Financial Stewardship

STA Planning Framework

STA's strategies, plans and actions are anchored in a framework which includes a series of documents which range in scope and time horizons beginning with its comprehensive plan, *Connect Spokane*, the core long-range planning and policy-setting document for the Agency. The next level in the framework is comprised of strategic planning, with STA in the late delivery stage of its current 10-year plan, *STA Moving Forward*, and in the development stage of its next 10-year plan, *Connect 2035*. The six-year Transit Development Plan (TDP), a state-required annual report, provides mid-range guidance, over a six-year period, about the deliverables for the Agency from a service and capital perspective. Lastly, the Annual Plan and Budget, the focus of this report, encapsulates the one-year efforts STA will undertake. Depicted in the following pyramid is the hierarchy of those plans to guide STA as it architects its future.



2025 Action Plan

The 2025 Action Plan links STA’s vision, mission and priorities to actions and activities which the Agency will undertake in 2025, bound together by a definition of organizational success. It reflects the ninth year of implementation of the *STA Moving Forward* plan, while launching implementation of STA’s new strategic plan, *Connect 2035*, envisioned to guide investments and strategic actions through 2035.

The actions and activities for 2025 are centered around the strategic goals defined and adopted in the foundation of the *Connect 2035* strategic plan to create alignment as the Agency begins the transition to its next future milestone in 2035.

Action 1: Elevate the customer experience.

STA provides safe, inclusive, convenient, and efficient public transportation services to Spokane area communities. Fostering an easy-to-use, safe, and inviting experience promotes STA as a compelling transportation choice across the region. STA strives to improve the customer experience in every interaction they may have with the agency. From how to plan a trip, pay a fare, and provide feedback, STA wants every touch to reinforce the value it places on its riders. The following projects will be the agency’s key deliverables in supporting this first action along with the continued refinement of its existing service.

- **Pilot a safety ambassador program** – This initiative was identified in *Connect 2035* strategic planning and is included in the 2025 budget. Trained personnel are envisioned to regularly engage with customers throughout the Fixed Route bus system, providing information and a safe environment for riders and employees. This initiative is aimed at providing more “eyes on the streets” to deter undesirable behavior and enhance journeys for customers.
- **Sprague Line** – STA launched Route 9 Sprague in September 2024, refreshing the longstanding frequent service in the corridor as a High-Performance Transit corridor. Additional stop improvements will be made in 2025, subject to property easements and acquisitions to accommodate improvements.
- **I-90/Valley Corridor** – Interstate 90 represents a major east-west axis for regional trip-making. In late 2025, STA will launch Route 7, the numbering of a High-Performance Transit route between Spokane Airport and Liberty Lake, serving downtown Spokane and the expanded Mirabeau Transit Center. Key stops along the corridor will see improvements. A future station along this corridor is Argonne Station Park and Ride. Design is expected to progress during 2025 to enable construction to begin the following year.
- **Division Street BRT** – Division Street Bus Rapid Transit is a crucial project complementary to the North Spokane Corridor and supportive of continued transit effectiveness and community vitality in north Spokane. STA has secured state, federal, and local funding to begin Project Development. STA expects to begin 60% design in 2025, while also submitting the project for a Small Starts project rating from the Federal Transit Administration, a key milestone in preparing for a future Capital Investment Grant (CIG) award.
- **Expand adoption of the Connect card and introduce enhancements** – STA will continue to create new partnerships with groups who will benefit from transit access and expand opportunities for youth to take advantage of the state-supported zero-fare program by expanding access through school districts, libraries, and other venues where youth interact. Enhancements, such as website customizations to improve useability and data collection for STA specific programs, will be developed as needed to provide the best possible experience for transit riders.
- **Other Connect 2035 Initiatives** – The STA Board of Directors will adopt the full *Connect 2035* strategic plan before the conclusion of 2024. Several initiatives oriented toward the customer experience are likely to take place or begin in 2025.

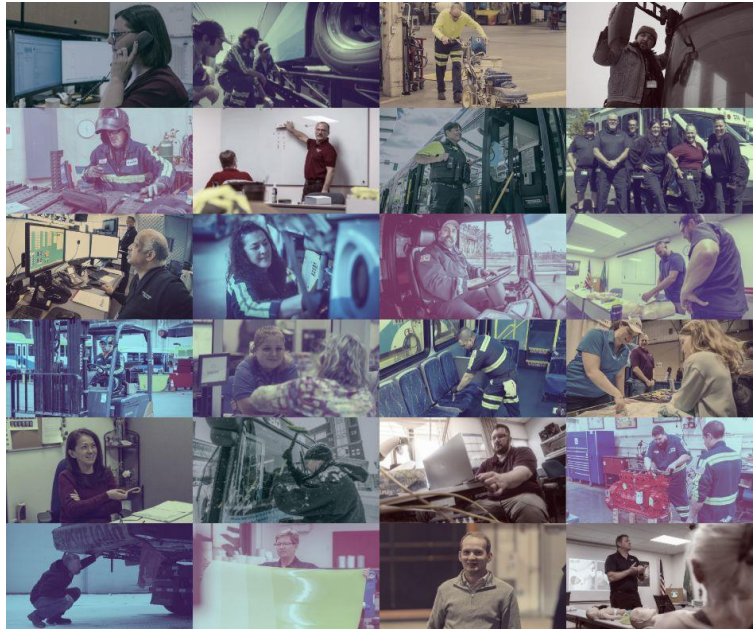
Action 2: Lead and collaborate with community partners to enhance the quality of life in the region.

STA operates in its region's ecosystem, delivering transportation options for community members. Creating strong partnerships will ensure that the Agency makes informed choices, through collaboration, that benefit everyone and contribute to the vibrancy and sustainability of this region now and in the future. The Agency will focus its efforts to support this second goal in 2025 through the following undertakings:

- **Partner in planning, developing, and implementing regional transportation and land use decisions** – STA's investments in High Performance Transit and Bus Rapid Transit (BRT) are shifting the land economics and investment decisions around these corridors. A broad group of stakeholders including elected officials, investors, developers, city staff, and riders are realizing the benefit of the high-quality, frequent, and predictable service that the Agency provides. STA strives to facilitate increased private and public investment in corridors served by High Performance Transit and around key transit stations and facilities. In 2025, STA will accomplish this through continued engagement with these stakeholders in updates to the Urban Growth Area (UGA) as well as in the development of the regional transportation plan, Horizon 2050, in addition to other local comprehensive planning efforts. In addition, STA will make the case for residential and employment- growth near its service by identifying and selecting a suitable location to begin a pilot Transit-Oriented Development project in 2025.
- **Implement Pilot of the Transit Oriented Development (TOD) Program** – STA will be launching a new TOD program in 2025, incentivizing partner jurisdictions to plan for increased densities and improved walkability surrounding HPT corridors and important transit nodes. The program is an initial pilot supported with funding identified by Board Resolution 790-21 adopted in December 2021, but may be continued as part of *Connect 2035*. Anticipated outcomes in 2025 include identifying areas of emphasis across the region to communicate relative priority for future TOD; releasing funding opportunities for selecting projects for technical assistance and station-area planning grants; and, evaluating STA-owned sites for potential TOD investments in the future.
- **Expand outreach to community partners, especially civic and community-based organizations, and local governments to collaborate with STA on key efforts including an update to its Title VI Program** – Throughout 2024, STA ramped up engagement within the region to gather feedback on various planning endeavors, such as the updates to *Connect Spokane* and the continued development of *Connect 2035* strategic plan. Continued progress in building relationships of trust is important for expanding the number of constructive conversations about transit along with other service improvements and projects being considered to ensure that underrepresented voices are being solicited, listened to, and reflected across these plans and efforts.
- **Other Connect 2035 Initiatives** – The STA Board of Directors will adopt the full *Connect 2035* strategic plan before the conclusion of 2024. Several initiatives oriented toward community collaboration are likely to take place or begin in 2025.

Action 3: Strengthen STA's capacity to anticipate and respond to the demands of the region.

STA needs to grow and adapt to ever-changing conditions. Having a team who is well equipped and focused on the Agency's mission, along with strong supporting infrastructure, will provide the foundation required to deliver on the goals of this plan, balanced with providing reliable daily service. In support of this third goal, STA plans to do the following:



- **Advance the Facilities Master Plan toward preliminary siting and design** –

The Facilities Master Plan will address future system-wide requirements for STA's maintenance, operations, and administration facilities. It is anticipated to identify requirements that are beyond STA's current capital program and will support strategic actions, such as zero-emission fleets and growing service to the region. During the first half of 2025, the first phase of planning work will be completed, and is expected to detail the requirements and opportunity for a future "clean energy campus." A second phase of the Facilities Master Plan will commence by the second half of 2025, which will advance preliminary design of one or more facilities at specific sites, preparatory to completing environmental review and final design.

- **Implement STA's fleet replacement plan, including additional charging infrastructure, while preparing for the next steps in transitioning of the fleet toward zero emission vehicles in the future** –

In 2025, STA will design additional on-route charging stations for construction and installation to support expanded daily use of the existing battery electric bus (BEB) fleet, for supporting BEB use primarily on routes 9 Sprague and 25 Division serving Spokane, Spokane Valley, and Spokane County.

- **Training and Development** – Adapting to the needs of the future will be critical. STA will invest in its team members by developing and delivering comprehensive programs which will impart the skills and training required to respond to and anticipate these evolving needs.



- **Other Connect 2035 Initiatives** – The STA Board of Directors will adopt the full *Connect 2035* strategic plan before the conclusion of 2024. Several initiatives oriented toward strengthening the agency's capacity may begin in 2025.

2025 BUDGET

Executive Overview

The current year (2024) has been a year marked with key milestones for STA. Ridership is on track to meet or exceed targets for 2024 bringing STA back to pre-COVID ridership levels. Progress on key projects has continued, including fulfilling the commitment of 10-minute frequency mid-day, 7.5-minute frequency at peak times, as well as extended late-night service on STA's first Bus Rapid Transit (BRT) route, the City Line. STA Board of Directors and staff have continued work on the second phase of the new 10-year strategic plan, Connect 2035 with adoption expected in December. The next BRT project, Division, is in the Project Development phase with the Federal Transit Administration for a federally funded project, and STA launched Route 9 Sprague in September 2024, refreshing the longstanding frequent service in the corridor as a High Performance Transit corridor. STA is also finishing a major update to its comprehensive plan, *Connect Spokane*, which will update foundational guidance and policies for the Agency.

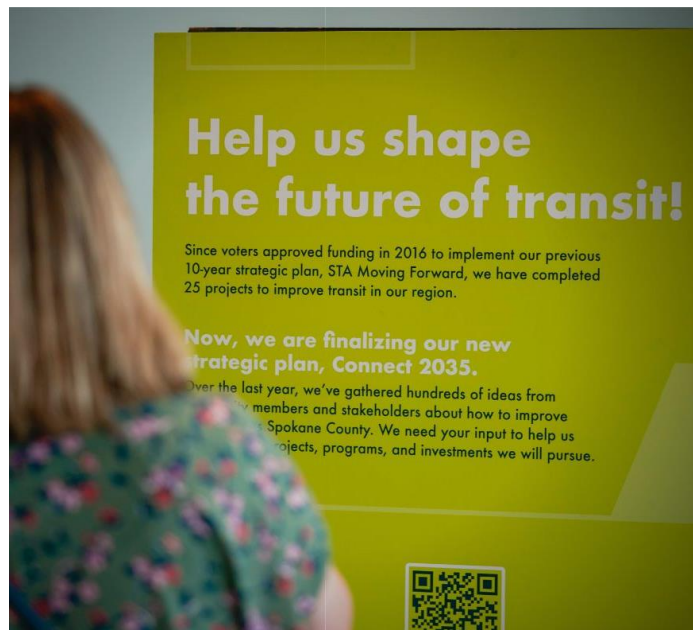
As STA looks to 2025 and beyond, the Agency will keep the goal of exemplifying financial stewardship its primary focus. In addition, STA will keep in mind the economic and workforce uncertainties that surround it. The Spokane region continues to experience growth which comes with increasing traffic congestion, making STA's efforts to partner with the region to improve transportation essential. The 2025 actions and budget consider and provide as much anticipation to these elements which are outside of STA's control as possible and the Agency remains committed to planning and responding to changing expectations.

For STA in 2025, success will be defined by continued implementation of STA Moving Forward Plan, as well as starting implementation of the *Connect 2035* 10-year strategic plan which will provide the roadmap for impactful transportation investment in the region. The Agency's focus continues to be on making transit a convenient and easy option for travelers, which will support economic growth and address the associated traffic challenges of a strong region.

Building on a strong legacy and the support of those STA serves, the Agency is committed to the next phase of public transportation in the Spokane region by providing existing and new customers with more choices and tools to improve their experience with an Agency they can trust. STA is excited at the new opportunities which have come forward in the strategic planning work and the ability to translate those into reality for customers and across communities, as the Agency strives to realize its vision of connecting everyone to opportunities.

Budget Process

STA's budget process starts in late June each year. A Budget Calendar is published along with an Action Plan and Budget Guidance to aid staff in planning for any new Agency-wide initiatives which may impact the agency. In July, staffing levels are reviewed by the CEO and Executive Team to determine whether the positions requested are approved for addition to the budget. During July and August, department managers analyze and propose non-



personnel budgets and the salaries and benefits for all approved positions are calculated. The revenue budget is developed as well. The Draft Budget is presented to the Executive Team for review in late August with final draft documents completed in September.

The Budget is presented to the Board’s Planning & Development Committee and to the Board of Directors three times in October, November, and December each year. First, in October, the initial Draft Budget is presented to the Planning & Development Committee and the STA Board. The Proposed Budget is then presented at the Planning & Development Committee Meeting and at the Public Hearing held during the November Board meeting. A video summarizing key elements of the budget is published on the STA website for employee, citizen and public outreach in November. The Final Proposed Budget is presented to the Planning & Development Committee and to the Board for review and adoption at the December meeting.

Operating Budget

STA’s 2025 Proposed Operating and Capital Budget is shown in the summary table below. Operating revenue of \$153.6M exceeds operating expenses of \$131.4M. The capital budget, net of capital grant revenue, is \$41.8M. Cash of \$34.7M is intentionally used to balance the budget in support of STA’s priority of exemplifying financial stewardship by remaining debt-free. Total Sources and Uses of Funds are \$210.5M.

	2024 Budget	Proposed 2025 Budget	\$ Change from 2024 Budget	% Change from 2024 Budget
Estimated Revenues:				
Fares & Other Transit Revenue	\$ 7,548,864	\$ 7,808,056	\$ 259,192	3.4%
Sales Tax	108,869,671	116,312,668	7,442,997	6.8%
State Grants	10,190,867	10,275,706	84,839	0.8%
Miscellaneous Revenue	5,398,945	6,327,004	928,059	17.2%
Federal Preventive Maintenance	11,189,185	12,837,846	1,648,661	14.7%
Subtotal: Operating Revenues	\$ 143,197,532	\$ 153,561,280	\$ 10,363,748	7.2%
Federal Capital Revenue	8,104,582	5,030,159	(3,074,423)	-37.9%
State Capital Revenue	12,178,184	17,216,175	5,037,991	41.4%
Subtotal: Capital Revenue	\$ 20,282,766	\$ 22,246,334	\$ 1,963,568	9.7%
Total Revenue	163,480,298	175,807,614	12,327,316	7.5%
Decrease in Cash Balance*	53,358,544	34,654,258	(18,704,286)	-35.1%
Total Source of Funds	\$ 216,838,842	\$ 210,461,872	\$ (6,376,971)	-2.9%
Estimated Expenditures:				
Fixed Route	\$ 78,970,783	\$ 85,959,111	\$ 6,988,328	8.8%
Paratransit	20,026,632	21,875,233	1,848,601	9.2%
Rideshare	908,949	955,926	46,977	5.2%
Plaza	3,525,016	4,103,871	578,854	16.4%
Administration	18,758,667	18,545,588	(213,078)	-1.1%
Total Operating Expenses	\$ 122,190,047	\$ 131,439,729	\$ 9,249,681	7.6%
Capital Expenditures - Includes FR & PT Fleet	75,281,079	62,543,420	(12,737,659)	-16.9%
FR & PT Fleet Replacement Allocation	19,367,716	16,478,723	(2,888,993)	100.0%
Total Use of Funds	\$ 216,838,842	\$ 210,461,872	\$ (6,376,971)	-2.9%

* Represents net decrease in cash from Cash & Reserves of \$26,424,389 and a reduction in the Fleet Replacement Fund of \$8,229,869 for purchase of vehicles.

Operating Revenues

STA relies on three primary sources of revenue to fund its operations: 1) local, voter-approved sales tax, 2) fares, and 3) operating grant funding, both state and federal, along with interest and miscellaneous income. The Proposed 2025 Budget includes Operating revenues of \$153,561,280. The following chart shows the major sources of revenue in tabular and graphical formats:

Operating Revenues by Category – 2023 Actual, 2024 Budget, Draft 2025 Budget

Revenue Type by Category						
Revenue Type	2023 Actual	2024 Budget	Proposed 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Sales Tax Revenue	\$ 114,879,746	\$ 108,869,671	\$ 116,312,668	\$ 7,442,998	6.8%	
Fares & Other Transit Revenue	6,938,613	7,548,864	7,808,056	259,193	3.4%	
Federal Preventive Maintenance Grant	10,863,286	11,189,186	12,837,846	1,648,660	14.7%	
State Grants	9,247,716	10,190,867	10,275,706	84,839	0.8%	
Miscellaneous Revenue	5,947,117	5,398,945	6,327,004	928,059	17.2%	
Federal Stimulus Grants	20,079,508	-	-	-	0.0%	
Total Revenues	\$ 167,955,985	\$ 143,197,532	\$ 153,561,280	\$ 10,363,749	7.2%	



Sales Tax – Budgeted sales tax, provided by a local voter-approved sales tax rate of 0.8 percent levied within the PTBA, is the most significant source of operating revenue. Sales tax represents 75.7 percent of the 2025 Operating Revenue budget. STA has experienced favorable sales tax revenue growth over the last three years (actual versus budget), with increases of 6.3%, 7.0%, and 3.9% for 2022, 2023, and 2024 (YTD through October), respectively. 2025 Budget looks at both the current year trending growth rate and the broader state of the national and local economy where there continue to be mixed signals.

As such, STA budgeted a one percent increase in sales tax over the latest twelve months of actual receipts. For 2025, this creates a growth of 6.8 percent over the 2024 budget. STA continues to closely monitor collections of sales tax so it can take any necessary compensating actions should economic conditions deteriorate. Any excess revenue generated by favorable sales tax collection variances are reinvested in the Agency’s capital and operating program to support initiatives to be developed in the next 10-year strategic plan, *Connect 2035*.

Passenger Fares – Fare revenue is derived based on historical and forecasted ridership information, as shown below, combined with average fare per boarding.

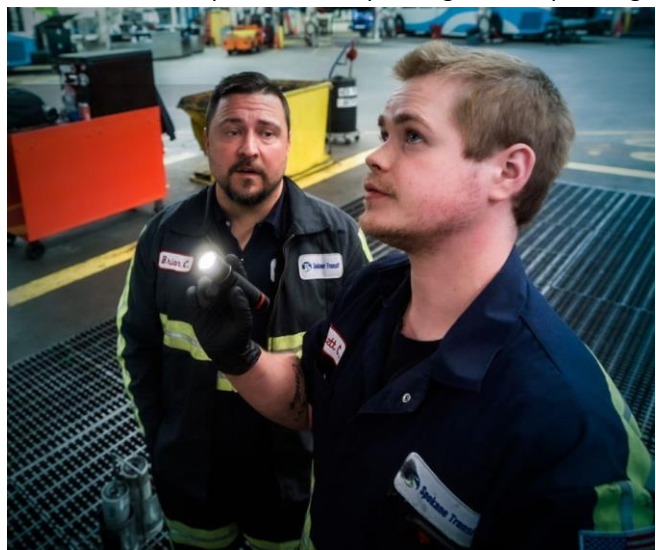
Ridership Summary

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change from 2024 Budget	% Change from 2024 Budget
Fixed Route	8,947,157	9,159,766	10,390,000	1,230,234	13.4%
Paratransit	360,927	428,615	404,960	(23,655)	-5.5%
Rideshare	95,655	119,792	115,000	(4,792)	-4.0%
Total Ridership	9,403,739	9,708,173	10,909,960	1,201,787	12.4%

The average fare per fixed route boarding is expected to be \$0.64. Average fare per boarding varies due to the blend of fare types and overall ridership. There is no projected fare increase included in the 2025 Budget. The last standard fare increase was in 2019. The current Adult Fare is \$2.00 with a daily cap of \$4.00. The current Reduced Fare is \$1.00, with a daily cap of \$2.00. Youth who are 18 years of age and younger ride free.

STA’s fare philosophy is anchored in its comprehensive plan, *Connect Spokane*, which articulates that ridership increases are achieved by making public transportation cost effective and simple to use. Depending on the operating environment, type of transit service, and current demand, fares can play a role in the increase or decrease of ridership. The collection of fares means there is opportunity to provide more service to more people with the additional revenues.

Federal Preventive Maintenance - STA is a recipient of Federal section 5307 formula grant funds for preventive maintenance. Use of these funds for maintenance is authorized by the Federal Transit Administration (FTA). An increase in 5307 funding came with the passage of the Infrastructure Investment and Jobs Act which apportioned additional funding to transit agencies across the United States beginning in 2022 and is expected to continue over the next 5 years. In 2025, this federal operating funding represents 8.4 percent of Operating Revenues.



State Grants - STA receives funding from the Washington State Department of Transportation for special needs transportation. In addition, STA started receiving funding in 2023 from the Move Ahead Washington legislation, the state transportation package that provides funding for public transportation over the next 16 years. It is funded by the Climate Commitment Act. The Transit Support Grant requires agencies to provide zero-fare for youth eighteen years of age and under. These operating grants represent 6.7 percent of 2025 Operating revenues.

Miscellaneous - This revenue consists primarily of investment earnings. Interest income has increased due to an increase in average cash balance and higher interest rates. The interest rate assumption for 2025 is 2.5 percent.

Federal Stimulus Grants - One-time Federal contributions such as Coronavirus Aid, Relief, and Economic Security 2020 (CARES), Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) and American Rescue Plan Act 2022 (ARPA) were included in Operating Revenues in 2022 and 2023. No one-time Federal grants were received in 2024 and are not anticipated for 2025 and beyond.

Operating Expenses

The Proposed 2025 Operating Expense budget totals \$131,439,729 which represents the cost to maintain existing service levels in line with STA’s Action Plan. Expenses are comprised of the following major functional and natural categories:

Expense Type by Function						
Expense Type	2023 Actual	2024 Budget	Proposed 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Fixed Route	\$ 68,540,549	\$ 78,970,783	\$ 85,959,111	\$ 6,988,328	8.8%	
Paratransit	17,010,581	20,026,632	21,875,233	1,848,601	9.2%	
Rideshare	650,935	908,949	955,926	46,977	5.2%	
Plaza	2,537,238	3,525,016	4,103,871	578,855	16.4%	
Administration	15,601,317	18,758,667	18,545,588	(213,079)	-1.1%	
Total Expenses	\$ 104,340,619	\$ 122,190,047	\$ 131,439,729	\$ 9,249,682	7.6%	

Expense Type by Natural Category						
Expense Type	2023 Actual	2024 Budget	Proposed 2025 Budget	Change 2025 to 2024 (\$)	Change 2025 to 2024 (%)	
Salaries & Wages	\$ 47,671,659	\$ 50,065,161	\$ 54,259,573	\$ 4,194,413	8.4%	
Benefits	24,360,495	32,602,999	35,744,839	3,141,840	9.6%	
Services	5,752,423	7,485,105	7,877,877	392,772	5.2%	
Contract Transportation	6,889,444	8,135,235	8,218,048	82,813	1.0%	
Materials	14,496,716	17,069,581	17,451,770	382,189	2.2%	
Other	5,169,882	6,831,967	7,887,622	1,055,655	15.5%	
Total Expenses	\$ 104,340,619	\$ 122,190,047	\$ 131,439,729	\$ 9,249,682	7.6%	

Operating expenses are most directly impacted by the number of revenue hours (a transit passenger vehicle in passenger carrying service for one hour) of service STA provides. Revenue miles are also a valuable indicator of the level of service activity. STA tracks each of these indicators by mode. The mode describes the type of service that STA provides:

Fixed Route (Motor Bus) - Fixed Route refers to regularly scheduled buses operating on established routes. This service is directly operated by STA. In 2023, STA introduced its first Bus Rapid Transit route, the City Line, which contributed to the budgeted increase in service hours with 15-minute service. The 2024 increase included service

frequency of 10-minutes mid-day and extended late night service, 7.5-minute peak frequency, along with other improvements. The 2025 increase is impacted by the September 2024 service change as well as minor modifications to holiday service times occurring in 2025.

Paratransit (Demand Response) - Paratransit refers to the mode of service that provides a complementary service to fixed route for those unable to use the regular bus because of the effects of their disability as provided under the Americans with Disabilities Act (ADA). Directly operated service is provided by STA personnel during the day on weekdays while purchased service is provided by a private contractor on nights and weekends, and when additional weekday support is needed.

Rideshare - Rideshare (formerly known as Vanpool) is a service for prearranged groups of riders who commute to a common destination in a van owned and maintained by STA. One of the passengers is designated as the driver. Employers participating in the program may provide a subsidy to their employees as a part of the state commute trip reduction (CTR) program.

The following charts shows the comparison of revenue hours and revenue miles by mode for 2023 Actual, 2024 Budget, and Proposed 2025 Budget:

Revenue Hours by Mode

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change from 2024 Budget	% Change from 2024 Budget
Fixed Route	494,282	530,131	541,671	11,540	2.2%
Paratransit	163,201	165,861	167,339	1,478	0.9%
Rideshare	28,536	30,142	32,734	2,592	8.6%
Total Revenue Hours	686,019	726,134	741,744	15,610	2.1%

Revenue Miles by Mode

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change from 2024 Budget	% Change from 2024 Budget
Fixed Route	6,824,002	7,276,488	7,462,342	185,854	2.6%
Paratransit	2,316,653	2,642,377	2,595,919	(46,458)	-1.8%
Rideshare	1,016,131	1,070,516	1,070,516	-	0.0%
Total Revenue Miles	10,156,786	10,989,381	11,128,777	139,396	1.3%

Salaries & Wages – While directly influenced by the 2025 revenue hours assumptions and the associated labor required to provide the services, STA administers a competitive compensation program with wages inclusive of step increases for employees based on their tenure with the Agency, along with general wage increases. Staffing for 2025 includes 22 new positions, bringing the total budgeted count to 794 employees. Departmental employee detail can be found in the Employee section below. In 2025, the Agency will pilot a Safety Ambassador Program which accounts for 11 of the new positions. The estimated cost in 2025 is \$1 million. Overall, the increase in salaries & wages over 2024 reflects the new positions, contracted increases for ATU 1015, ATU 1598, AFSCME 3939, and general wage increases for management and administrative staff offset by the ending of the retention incentive program.

Benefits – The benefits budget includes assumptions for established cost increases, as well as known changes in required contribution rates. The two primary medical insurance programs offered by STA to its employees will

increase by 3.9 percent and 6.88 percent, respectively, while the dental insurance premium remained the same as 2024.

Services – The services budget consists of professional and technical services, contract and custodial maintenance, printing, security, and other services. The increase is reflective of the work that will be undertaken with STA’s information system consultants to complete a business continuity plan in 2025 as well as increased needs for custodial and facility engineering services at the Plaza.

Contract Transportation – As previously mentioned, STA engages a contractor to provide its Paratransit service on nights and weekends. In 2025, STA expects to request less service hours than it had budgeted for 2024. The overall contracted transportation budget for 2025 is only slightly more than 2024.

Materials –Fuel is the largest component of the materials budget. The 2025 budget assumes a cost per gallon of diesel fuel at \$4.05 compared to the 2024 budget assumption of \$4.45 per gallon. STA gets estimated fuel prices from the U.S. Energy Information Administration (EIA). In addition, the cost of vehicle repair parts is anticipated to increase slightly in 2025. The 2025 supplies budget anticipates a 2.3 percent increase from the 2024 budget. This increase is impacted by the budget assumption for the cost of fare media and software licenses and maintenance offset by lower fuel costs.

Other – Other expenses consist of utilities, insurance and miscellaneous items which are reflecting an increase of 15.5 percent over the 2024 budget. Property and liability insurance is one of the key drivers of this increase. For the Proposed 2025 Budget, STA expects insurance costs to increase by 13.4 percent based on the rates provided by the Washington State Transit Insurance Pool (WSTIP), reflective of challenging insurance markets as insurance providers reduce the limits available for purchase.

Departmental Overview

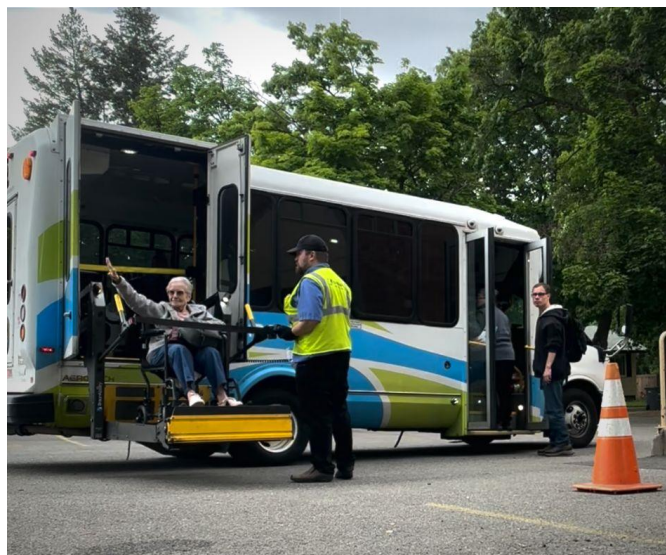
Operations

Fixed Route

Fixed Route is the core of the Agency service and consists of the administration and delivery of fixed route bus service to customers, 365 days a year. Agency-wide, Fixed Route coordinates service delivery with other Departments, and formulates and implements Agency goals consistent with the mission of STA. Fixed Route includes all Coach Operators, Supervisors, Dispatch and Transportation administrative functions.

Paratransit

Paratransit is a door to door, shared ride complementary service to Fixed Route for those whose disabilities prevent them from taking the bus. Paratransit includes Van Operators, Transportation administration, Reservations, and Dispatch. Paratransit service is provided by a contractor at night and on weekends. Paratransit also includes the Special Use Van and Surplus Van grant programs which provide transportation solutions to nonprofit organizations and community groups.



Rideshare

STA's rideshare program provides rideshare vehicles for groups of commuters who have at least one end of their commute in Spokane County. Rideshare staff provide day-to-day support to Rideshare participants including vehicle maintenance, recruitment and retention of participants as well as training of volunteer coordinators, drivers, and bookkeepers.

Vehicle Maintenance

Vehicle Maintenance is responsible for providing safe and reliable vehicles and equipment for the delivery of transportation services to customers, and in support of all other Agency business. They are involved in the selection and procurement of vehicles and parts, supplies, tools, and equipment while looking for ways to improve vehicle performance and safety to provide a clean, safe, reliable, and efficient environment for customers. The Department prepares the annual Transit Asset Management Plan.

Facilities & Grounds Maintenance

Facilities & Grounds Maintenance is responsible for STA's buildings and grounds, building systems, furnishings, and park and ride lots and bus stops. This includes STA's Administrative, Operating, and Maintenance Facilities and all Park and Ride facilities throughout STA's service area.

Administrative

Executive

The Chief Executive Officer (CEO) sets the overall direction, while providing supervision and coordination of the activities of the Agency in support of the vision and mission and in accordance with policies established by the Board of Directors. This includes the development and administration of Agency plans, services, programs, and policies and procedures. The Executive group also includes the Clerk of the Board who provides Board and CEO support, as well as the Ombudsman and Accessibility Officer.

Planning & Development

Planning & Development oversees the service planning, capital project delivery and grant administration and reporting activities for STA. Departmental staff design, monitor, and optimize fixed route bus services and develop routes for operators to select. The group is responsible for preparing the National Transit Database (NTD) report and submittal of the annual Transit Development Plan and STA's comprehensive plan to the Board for approval. Further, the department is responsible for the design and delivery of capital and operating projects approved by the Board of Directors.

Human Resources

Human Resources seeks to create a team of highly effective individuals to further STA's vision and mission. Department staff accomplish this through the hiring, training and retention of employees committed to delivering outstanding public transportation. Human Resources manages the safety and security functions for the Agency. Safety responsibilities include the risk assessment of accidents and incidents, and review of all safety related documents, and Agency-wide safety trainings while Security covers oversight and patrolling of the Agency's facilities and vehicles to monitor and manage for security and safety-related conditions.



Finance

Finance is responsible for recording and maintaining the Agency's financial transactions and supporting documentation in conformance with all state and federal accounting regulations, generally accepted accounting principles and the Agency's own policies. In addition, reporting to the Chief Financial Officer are Information Services and Purchasing. Information Services (IS) is responsible for the support, maintenance, and governance of the Agency's information technology needs, including the management of cybersecurity risks. Purchasing administers the procurement of goods and services including oversight and monitoring of vendors, consultants, and contractors as well as contract development. Purchasing is also responsible for overseeing the Disadvantaged Business Enterprise program that ensures small businesses owned by socially and economically disadvantaged individuals have access to federally-assisted contracts.

Communications & Customer Service

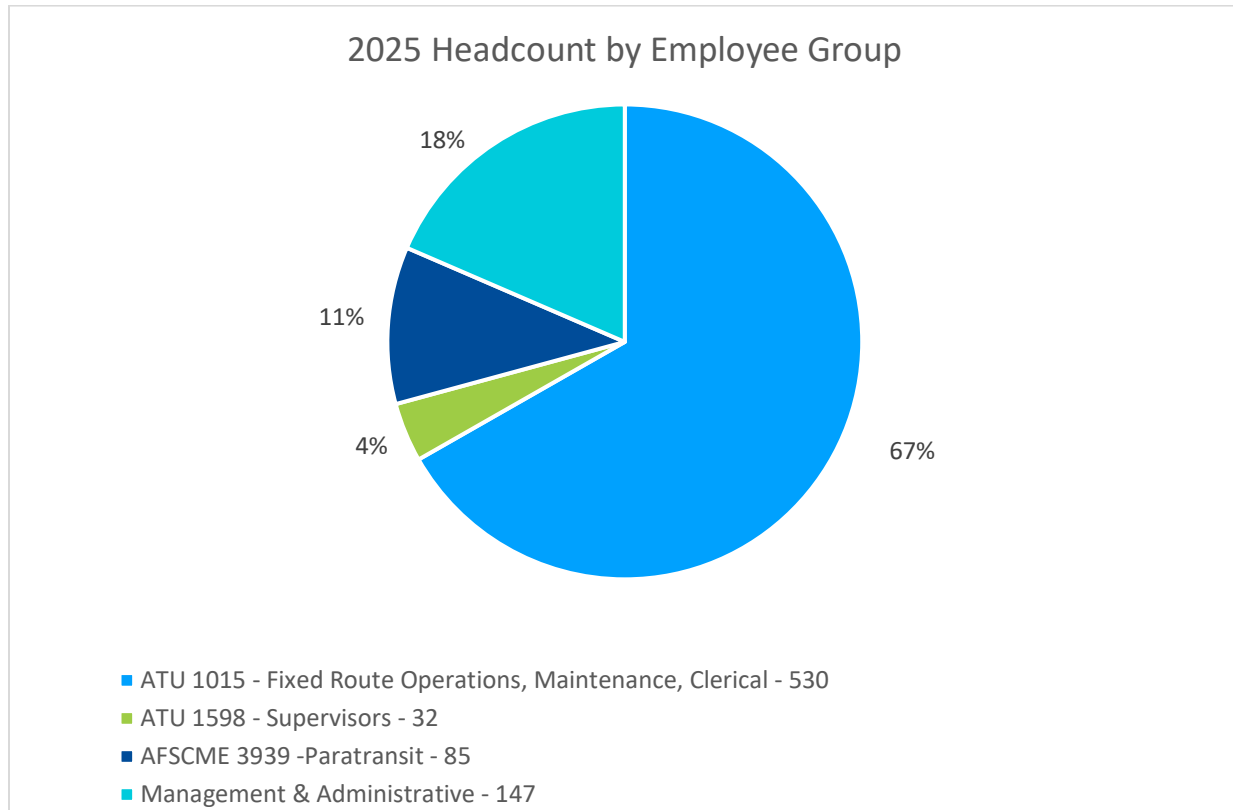
Communications staff is responsible for Agency marketing and communications, along with media relations. They produce informational and educational materials about the Agency and promote awareness about STA's transit services. The Department manages the website and real-time customer communications, and social media. The Customer Service team is responsible for pass/fare sales and assisting customers with schedules and trip planning.

Employees

STA's Proposed 2025 budgeted workforce consists of 768 full-time and 26 part-time employees, summarized across Departments as follows. A full detail of positions by functions is included in the Appendix section.

Department	Headcount		Total
	Full-Time	Part-Time	
Operations			
Fixed Route	369	25	394
Paratransit (directly operated)	93	0	93
Rideshare	2	0	2
Vehicle Maintenance	114	0	114
Facilities & Grounds Maintenance	35	0	35
Total Operations	613	25	638
Administrative			
Executive	5	0	5
Planning & Development	24	0	24
Human Resources including Security	59	0	59
Finance, Purchasing, and Information Services	41	1	42
Communications & Customer Service	26	0	26
Total Administrative	155	1	156
Total Agency Headcount	768	26	794

About 647 of STA employees or 82 percent of the workforce are represented by one of three labor unions, in addition to non-represented management and administrative staff. The breakdown by employee group is as follows:



Staffing in 2025 includes an increase of 22 positions from the 2024 budget.

The new positions include, by function:

Fixed Route

- 1 Fixed Route Manager
- 1 Deputy Director of Operations
- 1 Operations Data & Research Analyst
- 1 Parts Clerk

Security

- 1 Lead Transit Officer
- 1 Security Specialist
- 10 Transit Safety Ambassadors

Maintenance

- 2 Servicers
- 1 General Repair Vehicle Technician
- 1 Journeyman Vehicle Repair Technician

Administration

- 1 Human Resources Manager
- 1 Safety Administrator

Capital Budget

The full Capital Improvement Plan by Projects is included in the Appendix section.

Spokane Transit Authority 2025 Capital Budget Summary							
Program Category	Program Name	2025 Capital Budget in TDP	Quantity	2025 Capital Budget Updated	State Funding	Federal Funding	Local Funding
Vehicles	Fixed Route Fleet Expansion	\$ 8,854,885	7	\$ 8,854,885	\$ 3,890,512	\$ 2,950,000	\$ 2,014,373
	Fixed Route Fleet Replacement	5,250,357	7	5,250,357	-	-	5,250,357
	Paratransit Van Replacement	965,139	6	965,139	-	-	965,139
	Rideshare Vehicle Replacement	605,000	11	605,000	-	-	605,000
	Non-Revenue Vehicles	170,000	4	170,000	-	-	170,000
Total Vehicles		\$ 15,845,381	35	\$ 15,845,381	\$ 3,890,512	\$ 2,950,000	\$ 9,004,869
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	\$ 5,169,895		\$ 4,019,895	\$ -	\$ -	\$ 4,019,895
	Fleck Center - Preservation and Improvements	62,000		62,000	49,495	-	12,505
	Miscellaneous Equipment and Fixtures	510,526		510,526	-	-	510,526
	Facility Master Plan Program (Connect 2035)	100,000		600,000	-	-	600,000
Total Facilities - Maintenance & Administration		\$ 5,842,421		\$ 5,192,421	\$ 49,495	\$ -	\$ 5,142,926
Facilities - Passenger & Operational	Park and Ride Upgrades	\$ 1,224,430		\$ 1,136,218	\$ -	\$ -	\$ 1,136,218
	Plaza Preservation and Improvements	1,225,098		2,025,098	-	-	2,025,098
	Route & Stop Facility Improvements	6,252,643		5,450,851	-	-	5,450,851
	Near Term Investments	289,601		1,823,566	-	-	1,823,566
	Transit Center Upgrades	5,700,000		1,230,000	-	-	1,230,000
Total Facilities - Passenger & Operational		\$ 14,691,772		\$ 11,665,733	\$ -	\$ -	\$ 11,665,733
Technology	Business Systems Replacement	\$ 1,240,000		\$ 1,240,000	\$ -	\$ -	\$ 1,240,000
	Capital Program Management Software	-		306,000	-	-	306,000
	Communications Technology Upgrades	80,000		80,000	-	-	80,000
	Fare Collection and Sales Technology Total	50,000		50,000	-	-	50,000
	IS Infrastructure and End User Equipment	871,300		971,300	-	-	971,300
	Operating & Customer Service Software	-		534,808	-	-	534,808
	Security and Access Technology	130,000		130,000	-	-	130,000
	Smart Bus Implementation	2,500,000		2,500,000	-	-	2,500,000
Total Technology		\$ 4,871,300		\$ 5,812,108	\$ -	\$ -	\$ 5,812,108
High Performance Transit Implementation	City Line	\$ -		\$ 500,000	\$ -	\$ 289,500	\$ 210,500
	Cheney Line	72,752		300,000	-	-	300,000
	I-90/Valley Line	12,754,867		12,872,591	6,261,761	1,790,659	4,820,171
	Monroe-Regal Line	727,371		1,040,373	-	-	1,040,373
	Sprague Line	1,000,000		2,985,813	1,290,407	-	1,695,406
	West Broadway Line	1,800,000		560,000	-	-	560,000
Total High Performance Transit Implementation		\$ 16,354,990		\$ 18,258,777	\$ 7,552,168	\$ 2,080,159	\$ 8,626,450
Connect 2035	Connect 2035 Future Initiatives	\$ 25,000,000		\$ -	\$ -	\$ -	\$ -
	Division Street BRT	4,500,000		5,544,000	5,544,000	-	-
	Wellesley Line	225,000		225,000	180,000	-	45,000
Total Connect 2035		\$ 29,725,000		\$ 5,769,000	\$ 5,724,000	\$ -	\$ 45,000
Total 2025 Capital Budget		\$ 87,330,864		\$ 62,543,420	\$ 17,216,175	\$ 5,030,159	\$ 40,297,086

Rolling Stock (Vehicles)

STA's Capital Budget includes \$15.9 million for procurement of 35 revenue and non-revenue vehicles.

Revenue Vehicles – The budget for revenue vehicles is \$15.7 million for procurement of 31 revenue vehicles. Revenue vehicles are those coaches and vans used to provide revenue service to passengers in the STA Public Transportation Benefit Area (PTBA). There are 7 fixed route forty-foot clean diesel coaches planned for replacement at a cost of \$5.3 million, 7 fixed route double decker signature coaches for expansion at a cost of \$8.8 million, 6 paratransit vans at about \$1.0 million, and 11 rideshare vehicles at about \$0.6 million. STA expects to receive \$6.8 million in federal and state funding to support the purchase of these vehicles.

Non-Revenue Vehicles – Non-revenue vehicles include vehicles needed for operations such as supervisor trucks, security vehicles, maintenance trucks, and road cars. STA plans to replace 4 non-revenue vehicles at a cost of \$0.2 million in 2025.

Facilities – Maintenance & Administration

STA's Facilities Maintenance & Administration total budget for 2025 amounts to \$5.2 million. This includes \$4.0 million for preservation and enhancement of the STA maintenance and administration facilities at Boone which includes an electrical system upgrade for the Boone facilities, HVAC maintenance, a Clean Building audit, and the fire suppression upgrade. Fleck Center preservation and improvements of \$0.1 million for 2025 include completing the bus/van washer replacement. The capital budget for Facilities Maintenance and Administration also includes \$0.6 million for an update to the Facility Master Plan as well as \$0.5 million for other miscellaneous equipment and fixture needs of the Agency.

Facilities – Passenger & Operational

STA Facilities for Passenger and Operational needs for the 2025 budget is \$11.7 million. Included are upgrades to Park and Rides and Transit Centers, \$2.4 million of which includes West Plains Transit Center Operational Expansion and Enhancements and on-route charging infrastructure at Hastings Park and Ride and on HPT Route 9. STA plans to spend \$2.0 million for preservation and improvements to the STA Plaza focused on the Clean Building improvements as well as replacements of the fire panel, trash compactor, and design of Plaza Bay 1 for future construction. Route and Stop Facility Improvements and Near-Term Investments focus on those operational improvements for passengers and operations such as shelters, lighting, updates to bus stops, operator comfort stations and accessibility improvements. The 2025 budget for Route and Stop Facility Improvements and Near-Term Investments is \$7.3 million.



Technology

The total budget for Technology projects for 2025 is \$5.8 million. This includes Enterprise Asset Management System Implementation, Project Management Software, Communications Technology, Computer Equipment Preservation and Updates, Information Systems Infrastructure and End User Equipment, Operating and Customer Service applications, and Security and Access Technology.

High Performance Transit Implementation

STA's budget for 2025 High Performance Transit Implementation totals \$18.3 million. This includes continuing City Line obligations of \$0.5 million and the Cheney Line at \$0.3 million. In addition, STA has budgeted \$12.9 million for I-90/Valley Line projects such as Mirabeau Transit Center Improvements and the new Appleyway Station Park &

Ride. The Sprague Line will continue with a 2025 budget of \$3.0 million along with the Monroe-Regal Line and the West Broadway Line at \$1.0 million and \$0.6 million respectively.

Connect 2035

The Capital Budget for 2025 includes the Division Street Bus Rapid Transit (BRT) project and the Wellesley HPT Line Design as part of the Connect 2035 Strategic Plan. The 2025 budget for Division Street BRT is \$5.5 million with \$0.2 million for Wellesley HPT for a total of \$5.7 million.

Cash and Reserves

STA is a debt-free Agency and, as such, manages its resources to create a sustainable and balanced budget. The Cash balance represents the available cash resources of the Agency as of the end of the Budget period after 2025 budgeted operating and capital activities and Reserves, which are Board approved committed amounts.

Cash and Reserves Analysis

	Proposed 2025 Budget
OPERATING ACTIVITIES	
Revenue (excluding capital grants)	\$ 153,561,280
Operating Expense	(131,439,729)
Revenue Over / (Under) Operating Expenses	\$ 22,121,551
CAPITAL ACTIVITIES (Local Funds)	
Purchase of Property, Plant, and Equipment	(32,067,217)
FR & PT Fleet Replacement Allocation	(16,478,723)
Total Local Cash Used for Capital Activities	\$ (48,545,940)
NET DECREASE IN CASH	\$ (26,424,389)
CASH (Projected beginning 2025)	\$ 224,880,724
CASH (Projected ending 2025)	\$ 198,456,335
BOARD DESIGNATED AND OTHER RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ (19,715,959)
Risk Reserve	(5,500,000)
Right of Way Acquisition Reserve	(4,950,000)
Real Estate Acquisition Reserve	(25,000,000)
Claims Reserve - L&I required (other)	(357,000)
Total Board Designated & Other Reserves	\$ (55,522,959)
2025 Estimated End of Year Cash Balance After Reserves¹	\$ 142,933,376
2025 Estimated End of Year Fleet Replacement Fund Balance	\$ 29,538,385

¹ Estimated end of year cash balance after reserves are used for future capital expenditures included in the 2025-2030 Capital Improvement Plan

Reserves

The Board of Directors adopted Board Resolution 630A-07 and 804-22 to establish selected designated cash reserve policies to include Self-Insurance, Operating Reserve and Real Estate related Reserves.

Self-Insurance Risk Reserve — A total of \$5.5 million was designated to provide catastrophic self-insurance coverage for underground storage tanks to protect the Agency from exposure beyond the financial resources available through the Agency's insurance coverage.

Operating Reserve — A reserve equal to 15% of the annual adopted operating expense budget was established to protect the Agency from sudden and unforeseen financial challenges from fluctuating revenues or expenditures, by creating access to short-term liquidity when needed.

Right of Way Acquisition Reserve – In the normal course of its operations and capital development efforts, STA works in the right of way of others and must have a mechanism to quickly address issues that may impact delivery of service or capital projects. This reserve of \$4.95 million allows the Board to respond to right-of-way issues which cannot be planned.

Real Estate Reserve – STA's current and next strategic plans contain projects which call for significant investments in real estate to accomplish their desired capital and operational objectives. This reserve of \$25 million provides a mechanism for the Board of Directors to make the acquisitions.

Fleet Replacement Fund

This fund was created as a mechanism to smooth the impact to cash of replacement and expansion of fixed route buses and paratransit vans. While not an officially designated reserve, it is used specifically for capital investments related to vehicles used in STA service. Annually, as part of the budget, STA funds and the Board of Directors approve the contribution to bring the fund to the appropriate level based on future vehicle purchases.

KEY PERFORMANCE INDICATORS

Fixed Route Key Operating Indicators	Proposed 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$103,855,264	\$96,584,875	\$72,330,288
Revenue Hours	541,671	530,131	494,282
Passengers	10,390,000	9,159,766	8,947,157
Revenue Miles	7,462,342	7,276,488	6,824,002
Farebox Revenue	\$6,671,998	\$6,238,086	\$5,764,300
Farebox Recovery Ratio	20.0%	19.0%	24.7%
Average Fare	\$0.64	\$0.68	\$0.64
Cost per Passenger	\$10.00	\$10.54	\$8.08
Operating Cost per Revenue Hour	\$191.73	\$182.19	\$146.33
Operating Cost per Revenue Mile	\$13.92	\$13.27	\$10.60
Passengers per Revenue Hour	19.18	17.28	18.10
Passengers per Revenue Mile	1.39	1.26	1.31
Vehicles Operated in Maximum Service	160	164	165

Paratransit Key Operating Indicators	Proposed 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$26,649,459	\$24,493,486	\$17,951,128
Revenue Hours	167,339	165,861	163,201
Passengers	404,960	428,615	360,927
Revenue Miles	2,595,919	2,642,377	2,316,653
Farebox Revenue	\$498,900	\$568,416	\$486,042
Farebox Recovery Ratio	3.1%	3.5%	4.0%
Average Fare	\$1.23	\$1.33	\$1.35
Cost per Passenger	\$65.26	\$57.15	\$49.74
Operating Cost per Revenue Hour	\$157.94	\$147.67	\$109.99
Operating Cost per Revenue Mile	\$10.18	\$9.27	\$7.75
Passengers per Revenue Hour	2.42	2.58	2.21
Passengers per Revenue Mile	0.16	0.16	0.16
Vehicles Operated in Max Service-Directly Operated	75	74	68
Vehicles Operated in Max Service-Contracted	49	49	40

Rideshare Key Operating Indicators	Proposed 2025 Budget	2024 Budget	2023 Actual
Operating Expense	\$1,154,944	\$1,111,686	\$686,926
Revenue Hours	32,734	30,142	28,536
Passengers	115,000	119,792	95,655
Revenue Miles	1,070,516	1,070,516	1,016,131
Farebox Revenue	\$316,250	\$328,888	\$284,041
Farebox Recovery Ratio	27.6%	29.6%	41.3%
Average Fare	\$2.75	\$2.75	\$2.97
Cost per Passenger	\$10.04	\$9.28	\$7.18
Operating Cost per Revenue Hour	\$35.28	\$36.88	\$24.07
Operating Cost per Revenue Mile	\$1.078	\$1.04	\$.68
Passengers per Revenue Hour	3.51	3.97	3.35
Passengers per Revenue Mile	0.11	0.11	0.09
Vehicles Operated in Maximum Service	87	83	79

DRAFT BOARD RESOLUTION ADOPTING 2025 BUDGET

DRAFT RESOLUTION NO. _____

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE STA 2025 BUDGET AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and the laws of the state of Washington, pursuant to RCW Title 36, Chapter 57.A, Public Transportation Benefit Area;

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

WHEREAS, staff has prepared a proposed 2025 budget, provided public access to the budget and the STA Board of Directors has held a public hearing on the proposed budget;

WHEREAS, the STA Planning & Development Committee has reviewed the final proposed 2025 budget at its December 4, 2024 meeting and has recommended adoption by the STA Board of Directors at its December 19, 2024 meeting;

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

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

Section 1. The STA Board of Directors hereby approves and adopts the 2025 budget including:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 153,561,280	Operating Expenses	\$ 131,439,729
Capital Grants	\$ 22,246,334	Capital Projects	\$ 62,543,420
From Cash Balance	\$ 34,654,258	Fleet Replacement Allocation	\$ 16,478,723
Total Source of Funds	\$ 210,461,872	Total Use of Funds	\$ 210,461,872

BOARD DESIGNATED CASH RESERVES	
Operating Reserve (15% of Operating Expenses)	\$ 19,715,959
Risk Reserve	\$ 5,500,000
Right-of-Way Acquisition Reserve	\$ 4,950,000
Real Estate Acquisition Reserve	\$ 25,000,000
Total Board Designated Cash Reserves	\$ 55,165,959

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

Adopted by STA at a regular meeting thereof held on the 19th day of December 2024.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

APPENDIX

Glossary

Accrual Basis of Accounting – A method of accounting that matches revenues and expenditures with the period to which they relate rather than received or distributed.

Americans with Disabilities Act (ADA) – Federal legislation mandating specific requirements for vehicles and facilities to accommodate the disabled.

Agency – As a government agency, Spokane Transit is referred to as “the Agency” throughout this document.

Appropriation – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ARPA – The American Rescue Plan Act, which President Biden signed on March 11, 2021, includes \$30.5 billion in federal funding to support the nation’s public transportation system as they continue to respond to the COVID-19 pandemic and support the President’s call to vaccinate the U.S. population.

Beginning Balance – The cash balance as of January 1.

Benefits – Employer paid costs provided for employees such as retirement contributions, medical and dental insurance premiums, workers’ compensation, and paid time off.

Boardings – Passengers are counted each time they board revenue vehicles no matter how many vehicles they use to travel from their origin to their destination. The official name of this statistic in National Transit Database (NTD) terms is “unlinked passenger trip.”

Budget – A financial plan for revenues and expenditures, according to a set of strategic decisions made by Agency leadership, which is approved by the Board of Directors annually. The budget funds initiatives and controls expenditures within boundaries.

Budget Amendment – A budget amendment is a formal action of the Board of Directors to approve changes after the initial budget adoption.

Budget Revision – A budget revision is a record of change to the budget with no financial impact, such as reclassification of costs.

Bus Rapid Transit – Bus Rapid Transit systems are designed to carry larger numbers of riders with greater speed, reliability, and frequency than a standard fixed-route bus.

Capital – Purchase or construction project that has a cost of greater than \$5,000, or \$50,000 aggregate, and a useful life of greater than one year.

Capital Budget – A portion of the annual budget that appropriates funds for the purchase of capital items.

CARES Act– The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27th, 2020. The CARES Act, a \$2+ trillion economic relief package, provided direct economic assistance for American workers and families, for small businesses, and for state and local governments, as well as preserves jobs for American industries.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor that measures the change in the cost of goods purchased in comparative timeframes.

Cost per Passenger – The cost of carrying each passenger determined by dividing the total cost of carrying all passengers by the total number of passenger trips.

Cost per Vehicle Mile – The cost of traveling one mile determined by dividing the total cost of providing service by the total number of miles traveled.

CRRSAA – The Coronavirus Response and Relief Supplemental Appropriations Act was signed into law on December 27, 2020. This includes \$900 billion in supplemental appropriations for COVID-19 relief. Of that, \$14 billion was allocated to support the transit industry during the COVID-19 public health emergency.

Deadhead Time – The number of hours a bus is traveling while not in revenue service. Includes travel between the garage and the beginning/end of a route or travel between two routes when the vehicle is not actually in service.

Department – An organizational unit of the Agency responsible for carrying out Agency functions.

Encumbrances – A classification of expenditures committed for goods or services for which payments have not been made.

Ending Balance – The cash balance as of December 31.

Expenditure – The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service, or materials.

Expenses – Decreases in net total assets that represent the total cost of operations during a period regardless of the timing of related expenditures.

Farebox Recovery Ratio – The current standard fare rate divided by the operating cost per passenger. The operating cost per passenger is the total cost of fixed route operations divided by the total number of passengers.

Fiscal Year – The fiscal year for Spokane Transit is the calendar year January 1 through December 31.

Fixed Route – Bus operations that adhere to a published schedule on specific routes.

Full-time Equivalents (FTEs) – Units used for measuring personnel according to the percentage of hours worked annually, based on a 40-hour workweek / 52 weeks / 2080 hours.

Grants – A contribution by a government or other organization to support a particular function.

Insurance Budget – A portion of the annual budget that appropriates funds for Property and Liability Insurance provided by WSTIP (defined below).

Insurance Reserve – Reserves set at a level to adequately protect the Agency from self-insurance risks that are evaluated annually.

Key Performance Indicators (KPI) – Measures by which Spokane Transit evaluates the effectiveness and efficiency of its operations.

Maintenance and Operation Expenditures (M&O) – This term refers to expenditures paid to obtain goods or services, including services, supplies, fuel, utilities, insurance, etc. This category does not include personnel or capital expenditures.

Operating Budget – A portion of the annual budget that appropriates funds for continued operations.

Paratransit – A shared ride, ADA compliant service provided within $\frac{3}{4}$ of a mile of a fixed bus routes to those with a disability that prevents them from using the regular bus.

Personnel – This item includes the cost of all salaries, wages, overtime, and benefits associated with the Agency's staff.

PTBA – Public Transportation Benefit Area is a special taxing district established by Washington State for the purpose of providing public transportation. The PTBA includes the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley, as well as portions of the unincorporated county of Spokane surrounding those municipalities where the Agency provides public transportation services within its boundaries which extend to roughly 248 square miles.

Reserve – Reserves maintained to provide sufficient working capital and balance to finance cash flow requirements, unanticipated downturns in revenues, and provide funds for emergency expenditures set by Board of Directors.

Revenue – Income received by the Agency from all sources in support of its program of services to the PTBA.

Revenue Hours – A calculation of service based on the number of hours a vehicle is in service providing passenger trips (and is potentially collecting fare revenue). Revenue hours do not include deadhead time but do include layover time between trips.

Revenue Miles – A calculation of service based on the number of miles in which a vehicle is in service providing passenger trips (and is potentially collecting fare revenue).

Revenue Vehicle – Any vehicle which provides service resulting in fare revenue for the Agency.

Ridership – The total number of passenger boardings on fixed route, paratransit, or rideshare in a year.

Rideshare – A commute group with a vehicle maintained by STA. A minimum of three people who live and work near each other commuting together in an STA Rideshare vehicle.

Rolling Stock – A category of capital assets consisting of transit vehicles such as buses, vans, cars, as well as vehicles used for support services.

Sales Tax – Local, voter approved sales tax on certain forms of consumption levied by the State of Washington within the Public Transportation Benefit Area for the Agency in the amount of eight-tenths of one percent (0.8 percent).

Self-insurance – The items determined to be administered by the Agency rather than covered by an insurance policy.

Service Hours – A calculation of service based on the number of hours a vehicle is on the road, includes revenue, recovery, and deadhead hours.

WSTIP – The Washington State Transit Insurance Pool consists of twenty-five Washington State public transit agencies, who combine their resources in order to provide and purchase insurance coverage, manage claims and litigation, and receive risk management assistance and training.

2025 Staffing by Function

	FUNDED 2016	FUNDED 2017	FUNDED 2018	FUNDED 2019	FUNDED 2020	FUNDED 2021	FUNDED 2022	FUNDED 2023	FUNDED 2024	FUNDED 2024 Additions	FUNDED 2025	2025 Change Compared to 2024 Funded Additions
01 FIXED ROUTE DIVISION - FUNCTION												
ADMINISTRATION OF TRANSPORTATION (010)	24	24	25	25	25	27	32	32	32	33	34	1
SCHEDULING OF TRANSPORTATION (021)	2	3	3	3	3	3	4	4	4	4	4	0
REVENUE VEHICLE OPERATIONS (030)	226	238	245	266	277	290	296	313	327	327	327	FT 0
REVENUE VEHICLE OPERATIONS (030)	28	28	25	25	25	25	22	25	25	25	25	PT 0
ADMINISTRATION OF MAINTENANCE (041)	5	5	5	6	7	7	8	8	8	8	8	0
ADMINISTRATION OF FACILITIES & GROUNDS (042)	1	1	1	1	1	1	1	1	1	1	1	0
SERVICE REVENUE VEHICLES (051)	12	12	13	15	15	20	20	24	24	24	24	0
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	41	43	46	48	51	54	56	58	64	63	63	0
MAINTENANCE FACILITIES AND GROUNDS (124)	20	22	24	25	27	32	33	33	33	33	33	0
FARE COLLECTION (150)	2	2	2	2	2	2	2	1	1	1	1	0
SECURITY (161)	12	13	13	13	13	13	13	19	27	28	40	12
CUSTOMER SERVICE (162)	12	12	13	14	14	14	15	16	15	15	15	FT 0
CUSTOMER SERVICE (162)	2	2	0	0	0	0	0	0	0	0	0	PT 0
LOSS CONTROL (165)	2	2	2	2	2	2	2	2	2.5	2.5	3.5	1
SAFETY AND TRAINING (166)	4	4	4	4	4	4	4	7	7	7	7	0
PURCHASING AND STORES (172)	4	4	4	4	4	4	5	5	6	6	7	1
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	2	2	2	4	2
FIXED ROUTE STAFFING TOTALS:	399	417	427	455	472	500	515	550	578	579	596	17.0
% CHANGE YEAR TO DATE	0.5%	4.5%	2.4%	6.6%	3.7%	5.9%	3.0%	6.8%	5.1%	0.2%	2.9%	
TOTAL REVENUE HOURS (BUDGETED)	401,385	408,312	426,689	453,013	465,480	459,196	482,774	508,550	530,131	530,131	541,671	
% CHANGE YEAR TO DATE	-0.2%	1.7%	4.5%	6.2%	2.8%	-1.4%	5.1%	5.3%	4.2%	0.0%	2.2%	
02 PARATRANSIT DIVISION - FUNCTION												
ADMINISTRATION OF TRANSPORTATION (010)	14	15	15	15	19	19	19	20	20	20	20	0
SCHEDULING OF TRANSPORTATION (021)	7	7	8	8	8	8	8	8	8.00	8.00	8.00	0
REVENUE VEHICLE OPERATIONS (030)	51	57	57	61	61	52	56	62	62	65	65	FT 0
REVENUE VEHICLE OPERATIONS (030)	5	3	3	2	2	2	1	5	5	0	0	PT 0
SERVICE REVENUE VEHICLES (051)	4	4	4	5	5	5	5	5	5	5	7	2
INSPECTION/MAINTENANCE REVENUE VEHICLES (061)	9	9	9	9	9	9	10	10	10	10	12	2
PARATRANSIT STAFFING TOTALS:	90	95	96	100	104	95	99	110	110.00	108.00	112.00	4.0
% CHANGE YEAR TO DATE	-4.3%	5.6%	1.1%	4.2%	4.0%	-8.7%	4.2%	11.1%	0.0%	-1.8%	3.7%	
TOTAL REVENUE HOURS (BUDGETED)	161,888	157,821	160,583	164,038	160,084	107,634	121,188	142,441	165,861	165,861	167,339	
% CHANGE YEAR TO DATE	5.3%	-2.5%	1.8%	2.2%	-2.4%	-32.8%	12.6%	17.5%	16.4%	0.0%	0.9%	
03 ADMINISTRATIVE DIVISION - FUNCTION												
COMMUNITY DEVELOPMENT (145)							1	4	4	4	4	0
OMBUDSMAN (162)	1	1	1	1	1	1	1	1	1	1	1	0
COMMUNICATIONS (163)	5	6	7	8	8	8	8	10	11	11	11	0
HUMAN RESOURCES (167)	5	6	6	7	7	7	8	8	8	8	9	1
INFORMATION SYSTEMS (170)	7	8	9	10	10	11	11	11	13	13	13	0
FINANCE (171)	8	10	10	10	10.60	10.60	10.60	10.60	10.60	10.60	10.60	0
PURCHASING (172)	2	3	3	4	5	5	6	8	8	8	8	0
ENGINEERING (173)	1	5	5	6	8	8	9	11	11	11	11	0
RECORDS MANAGEMENT (175)	1	1	1	1	1	1	1	2	2	2	2	0
GENERAL ADMINISTRATION (176)	4	4	4	4	4	4	4	4	4	4	4	0
PLANNING (177)	7	7	7	7	7	8	9	9	9	9	9	0
DATA COLLECTION (190)	1	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE STAFFING TOTALS:	42.0	51.0	53.0	58.0	61.60	63.60	67.60	78.60	81.60	81.60	82.60	1.0
% CHANGE YEAR TO DATE	0.0%	21.4%	3.9%	9.4%	6.2%	3.2%	6.3%	16.3%	3.8%	0.0%	1.2%	
04 PLAZA DIVISION - FUNCTION												
GENERAL ADMINISTRATION (176)									1	1	1	0
PLAZA STAFFING TOTALS:									1	1	1	0
% CHANGE YEAR TO DATE									100.0%	0.0%	0.0%	
05 RIDESHARE DIVISION - FUNCTION												
GENERAL ADMINISTRATION (176)	2	2	2	2	2	2	2	1	2	2	2	0
RIDESHARE STAFFING TOTALS:	2	2	2	2	2	2	2	1	2	2	2	0
% CHANGE YEAR TO DATE	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-50.0%	100.0%	0.0%	0.0%	
REVENUE HOURS (BUDGETED)	37,277	37,853	29,933	31,081	29,079	28,092	26,970	26,830	30,142	30,142	32,734	
% CHANGE YEAR TO DATE	7.9%	1.5%	-20.9%	3.8%	-6.4%	-3.4%	-4.0%	-0.5%	12.3%	0.0%	8.6%	
STAFFING GRAND TOTAL:	533.00	565.00	578.00	615.00	639.60	660.60	683.60	739.60	772.60	771.60	793.60	22.00

Capital Improvement Plan by Projects

Spokane Transit Authority
2025-2030 6 yr CIP with Quantities

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure		QTY	2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total	2028 Total	2029 Total	2030 Total	2025-2030 Total CIP		
							PTD as of 12/31/2023	Remaining Budget													
Vehicles	Fixed Route Fleet - Expansion	533	MF: Fixed Route Fleet Expansion-2025-Signature	Not Started-MF	Funded-MF	8,854,885	-	8,854,885	7	2,014,373	3,890,512	2,950,000	8,854,885	-	-	-	-	-	8,854,885		
		905	MF: Fixed Route Fleet Expansion-2026	Not Started-MF	Funded-MF	1,545,105	-	1,545,105	2	-	-	-	-	1,545,105	-	-	-	-	1,545,105		
	Fixed Route Fleet - Expansion Total					10,399,990	-	10,399,990	9	2,014,373	3,890,512	2,950,000	8,854,885	1,545,105	-	-	-	-	10,399,990		
	Fixed Route Fleet - Replacement	492	Fixed Route Fleet Replacement-2026	Not started	Funded	7,725,524	-	7,725,524	10	-	-	-	-	7,725,524	-	-	-	-	7,725,524		
		494	Fixed Route Fleet Replacement-2026	Not started	Funded	4,529,432	-	4,529,432	4	-	-	-	-	4,529,432	-	-	-	-	4,529,432		
		877	Fixed Route Fleet Replacement-2027	Not started	Funded	4,774,374	-	4,774,374	6	-	-	-	-	-	4,774,374	-	-	-	4,774,374		
		904	Fixed Route Fleet Replacement-2025	Not started	Funded	5,250,357	-	5,250,357	7	5,250,357	-	-	5,250,357	-	-	-	-	-	5,250,357		
		1029	Fixed Route Fleet Replacement-2029	Not started	Funded	4,370,316	-	4,370,316	3	-	-	-	-	-	-	-	4,370,316	-	4,370,316		
	Fixed Route Fleet - Replacement Total					26,650,003	-	26,650,003	30	5,250,357	-	-	5,250,357	12,254,956	4,774,374	-	-	4,370,316	-	26,650,003	
	Non-Revenue Vehicles	776	Security Vehicles	Not started	Funded	80,000	-	80,000	2	80,000	-	-	80,000	-	-	-	-	-	-	80,000	
		778	F/R Service Vehicles	Not started	Funded	90,000	-	90,000	2	90,000	-	-	90,000	-	-	-	-	-	-	90,000	
		818	Supervisor Support Vehicles	Not started	Funded	90,000	-	90,000	2	-	-	-	-	90,000	-	-	-	-	-	90,000	
		879	Security Patrol Vehicles	Not started	Funded	90,000	-	90,000	5	-	-	-	-	-	90,000	-	-	-	-	90,000	
		880	Supervisor Support Vehicles	Not started	Funded	300,000	-	300,000	5	-	-	-	-	-	-	300,000	-	-	-	300,000	
		932	Shelter Response Truck	Not started	Funded	52,000	-	52,000	1	-	-	-	-	52,000	-	-	-	-	-	52,000	
		944	Security Support Vehicle	Not started	Funded	50,000	-	50,000	1	-	-	-	-	-	-	-	50,000	-	-	50,000	
	Non-Revenue Vehicles Total					752,000	-	752,000	18	170,000	-	-	170,000	142,000	390,000	50,000	-	-	-	752,000	
	Paratransit Vans	491	Paratransit Fleet Replacement-2025	Not started	Funded	965,139	-	965,139	6	965,139	-	-	965,139	-	-	-	-	-	-	965,139	
		837	Paratransit Fleet Replacement-2026	Not started	Funded	1,857,892	-	1,857,892	11	-	-	-	-	1,857,892	-	-	-	-	-	1,857,892	
		961	Paratransit Fleet Replacement-2028	Not started	Funded	3,724,229	-	3,724,229	20	-	-	-	-	-	-	3,724,229	-	-	-	3,724,229	
	1031	Paratransit Fleet Replacement-2029	Not started	Funded	3,910,441	-	3,910,441	20	-	-	-	-	-	-	-	-	3,910,441	-	3,910,441		
Paratransit Vans Total					10,457,701	-	10,457,701	57	965,139	-	-	965,139	1,857,892	-	3,724,229	3,910,441	-	-	10,457,701		
Rideshare Vans	826	Rideshare Replacement 2025	Not started	Funded	605,000	-	605,000	11	605,000	-	-	605,000	-	-	-	-	-	-	605,000		
	827	Rideshare Replacement 2026	Not started	Funded	635,000	-	635,000	11	-	-	-	-	635,000	-	-	-	-	-	635,000		
	881	Rideshare Replacement 2027	Not started	Funded	665,000	-	665,000	11	-	-	-	-	-	665,000	-	-	-	-	665,000		
	947	Rideshare New/ Replacement 2028	Not started	Funded	700,000	-	700,000	11	-	-	-	-	-	-	700,000	-	-	-	700,000		
	1030	Rideshare Replacement 2029	Not started	Funded	714,000	-	714,000	11	-	-	-	-	-	-	-	714,000	-	-	714,000		
	1102	Rideshare Vehicle Replacement-2030	Not started	Funded	847,319	-	847,319	10	-	-	-	-	-	-	-	-	847,319	-	847,319		
Rideshare Vans Total					4,166,319	-	4,166,319	65	605,000	-	-	605,000	635,000	665,000	700,000	714,000	-	847,319	4,166,319		
Vehicles Total						52,426,013	-	52,426,013	179	9,004,869	3,890,512	2,950,000	15,845,381	16,434,953	5,829,374	4,474,229	8,994,757	847,319	52,426,013		
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	324	Boone Facility Fire Alarm Upgrade	Work in Progress	Funded	350,000	153	349,847	-	174,847	-	-	174,847	-	-	-	-	-	174,847		
		779	Capital Replacement of BEB Electric Charging-202	Work in Progress	Funded	530,914	-	530,914	-	106,090	-	-	106,090	109,273	112,551	-	-	-	-	327,914	
		876	Steam Pit Lift	Not started	Funded	150,500	-	150,500	-	-	-	-	-	150,500	-	-	-	-	-	150,500	
		918	Electrical System Upgrade N/S Boone 2026	Not started	Funded	2,890,000	-	2,890,000	-	1,500,000	-	-	1,500,000	1,390,000	-	-	-	-	-	2,890,000	
		920	HVAC, Capital Replacement M&A Facilities 2023-	Not started	Funded	177,350	-	177,350	-	40,000	-	-	40,000	42,000	44,100	-	-	-	-	126,100	
		921	HVAC, Capital Replacement M&A Facilities 2028-	Not started	Funded	365,520	-	365,520	-	-	-	-	-	-	-	66,150	69,458	72,930	-	208,538	
		926	Overhead Garage Door Replacement 2023-27	Work in Progress	Funded	350,943	96,800	253,963	-	68,958	-	-	68,958	71,027	73,158	-	-	-	-	213,143	
		927	Overhead Garage Door Replacement 2028 -32	Not started	Funded	400,058	-	400,058	-	-	-	-	-	-	75,353	77,613	79,942	-	-	232,908	
		963	Capital Replacement of BEB Electric Charging-202	Not started	Funded	615,474	-	615,474	-	-	-	-	-	-	-	115,928	119,405	122,987	-	358,320	
		971	Automated Load Management	Not started	Funded	300,000	-	300,000	-	40,000	-	-	40,000	40,000	40,000	40,000	-	-	-	200,000	
		1024	Boone Clean Buildings- Dept of Commerce Work	Work in Progress	Funded	1,350,000	-	1,350,000	-	490,000	-	-	490,000	250,000	200,000	200,000	200,000	200,000	-	1,340,000	
		1025	NW Boone Fire Suppression Upgrade	Not started	Funded	1,600,000	-	1,600,000	-	1,600,000	-	-	1,600,000	-	-	-	-	-	-	1,600,000	
	Boone - Preservation and Enhancements Total						9,080,759	97,133	8,983,626	-	4,019,895	-	-	4,019,895	1,902,300	620,309	497,431	506,476	275,859	7,822,270	
	Facility Master Plan Program	828	Facilities Master Plan Update	Work in Progress	Funded	600,000	23,051	576,949	-	80,000	-	-	80,000	-	-	-	-	-	-	80,000	
		1041	Tenant Improvements	Not started	Funded	800,000	-	800,000	-	20,000	-	-	20,000	300,000	480,000	-	-	-	-	800,000	
		1111	2035: Facilities Master Plan Update Phase II	Not Started-2035	Funded-2035	500,000	-	500,000	-	500,000	-	-	500,000	-	-	-	-	-	-	500,000	
	Facility Master Plan Program Total						1,900,000	23,051	1,876,949	-	600,000	-	-	600,000	300,000	480,000	-	-	-	1,380,000	
	Fleck Center - Preservation and Improvements	062	Fleck Bus/Van Wash Replacement	Work in Progress	Funded	957,000	461	956,539	-	12,505	49,495	-	62,000	-	-	-	-	-	-	62,000	
	Fleck Center - Preservation and Improvements Total						957,000	461	956,539	-	12,505	49,495	-	62,000	-	-	-	-	-	-	62,000
	Miscellaneous Equipment and Fixtures	867	Drill Press Replacements	Not started	Funded	30,000	-	30,000	-	-	-	-	-	30,000	-	-	-	-	-	30,000	
	915	Main Boone TI Projects 2023-2027	Work in Progress	Funded	530,914	17,881	513,033	-	106,090	-	-	106,090	109,273	112,551	-	-	-	-	327,914		
	916	Main Boone TI Projects 2028-2032	Not started	Funded	615,477	-	615,477	-	-	-	-	-	-	-	115,928	119,406	122,988	-	358,322		
	922	Lift, six post replacement	Not started	Funded	87,500	-	87,500	-	-	-	-	-	-	87,500	-	-	-	-	87,500		
	924	Miscellaneous Equipment and Fixtures 2023-2027	Work in Progress	Funded	214,980	19,345	195,635	-	42,436	-	-	42,436	44,558	46,786	-	-	-	-	133,780		
	925	Miscellaneous Equipment and Fixtures 2028-2031	Not started	Funded	255,844	-	255,844	-	-	-	-	-	-	-	48,189	49,635	51,124	-	148,948		
	930	Press	Not started	Funded	25,000	-	25,000	-	25,000	-	-	25,000	-	-	-	-	-	-	25,000		
	1042	Paratransit Shop Tire Changer	Not started	Funded	25,000	-	25,000	-	25,000	-	-	25,000	-	-	-	-	-	-	25,000		
	1043	Paratransit Shop Tire Balancer	Not started	Funded	12,000	-	12,000	-	12,000	-	-	12,000	-	-	-	-	-	-	12,000		
	1044	Ventrac 4520 Tractor	Not started	Funded	90,000	-	90,000	-	90,000	-	-	90,000	-	-	-	-	-	-	90,000		
	1045	Main Boone Shop Mobile Lift	Not started	Funded	110,000	-	110,000	-	110,000	-	-	110,000	-	-	-	-	-	-	110,000		

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Expenditure		QTY	2025-2030						2025-2030 Total CIP				
						PTD as of 12/31/2023	Remaining Budget		2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total		2028 Total	2029 Total	2030 Total	
Administration	Miscellaneous Equipment and Fixtures	1046	Training Simulator	Not started	Funded	100,000	-	100,000	-	100,000	-	-	100,000	-	-	-	-	100,000	
	Miscellaneous Equipment and Fixtures Total					2,096,715	37,226	2,059,489	-	510,526	-	-	510,526	183,831	246,837	164,117	169,041	174,112	1,448,464
Facilities - Maintenance & Administration Total						14,034,474	157,871	13,876,603	-	5,142,926	49,495	-	5,192,421	2,386,131	1,347,146	661,548	675,517	449,971	10,712,734
Facilities - Passenger & Operational	Near Term Investments	948	Bus Stops for Hayford & McFarlane (West Plains)	Work in Progress	Funded-NT	600,000	-	600,000	-	-	-	-	600,000	-	-	-	-	-	600,000
		949	New Bus Stops & Comfort Stn -Spokane Valley	Work in Progress	Funded-NT	794,000	7,117	786,883	-	651,886	-	-	651,886	-	-	-	-	-	651,886
		950	East Fifth Avenue Bus Stop Accessibility & Improv	Work in Progress	Funded-NT	348,000	630	347,370	-	171,680	-	-	171,680	-	-	-	-	-	171,680
		1011	Airway Heights Connector	Work in Progress	Funded-NT	2,000,000	-	2,000,000	-	1,000,000	-	-	1,000,000	-	-	-	-	-	1,000,000
	Near Term Investments Total					3,742,000	7,747	3,734,253	-	1,823,566	-	-	1,823,566	600,000	-	-	-	-	2,423,566
	Park and Ride Upgrades	928	Park and Ride Major Preservation 2023-2027	Not started	Funded	106,182	-	106,182	-	21,218	-	-	21,218	21,854	22,510	-	-	-	65,582
		929	Park and Ride Major Preservation 2028-2032	Not started	Funded	123,091	-	123,091	-	-	-	-	-	-	-	23,185	23,880	24,597	71,662
		1065	On-route BEB charging infrastructure - Hastings P	Not started	Funded	3,615,000	-	3,615,000	-	415,000	-	-	415,000	3,200,000	-	-	-	-	3,615,000
		1066	On-route BEB charging infrastructure - Route 9 HI	Not started	Funded	4,900,000	-	4,900,000	-	700,000	-	-	700,000	4,200,000	-	-	-	-	4,900,000
	Park and Ride Upgrades Total					8,744,273	-	8,744,273	-	1,136,218	-	-	1,136,218	7,421,854	22,510	23,185	23,880	24,597	8,652,244
	Plaza Preservation and Improvements	845	Plaza Preservation and Improvements 2023-2027	Work in Progress	Funded	273,420	42,842	230,578	-	54,636	-	-	54,636	56,275	57,964	-	-	-	168,875
		958	Plaza Preservation & Improvements 2028-2032	Not started	Funded	316,971	-	316,971	-	-	-	-	-	-	-	59,703	61,494	63,339	184,536
		1026	Plaza Clean Buildings- Dept of Commerce Work	Work in Progress	Funded	1,657,690	-	1,657,690	-	1,115,000	-	-	1,115,000	330,750	211,940	-	-	-	1,657,690
		1047	Plaza Compactor Replacement	Not started	Funded	78,000	-	78,000	-	78,000	-	-	78,000	-	-	-	-	-	78,000
		1048	Plaza Fire Panel Replacement	Not started	Funded	390,248	-	390,248	-	390,248	-	-	390,248	-	-	-	-	-	390,248
		1049	Plaza Ice/Water Machine	Not started	Funded	24,214	-	24,214	-	24,214	-	-	24,214	-	-	-	-	-	24,214
		1050	Plaza Sidewalk Scrubber	Not started	Funded	103,000	-	103,000	-	103,000	-	-	103,000	-	-	-	-	-	103,000
		1051	Plaza Miscellaneous Equipment	Not started	Funded	646,842	-	646,842	-	100,000	-	-	100,000	103,000	106,090	109,273	112,551	115,928	646,842
		1052	Plaza Roof Replacement	Not started	Funded	660,708	-	660,708	-	-	-	-	500,000	160,708	-	-	-	-	660,708
		1053	HVAC, Capital Replacement Plaza 2025-2030	Not started	Funded	375,000	-	375,000	-	50,000	-	-	50,000	55,000	60,000	65,000	70,000	75,000	375,000
		1067	Plaza Bay 1 Design and Construction	Not started	Funded	810,000	-	810,000	-	110,000	-	-	110,000	690,000	10,000	-	-	-	810,000
	Plaza Preservation and Improvements Total					5,336,093	42,842	5,293,251	-	2,025,098	-	-	2,025,098	1,735,025	606,702	233,976	244,045	254,267	5,089,113
	Route & Stop Facility Improvements	464	MF: Rural Highway Stop Improvements 2022-202	Work in Progress	Funded-MF	700,000	6,708	693,292	-	422,000	-	-	422,000	-	-	-	-	-	422,000
		743	MF: Service Change Bus Stops 2021-2023	Work in Progress	Funded-MF	1,650,940	1,720,502	130,438	-	49,539	-	-	49,539	-	-	-	-	-	49,539
		753	Transit Shelter Lighting Retrofits 2020-2024	Work in Progress	Funded	175,000	-	175,000	-	175,000	-	-	175,000	-	-	-	-	-	175,000
		789	North Havana Street Sidewalk Improvement Proj	Work in Progress	Funded	270,000	7,387	262,613	-	235,000	-	-	235,000	-	-	-	-	-	235,000
		822	Bus Stop Improvements - 2026	Not started	Funded	100,000	-	100,000	-	-	-	-	100,000	-	-	-	-	-	100,000
		823	Operational Improvements - 2026	Not started	Funded	200,000	-	200,000	-	-	-	-	200,000	-	-	-	-	-	200,000
		824	Transit Shelter Replacement - 2022-2026	Work in Progress	Funded	207,500	54,947	152,553	-	103,895	-	-	103,895	-	-	-	-	-	103,895
		887	2023 Bus Stop Accessibility Improvement Project	Work in Progress	Funded	205,250	-	205,250	-	205,250	-	-	205,250	-	-	-	-	-	205,250
		888	Bus Stop Accessibility Improvement Project 2024	Work in Progress	Funded	1,116,250	-	1,116,250	-	455,000	-	-	455,000	224,000	230,000	177,000	30,250	-	1,116,250
		894	Cooperative Projects 2022-2027	Work in Progress	Funded	3,000,000	670,869	2,329,131	-	500,000	-	-	500,000	500,000	335,021	-	-	-	1,335,021
		896	Indian Trail Layover Improvement Project	Not started	Funded	225,000	-	225,000	-	-	-	-	225,000	-	-	-	-	-	225,000
		898	Route Segment Investment Projects	Work in Progress	Funded	1,767,500	5,555	1,761,945	-	417,000	-	-	417,000	-	-	-	-	-	417,000
		899	Shelters & Lighting Program	Work in Progress	Funded	991,200	45,464	945,736	-	249,800	-	-	249,800	207,077	71,500	-	-	-	528,377
		903	Whitworth University Comfort Station	Work in Progress	Funded	354,257	1,169	353,088	-	265,409	-	-	265,409	25,000	-	-	-	-	290,409
		965	Cheney Eagle Station Bay 1	Work in Progress	Funded	300,000	16,247	283,753	-	252,579	-	-	252,579	-	-	-	-	-	252,579
		1014	North Freya Corridor Bus Stops	Not started	Funded	400,000	-	400,000	-	50,000	-	-	50,000	350,000	-	-	-	-	400,000
		1015	North Spokane Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	85,000	515,000	515,000	515,000	465,000	-	1,580,000
		1016	South Spokane Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	85,000	515,000	515,000	515,000	465,000	-	1,580,000
		1017	Spokane Valley Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	85,000	515,000	515,000	515,000	465,000	-	1,580,000
		1018	West Plains Bus Stops (2027-2029)	Not started	Funded	1,580,000	-	1,580,000	-	-	-	-	85,000	515,000	515,000	465,000	-	-	1,580,000
		1019	Sprague-Bernard to Division	Work in Progress	Funded	3,700,000	-	3,700,000	-	50,000	-	-	50,000	3,150,000	-	-	-	-	3,200,000
		1022	Veterans Administration -Bus Stop & Crosswalk	Work in Progress	Funded	500,000	-	500,000	-	-	-	-	25,000	475,000	-	-	-	-	500,000
		1039	Service Change Improvements - 2024	Work in Progress	Funded	1,500,000	-	1,500,000	-	989,379	-	-	989,379	-	-	-	-	-	989,379
		1054	Property Acquisition Due Diligence-7 Mile	Not started	Funded	300,000	-	300,000	-	-	-	-	300,000	-	-	-	-	-	300,000
		1055	Property Acquisition Due Diligence-Latah Valley	Not started	Funded	300,000	-	300,000	-	-	-	-	300,000	-	-	-	-	-	300,000
		1056	Annual Service Change-2025	Not started	Funded	725,000	-	725,000	-	725,000	-	-	725,000	-	-	-	-	-	725,000
		1057	Annual Service Change-2026	Not started	Funded	760,000	-	760,000	-	76,000	-	-	76,000	684,000	-	-	-	-	760,000
		1058	Annual Service Change-2027	Not started	Funded	1,100,000	-	1,100,000	-	-	-	-	-	-	1,100,000	-	-	-	1,100,000
		1059	Annual Service Change-2028	Not started	Funded	960,000	-	960,000	-	-	-	-	-	-	-	960,000	-	-	960,000
		1060	Annual Service Change-2029	Not started	Funded	1,000,000	-	1,000,000	-	-	-	-	-	-	-	-	1,000,000	-	1,000,000
		1061	Annual Service Change-2030	Not started	Funded	1,000,000	-	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000
		1062	Bus Stop Improvements-2030	Not started	Funded	980,000	-	980,000	-	-	-	-	-	-	-	-	-	980,000	980,000
		1063	Comfort Station Program	Not started	Funded	3,220,000	-	3,220,000	-	180,000	-	-	180,000	1,000,000	1,100,000	930,000	10,000	-	3,220,000
		1064	Enhanced Customer Information Signage	Not started	Funded	241,000	-	241,000	-	50,000	-	-	50,000	35,000	36,000	38,000	40,000	42,000	241,000
	Route & Stop Facility Improvements Total					34,468,897	2,528,848	31,940,049	-	5,450,851	-	-	5,450,851	7,665,077	5,407,521	4,165,000	2,940,250	2,022,000	27,650,699

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Expenditure		Remaining Budget	QTY	2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total	2028 Total	2029 Total	2030 Total	2025-2030 Total CIP
						Budget Control	PTD as of 12/31/2023												
Operational	Transit Center Upgrades	1023	West Plains Transit Center- Operational Expansio	Work in Progress	Funded	7,000,000	-	7,000,000	-	1,230,000	-	-	1,230,000	4,570,000	-	-	-	-	5,800,000
	Transit Center Upgrades Total					7,000,000	-	7,000,000	-	1,230,000	-	-	1,230,000	4,570,000	-	-	-	-	5,800,000
Facilities - Passenger & Operational Total						59,291,263	2,579,437	56,711,826	-	11,665,733	-	-	11,665,733	21,991,956	6,036,733	4,422,161	3,208,175	2,300,864	49,625,622
Technology	Business Systems Replacement	841	Enterprise Asset Management System Implemen	Work in Progress	Funded	1,410,000	-	1,410,000	-	1,240,000	-	-	1,240,000	-	-	-	-	-	1,240,000
	Business Systems Replacement Total					1,410,000	-	1,410,000	-	1,240,000	-	-	1,240,000	-	-	-	-	-	1,240,000
	Capital Program Management Software	763	Project Management Software	Not started	Funded	306,000	-	306,000	-	306,000	-	-	306,000	-	-	-	-	-	306,000
	Capital Program Management Software Total					306,000	-	306,000	-	306,000	-	-	306,000	-	-	-	-	-	306,000
	Communications Technology Upgrades	1068	Small Real-Time Digital Signage Pilot	Not started	Funded	80,000	-	80,000	-	80,000	-	-	80,000	-	-	-	-	-	80,000
		1100	Digital Signage Replacement	Not started	Funded	2,000,000	-	2,000,000	-	-	-	-	-	1,000,000	1,000,000	-	-	-	2,000,000
		1101	Motorola Two Way Radio Replacement consultin	Not started	Funded	300,000	-	300,000	-	-	-	-	-	-	300,000	-	-	-	300,000
	Communications Technology Upgrades Total					2,380,000	-	2,380,000	-	80,000	-	-	80,000	1,000,000	1,300,000	-	-	-	2,380,000
	Computer Equipment Preservation and Updates	1007	Mobile Data Router Replacement 2028	Not started	Funded	500,000	-	500,000	-	-	-	-	-	-	-	500,000	-	-	500,000
		1008	Mobile Data Router Replacement 2029-All except	Not started	Funded	513,000	-	513,000	-	-	-	-	-	-	-	-	513,000	-	513,000
	Computer Equipment Preservation and Updates Total					1,013,000	-	1,013,000	-	-	-	-	-	-	-	500,000	513,000	-	1,013,000
	Fare Collection and Sales Technology	1070	Genfare Farebox Upgrade	Not started	Funded	500,000	-	500,000	-	50,000	-	-	50,000	450,000	-	-	-	-	500,000
	Fare Collection and Sales Technology Total					500,000	-	500,000	-	50,000	-	-	50,000	450,000	-	-	-	-	500,000
	IS End User Equipment	1067	PC Refresh	Not started	Funded	653,000	-	653,000	-	-	-	-	-	-	428,000	225,000	-	-	653,000
	IS End User Equipment Total					653,000	-	653,000	-	-	-	-	-	-	428,000	225,000	-	-	653,000
	IS Infrastructure and End User Equipment	336	Fiber Communications	Work in Progress	Funded	1,004,355	547,155	457,200	-	109,300	-	-	109,300	112,600	115,900	119,400	-	-	457,200
		934	Network Switch Replacement	Not started	Funded	720,000	-	720,000	-	-	-	-	-	720,000	-	-	-	-	720,000
		936	Cyber Security Technologies	Not started	Funded	290,000	-	290,000	-	75,000	-	-	75,000	-	-	-	-	-	75,000
		941	Desktop and Laptop Refresh	Not started	Funded	653,000	-	653,000	-	-	-	-	-	428,000	225,000	-	-	-	653,000
		1071	Archival Storage	Not started	Funded	175,000	-	175,000	-	-	-	-	-	-	-	-	175,000	-	175,000
		1072	Uninterruptable Power System-Boone Comm Roc	Not started	Funded	23,000	-	23,000	-	23,000	-	-	23,000	-	-	-	-	-	23,000
		1073	Uninterruptable Power System-Boone Datacente	Not started	Funded	55,000	-	55,000	-	55,000	-	-	55,000	-	-	-	-	-	55,000
		1074	Uninterruptable Power System-Fixed Route Disps	Not started	Funded	70,000	-	70,000	-	-	-	-	-	70,000	-	-	-	-	70,000
		1075	Uninterruptable Power System-various racks	Not started	Funded	45,000	-	45,000	-	-	-	-	-	-	-	-	45,000	-	45,000
		1076	Firewalls-Boone Edge	Not started	Funded	83,000	-	83,000	-	-	-	-	-	83,000	-	-	-	-	83,000
		1077	Firewalls-Plaza Edge	Not started	Funded	29,000	-	29,000	-	-	-	-	-	-	-	29,000	-	-	29,000
		1078	Storage-Flashblade	Not started	Funded	200,000	-	200,000	-	-	-	-	-	200,000	-	-	-	-	200,000
		1079	Network Switches	Not started	Funded	672,000	-	672,000	-	141,000	-	-	141,000	206,000	121,000	-	204,000	-	672,000
		1080	Primary Storage	Not started	Funded	184,000	-	184,000	-	86,000	-	-	86,000	-	-	98,000	-	-	184,000
		1081	Servers-Boone	Not started	Funded	405,000	-	405,000	-	180,000	-	-	180,000	-	-	225,000	-	-	405,000
		1082	Servers-Plaza	Not started	Funded	322,000	-	322,000	-	-	-	-	-	143,000	-	-	-	179,000	322,000
		1083	Voice Gateway and SIP Router	Not started	Funded	108,000	-	108,000	-	108,000	-	-	108,000	-	-	-	-	-	108,000
		1084	Wireless Controllers and AP's	Not started	Funded	153,000	-	153,000	-	56,000	-	-	56,000	-	31,000	-	-	66,000	153,000
		1086	Mobile Data Routers-non-revenue vehicles	Not started	Funded	134,000	-	134,000	-	-	-	-	-	134,000	-	-	-	-	134,000
		1109	Mobile Data Routers/Non-Revenue Vehicles	Not started	Funded	108,000	-	108,000	54	108,000	-	-	108,000	-	-	-	-	-	108,000
		1110	Laptops	Not started	Funded	30,000	-	30,000	10	30,000	-	-	30,000	-	-	-	-	-	30,000
	IS Infrastructure and End User Equipment Total					5,463,355	547,155	4,916,200	64	971,300	-	-	971,300	2,096,600	461,900	277,400	649,000	245,000	4,701,200
	Operating & Customer Service Software	1032	PASS Web Trip Booking and PASS App	Not started	Funded	334,808	-	334,808	-	334,808	-	-	334,808	-	-	-	-	-	334,808
		1038	Fare Collection System Upgrades - 2024-2028	Not started	Funded	1,000,000	-	1,000,000	-	200,000	-	-	200,000	200,000	200,000	200,000	200,000	-	1,000,000
	Operating & Customer Service Software Total					1,334,808	-	1,334,808	-	534,808	-	-	534,808	200,000	200,000	200,000	200,000	-	1,334,808
	Security and Access Technology	1088	Security Cameras/NVR-Boone	Not started	Funded	313,000	-	313,000	-	-	-	-	-	-	-	-	313,000	-	313,000
		1089	Security Cameras/NVR-City Line BRT	Not started	Funded	300,000	-	300,000	-	-	-	-	-	-	300,000	-	-	-	300,000
		1090	Security Cameras/NVR-Hastings P&R	Not started	Funded	90,000	-	90,000	-	-	-	-	-	-	-	90,000	-	-	90,000
		1091	Security Cameras/NVR-Jefferson P&R	Not started	Funded	69,000	-	69,000	-	-	-	-	-	-	-	69,000	-	-	69,000
		1092	Security Cameras/NVR-Liberty Lake P&R	Not started	Funded	108,000	-	108,000	-	-	-	-	-	-	-	-	108,000	-	108,000
		1093	Security Cameras/NVR-Mirabesu P&R	Not started	Funded	147,000	-	147,000	-	65,000	-	-	65,000	-	-	-	-	82,000	147,000
		1094	Security Cameras/NVR-Moran Prairie P&R	Not started	Funded	65,000	-	65,000	-	-	-	-	-	65,000	-	-	-	-	65,000
		1095	Security Cameras/NVR-Plaza	Not started	Funded	250,000	-	250,000	-	-	-	-	-	-	250,000	-	-	-	250,000
		1096	Security Cameras/NVR-South Hill P&R	Not started	Funded	94,000	-	94,000	-	-	-	-	-	-	-	94,000	-	-	94,000
		1097	Security Cameras/NVR-VTC	Not started	Funded	125,000	-	125,000	-	-	-	-	-	-	-	125,000	-	-	125,000
		1098	Security Cameras/NVR-West Plains TC	Not started	Funded	147,000	-	147,000	-	65,000	-	-	65,000	-	-	-	-	82,000	147,000
	Security and Access Technology Total					1,708,000	-	1,708,000	-	130,000	-	-	130,000	65,000	550,000	691,000	272,000	-	1,708,000
	Smart Bus Implementation	1099	Fleet Telematics	Not started	Funded	2,500,000	-	2,500,000	-	2,500,000	-	-	2,500,000	-	-	-	-	-	2,500,000
	Smart Bus Implementation Total					2,500,000	-	2,500,000	-	2,500,000	-	-	2,500,000	-	-	-	-	-	2,500,000
	Technology Total					17,268,163	547,155	16,721,008	64	5,812,108	-	-	5,812,108	3,811,600	2,389,900	1,752,400	2,053,000	517,000	16,336,008
High Performance	Transit Implementation	347	MF: Design and Construction	Work in Progress	Funded-MF	85,410,407	66,423,047	18,987,360	-	210,500	-	289,500	500,000	-	-	-	-	-	500,000
	Central City Line Total					85,410,407	66,423,047	18,987,360	-	210,500	-	289,500	500,000	-	-	-	-	-	500,000

Program Category	Program Name	ID	Project Name	Project Status	Financial Status	Budget Control	Expenditure		QTY	2025 - Local	2025 - State	2025 - Federal	2025 Total	2026 Total	2027 Total	2028 Total	2029 Total	2030 Total	2025-2030 Total CIP		
							PTD as of 12/31/2023	Remaining Budget													
Implementation	Cheney Line	764	MF: Cheney Corridor Improvements	Work in Progress-F	Funded-MF	4,490,000	3,639,248	850,752	-	300,000	-	-	300,000	-	-	-	-	-	300,000		
	Cheney Line Total					4,490,000	3,639,248	850,752	-	300,000	-	-	300,000	-	-	-	-	-	300,000		
	I-90/Valley Line	469	MF: Mirabeau Transit Center Improvements	Work in Progress-F	Funded-MF	6,360,000	551,297	5,808,703	-	719,231	824,183	-	1,543,414	-	-	-	-	-	-	1,543,414	
		477	MF: Appleway Station Park and Ride	Work in Progress-F	Funded-MF	10,388,000	38,954	10,349,046	-	1,126,988	3,343,399	1,790,659	6,261,046	2,888,000	-	-	-	-	-	-	9,149,046
		545	MF: Preliminary Engineering I-90 HPT Corridor Fa	Work in Progress-F	Funded-MF	707,516	657,109	50,407	-	50,407	-	-	50,407	-	-	-	-	-	-	50,407	
		955	Argonne Station Park and Ride	Work in Progress-F	Funded-MF	13,000,000	-	13,000,000	-	523,545	2,094,179	-	2,617,724	6,250,000	3,750,000	-	-	-	-	12,617,724	
		1020	I-90/Valley HPT, Route 7	Work in Progress	Funded	3,100,000	-	3,100,000	-	2,400,000	-	-	2,400,000	-	-	-	-	-	-	2,400,000	
	I-90/Valley Line Total					33,555,516	1,247,360	32,308,156	-	4,820,171	6,261,761	1,790,659	12,872,591	9,138,000	3,750,000	-	-	-	-	25,760,591	
	Monroe-Regal Line	479	MF: Monroe-Regal Shelter and Stop Enhancemen	Work in Progress-F	Funded-MF	5,810,798	4,616,089	1,194,709	-	950,373	-	-	950,373	-	-	-	-	-	-	950,373	
		897	Monroe-Regal Line HPT Branding	Work in Progress	Funded	688,937	62,985	625,952	-	90,000	-	-	90,000	35,952	-	-	-	-	-	125,952	
	Monroe-Regal Line Total					6,499,735	4,679,074	1,820,661	-	1,040,373	-	-	1,040,373	35,952	-	-	-	-	-	1,076,325	
	Sprague Line	540	MF: Sprague HPT Improvements	Work in Progress-F	Funded-MF	6,556,000	2,475,087	4,080,913	-	1,290,406	1,290,407	-	2,580,813	-	-	-	-	-	-	2,580,813	
		901	Sprague Line HPT Branding	Work in Progress	Funded	1,207,607	7,676	1,199,931	-	405,000	-	-	405,000	794,931	-	-	-	-	-	1,199,931	
	Sprague Line Total					7,763,607	2,482,763	5,280,844	-	1,695,406	1,290,407	-	2,985,813	794,931	-	-	-	-	-	3,780,744	
	West Broadway Line	952	West Broadway Line Improvements	Work in Progress-F	Funded-NT	1,880,000	-	1,880,000	-	300,000	-	-	300,000	1,240,000	-	-	-	-	-	1,540,000	
		953	Broadway Cooperative Reconstruction Infrastruc	Work in Progress-F	Funded-NT	400,000	-	400,000	-	160,000	-	-	160,000	-	-	-	-	-	-	160,000	
		954	Broadway Supporting Amenities	Work in Progress-F	Funded-NT	200,000	-	200,000	-	100,000	-	-	100,000	40,000	-	-	-	-	-	140,000	
	West Broadway Line Total					2,480,000	-	2,480,000	-	560,000	-	-	560,000	1,280,000	-	-	-	-	-	1,840,000	
High Performance Transit Implementation Total					140,199,265	78,471,492	61,727,773	-	8,626,450	7,552,168	2,080,159	18,258,777	11,248,883	3,750,000	-	-	-	-	33,257,660		
Connect 2035	BRT Fleet	1028	2035: BRT Fleet -2029	Not started	Funded-2035	37,313,472	-	37,313,472	16	-	-	-	-	-	-	-	37,313,472	-	37,313,472		
	BRT Fleet Total					37,313,472	-	37,313,472	16	-	-	-	-	-	-	-	-	37,313,472	-	37,313,472	
	Connect 2035 Future Initiatives	1033	2035: Future Projects, including Facilities	Not started	Funded-2035	160,000,000	-	160,000,000	-	-	-	-	-	50,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	90,000,000	
	Connect 2035 Future Initiatives Total					160,000,000	-	160,000,000	-	-	-	-	-	50,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	90,000,000	
	Division Street BRT	895	2035: Division Line BRT: Project Development	Work in Progress	Funded-2035	15,000,000	94,234	14,905,766	-	-	5,544,000	-	5,544,000	3,706,000	894,000	-	-	-	-	10,144,000	
		956	2035: Division BRT Construction and Implementa	Not started	Funded-2035	154,476,082	-	154,476,082	-	-	-	-	-	54,000,000	90,000,000	10,476,082	-	-	-	154,476,082	
	Division Street BRT Total					169,476,082	94,234	169,381,848	-	-	5,544,000	-	5,544,000	3,706,000	54,894,000	90,000,000	10,476,082	-	-	164,620,082	
Wellesley Line	1069	2035: Wellesley HPT Line Design and Constructio	Not Started-2035	Funded-2035	9,325,000	-	9,325,000	-	45,000	180,000	-	225,000	810,000	740,000	7,550,000	-	-	-	9,325,000		
Wellesley Line Total					9,325,000	-	9,325,000	-	45,000	180,000	-	225,000	810,000	740,000	7,550,000	-	-	-	9,325,000		
Connect 2035 Total					376,114,554	94,234	376,020,320	16	45,000	5,724,000	-	5,769,000	54,516,000	65,634,000	107,550,000	57,789,554	10,000,000	-	301,258,554		
Grand Total					659,333,732	81,850,189	577,483,543	259	40,297,086	17,216,175	5,030,159	62,543,420	110,389,523	84,987,153	118,860,338	72,721,003	14,115,154	-	463,616,591		

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 5C : DRAFT 2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: Near the conclusion of each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. Staff will review the first draft of the proposed 2025 work program for committee discussion.

BACKGROUND: According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation, and the annual planning calendar. The annual planning calendar is embodied within the Committee work program as presented below.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies two core planning documents that are prepared annually. First, is the Transit Development Plan (TDP), which includes a six-year capital improvement program (CIP) and a three-year service improvement program (SIP). The second is the annual action plan and accompanying operating and capital budgets. These plans are founded on the principles and policies of *Connect Spokane* and advance STA’s strategic goals adopted as part of Phase 1 of *Connect 2035*.

The draft work program includes the major planning activities described above, along with other recurring activities that come before the Planning & Development Committee, including updates on the annual Federal Transit Administration (FTA) Section 5310 Call for Projects. Several other major planning activities in progress next year reflected in the work program include the Division Street Bus Rapid Transit (BRT) project, the Facilities Master Plan (FMP), and the Transit Oriented Development (TOD) Pilot Project.

DRAFT 2025 Planning & Development Committee Work Program

Month	Committee Activities
January 2025	<i>No Committee Meetings in January</i>
February 2025	Review Committee Work Program Transit Development Plan (TDP) 2026-2031: Overview Connect 2035 Strategic Plan: Initiative sequencing discussion
March 2025	TDP 2026-2031: Develop mid-range planning guidance Facilities Master Plan: Approve Phase 1 findings and recommendations

April 2025	<p>Connect 2035: Update Initiatives Appendix with sequencing schedule TDP 2026-2031</p> <ul style="list-style-type: none"> • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities <p>Division Street BRT: Draft FTA Capital Investment Grant (CIG) request for project ratings</p>
May 2025	<p>Facilities Master Plan: Phase 2 scope of work TDP 2026-2031</p> <ul style="list-style-type: none"> • Proposed 2026-2028 Service Improvements • Review Preliminary Capital Improvement Program (2026-2031) • Review Financial Forecasts <p>Transit Oriented Development (TOD) Pilot Project: Identify Emphasis Areas</p>
June 2025	<p>Division Street BRT: Design and Public Outreach Update TDP 2026-2031: complete draft plan Public hearing conducted on draft TDP TOD Pilot Project: Request for Proposal</p>
July 2025	<p>TDP 2026-2031: Finalize and approve FTA Section 5310: Notice of Funding Opportunity</p>
August 2025	<i>No Board/Committee Meetings in August</i>
September 2025	<p>TOD Pilot Project: Selection of Studies and Projects</p>
October 2025	<p>Review draft proposed 2026 Action Plan, Operating and Capital Budgets Division Street BRT: Design and Public Outreach Update</p>
November 2025	<p>Prepare 2026 Committee Work Program Public hearing on draft proposed 2026 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards</p>
December 2025	<p>Approve final proposed 2026 Action Plan, Operating and Capital Budgets Finalize and approve 2026 Work Program</p>

In addition to Committee activities that have already been slotted into specific months of 2025, there are other upcoming planning projects that are expected to come before the Planning & Development Committee next year. They include:

- Five Mile Mobility Hub Study
- Grant application approvals, as necessary

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 6, 2024

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 8: DECEMBER 4, 2024, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of December 4, 2024.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 4, 2024

10:00 a.m. – 11:30 a.m.

Northside Conference Room
Spokane Transit Authority
1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the September 4, 2024, Committee Meeting – *Corrections/Approval*
 - B. 2025 Planning & Development Committee Work Program: Finalize and Approve (Otterstrom)
4. Committee Action
 - A. Board Consent Agenda - *none*
 - B. Board Discussion Agenda *(40 minutes)*
 1. Connect 2035 Strategic Plan: Adoption (Resolution) *(Otterstrom)*
 2. Final Proposed 2025 Budget (Resolution) *(Meyer/Johnston)*
5. Report to Committee *(10 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review February 5, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, February 5, 2025, at 10:00 a.m. in person. *(No January Meeting)*

Virtual Link:	Join here	
Password:	Members: 2024	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

November 6, 2024

AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: n/a