

## Downtown Spokane Transit Alternatives Analysis

# Decision-Making Structure and Process

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### Project Description

The Downtown Spokane Transit Alternatives Analysis is a study to determine the basic characteristics of a high performance public transit investment in downtown Spokane and to evaluate its environmental impacts, consistent with the requirements of the National Environmental Policy Act. The Study is jointly led by the City of Spokane and the Spokane Transit Authority (STA). Other partners include Washington State University, Avista, Spokane Regional Transportation Council, the Downtown Spokane Partnership and the Public Facilities District.

### Project Goals

The Core Stakeholders and Sounding Board (described on the following page) have identified the following draft goals for the project:

- Involve a large and diverse group of citizens through a process that is unbiased, transparent and meaningful
- Provide high performance transit that is preferred for trips within the downtown
- Connect major activity nodes within the downtown area such as University District, Medical Center, downtown core, the Arena, and the Courthouse
- Use transit to stimulate new development within the downtown
- Use transit to enhance the pedestrian environment by activating the street and creating interest and physical diversity

### Decision Process

A central element of the project is a structured decision-making process that builds consensus in the community and satisfies the requirements of the Federal Transit Administration. The decision process is organized into the following major decision points as described below and shown in Figure 1.

- Adopt project goals and define the Purpose and Need for the project – this first decision point will ask project decision-makers (STA Board of Directors and Spokane City Council) to adopt the project goals, identify the need for the project, and establish the project purpose statement.

- Establish the evaluation framework – this decision point adopts a set of criteria and performance measures that will be used to gauge the effectiveness of the project alternatives at addressing the purpose and need statement, and how well they perform against the broad range of stakeholder values.
- Determine the full range of alternatives – this third decision point brainstorms a list of alternatives that should be considered by the process. All ideas are considered.
- Screen the alternatives – during this phase of the process the project team and stakeholders screen alternatives against the purpose and need statement and evaluate those that pass against the criteria from the evaluation framework.
- Select the preferred alternative – upon further review of remaining alternatives and discussions with project stakeholders and the community, this final decision point selects the preferred alternative (or alternatives) that would be taken through the NEPA (National Environmental Protection Act) environmental process.

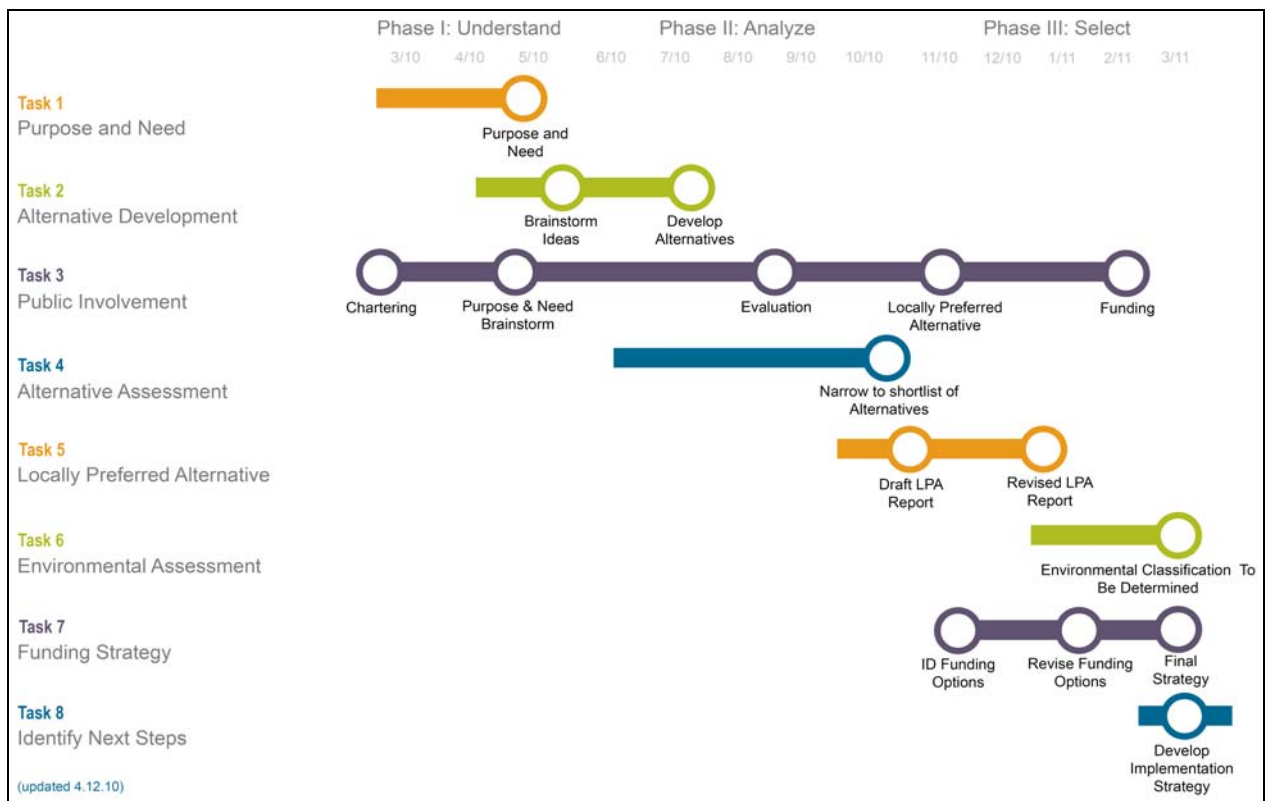


Figure 1: Project Timeline

Through the Sounding Board and public meetings, public comment and ideas will be obtained prior to each major decision. Public involvement activities are defined in greater detail in the Public Involvement Plan.

## Decision-Making Structure

The decision-making structure is shown in Figure 2. The composition roles and responsibilities of each group are described below.

## **Decision-Makers**

The STA Board of Directors and the Spokane City Council will make project decisions at key milestone points of the project, including the adoption of goals, purpose and need, range of alternatives, and selection of the preferred alternative.

## **Core Stakeholders**

The Core Stakeholders Team is comprised of key project leaders. It represents the interests of the project sponsors and partners. The Core Team will establish the policy framework for the project. During the project, it will receive information from technical working groups, key stakeholders, and the public, and will provide recommendations to the project decision-makers.

## **Technical Advisory Group (TAG)**

Members are staff representatives of the Core Stakeholder agencies and will review and comment on all technical deliverables. The TAG will also prepare agendas and meeting materials for Public, Sounding Board and Core Stakeholder meetings. The TAG will provide recommendations to the Core Stakeholders.

## **Sounding Board**

This group is composed of a diverse group of community members. Members were jointly appointed by the City and STA. The Sounding Board will review and comment on technical information and policy questions presented to them by the TAG.

## **Consultant Team**

Led by CH2M HILL the consultant team provides technical information and analysis to the TAG, Sounding Board and Core Stakeholders. Team members facilitate meetings of these groups. The team is responsible for producing technical memoranda and a final report including a funding strategy and implementation guidance.

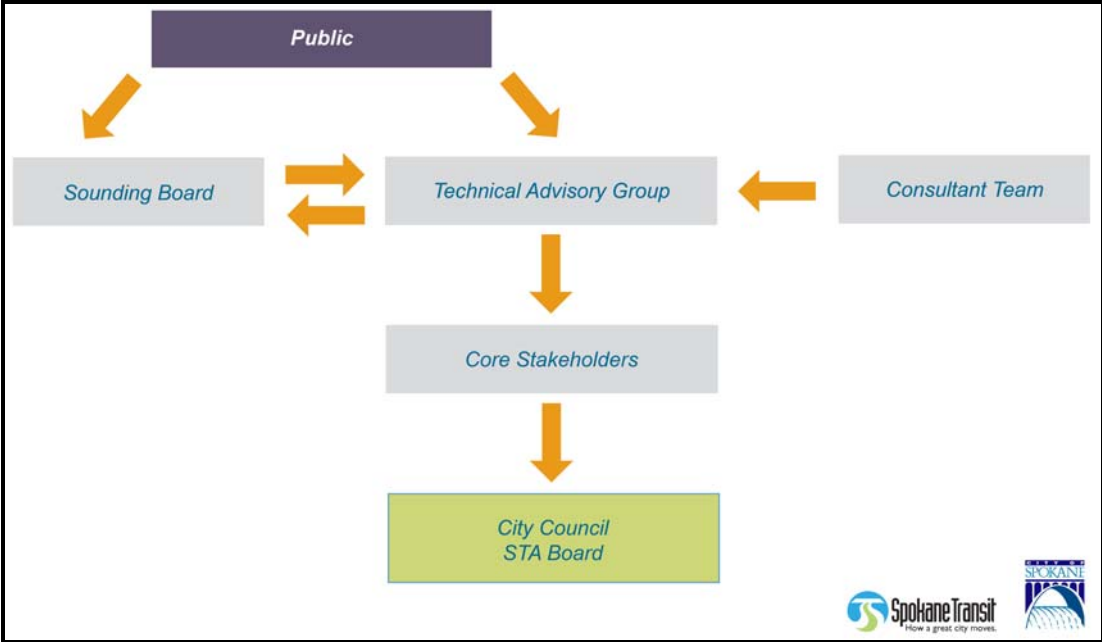


Figure 2: Decision-Making Structure