



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

September 18, 2017

Motion 14949

Proposed No. 2017-0170.1

Sponsors Balducci

1 A MOTION relating to public transportation; approving a
2 work plan for the establishment of the METRO
3 CONNECTS development program as required by
4 Ordinance 18449.

5 WHEREAS, in August 2013, via Ordinance 17641, the King County council
6 adopted and the executive approved, the 2013 update to the Strategic Plan for Public
7 Transportation, 2011-2021, which incorporated a new strategy 6.1.2 to the strategic plan
8 requiring Metro to establish and maintain a long-range transit service and capital plan
9 developed in collaboration with local comprehensive and regional long-range
10 transportation planning, and

11 WHEREAS, in January 2017, via Ordinance 18449, the King County council
12 adopted, and in February 2017 the executive approved, METRO CONNECTS, a long-
13 range transit service and capital plan that was developed with input from transportation
14 stakeholders, the King County council, the regional transit committee, the executive,
15 other jurisdictions and riders, and

16 WHEREAS, METRO CONNECTS is meant to be a living document setting the
17 vision for and guiding the implementation of Metro's long-range transit service and
18 capital networks while responding to growth throughout the county, and

19 WHEREAS, the METRO CONNECTS development program will help build

20 internal capacity to deliver METRO CONNECTS, facilitate discussion and collaboration
21 with jurisdiction and agency staff on transit service needs and accompanying capital
22 elements as well as opportunities to collaborate and achieve efficiencies in implementing
23 projects and ensure that Metro has the necessary policy guidance to effectively
24 implement the METRO CONNECTS vision, and

25 WHEREAS, Metro will collaborate with transportation stakeholders, the King
26 County council, the regional transit committee, the executive, and other jurisdictions to
27 build a regional project schedule to help realize the METRO CONNECTS vision, and

28 WHEREAS, Ordinance 18449 requires Metro to develop a work plan for the
29 establishment of the METRO CONNECTS development program to be transmitted to the
30 council with a motion for its approval by March 30, 2017;

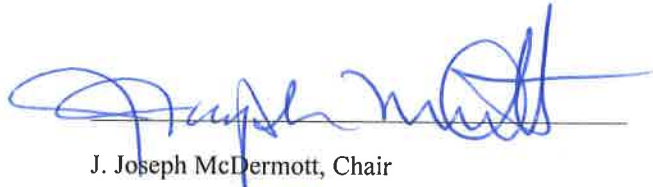
31 NOW, THEREFORE, BE IT MOVED by the Council of King County:

32 The King County council hereby approves the work plan for the establishment of
33 the METRO CONNECTS development program, Attachment A to this motion.
34

Motion 14949. was introduced on 4/10/2017 and passed by the Metropolitan King
County Council on 9/18/2017, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles
and Ms. Balducci
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



J. Joseph McDermott, Chair

ATTEST:



Melani Pedroza, Clerk of the Council



Attachments: A. METRO CONNECTS Development Program Work Plan - March 30, 2017

King County Metro Transit

METRO CONNECTS Development Program Work Plan

Establishment of a METRO CONNECTS Development Program.

March 30, 2017

Prepared for:
King County Council

Prepared by:



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Metro Transit Division
Service Development Section
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Seattle, WA 98104
www.kingcounty.gov/metro**

**Alternative Formats Available
206-477-3832 TTY Relay: 711**

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Overview of the METRO CONNECTS Development Program

Ordinance 18449 was adopted by the King County Council on January 23, 2017. Along with recommending the adoption of METRO CONNECTS, the ordinance outlined a requirement for creating a work plan to guide METRO CONNECTS Development Program (MCDP) that must be transmitted by the Executive on March 30, 2017.

The work of this program will give us the service, capital, systems, and workforce information we need to help inform development of our future biennial budget proposals, establish partnerships to improve transit service, and leverage grant awards and other revenue sources. Metro will use the Development Program and budgeting process to plan the timing of implementation of future service identified in METRO CONNECTS.

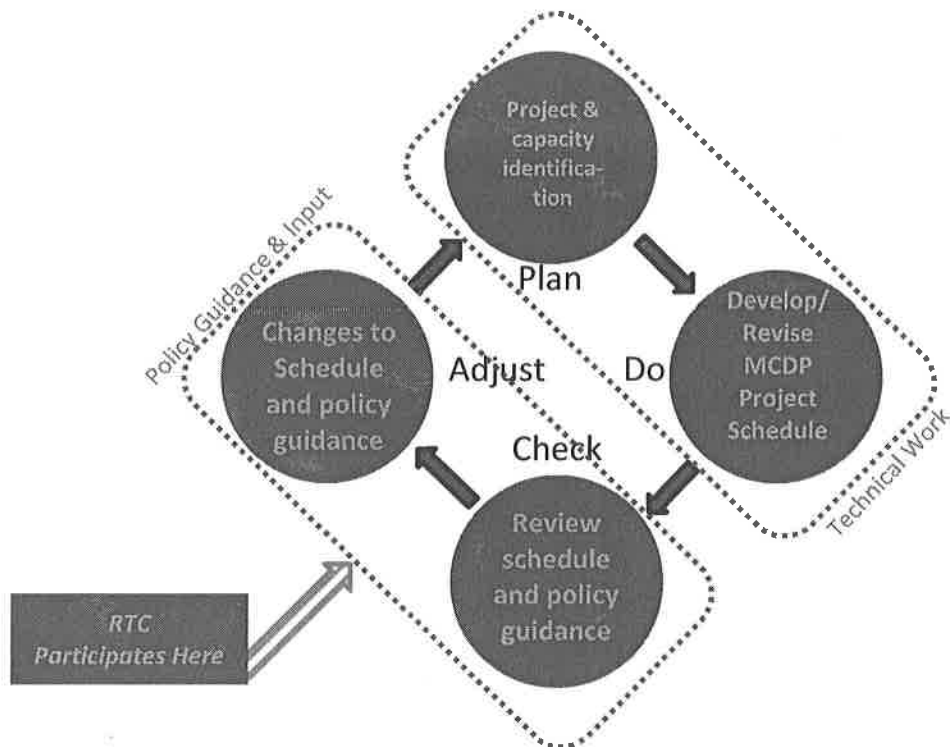
The ordinance requires the work plan to include:

1. The process to establish and the elements to be contained within the MCDP. Elements of the MCDP will include:
 - a. Policy guidance regarding the timing and substance of service and capital policy decisions
 - b. Identification of policy guidance and deliberation needed to increase the effectiveness of implementing the METRO CONNECTS long-range plan
 - c. Collaboration between Metro and Metro's jurisdictional and regional partners with the goal of enabling Metro to work with jurisdiction and agency staff, elected officials, the RTC, and the King County Council to collaborate and provide input on project development and implementation
2. The participants that will be engaged in development of the MCDP and their roles
3. The RTC's role as part of implementing the work plan in addition to its review and recommendation of the motion to approve the MCDP work plan
4. A timeline to establish the MCDP by October 31, 2017

Description of the METRO CONNECTS Development Program

As Metro moves to implement METRO CONNECTS, we will be establishing the METRO CONNECTS Development Program (MCDP). The MCDP is a series of internal and external processes which will 1) help build our internal capacity to deliver METRO CONNECTS, 2) facilitate reoccurring discussion and collaboration with jurisdiction and agency staff on transit service needs and accompanying capital elements to develop and update a regional project schedule to identify opportunities to deliver METRO CONNECTS efficiently and effectively, and 3) ensure that we have the right policy guidance to effectively implement the plan.

The METRO CONNECTS Development Program will follow a four step plan-do-check-adjust cycle to ensure that we are producing the most effective outcomes. This ongoing process is depicted on the next page and focuses on technical development as well as policy guidance and input. This process, although cyclical, will have many of the steps of the PDCA happening concurrently as we engage both those performing the technical work and those providing policy guidance and input. The cycle will also occur multiple times throughout the year to ensure progress in all areas.



The first two steps of this process address the technical work needed for the MCDP:

1. **Plan:** In the first step, Metro will identify potential service and capital projects that will help us work towards the vision laid out in METRO CONNECTS and identify associated organizational capacity to implement these projects.
2. **Do:** In the second step, Metro will work with jurisdictional partners and agencies to form a Technical Advisory Committee (TAC) to collaborate on a regional project schedule that includes some of the projects developed by Metro in the planning step of this cycle as well as identify major regional and city-led projects that have transit benefits or that could be impacted by transit projects now or into the future. Regular meetings of this TAC will enable all participants to be on the same page about what is happening and why. The TAC will align projects on a countywide project schedule to take advantage of potential overlapping work or make project changes that support service or capital projects.

The final two steps of this cycle ensure that we have the needed policy guidance to implement the vision laid out in METRO CONNECTS and that the regional project schedule reflects the input and guidance of policymakers, regional leaders, including the RTC, and the general public. These steps are:

3. **Check:** In the third step, Metro will work with policymakers, regional leaders and the public to review the regional project schedule and policy guidance that informed decisions that helped form the schedule.
4. **Adjust:** In the fourth step, Metro will work with RTC and Council to adjust policy(ies) to increase the effectiveness of the MCDP. In addition, Metro will work with impacted stakeholders to make adjustments to the regional project schedule to better meet regional needs and to deliver METRO CONNECTS efficiently and effectively.

This work plan describes how the MCDP will be established, what it will address, the participants and their roles, and a timeline for establishing the program as outlined in Ordinance 18449, which adopted the METRO CONNECTS Long Range Plan for Public Transportation:

SECTION 2. A.

1. *By March 30, 2017, the executive shall transmit to the council a work plan for establishment of a METRO CONNECTS development program and a motion that approves the work plan.*
2. *The work plan shall:*
 - a. *outline the process to establish and the elements to be contained within a METRO CONNECTS development program;*
 - b. *identify the participants that will be engaged in proposing the METRO CONNECTS development program and their roles;*
 - c. *define the regional transit committee's role as part of implementing the work plan, in addition to its review and recommendation of the motion to approve the work plan as provided for in Section 2.B of this ordinance; and*
 - d. *provide a timeline for establishment of a METRO CONNECTS development program with completion prior to October 31, 2017.*
3. *The work plan shall reflect establishment of a METRO CONNECTS development program that includes:*
 - a. *policy guidance regarding the timing and substance of service and capital policy decisions that King County will make in the implementation of the METRO CONNECTS long-range plan;*
 - b. *the identification of policy guidance and deliberation needed to increase the effectiveness of implementing the METRO CONNECTS long-range plan and*
 - c. *collaboration between Metro and Metro's jurisdictional partners and regional leaders, with the goal of enabling Metro to work with jurisdiction and agency staff, elected officials, the regional transit committee and the council to collaborate and provide meaningful input on project development and implementation.*

B. The executive must transmit the work plan and a motion required by this section in the form of a paper original and an electronic copy with the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers, members of the regional transit committee, the council chief of staff and the lead staff for the regional transit committee. The motion shall be referred to the regional transit committee for review and recommendation.

SECTION 3. *If requested by either the chair of the regional transit committee or a chair of a standing committee, the executive shall provide presentations of the status and progress of the work plan at a meeting of the requesting committee. If any presentation occurs before June 30, 2017, the comments and recommendations generated from such presentations shall be addressed in the work plan.*

SECTION 4. *The regional transit committee will continue to provide input and policy guidance regarding the timing and substance of service and capital improvements, consistent with its charter role. The regional transit committee shall review and offer recommendations on any motion adopting the METRO CONNECTS development program.*

Process to Establish the MCDP and Primary Program Elements

This section outlines the steps needed to develop the MCDP Work Program and begin MCDP work and the program elements that will be the primary focus of the MCDP.

Steps to Establish the MCDP:

The King County Executive transmits this work plan that includes a description of the METRO CONNECTS Development Program and how Metro will approach the program elements defined by King County Council Ordinance 18449. The program's key deliverables, as further defined within the element descriptions of this work plan, will be:

- a. A **policy report** that will be prepared in 2017 to identify the near- and long-term policy needs and approach to updating policy guidance and will be transmitted to Council by Motion by October 31, 2017, and reviewed by the Regional Transit Committee. The policy report will include:
 - i. A description of the policy guidance that influences service and capital decisions in the regional project schedule
 - ii. A gap analysis of additional policy that could make the METRO CONNECTS Development Program more effective
 - iii. Preliminary recommendations on any changes to policy that could be considered as part of this program and potential timing and method for making those changes.
- b. **Biannual status updates** to the Regional Transit Committee on the status of the METRO CONNECTS Development Program, including the program's connection to Metro's guiding policies and the development of the regional service and capital project schedule created in coordination with the Technical Advisory Committee. These status updates will also include information about progress on addressing the components in the policy report.

Program Management Process:

The METRO CONNECTS Development Program utilizes the ongoing four step cycle of 'plan, do, check, and adjust' (PDCA) to manage a series of processes to develop a regional project schedule with input at different steps from technical staff and policymakers. This ensures that Metro's policy guidance maximizes the effectiveness of the program. These four steps are laid out below.

1. **Plan step:** Preliminary MCDP work began in 2016 and early 2017, including establishing internal teams to support the development of program elements and working to establish channels and structure for communication and collaboration (i.e., Technical Advisory Committee, public, elected officials and other regional leaders). More information about our internal process is described in the roles and responsibilities section of this work plan.
2. **Do step:** Metro is establishing channels for technical work to help build a regional project schedule with major regional projects, city projects, and Metro service and capital projects.
3. **Check step:** Metro is setting up discussions to evaluate existing policy guidance and provide opportunity to collaborate on policy guidance that will increase the effectiveness of the MCDP. This step depends heavily, although not exclusively, on input during RTC's biannual MCDP updates and King County Council briefings.
4. **Adjust step:** Metro will work with policymakers and other stakeholders described in this work plan to adjust the regional project schedule and policy guidance to make implementation of METRO CONNECTS more effective, reporting on adjustments and input received from RTC, the TAC, and others periodically at regular RTC meetings.

This four step cycle is expected to take place two to three times prior to Metro's business planning and budget development process in 2018 to prepare for the 2019-2020 biennial budget, with the first cycle expected to be the most comprehensive and require the broadest participation. Subsequent cycles are expected to move more

quickly as expectations begin to align. This cycle is intended to occur prior to every Metro business planning and budget development process throughout the timeframe established in the METRO CONNECTS plan.

Primary Program Elements:

The steps in this program incorporate the three elements described in the ordinance adopting METRO CONNECTS. These elements are shown on the timeline below, and described in more detail in the following sections.

	2017	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 Jan	
Element 1: How policy guidance drives decisions			<ul style="list-style-type: none"> • Overview of budget • Service decisions • Capital decisions 											
							<ul style="list-style-type: none"> • Further discussion on how service and capital decisions are made • Identify and agree on policy gaps to explore 							
Element 2: Identify Needed Policy Guidance							<ul style="list-style-type: none"> • Identify gaps 							
										<ul style="list-style-type: none"> • Policy discussion on identified gaps 				
Element 3: Input on Project Development						<ul style="list-style-type: none"> • Identify needs and projects with TAC 								
										<ul style="list-style-type: none"> • Develop and share initial project schedule • Identify project readiness • Start to identify efficiencies, constraints, and partnership opportunities 				
Work Plan Deliverables:											<ul style="list-style-type: none"> • Policy Report 			
						<ul style="list-style-type: none"> • Biannual RTC Update 							<ul style="list-style-type: none"> • Biannual RTC Update 	

Element 1: Evaluate Existing Policy Guidance

Through the MCDP, Metro will review existing policy guidance with the Regional Transit Committee and King County Council regarding the timing and substance of service and capital policy decisions. This review of policy guidance will include:

1. **Description of current policy guidance:** As part of the first cycle of the ‘check’ step of the PDCA cycle, Metro will define and describe current policy guidance that influences timing and substance of service and capital policy decisions, breaking it into two parts:
 - a. **Service policy guidance:** Metro will explore the service policy guidance that influences timing and substance of service allocation including the Service Guidelines and METRO CONNECTS and their influence on how service decisions are made.
 - i. Metro will clarify existing policy guidance that determines the order of investments and provide examples of policy guidance that influences schedules.
 - b. **Capital policy guidance:** Metro will explore the capital policy guidance that influences timing and substance of capital projects including the Strategic Plan, Service Guidelines, METRO CONNECTS, and ongoing care and maintenance of existing assets and their influence on how capital decisions are made.
 - c. The timing of this discussion is shown in the chart below.
2. **Discussion and clarification:** RTC will have opportunity to engage in discussion and receive clarity around the way policy decisions are made.
3. **A gap analysis:** Metro will perform a gap analysis of existing policy guidance to determine where gaps in policy guidance exist and coordinate with regional leaders to better understand the impacts of those identified gaps.
4. **Deliverables:** A policy report is due to Council on October 31, 2017, describing impacts of existing policy guidance on timing of service and capital investments, gaps in policy to make the METRO CONNECTS Development Program more effective, and preliminary recommendations on policy changes with potential timing. After October 31, 2017, additional review of policy will be conducted as needed during the biannual status updates as part of the PDCA approach.

	2017	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 Jan	
Element 1: How policy guidance drives decisions			<ul style="list-style-type: none"> • Overview of budget • Service decisions • Capital decisions 											
							<ul style="list-style-type: none"> • Further discussion on how service and capital decisions are made • Identify and agree on policy gaps to explore 							
Work Plan Deliverables:											<ul style="list-style-type: none"> • Policy Report 			

Element 3: Provide Input on Project Development

As part of the 'check' step of the PDCA cycle with policymakers and 'plan and do' steps with the Technical Advisory Committee, Metro will incorporate input from the many stakeholders involved in this work. This work plan sets forth the roles and responsibilities of the following parties and an engagement plan to collaborate and receive meaningful input on programmatic prioritization that supports project development and implementation. Outreach will occur with these partners to help inform a collaborative regional project schedule that will in turn inform biennial budgets, service investments, and the capital improvement program. To establish these collaborative channels, Metro will:

1. **Reconvene the Technical Advisory Committee:** Metro will reconvene jurisdiction and agency staff who can help guide the joint development of a regional project schedule that defines different timelines for regional, city and Metro projects and determines how best all parties can collaborate to deliver METRO CONNECTS efficiently and effectively. Metro envisions having four meetings prior to the budget development process in 2018, described below:
 - a. Q1 2017 Kick off Meetings (March 8, 13, and 16): Identify needs and projects. All technical staff will convene to share information about known needs and projects from now to 2025.
 - b. Q2 2017 Meeting: Develop and share the initial project schedule, identify project linkages, identify constraints, partnership opportunities and project checklist that will help deliver METRO CONNECTS efficiently and effectively.
 - c. Q3 2017 Meeting: Identify community project readiness/certainty, identify constraints, refine partnership opportunities and project schedule.
 - d. Q4 2017 Meeting: Continue to identify community project readiness/certainty, identify constraints, refine partnership opportunities and project schedule.
 - e. **The regional project schedule developed in this forum will allow all cities and agencies throughout the region to have a shared understanding** of the timing of projects, the constraints, and the opportunities for collaboration. This regional project schedule and updates about it will be shared with King County Council, RTC and other regional leaders throughout this process to get their valuable perspectives and thoughts about how the policy guidance is influencing the potential timing and substance of service and capital investments. This regional project schedule will be shared throughout the remainder of 2017 and in early 2018 through:
 - i. Briefings at RTC and Council
 - ii. Presentations at City Councils, SCATBd, SeaShore and Eastside Transportation Partnership
 - iii. Individual briefings as requested

More information about roles and responsibilities is shared in the next section.
2. **Potential Deliverables:** Continuous biannual status updates to the Regional Transit Committee on the status of the METRO CONNECTS Development Program, including the development of the regional project schedule and connection to existing policies and policy gaps that influence the project schedule.

	2017											2018
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Element 3: Input on Project Development					<ul style="list-style-type: none"> Identify needs and projects with TAC 							
								<ul style="list-style-type: none"> Develop and share initial project schedule Identify project readiness Start to identify efficiencies, constraints, and partnership opportunities 				
Work Plan Deliverables:											<ul style="list-style-type: none"> Policy Report 	
						<ul style="list-style-type: none"> Biannual RTC Update 					<ul style="list-style-type: none"> Biannual RTC Update 	

Participants and their Roles

At a high level, this section will identify the participants in the MCDP and outline the roles, key functions, and how we plan to engage jurisdictions, the King County Council, regional leaders, the public, and the Executive and Metro Transit.

King County Executive and King County Metro Transit

The King County Executive, the Department of Transportation's (DOT) Director, and their respective staff will provide leadership in carrying out the Development Program work plan and coordinate a budget proposal for the 2019-2020 biennium. King County Metro Transit will be the lead for providing project management, planning, and outreach for the Development Program. The Executive's Office, DOT's Director's Office, and Metro Transit will work closely to integrate the Development Program and the Executive's next proposed budget.

The Development Program is a key function of Metro's implementation of the METRO CONNECTS, creating a process to move toward our long-range vision that will inform investments we make in the near-term. The Development Program will be a link between Metro's internal development of our capital and service needs to meet future needs, external participation to identify partnerships and ways to coordinate on capital projects, and Metro's budget development process.

The core technical work of the Development Program will focus on internal coordination and development. This includes building internal teams to identify Metro existing capacity and needs to carry out the long-range vision, the timing and substance of capital and service needs, a process for clear communication and direction across the agency, and strategies to move Metro toward METRO CONNECTS including grants, partnerships, funding, and project development. Internally, this will also include preparing our own agency for the level of service growth expected by reviewing our workforce needs, training requirements, technology improvements, expansion of capital supporting service, and other internal functions. The results of this internal work will inform our work with jurisdictions, elected officials and the general public as described in this work plan. The product of internal work and collaboration with jurisdictions and policy makers will inform our biennial budgets going forward.

Role and Key Functions

- Provide leadership and financial information
- Provide program management, analysis, and outreach coordination
- Lead planning and product development
- Lead outreach effort and develop communication tools
- Develop a proposed budget for the 2019-2020 biennium
- Reach out to transit riders' through existing rider communication tools and transit interest groups

Collaboration Methods

- Coordinating outreach and materials with all participants identified in the work plan
- Carry out the elements of the work plan, being sure to engage work plan participants
- Use existing tools to communicate with riders, potentially including email, web, and bus bulletins, and reach out to transit interest groups such as the Transit Riders Union

Jurisdiction and Agency staff

This includes key staff from all King County cities or their representatives, and staff from other transportation agencies in King County or the region such as Sound Transit, Washington State Department of Transportation (WSDOT), and others. Jurisdictions will be primarily engaged through a series of quarterly meetings of the Technical Advisory Committee that was created during the METRO CONNECTS process. The structure of these quarterly meetings and assigned participants from jurisdictions will be refined as the Development Program moves forward, however every jurisdiction in King County will be invited to attend the quarterly meeting. Metro will also have an ongoing effort to engage cities directly to refine jurisdiction projects and details as needed.

Role and Key Functions

- Input on specific project information and local impacts, form partnerships
- Inform regional service/capital project schedule

Collaboration Methods

- Attend quarterly regional meeting for four quarters with the Technical Advisory Committee. This regional meeting will continue throughout the life of the METRO CONNECTS Development Program.
- Regularly provide information and updates on major projects with in their jurisdiction.

King County Council

This includes all King County Councilmembers and Council staff, with direct opportunities to engage the Transportation, Economy, and Environment Committee, or other committees or individual Councilmembers with briefings as requested.

Role and Key Functions

- Adopt MCDP work plan by motion
- Adopt motion for Policy Report due by October 31, 2017
- Guidance, oversight, and review
- Review policy (including partnerships)
- Inform service/capital schedule
- Adopt budget and other relevant legislation.

Collaboration Methods

- Regular biannual briefings will be offered to the King County Transportation, Economy and Environment Committee
- Additional briefings to this or other committees will occur when requested

Regional Leaders

This includes elected officials from cities and their councils, and any other elected officials representing our region. In addition, regional leaders will include leaders from other agencies, businesses, non-profits, and transportation advocates in King County. Our primary focus to engage regional leaders will be with cities through either Council briefings, briefings directly with Councilmembers, and TAC representatives directed to convey their Council's interests. Metro will also have an ongoing effort to engage other regional leaders with Sound Transit, City of Seattle, Sound Cities Association, and other related commissions and boards as opportunities become available or as briefings are requested.

Role and Key Functions

- Perspective and feedback on proposals
- Inform regional service/capital project schedule

Collaboration Methods

- Through collaboration with jurisdictions, or at the request of city councilmembers, Metro offer to present at regularly scheduled council briefings
- Metro will offer individual briefings to regional leaders or their organizations when requested
- Collaborate with TAC members to provide regular feedback to staff.

Public

This includes the general public throughout King County. The public will be engaged through a variety of communication materials relating to METRO CONNECTS and a potential annual meeting near the end of year to provide the public direct contact with Development Program staff. The structure and timing of the annual meeting will be developed as the Development Program moves forward. Metro will also look for other opportunities to work with cities to engage the public through events or communications that jurisdictions may already be planning.

Role and Key Functions

- Provide input on projects and local impacts
- Provide the transit riders' perspective on proposed transit system changes and proposals

Collaboration Methods

- Identify opportunities from other programs and projects to provide public and transit rider communications related to various milestones or public release of program deliverables, (i.e., press releases, websites, stakeholder outreach, social media, roadshows, presentations, handouts)
- Make METRO CONNECTS a part of Metro's Transit Advisory Commission's regular work program
 - Metro staff provide regular briefings to the Transit Advisory Commission and receives feedback
- Integrate METRO CONNECTS into all Metro service planning and capital outreach and communications
 - Explain how projects help to fulfill METRO CONNECTS vision
 - Include a consistent set of feedback questions in all outreach projects that helps inform MCDP

Regional Transit Committee's Role

Similar to the Participants and Roles section, this section defines the Regional Transit Committee's role in implementing the work plan and outlines the roles, key functions, and how we plan to engage Regional Transit Committee.

The Regional Transit Committee's members include elected officials from cities and members from the King County Council. Our primary focus to engage the RTC will be through presentations and discussion at regular RTC meetings, and Metro will also offer briefings directly with committee members as needed or RTC workshop opportunities if the committee requests in-depth discussion on specific topics.

Role and Key Functions

- Inform and guide the Development Program
- Consider and act on motion for MCDP work plan
- Consider and act on motion for Policy Report due October 31, 2017
- Consider and discuss current policy guidance for Metro
- Provide policy guidance on partnerships and other policy guidance
- Review Development Program project schedule, ongoing role
- Ongoing collaboration, discussion, and input to support the Development Program
- Advise on the jurisdictions' priorities as details of the Development Program are refined
- Advise on the development of policy guidance on partnerships, and other policy guidance that will increase the effectiveness of the Development Program
- Provide feedback to Metro and jurisdictions' staff about proposed regional service and capital project schedule; feedback to be shared at TAC meetings
- Review and approve the Annual Service Evaluation Report including a report on METRO CONNECTS implementation status, service investment prioritization and alternative services

Collaboration Methods

- Biannual Development Program status updates in January and July
- Present and discuss policy guidance needs to support advancement of the Development Program
- Present, discuss, and receive input on the schedule of projects created in the Development Program
- Review and approve the Annual Service Evaluation Report

Timeline for establishment of MCDP

		M	T	W	Th	F	MCDP Tasks/Milestones
January		2	3	4	5	6	
		9	10	11	12	13	
		16	17	18	19	20	RTC introduction of Work Plan proposal
		23	24	25	26	27	
		30	31	1	2	3	
February		6	7	8	9	10	Technical Advisory Committee meetings
		13	14	15	16	17	Technical Advisory Committee meeting
		20	21	22	23	24	RTC hear proposed Work Plan details and elements
		27	28	1	2	3	
March		6	7	8	9	10	
		13	14	15	16	17	RTC Partnerships Discussion
		20	21	22	23	24	
		27	28	29	30	31	Work Plan transmitted to Council per KCC ordinance requirement
April		3	4	5	6	7	
		10	11	12	13	14	
		17	18	19	20	21	1st RTC Review of Transmitted Work Plan – Discussion and Potential Action
		24	25	26	27	28	
May		1	2	3	4	5	
		8	9	10	11	12	
		15	16	17	18	19	2nd RTC Review of Transmitted Work Plan - Discussion and Potential Action
		22	23	24	25	26	
		29	30	31	1	2	KCC Work Plan Review – Potential Adoption of MCDP Work Plan
June		5	6	7	8	9	
		12	13	14	15	16	Technical Advisory Committee meetings (tentative dates)
		19	20	21	22	23	RTC Check-in on Policy Guidance
		26	27	28	29	30	
July		3	4	5	6	7	
		10	11	12	13	14	
		17	18	19	20	21	RTC Check-in on Regional Project Schedule & Policy Guidance
		24	25	26	27	28	
		31	1	2	3	4	
August		7	8	9	10	11	
		14	15	16	17	18	RTC Check-in on Regional Project Schedule & Policy Guidance
		21	22	23	24	25	
		28	29	30	31	1	
Sept		4	5	6	7	8	
		11	12	13	14	15	Technical Advisory Committee meetings (tentative dates)
		18	19	20	21	22	RTC Check-in on Regional Project Schedule & Policy Guidance
		25	26	27	28	29	
Oct		2	3	4	5	6	
		9	10	11	12	13	Technical Advisory Committee meetings (tentative dates)
		16	17	18	19	20	RTC Check-in on Regional Project Schedule & Policy Guidance
		23	24	25	26	27	
	30	31				Latest date for MCDP establishment per KCC ordinance; Transmit MCDP Policy Report to Council	

RTC meetings
Other key dates
KCC meetings
TAC meetings

Deliverables of the METRO CONNECTS Development Program:

The program's key deliverables will be:

2017 Policy Report

A policy report will be prepared in 2017 to identify the near- and long-term policy needs, will be transmitted to Council by Motion by October 31, 2017 and will be reviewed by the Regional Transit Committee. The report will include:

- A description of the policy guidance that influences service and capital decisions in the regional project schedule
- A gap analysis of additional policy that could make the METRO CONNECTS Development Program more effective
- Preliminary recommendations on any changes to policy that could be considered as part of this program and potential timing and method for making those changes.

Development Program Biannual Updates

Biannual status updates to the Regional Transit Committee on the status of the METRO CONNECTS Development Program, including the program's connection to Metro's guiding policies and the development of the regional service and capital project schedule created in coordination with the Technical Advisory Committee.

Regional Project Schedule

The regional project schedule will help inform King County and cities' budget planning, service investments, and the capital improvement programs. Through the Technical Advisory Committee process, Metro and cities will build a regional transportation project schedule that will align the scopes and schedules of major regional projects, city projects, and Metro service and capital projects. The intent is to identify system efficiencies in construction and project programming and support identification of potential partnerships and project prioritization needs. Adjustments to the regional project schedule will occur in each new Development Program cycle with input received from the RTC, the TAC, and others, and as a result of existing and new policy guidance.