



SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

Solano Transportation Authority
... working for you!

One Harbor Center, Ste. 130, Suisun City, CA 94585-2473 ♦ Phone (707) 424-6075 / Fax (707) 424-6074
Email: info@sta.ca.gov ♦ Website: sta.ca.gov

CTSA-AC
CONSOLIDATED TRANSPORTATION SERVICES AGENCY
ADVISORY COMMITTEE (CTSA-AC)
9:30 a.m., Thursday, January 23, 2020
Suisun City Hall Council Chambers
701 Civic Center Drive, Suisun City, CA 94585

MEETING AGENDA

Table with 2 columns: ITEM and STAFF PERSON. Items include CALL TO ORDER, INTRODUCTIONS, APPROVAL OF THE AGENDA, OPPORTUNITY FOR PUBLIC COMMENT, CONSENT CALENDAR, and Minutes of the CTSA-AC Meeting of September 19, 2019.

CTSA-AC MEMBERS

Table listing CTSA-AC members: Richard Burnett, Elaine Clark, Lori DaMassa, Diane Feinstein, Gerald Huber, Ronald Kott, Beth Kranda, Harry Price, Kari Rader, Ernest Rogers, Susan Rotchy, Bob Sampayan, Jim Spering, and Claudia Williams.

6. PRESENTATIONS

(9:55 a.m. – 10:30 a.m.)

- A. Comprehensive Transportation Plan (CTP) Equity Chapter** Triana Crighton, STA
Mayor Bob Sampayan

- B. SolTrans Update on Token Transit App** Beth Kranda, SolTrans

- C. Vehicle Share Program Update** Brandon Thomson, STA

- D. Solano Mobility Programs FY 2019-20 First Quarter Update** Amy Antunano, STA
Debbie McQuilkin, STA
Katelyn Costa, STA
 - 1. One Stop Call Center
 - 2. ADA Eligibility Program
 - 3. Travel Training Program
 - 4. Taxi Card Program
 - 5. Van Pool Program
 - 6. Bucks for Bikes
 - 7. Commuter Program
 - 8. Emergency Ride Home Program

7. ACTION ITEMS

- A. Proposal to Expand and Modify Golden Pass Program to include SolanoExpress** Debbie McQuilkin, STA

Recommendation:
Forward a recommendation to STA Board to approve the following:

 - 1. Expand the Golden Pass Program to SolanoExpress routes;
and
 - 2. Modify the Golden Pass Program to show ID to ride for free for Solano County residents who are age 80 or older.

(10:30 – 10:35 a.m.)
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8. INFORMATIONAL ITEMS – DISCUSSION

- A. Update on the Vallejo Community Based Transportation Plan (CBTP)** Ron Grassi, STA

(10:35 – 10:40 a.m.)
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- B. Update of Coordinated Short Range Transit Plans (SRTPs) – SolanoExpress Intercity and Five Local Transit Operators** Brandon Thomson, STA

(10:40 – 10:45 a.m.)
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9. CTSA-AC MEMBER COMMENTS

(10:45 – 10:50 a.m.)

10. FUTURE AGENDA ITEMS

A. GoGo Grandparent Program Update

B. Solano Mobility Management Plan

11. ADJOURNMENT

The next CTSA-AC meeting is scheduled for **9:30 a.m., Thursday, April 23, 2020 at a location to be determined.**

CTSA-AC 2020 Meetings

9:30 a.m., Thursday, January 23, 2020 - Suisun City Hall Council Chambers

9:30 a.m., Thursday, April 23, 2020 at a location to be determined

9:30 a.m., Thursday, July 23, 2020 at a location to be determined

9:30 a.m., Thursday, October 22, 2020 at a location to be determined

**For questions please contact Ron Grassi, STA's Director of Programs,
at (707) 399-3233 or rgrassi@sta.ca.gov**

Translation Services: For document translation please call:

Para la llamada de traducción de documentos:

對於文檔翻譯電話

Đối với tài liệu gọi dịch:

Para sa mga dokumento tawag sa pagsasalin:

707-399-3239

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**CTSA-AC
CONSOLIDATED TRANSPORTATION SERVICES AGENCY
ADVISORY COMMITTEE
Draft Minutes for the Meeting of
September 19, 2019**

1. CALL TO ORDER

Chair Sperring called the meeting to order at 9:30 a.m. A quorum was confirmed.

Voting Members Present: *In Alphabetical Order by Last Name*

Richard Burnett	Lifeline Committee
Lori DaMassa	Vacaville City Coach
Cindy Hayes	Independent Living Resources (for Susan Rotchy)
Gerald Huber	Solano County Health & Social Services
Ronald Kott	STA Board Member/Mayor of Rio Vista
Beth Kranda	SolTrans
Harry Price	CTSA Vice Chair, STA Board Chair/Mayor of Fairfield
Kari Rader	Community Action North Bay
Ernest Rogers	PCC Committee Member (<i>Arrived at 9:53 a.m.</i>)
Robert Sampayan	STA Board Member/ Mayor of Vallejo
Jim Sperring	CTSA Chair, STA Board Member/Solano County Supervisor
Claudia Williams	Dixon Redit-Ride

Voting Members Not Present: *In Alphabetical Order by Last Name*

Elaine Clark	Area Agency on Aging
Diane Feinstein	FAST
Susan Rotchy	Independent Living Resources

Also Present: *In Alphabetical Order by Last Name*

Amy Antunano	STA
Cecilia de Leon	STA
Erika Dohina	STA
Ron Grassi	STA
Daryl Halls	STA
Cindy Hayes	Independent Living Resources
Debbie McQuilkin	STA
Rosa Silva	Partnership Health Plan
Brandon Thomson	STA
Debbie Whitbeck	City of Vacaville

2. INTRODUCTIONS

The group dispensed with self-introductions.

3. APPROVAL OF AGENDA

On a motion by Vice Chair Price, and a second by Ronald Kott, the CTSA-AC approved the September 19, 2019 agenda. (10 Ayes.)

4. OPPORTUNITY FOR PUBLIC COMMENT

None.

5. CONSENT CALENDAR

Minutes of the CTSA-AC Meeting of April 18, 2019

Recommendation: Approve the CTSA-AC minutes of April 18, 2019.

On a motion by Beth Kranda, and a second by Vice Chair Price, the CTSA-AC approved the CTSA-AC minutes of April 18, 2019. (11 Ayes.)

6. PRESENTATIONS

A. None.

Member Ernest Rogers arrived at the meeting.

7. ACTION ITEMS

A. Medical Trip Concierge Pilot Program with GoGo Grandparent

Ron Grassi apprised the Committee on the status of the GoGo Grandparent program and reviewed staff's proposal to implement limits/parameters to the program due to some unintended factors and concerns. Chair Sperring commented that the modifications should include a provision to allow exceptions that focuses on the need for the medical trip rather than the number of trips allowed. Chair Sperring also requested staff to provide a spreadsheet on the progress of the program. Vice-Chair Price commented that a program study would be beneficial to indicate the areas where the program is much needed to help better manage the program.

Recommendation:

Forward a recommendation to the STA Board to adopt the modification to the Medical Trip Concierge Program with GoGo Grandparent as shown in Attachment C.

On a motion by Robert Sampayan, and a second by Ronald Kott, the CTSA-AC approved the recommendation. (12 ayes.)

B. Support for Federal Transit Administration (FTA) Section 5310 Funding for Solano Mobility Management Programs, City of Rio Vista, and Faith In Action

Debbie McQuilkin discussed STA's request for grant funding in the amount of \$400,000 to assist in sustaining the Older Adults and Individuals with Disabilities mobility programs which includes the Solano Mobility Call Center and Travel Training Programs.

Recommendation:

Request CTSA-AC to support 5310 Grant Applications for enhanced transit along with mobility programs for Older Adults and Individuals with Disabilities:

1. Solano Transportation Authority. The grant will support the continuation of the Solano Mobility Management Program, which will include Solano Mobility Call Center and Travel Training Program.
2. Faith in Action (FIA) is proposing to expand transportation services in underserved communities.
3. City of Rio Vista is proposing to fund the coordination activities between the City of Rio Vista, social services providers and other transit systems.

On a motion by Robert Sampayan, and a second by Vice Chair Price, the CTSA-AC approved the recommendation. (12 ayes.)

8. INFORMATIONAL ITEMS – DISCUSSION

A. Solano Mobility Study for Older Adults and People with Disabilities Update

Elizabeth Richards provided an overview on the Solano Mobility Study for Older Adults and People with Disabilities. She emphasized the top countywide challenges, the new and enhanced countywide programs, transit service changes, and concluded with next steps. The group agreed to bring the proposed strategies at the future CTSA-AC meeting for discussion.

B. Taxi (PEX) Card Program FY 2018-19 Update

Debbie McQuilkin provided overall statistics for the PEX card users. She outlined the number of individual users per month, number of trips per month, vehicle miles per jurisdiction and amount funded to PEX card vs. amount spent by client. The group discussed the long-term goal, efficiency and flexibility of the program.

C. Vehicle Share Program Implementation Update

Brandon Thomson provided a brief overview of the Vehicle Share Program. He specified a Participation Agreement is in process with non-profit groups. In addition, vehicle training will be provided by MTS Training Academy and STA staff will conduct a Department of Motor Vehicle Pull Notice to ensure that the drivers have a clean driving record to operate the vehicles. He also explained the process for reserving the vans and mentioned that STA expects the program to be fully operational in October 2019. Chair Spering asked staff to provide a timeline for the program to be provided to the Yocha Dehe Wintun and CTSA.

D. Location for Future Meetings

The group agreed to hold future CTSA-AC meetings at the County Events Center or at the Suisun City Hall.

9. CTSA-AC MEMBER COMMENTS

Ernest Rogers complimented the new vehicle share vans. The group discussed options for accessing the vans after hours. It was suggested for staff to gather feedback that would help optimize the program and make it more efficient.

10. FUTURE AGENDA ITEMS

- A. Vallejo Community Based Transportation Plan (CBTP)**
- B. Travel Training Program**
- C. ADA Eligibility Assessment Plan**
- D. Solano Mobility Management Plan**
- E. Strategies to Allocate Funding**

11. ADJOURNMENT

The meeting adjourned at 10:45 a.m. The next meeting of the CTSA-AC is scheduled to meet on **Thursday, January 23, 2020 at 9:30 am at a location to be determined.**

DRAFT

CTSA-AC

DATE: January 13, 2020
TO: Consolidated Transportation Services Agency Advisory Committee (CTSA-AC)
FROM: Debbie McQuilkin, Transit Mobility Coordinator
RE: Proposal to Expand and Modify Golden Pass Program to include SolanoExpress

Background:

Both Vacaville City Coach and FAST began Golden Pass Programs in their respective cities in 2014. The Golden Pass Program is offered to the local residents of Vacaville, Fairfield and Suisun who are age 80 or older. The pass holders may ride FAST and Vacaville City Coach local buses free of charge. Additionally, each operator will accept the others Golden Passes for the added convenience to the rider.

To date, approximately 700 Golden Passes have been issued between the two transit agencies. The Golden Pass is tracked as a free ride for City Coach and therefore, there is no data as to how often it is actually being used. FAST has been able to track the use of the pass since July, 2018, and has reported it is used an average of 400 times a month.

Discussion:

At an Intercity Funding Working Group Meeting on October 7, 2019, it was proposed by City Coach and FAST staff that the Golden Pass be made available for use on SolanoExpress Intercity routes. It was suggested that the Golden Pass Program encourages more people to try transit, increases mobility and access to the services to meet the needs for older adults who may have limited income and ability to drive. And, that while no revenue would be generated by the pass holders themselves, future TDA funding could be increased based on total ridership.

To implement the Golden Pass Program on the SolanoExpress routes, SolTrans would be required to accept this media. SolTrans staff has no objection to offering the program; however, prefers not to print additional media or track usage. SolTrans' preference is for the transit drivers to request ID's for eligible riders upon boarding the bus.

At the November 25, 2019 Intercity Transit Funding Working Group meeting, the following options for implementation were discussed:

1. All operators adopt the existing Golden Pass Program (Attachment A) to include each logo.
2. All operators adopt checking IDs, vs. a paper media Golden Pass.
3. STA staff processes applications and issues Golden Pass media for SolTrans jurisdiction eligible riders.

After a brief discussion, it was decided that all parties were in agreement with moving forward, adopting that operators check IDs vs. issuing paper media. The group suggested taking this item to the January 23rd Consolidated Transportation Services Agency Advisory Committee meeting for discussion

Fiscal Impact:

FAST estimates its Golden Pass usage at 400 rides per month. At a cost of \$5 per ride times 12 months, the approximate cost of the program is \$24,000. It is estimated that SolTrans usage would be similar. It is uncertain, but including SolTrans passenger usage, the potential fiscal impact would be doubled at a cost of approximately \$48,000.

Recommendation:

Forward a recommendation to STA Board to approve the following:

1. Expand the Golden Pass Program to SolanoExpress routes; and
2. Modify the Golden Pass Program to show ID to ride for free for Solano County residents who are age 80 or older.

Attachment:

- A. Golden Pass Program with Logo

Attachment A

CITY COACH

FIXED ROUTE

Unlimited

Golden Pass

FOR AGES *80* AND UP!

11

No 200 Exp Date _____



CITY COACH GOLDEN PASS

This unlimited ride pass is valid on Vacaville City Coach and FAST fixed routes and is good for individuals 80+ years of age.

Upon boarding, show this pass and your ID to the bus operator. Do not deposit into fare box.

VOID IF ALTERED. City Coach assumes no responsibility for lost or stolen passes.

Lost & Found: 707.449.6000¹²

Route Information: 707.449.6000

CTSA-AC

DATE: January 10, 2020
TO: Consolidated Transportation Services Agency Advisory Committee (CTSA-AC)
FROM: Ron Grassi, Director of Programs
RE: Update on the Vallejo Community Based Transportation Plan (CBTP)

Background:

The Metropolitan Transportation Commission's (MTC) 2001 Lifeline Transportation Network Report identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area. In addition, the Environmental Justice Report for the 2001 Regional Transportation Plan also identified the need for MTC to support local planning efforts in low-income communities throughout the region.

To advance the findings of these studies, MTC initiated and has been funding community based transportation planning studies in low-income communities throughout the Bay Area. The objective of the community based planning process was to develop a plan through a collaborative process that identifies transportation gaps, proposes and prioritizes strategies to address the gaps, and identifies potential funding sources and project leads for implementation. This process ensured that the low-income population directly affected by the transportation plan is guiding the process.

The Vallejo Community Based Transportation Plan (CBTP) process began in May 2019. The purpose of the CBTP is to identify and find solutions to transportation challenges for communities of concern within Vallejo. Communities of concern are neighborhoods with a high percentage of low-income households and other underrepresented groups and had been identified by MTC (Attachment A). MTC also allocated \$400,000 of State Transit Assistance (Lifeline) funds for projects identified through a Participatory Budgeting process.

Prior to community outreach beginning, the STA and consultant team established two committees to guide and assist this effort. A Steering Committee was established and began meeting monthly in June to provide overall guidance. It consists of the STA, City of Vallejo, SolTrans, County of Solano, Fighting Back Partnership (FBP) and consultants. A Community Engagement and Participation Committee (CEPC) of key Vallejo community stakeholders was also established to assist with outreach.

The Vallejo CBTP community outreach kicked off in July 2019 with a Transportation Forum. Input on transportation challenges and solutions was received. A survey was introduced (hard copy and on-line). Promotion to the broader community began through multiple avenues and input continued to be collected into September. With the assistance of the CEPC, surveys were distributed at numerous events and half a dozen focus groups were also held.

From the data collected through the surveys, focus groups and outreach, transportation challenges were identified. Projects that addressed the challenges were developed that could be

achieved within the Participatory Budgeting funding parameters. The project specifics were developed by the City of Vallejo Public Works and SolTrans. In total, 16 projects were identified for public voting (Attachment B).

Discussion:

Voting to prioritize the 16 projects began at the October 24, 2019 Transportation Expo. The 16 projects were displayed with a project description, the issue they were addressing, how they benefited the community, and the estimated project cost. After the event, community voting continued on-line until November 18, 2019.

The Vallejo community public was invited to vote by allocating the \$400,000 among the 16 projects. Estimated project costs ranged from \$10,000 to \$250,000. There was not a priority ranking of projects beyond this allocation. About 140 individuals voted on-line and 60 at the Expo. Projects selected through the Participatory Budgeting Process reflect community input.

There are different ways to interpret the voting to balance the variation in project costs which were discussed with the Steering Committee on November 22, 2019. Several of the projects that appear to be the most highly ranked are multi-locational such as improvements to bus stops (adding shelters, benches, lighting, etc). There will need to be a discussion of where the improvements will be made, taking into account several factors such as community suggestions, feasibility, and a reasonably equitable geographical distribution of benefits. Before the funds are allocated, STA staff will work with a three-member STA Board CBTP Review Committee. The CBTP Review Committee will review the list of priority projects based on public input (Attachment C) and work with SolTrans and the City of Vallejo as the project sponsors to finalize the recommended list of priority projects and funding allocations, and provide a recommendation to the STA Board.

Projects that are not selected for funding through this process will remain in the CBTP along with additional projects to address the transportation challenges raised by the community. The CBTP documents and recommended funding allocations will be presented to the STA Board in March or April of 2020.

Fiscal Impact:

The Vallejo Community Based Transportation Plan and Participatory Budgeting Process was funded with \$95,000 provided by MTC and \$100,000 of State Transit Assistance Funds (STAF) allocated by the STA Board as a match. Projects are funded with \$400,000 of STAF Lifeline funding allocated to STA by MTC.

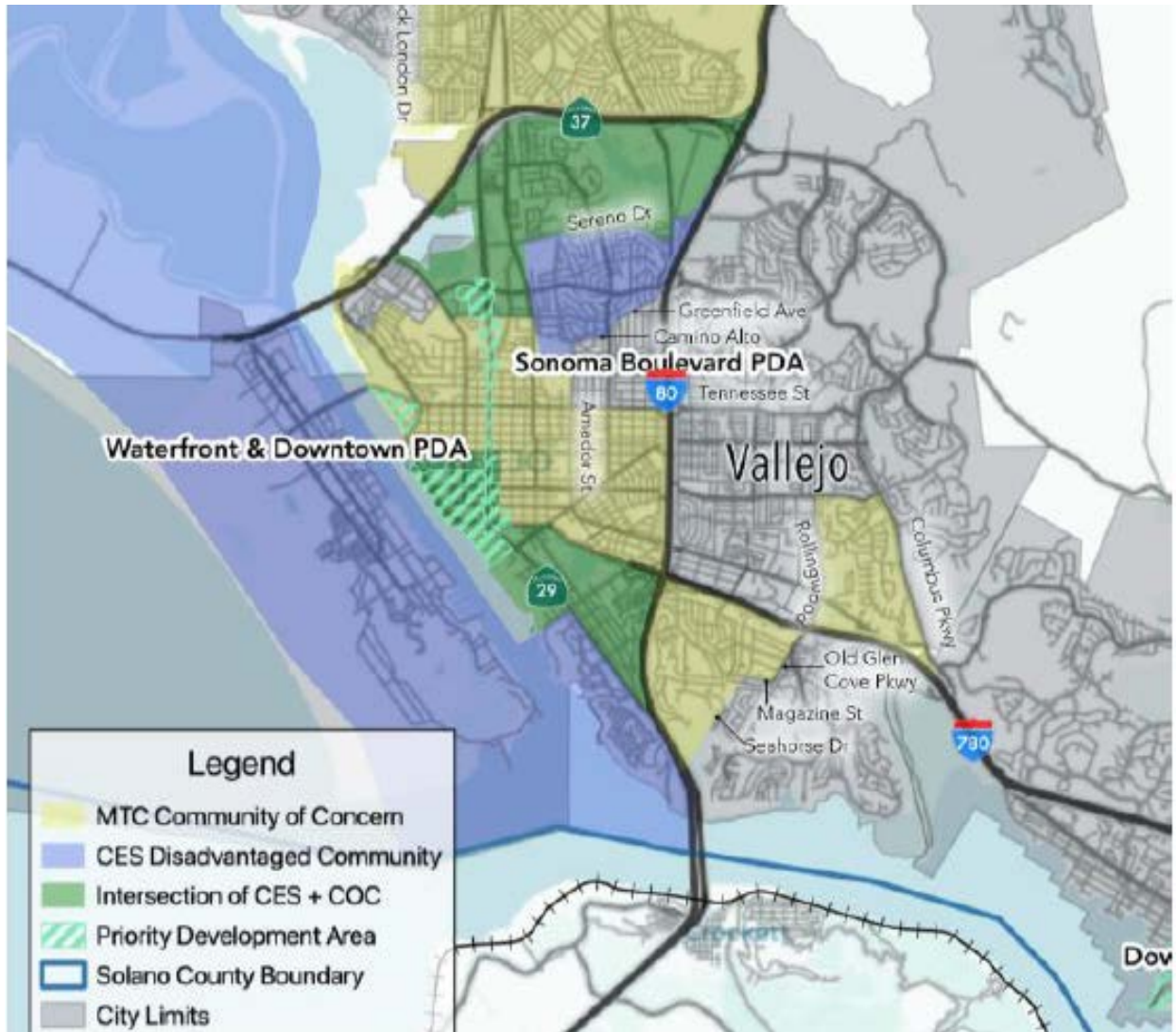
Recommendation:

Informational.

Attachments:

- A. Vallejo Communities of Concern
- B. Participatory Budgeting Projects
- C. Prioritization based on Community input

Vallejo Communities of Concern



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Vallejo CBTP Projects

Project A. Transit Centers Lyft/Uber designated meeting zones (Cost: \$10K)

Install designated meeting zones for Lyft/Uber rides at Curtola Park and Ride and downtown Vallejo Transit Center. (Project Sponsor: SolTrans)

Project B. SolTrans System Maps at Bus Shelters (Cost: \$20K)

Install SolTrans 4' x 4' system route maps at 2-3 dozen of the busiest bus stop shelters. These maps would show the SolTrans bus routes. (Project Sponsor: SolTrans)

Project C. Bus Stop and Shelter Lighting Improvements (Cost: \$20K)

Install additional solar lighting throughout the SolTrans bus system. This project would fund adding solar lighting to approximately 10 bus stops. (Project Sponsor: SolTrans)

Project D. Radar Speed Feedback Signs (Cost: \$30K)

Purchase and install a pair of radar speed feedback signs on city streets. (Project Sponsor: City of Vallejo)

Project E. Redwood St Mid-Block Crosswalk Improvements (Cost: \$50K)

Upgrade the existing crosswalk and signing to increase visibility between Sonoma Blvd. and Sacramento Street. This is a mid-block crosswalk on a curve connecting housing and retail. This project will re-stripe the crosswalk and install a more visible flashing beacon. (Project Sponsor: City of Vallejo)

Project F. Broadway St - New Sidewalk (Cost: \$50K)

Construct a paved sidewalk on the westside of Broadway St between Delaware St and Texas St. (Project Sponsor: City of Vallejo)

Project G. Jordan St Striping (Cost: \$60K)

Install striping along Jordan St. as a strategy to direct vehicles and reduce travel speeds. (Project Sponsor: City of Vallejo)

Project H. Bus Stop Landscape Improvements (Cost: \$60K)

This project would fund new landscaping at approximately 20 bus stops. (Project Sponsor: SolTrans)

Project I. Porter St - New Sidewalk and Street Crossing Improvements (Cost: \$120K)

Install over 400 feet of sidewalk on the east side of Porter St near Magazine St. (Project Sponsor: City of Vallejo)

Project J. Specialized Bus Shelters on Sonoma Blvd and Florida/Springs Rd. (Cost: \$150K)

Install approximately 5 initial specialized bus shelters on Sonoma Blvd. and Florida/Springs Rd. in preparation for Bus Rapid Transit (BRT) service in these corridors. (Project Sponsor: SolTrans)

Project K. Fairgrounds Dr. -Pathway Lighting (Whitney-Borges) (Cost: \$170K)

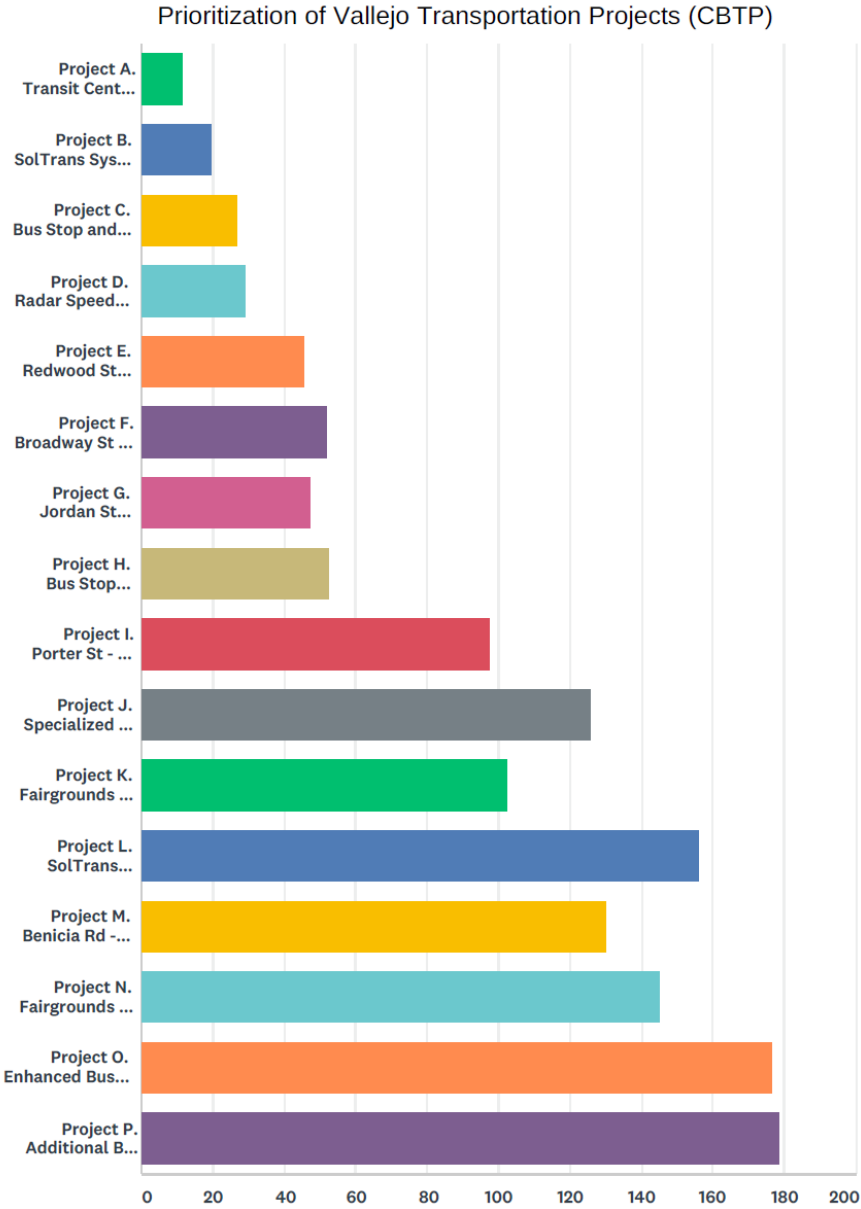
Install lighting along an existing paved pathway on the westside of Fairgrounds Dr. between Whitney Ave. and Borges Ln. (Project Sponsor: City of Vallejo)

<p>Project L. SolTrans Real-Time Transit Information System (Cost: \$200K) Install a real-time transit information system at bus stops throughout the SolTrans system. This includes electronic signs and maps to give SolTrans riders information on bus routes and arrivals. (Project Sponsor: City of Vallejo)</p>
<p>Project M. Benicia Rd - New Sidewalk and Street Crossing Improvements (Cost: \$210K) Install over 500 feet of sidewalk, curb and gutter on the north side of Benicia Rd near Columbus Pkwy. (Project Sponsor: SolTrans)</p>
<p>Project N. Fairgrounds Dr. - New Sidewalk (Corcoran-Borges) (Cost: \$210K) Construct a new paved sidewalk over 1000 feet in length on the westside of Fairgrounds Dr. between Corcoran Ave. and Borges Ln. (Project Sponsor: City of Vallejo)</p>
<p>Project O. Enhanced Bus Shelters and Public Art (Cost: \$240K) There are two major elements to the project: four enhanced bus shelters and public art. The enhanced bus shelters would be designed to reflect the characteristics of the neighborhood offering not only functionality but also an artistic element. Public art could enhance the streetscape and also be functional. (Project Sponsor: SolTrans)</p>
<p>Project P. Additional Bus Shelters and Benches at SolTrans Bus Stops (Cost: \$250K) Install at least 5 additional shelters with benches and at least 10 additional benches at bus stops that currently don't have them throughout Vallejo that serve the communities of concern. (Project Sponsor: SolTrans)</p>

Prioritization of Vallejo Transportation Projects (CBTP)

Participatory Budget prioritize the Vallejo Community-Based Transportation projects. \$400k to spend on the projects of choice. The entire \$400K on one project or distribute it among projects. Note: 10 = \$10,000 for this process. The total must equal 400 (i.e., representing \$400,000).

Answered: 138 Skipped: 0



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CTSA-AC

DATE: January 16, 2020
TO: Consolidated Transportation Services Agency Advisory Committee (CTSA-AC)
FROM: Brandon Thomson, Transit Mobility Coordinator
RE: Update of Coordinated Short Range Transit Plans (SRTPs) – SolanoExpress Intercity and Five Local Transit Operators

Background:

The Metropolitan Transportation Commission (MTC) provides Federal Transit Administration (FTA) Section 5303 funding to transit operators to support the development of Short Range Transit Plans (SRTP). SRTPs assist transit agencies with operations and capital planning in the interest of meeting federal planning requirements related to the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP).

An individual SRTP for each transit agency and an accumulation of the SRTP's known as the Coordinated Short Range Transit Plan were last completed for Solano county transit operators and STA in September 2016, covering the period Fiscal Years (FYs) 2015-16 to 2024-25. STA's approach, with guidance and direction from MTC, is to update these documents approximately every two to three years.

Discussion:

On February 13, 2019, the MTC's Programming and Allocations Committee adopted MTC Resolution No. 4364, which recommended that STA receive \$110,000 to develop a coordinated SRTP for SolTrans, the City of Rio Vista, the City of Dixon, and the City of Fairfield. In coordination with Vacaville City Coach, MTC staff allocated the City of Vacaville \$20,000 to conduct their SRTP (Attachment A). MTC staff separated the City of Vacaville from the Solano County operators because in the last update, the City of Vacaville prepared their own SRTP. The City of Vacaville has decided to include their SRTP update for City Coach under the single consultant agreement with STA to prepare the individual agency SRTPs. Therefore, STA will receive \$130,000 in Federal Transit Administration (FTA) 5303 funds from MTC and recommends setting aside State Transit Assistance Funds (STAF) in the amount of \$70,000 toward this effort. The set aside of STAF funds will cover the required local match of \$18,138 and the remaining \$51,862 of STAF funds will be used if necessary to conduct the Coordinated SRTP. This agenda item summarizes the updated process begin in early FY 2019-20.

As in the previous Coordinated SRTP process, each of the five transit agencies will provide information and review products as they are developed by the consultant team. STA staff proposes using a similar approach from the 2016 effort for the upcoming cycle, with some solutions:

1. Eliminate the element related to the Transit Corridor Study.
2. Replace that item with an element that looks at operation and performance of the SolanoExpress system as a single unit, while retaining the individual agency approaches for evaluation and planning regards to finances and performance of the individual SolanoExpress routes as allocated to each agency.

3. The section on the SolanoExpress system shall include an element that examines connectivity between the regional network and the local transit networks. This will examine shortcomings and opportunities for improved connectivity.
4. Examine transit access to medical facilities and to medical appointments. Determine actual demand for services and propose cost effective options for addressing the demands. This component is being added as this was to top priority of the Coordinated Transportation Services Agency (CTSA) and all seven cities for Senior and Persons with Disabilities.
5. Examine transit access to Priority Development Areas (PDAs) and future Priority Production Areas (PPAs) for jobs.

The MTC Resolution requires a ten-year fiscally constrained financial plan for each SRTP as well as for the coordinated plan. Therefore, sustainability is an overarching objective of the entire process.

Another area of special interest/concern is the decline in local ridership. Attachment B shows recent summary ridership statistics for all the Solano operators. The loss of local ridership for the three largest transit operators may be attributed to a variety of factors including lower fuel costs, increased teleworking, higher car ownership and the rise of alternatives such as Uber and Lyft. The MTC Resolution mandates a review of usage trends; and as Solano has seen declining local ridership, STA will ask the selected consultant to specially look for long- and short-term solutions to reverse this overall trend.

Both the individual SRTPs and the Coordinated SRTP will be reviewed and adopted by individual transit governing boards as well as the STA Board.

The schedule shown on Attachment C is being utilized for developing the Coordinated SRTPs in FY 2019-20.

Fiscal Impact:

None at this time.

Recommendation:

Informational.

Attachment:

- A. MTC Resolution No. 4364
- B. Solano County Operator's Ridership Information
- C. Coordinated SRTP schedule

COMMISSION AGENDA ITEM - 8e

Metropolitan Transportation Commission Programming and Allocations Committee

February 13, 2019

Agenda Item 2c

MTC Resolution No. 4364

Subject: Short-Range Transit Plan (SRTP) Initial Funding Recommendations and Guidelines for FY2018-19 and FY2019-20.

Background: MTC provides Federal Transit Administration Section 5303 funding to transit operators to support the development of SRTPs. These plans assist agencies with operations and capital planning in the interest of meeting federal planning requirements related to the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP).

In FY2017-18, MTC funded SRTP development for the seven large operators. For FY2018-19, staff recommends SRTP funding for small and medium sized operators. The amounts recommended for each agency are listed in the table below. Solano Transportation Authority is recommended to receive funding to develop a consolidated SRTP for SolTrans, the City of Fairfield, the City of Dixon, and the City of Rio Vista, in coordination with the City of Vacaville.

Proposed FY2018-19 SRTP Funding			
Agency	5303 Funds 88.53%	In Kind/Local Match 11.47%	Total Contract Amount
Altamont Corridor Express	\$ 20,000	2,591	22,591
County Connection	\$ 30,000	3,887	33,887
Tri-Delta Transit	\$ 30,000	3,887	33,887
LAVTA Wheels	\$ 30,000	3,887	33,887
Marin Transit	\$ 30,000	2,591	22,591
Napa Valley Transportation Authority	\$ 30,000	3,887	33,887
Petaluma Transit	\$ 20,000	2,591	22,591
Santa Rosa CityBus	\$ 30,000	3,887	33,887
Sonoma County Transit	\$ 30,000	3,887	33,887
Union City Transit	\$ 30,000	3,887	33,887
Vacaville City Coach	\$ 20,000	2,591	22,591
Water Emergency Transportation Authority	\$ 30,000	3,887	33,887
WestCat	\$ 30,000	3,887	33,887
Sonoma-Marin Area Rail Transit	\$ 30,000	3,887	33,887
Solano Transportation Authority	\$ 110,000	15,547	158,138
Sonoma County Transportation Authority	\$ 30,000	3,887	33,887
Total Funding Provided by MTC:	\$ 530,000		

These funds are included in the MTC budget for FY2018-19. Additionally, MTC Resolution No. 4364 provides the guidelines for FY2018-19 and FY2019-20 SRTPs. Recommendation for FY 2019-20 funding will be presented later in the year.

Issues: None.

Recommendation: Refer MTC Resolution No. 4364 to the Commission for approval and authorize staff to enter into funding agreements with operators based on funding levels listed above.

Date: February 27, 2019
W.I.: 1517
Referred by: PAC

ABSTRACT

MTC Resolution No. 4364

This resolution adopts the Short Range Transit Plan Guidelines for FY 2018-19 and FY2019-20.

Further discussion of these actions is contained in the Programming and Allocations Committee summary sheet dated February 13, 2019.

Date: February 27, 2019
W.I.: 1517
Referred by: PAC

RE: Short Range Transit Plan Guidelines

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4364

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et seq.; and

WHEREAS, MTC is the designated Metropolitan Planning Organization (MPO) for the San Francisco Bay Area, charged with carrying out the metropolitan transportation planning and fund programming processes required to maintain the region's eligibility for federal funds for transportation planning, capital improvements, and operations; and

WHEREAS, the federal Fixing America's Surface Transportation Act (FAST) requires MPOs to work cooperatively with the state and public transit operators to develop regional transportation plans and Transportation Improvement Programs (TIP) for urbanized areas of the state; and

WHEREAS, MTC has developed, in cooperation with the State, and with public transit operators in the region, a work program for carrying out continuing, comprehensive, and cooperative transportation planning; and

WHEREAS, an Overall Work Program (OWP) for planning activities in the Bay Area is annually prepared by MTC, the Association of Bay Area Governments, and the California Department of Transportation; and

WHEREAS, the OWP describes MTC's annual unified work program to achieve the goals and objectives of the Regional Transportation Plan (RTP); and

WHEREAS, in accordance with the goals and objectives of the RTP, MTC's Transportation Improvement Program (TIP) includes funds programmed for projects sponsored by public transit operators in the MTC region; and

WHEREAS, MTC, in cooperation with the FTA Region IX office requires that public transit operators in the MTC region which are FTA grantees prepare and regularly update a Short Range Transit Plan (SRTP) as input to regional transportation planning programming activities; and

WHEREAS, MTC enters into a funding agreement with each public transit operator required to prepare and update an SRTP; and

WHEREAS, MTC desires to promulgate detailed SRTP guidelines that more precisely explain the scope of work included in the SRTP funding agreement, and which are in accord with and supportive of the planning, fund programming and policy requirements of MTC's Transit Capital Priorities Process and Criteria, the TIP and the RTP; now, therefore, be it

RESOLVED, that MTC does hereby adopt the "Short Range Transit Plan Guidelines," attached hereto as Attachment A to this Resolution and incorporated herein as though set forth at length.

METROPOLITAN TRANSPORTATION COMMISSION

Chair

The above resolution was adopted by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California on February 27, 2019

Date: February 27, 2019
W.I.: 1517
Referred by: PAC

Attachment A
Resolution No. 4364
Page 1 of 15

METROPOLITAN TRANSPORTATION COMMISSION SHORT RANGE TRANSIT PLAN GUIDELINES

BASIS OF THE SRTP REQUIREMENT

Federal statutes require that the Metropolitan Transportation Commission (MTC), in partnership with the state and with local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and fund programming responsibilities, MTC, in cooperation with Region IX of the Federal Transit Administration (FTA), requires each transit operator receiving federal funding through the TIP (federal grantees within the MTC region) to prepare, adopt, and submit an SRTP to MTC.

Transit operators are required by MTC to prepare an SRTP every four years in order to remain eligible to receive federal funding. MTC requires that operators prepare an SRTP on a two year cycle, alternating years between large operators and small-to-medium sized operators. These guidelines are focused on small and medium-sized transit operators in the region that will develop SRTPs in FY 2018-19, and the seven largest transit operators that are due to develop SRTPs in FY 2019-20.

These guidelines describe the purpose, planning horizon and frequency of updates for the SRTP, and provide detail relative to the tasks and subtasks outlined in the funding agreement.

SRTP PURPOSE

- A. To serve as a management and policy document for the transit operator, as well as a means of providing FTA and MTC with information necessary to meet regional fund programming and planning requirements.
- B. To clearly and concisely describe and provide the basis for the transit operator's capital and operating budgets.
- C. To submit requests for federal, state, and regional funds for capital and operating purposes through MTC's Transit Capital Priorities, and in the MTC TIP.
- D. To assess an operator's financial capacity to carry out proposed levels of operations and the associated capital improvement plan.
- E. To regularly provide MTC with information on projects and programs of regional significance, which include: funding and scheduling of expansion projects included in MTC Resolution No. 3434 or in the Regional Transportation Plan, provision of paratransit service to persons with disabilities, older adults and others; compliance with federal Title VI reporting requirements;

environmental justice outreach and public participation, and related service planning; results of the most recent FTA Triennial Review and related corrective actions.

- F. To assess an operator's progress implementing recommendations provided through the Transit Sustainability Project, MTC Resolution 4060.

THE SRTP AND THE OPERATOR'S GOALS, OBJECTIVES AND STANDARDS

Goals should reflect the major areas of concern for public transit operators, for example:

- scheduling and route planning
- service reliability
- system effectiveness
- system efficiency
- safety and security
- funding and reserve policies
- customer service
- statutory and regulatory compliance

Objectives should be comprehensive (there can be several objectives under each goal). Service standards should be specific, measurable and quantified where feasible. Goals, objectives and standards should reflect the basis under which new service would be deployed and existing service increased or reduced.

PLANNING HORIZON

The planning horizon is a minimum of ten years. However, a longer planning horizon may be required if necessary to reflect significant capital replacement and/or rehabilitation that would not fall within the ten year period (e.g., railcars, ferryboats, bus subfleet). A longer planning horizon may also be required if necessary to capture the capital or operating budget implications of significant changes in service (e.g., rail extension coming on line).

FREQUENCY OF UPDATES

MTC requires that large operators update their SRTPs every two years and that small- to medium-sized operators update their SRTPs at least once every four years. The scope of the SRTP is explained below.

REFERENCES TO MTC RESOLUTIONS

These guidelines make reference in certain sections to the following MTC Resolutions:

- MTC Resolution No. 3176: "Procedures for Evaluating Transit Efficiency Improvements."
- MTC Resolution No. 3434, Revised: "Regional Transit Expansion Policy."
- MTC Resolution No. 3866, Revised: "MTC Transit Connectivity Plan."
- MTC Resolution No. 4060, Revised: "MTC Transit Sustainability Project."
- MTC Resolution No. 4272, Revised: Transit Capital Priorities Process and Criteria for FY 2016-17 through FY 2019-20.

MTC staff will e-mail electronic copies of these resolutions to interested parties upon request.

ONBOARD SURVEY

In 2010, MTC began a regional transit passenger survey by collecting data from transit operators on a rolling basis, surveying a few operators every year, with the goal of completing all operators within five to seven years. The first data collection survey cycle was completed in 2017, and a new cycle was initiated in 2018. You can find a chronology of completed and planned surveys here, by year and season:

<http://bayareametro.github.io/onboard-surveys/schedule/>

The purpose of the survey is twofold: (1) to collect demographic and trip origin/destination data used to support future local and regional transit planning efforts; (2) to fulfill data collection requirements stipulated by Circular 4702.1B of the Title VI Requirements and Guidelines for Federal Transit Administration Recipients. MTC and operators coordinate to develop survey instruments that meet these two goals and to provide survey takers access to their transit systems. To further these efforts, coordination requirements applicable to transit rider surveys were adopted in July 2015 in MTC Resolution 3866, Revised.

SCOPE OF THE SRTP

The SRTP must contain at least the information described in this section.

1. Title Page

The title page must include the words “Short Range Transit Plan,” the fiscal years covered by the plan, the official name of the transit operator, the date approved by the governing board, and the following statements:

Federal transportation statutes require that the Metropolitan Transportation Commission (MTC), in partnership with state and local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and programming responsibilities, MTC requires that each transit operator in its region which receives federal funding through the TIP, prepare, adopt, and submit to MTC a Short Range Transit Plan (SRTP).

2. **Overview of Transit System**

- A. Brief History (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).
- B. Governance.
 - 1. Type of unit of government (e.g., city, joint powers authority, transit district).
 - 2. Composition and nature of representation of governing body:
 - a. Number of members;
 - b. Elected or appointed (if appointed, how, and what agencies and/or groups do members represent (e.g., cities, county, general public);
 - c. Current members and terms.
- C. Organizational Structure (use graphic format).
 - 1. Management and staff positions.
 - 2. Reporting relationships.
 - 3. Contracted transportation services (name of contractor(s), length of current contract(s)).
 - 4. Labor unions representing agency employees and length of current contract(s).
- D. Transit Services Provided and Areas Served —Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
 - 1. Fixed Route (includes bus and rail):
 - a. Local;
 - b. Express;
 - c. Other commuter service (e.g., subscription service, shuttles);
 - d. Services provided in partnership with others (funding contributions or policy oversight);
 - e. Accommodation of bicycles;
 - 2. Demand responsive (includes operator-provided services and services provided under partnership agreements):
 - a. General public;
 - b. Americans With Disabilities Act (ADA);
 - c. Persons with disabilities (non-ADA);
 - d. Older adults;
 - 3. Connecting services provided by others for fixed route and demand responsive service; including transit network companies under contractual agreement.
- E. Fare Structure — Describe fare structure for fixed route and demand responsive services, and for interoperator transfers.
 - 1. Fixed Route Fares:
 - a. Single fare (adults, seniors, student/youth);
 - b. Discounted and/or multi-ride fares (adults, seniors, student/youth);

- c. Recent changes in fares;
 - 2. Demand Responsive Fares:
 - a. Single fare;
 - b. Discounted and/or multi-ride fares;
 - c. Recent changes in fares (include the year(s) in which the change(s) took place);
 - 3. Interoperator Transfer Arrangements and Fares
 - a. ClipperSM
 - b. Other proof of transfer;
- F. Revenue Fleet — Provide a general description of the revenue vehicle/vessel fleet. The description can be in narrative or graphic format, or a combination of both. (This description differs from the detailed inventory required under Section 6 of these guidelines.) Include the following information:
- 1. Types of vehicles/vessels operated (e.g., standard bus (any length), trolley bus, articulated bus, over-the-road coach, cutaway van, standard van, minivan, cable car, passenger ferryboat, heavy rail, light rail);
 - 2. Number of each type of vehicle/vessel;
 - 3. Recognizing that each type of vehicle might be used in multiple types of service, type(s) of service in which each type of vehicle is used (e.g., local, express, commuter, demand responsive).
- G. Existing Facilities — Describe individual or grouped facilities, according to the categories listed below.
- 1. Administrative (locations, age, functions located within);
 - 2. Maintenance and Fueling (type, locations, age);
 - 3. Vehicle/Vessel Storage/Staging (locations, age, capacity);
 - 4. Park-and-Ride (locations, age, capacity);
 - 5. Stations and Stops (type, locations, age, basic amenities);
 - 6. Right-of-Way, Track or Guideway;
 - 7. Bicycle Facilities.

3. Goals, Objectives and Standards

- A. Describe the process for establishing, reviewing, and updating goals, objectives, and standards. Goals and objectives should be comprehensive and address all major areas of operator activities, including principles and guidelines under which new service would be implemented. Performance standards should address both the efficiency and effectiveness of the services provided by the operator.
- B. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior SRTP.
- C. For SRTPs composed during FY2018-19, portray and discuss plans to implement service, meet the performance measure requirements of MTC Resolution 4321, Revised, paratransit or

institutional recommendations, or any similar coordination efforts (as discussed in the Transit Sustainability Project MTC Resolution 4060, Revised) and discuss the monitoring process established to assess the performance of these programs.

- D. For SRTPs composed during FY2019-20, portray and discuss the Transit Sustainability Project performance measures, targets, and the monitoring process established in MTC Resolution 4060. Building on the TSP Strategic Plan revisions, discuss strategies to achieve TSP targets.

4. Service and System Evaluation

- A. Evaluate route-level and system-wide performance against current service standards (if illustrative, portray local, express or commuter service, or other intercity service separately). Describe the evaluation process. Evaluate the most recent year for which complete data is available. At a minimum, evaluate performance measures relating to effectiveness and efficiency. Key performance measures could include passengers per revenue vehicle hour, passengers per revenue vehicle mile, percent of capacity used, revenue-to-total vehicle hours, operating cost per revenue vehicle hour, operating cost per passenger, and on-time performance. A retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted.
- B. Provide a three-year retrospective of revenue service hours, revenue service miles, and patronage. Evaluate and discuss significant changes.
- C. Describe and discuss equipment and facility deficiencies, and describe proposed remedies.
- D. Describe any involvement in MTC's "Community-based Transportation Planning Program" ("CBTP"). Describe any specific fixed-route and/or mobility solutions to transit gaps recommended through the CBTP process and the status of their implementation. Describe any services funded specifically to address transportation needs in communities of concern and the source(s) of funding (e.g., the Lifeline Transportation Program).
- E. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA). Reference planned new activities, major service changes, or procurement of capital equipment to support ADA service.
- F. Identify other paratransit services, dial-a-ride, demand responsive services or mobility management programs. Reference any proposed revisions or improvements to these services, as well as fixed route services intended to enhance their usage by seniors and/or by persons with disabilities. Identify partners with whom these services are coordinated, and reference the establishment or enhancement of mobility management programs to help provide equitable and effective access.
- G. Provide the date of the agency's most recent federal Title VI analysis and report, and discuss any service deficiencies identified in the report. Generally describe the process used for complying with FTA Circular C4702.1B (updated October 1, 2012). Please reference the most recent triennial Title VI report, plus any subsequent Title VI reports.

- H. Provide the date of the agency's most recent FTA Triennial Review, and describe related remedial actions undertaken or currently underway in response to the review.

5. Operations Plan and Budget

A. Operations Plan

The operations plan sets forth the intentions to provide fixed route and paratransit services over the SRTP period. Document the ongoing evaluation of services and systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to financial constraints.

1. Describe the modes and types of transit services to be operated over the plan period. Separately identify service provided in partnership with others:
 - a. For the continuation of existing service, refer to or summarize the descriptions provided under Section 2, Subsection "D", Transit Services Provided and Areas Served;
 - b. For the deployment of new service, identify the mode, and describe the service characteristics using the format used in Section 2, Subsection "D," above.
2. Separately describe planned new activities or service changes relative to paratransit services provided in accordance with the Americans with Disabilities Act (ADA service).
3. Separately describe any proposed revisions or improvements to fixed route services, other paratransit services, dial-a-ride, demand responsive services or mobility management programs intended to enhance their usage by seniors and/or by persons with disabilities.
4. Where reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities.
5. Portray the levels of service planned — Use a table (or other graphic format) to portray planned levels of service hours and service miles. Separately identify the following:
 - a. Fixed route modes by type (e.g. local, express/commuter);
 - b. Demand responsive modes by type (e.g., ADA, non-ADA older adult);
 - c. Expansion service included in MTC Resolution No. 3434, Revised and other major planned service expansions.

The table (or other graphic format) shall clearly identify service expansion and/or reduction by the year of planned deployment (expansion) and/or elimination (reduction). There shall be a rational relationship between the information portrayed and the "Service and System Evaluation" section of the SRTP.

6. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI report and/or FTA Triennial Review.

B. Operations Budget

Demonstrate that planned level of transit service over the planning period, including rehabilitation and replacement of capital assets, is sustainable. Take into consideration expense forecasts, regional and local revenue projections, fare policies, labor or service

agreements, competitive demands on funding, regional priorities and policies. The budget should reflect a “baseline” level of service, taking into consideration the existing level of service at the time of publication of the SRTP.

Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables. Provide sufficient detail to allow a reviewer of the SRTP to evaluate costs of implementing the operating and capital plans, and compare the total with anticipated revenues available during the study period.

The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.

The narrative must specifically explain, and the spreadsheet clearly isolate by year (e.g., through individual line items) the following:

- Change in fare revenue due to a fare increase or decrease.
- Change in fare revenue due to a change in the level of service.
- Change in expenses due to a change in the level of service.
- Change in expenses due to a labor or service contract change.

All operations expenses and revenues are to be stated in year of expenditure dollars, with the assumed escalation factors stated. All sources of revenue shown in the operations and in the capital financial plan should be identified individually. All assumptions that relate to expenditure and revenue estimates must also be documented, including specification of ridership or sales growth (if appropriate) separately from inflation forecasts.

1. The operations budget must be sustainable and generally balanced each year over the period of the SRTP, using currently available or reasonably projected revenues.
2. Where increases in local revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.
3. Fixed route and demand responsive services may be portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
4. Describe planned fare increases and/or decreases, and/or changes in fare policies, including the year(s) these changes are planned to take effect. Describe planned changes in interoperator transfer arrangements and/or fares (this pertains to interoperator fares themselves, not to the means of fare collection; i.e., ClipperSM) Note: as set forth in MTC Resolution No. 3176, fare and local discretionary revenue contributions are expected to keep pace with inflation, and fare structure shall comply with regional policy on fare coordination (Resolution No. 3866, Revised).

5. Separately identify funding sources and amounts to support operating budgets for ADA service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.
 6. Separately identify and describe funding contributions (expended or received) for services provided in partnership with others.
 7. The multi-year operating budget shall utilize MTC projections of regional operating revenues. Local funding sources (e.g., transportation sales tax) that will expire during the period covered by the plan shall not be assumed to continue beyond their expiration dates, unless specific renewals have been approved. In order to portray the operating budget:
 - a. Forecast operating costs shall be portrayed in a manner that distinguishes significant expansion and/or contraction of existing service, and the introduction of new service;
 - b. The basis for the operating cost forecasts shall be clearly portrayed (e.g., cost per service hour and service hours);
 - c. The forecast escalation rates (revenue and expenses) must be clearly portrayed;
 - d. Indicate reserves available for operations and changes to reserves over the period of the SRTP, including anticipated unallocated TDA reserves;
 - e. Budget levels must correlate with the changes in service identified in the “Operations Plan.” The operations budget should not show a deficit.
 - f. Identify sources of operating revenue:
 - i. Fares;
 - ii. Property taxes (directly levied, levied by others);
 - iii. Bridge tolls (directly levied (e.g., GGT), MTC 2% toll revenues, MTC 5% unrestricted general fund, MTC Regional Measure 2, MTC Regional Measure 3);
 - iv. Sales tax (AB 1107, directly levied (e.g., transit district), levied by others (e.g., county sales tax measure (identify Measure)));
 - v. Contributions from JPA partner funding agencies;
 - vi. Federal (FTA section 5307 Operating Assistance, FTA section 5307 Preventive Maintenance, FTA section 5311, other);
 - vii. Regional (MTC Lifeline, Air District);
 - viii. Advertising;
 - ix. Earned interest;
 - x. BART coordination funds (TDA, STA, BART district funds);
 - xi. TDA (directly apportioned, contributed by others);
 - xii. State Transit Assistance [(directly apportioned, contributed by others) – Revenue-Based, Population-Based (county block grants)].
 - xiii. Senate Bill 1 Transit State of Good Repair funds if used for operations;
 - xiv. California Cap and Trade Program
- C. In addition to future year forecasts, the SRTP should include a three-year retrospective of audited (if available) operating expenses and revenue.

6. Capital Improvement Program

Describe and discuss the capital programs (vehicles, facilities and equipment) required to carry out the operations and services set forth in the operating plan and budget. The Capital Improvement Plan (CIP) should provide the basis for requests for federal, state and regional funding for capital replacements, rehabilitation, and expansion projects. While the CIP does not have to be financially constrained to the extent that the operations budget does, it should reflect the operator's reasonable expectation of funding, particularly as outlined in MTC's Regional Transportation Plan.

A. Basis for Revenue Vehicle/Vessel Projects and/or Proposals, for Replacement, Rehabilitation, and Expansion.

1. Describe and discuss policies (or basis), and justification for vehicle replacement:
 - a. Life cycle considerations (current vehicles/vessels);
 - b. Passenger amenity considerations (vehicles to be acquired);
 - c. Mode of power and/or emissions considerations (vehicles/vessels to be acquired);
 - d. Other considerations (e.g., safety, lack of availability of service parts for current vehicles/vessels)
2. Describe and discuss policies (or basis), and justification for rehabilitation/retrofit:
 - a. Life cycle considerations;
 - b. Passenger amenity considerations;
 - c. Emissions considerations;
 - d. Other considerations.
3. Describe and discuss policies (or basis), and justification for proposed fleet expansion (or contraction):
 - a. Relationship to fixed route or demand responsive operations plan;
 - b. Basis for type(s) of vehicles/vessels desired (expansion).
 - c. Number and type(s) of vehicles to be removed from service (contraction), including intended disposition (e.g., sale, placed for lease, salvaged).
4. Current Revenue Vehicle/Vessel Fleet Inventory: Identify items "a" through "k" below individually or by subfleet.
 - a. Manufacturer;
 - b. Year of manufacture;
 - c. Identification number (individual VIN or VIN sequence for subfleets);
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., minivan, standard van, cutaway van, standard motorbus, articulated motorbus, trolley bus, articulated trolleybus, over-the-road coach, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. In fixed route service or demand responsive service;

- i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
 - j. Has major rehabilitation of the vehicle(s)/vessel(s) been performed; if yes, how many years of service life were added;
 - k. Year the vehicle(s)/vessel(s) will be retired from service (even if this is beyond the time horizon of the SRTP);
5. Vehicle/Vessel Replacement: Identify items “a” through “k” below individually or by subfleet, showing the number of replacement vehicles/vessels to be placed in service per year over the planning horizon.
- a. Number of vehicles/vessels to be replaced;
 - b. Anticipated year of manufacture of replacement vehicle(s)/vessel(s);
 - c. Year vehicle(s)/vessel(s) will be placed in service;
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., minivan, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
 - j. Estimated cost of replacement vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - k. Sources and amounts of funding for replacement vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
6. Vehicle/Vessel Rehabilitation (if applicable): Identify items “a” through “m” below individually or by subfleet, showing the number of vehicles/vessels to be rehabilitated per year over the planning horizon.
- a. Manufacturer;
 - b. Year of manufacture;
 - c. Identification number, (individual VIN or VIN sequence for subfleets);
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., minivan, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).

- i. Year of planned rehabilitation (even if this falls outside the time horizon of the SRTP);
 - j. Years of service life to be added;
 - k. Rehabilitation to be performed in-house or contracted, if known;
 - l. Estimated cost of rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - m. Sources and amounts of funding for rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “l” above), with annual escalation rates clearly portrayed.
7. Vehicle/Vessel Expansion (if applicable): Identify items “a” through “k” below individually or by subfleet.
- a. The number of expansion vehicle(s)/vessel(s) to be placed in service per year over the planning horizon of the SRTP;
 - b. Anticipated year of manufacture;
 - c. Year vehicle(s)/vessel(s) will be placed in service;
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., minivan, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
 - j. Estimated cost of expansion vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - k. Sources and amounts of funding for expansion vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
8. Summary of Revenue Vehicle/Vessel Fleet Inventory:
- a. Total number of fixed route vehicles in active fleet (identified by type; e.g., see item 7.g. above);
 - b. Total number of fixed route vehicles in reserve fleet;
 - c. Spare ratio of fixed route vehicles (at maximum pullout);
 - d. Total number of vessels in active fleet;
 - e. Total number of vessels in reserve fleet;
 - f. Spare ratio of vessels (at maximum pullout);
 - g. Total number of demand responsive vehicles in active fleet (identified by type; e.g., see item 7. g. above);
 - h. Total number of demand responsive vehicles in reserve fleet;

- i. Spare ratio of demand responsive vehicles (at maximum pullout)
- j. Useful life of revenue vehicles;
- k. Next rehabilitation or replacement of vehicles and vessels, even if beyond the SRTTP horizon.

B. Non-Revenue Vehicle Projects and/or Proposals: Replacement, Rehabilitation, and Expansion or Contraction.

1. Discuss replacement, and/or expansion or contraction of non-revenue vehicle fleet:
 - a. Briefly, describe uses of non-revenue vehicles;
 - b. Briefly, discuss policies or basis, and justification for replacement (e.g., life cycle, obsolescence, safety considerations);
 - c. Briefly discuss policies or basis, and justification for expansion and/or contraction.
2. Non-Revenue Vehicle Fleet Inventory: Identify items “a” through “n” below, showing the number of vehicles per year over the planning horizon.
 - a. Manufacturer (current vehicles);
 - b. The year of manufacture (or anticipated year of manufacture for replacement and expansion vehicles);
 - c. The years the vehicle(s) will remain in service;
 - d. Year vehicle(s) will be retired from service;
 - e. The year replacement vehicle(s) will be placed in service;
 - f. Estimated cost of replacement vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - g. Replacement vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
 - h. The year expansion vehicle(s) will be placed in service;
 - i. Estimated cost of expansion vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - j. Expansion vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
 - k. Vehicle type;
 - l. Mode of power;
 - m. Has rehabilitation of the vehicle(s) been performed or is it planned;
 - n. Total number of vehicles in non-revenue fleet.

Operators with non-revenue vehicles which are not proposed for replacement with regionally programmed funds may choose to provide less detailed information.

C. Major Facilities Replacement, Rehabilitation, Upgrade, and Expansion projects of the types listed below. Identify the locations of new or expanded facilities. Provide project budget, including costs, sources of funds and amounts from each source, identifying funds that have

been programmed, allocated or received, and funds that have not been secured. Separately describe security projects. Specify if replacement and rehabilitation of facilities and equipment results in an asset that differs from the existing asset, and how it differs.

1. Administrative;
 2. Maintenance and Fueling;
 3. Vehicle/Vessel Storage/Staging;
 4. Park-and-Ride;
 5. Stations and Stops;
 6. Right-of-Way, Track, or Guideway;
 7. Bicycle Facilities (e.g., lockers).
- D. Tools and Equipment: Replacement and/or Upgrade. Discuss current and/or proposed projects. Combine projects into a lump sum and indicate costs, sources of funds and amounts.
- E. Asset Management: Briefly describe efforts to employ a systemic asset management program. Include current/past achievements and plans to upgrade or improve management (e.g. software tools, applications, business processes, integration into decision making processes) and/or provide a link to the agency's Transit Asset Management plan.

7. Other Requirements

- A. Provide the following information on expansion projects included in MTC Resolution No. 3434, Revised, or on major expansion projects included in MTC's Regional Transportation Plan (RTP), if applicable:
1. Portray the project's current capital cost, providing explanation where costs differ from the portrayal in MTC Resolution No. 3434, Revised, or the RTP.
 2. Capital Funding:
 - a. Discuss and describe secured funding, including fund programming and/or allocation actions, conditions imposed on the use of funds, fund sources and amounts;
 - b. Explain any changes in secured or anticipated funding, providing explanation where funding differs from the portrayal in MTC Resolution No. 3434, Revised, or the RTP;
 - c. Portray and discuss the project's cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
 3. Project Schedule: Provide the most current schedule for the project, showing key milestones completed, and anticipated milestone completion dates.
 4. Operating Costs: Provide operating expense and revenue projections (including sources of funds).
 5. Discuss any activities related to changes in land use planned or anticipated in association with the project, including:
 - a. Participation in the development of local land use policies;

- b. Policies and/or planning pertaining to, and/or development adjacent to transit stations;
 - c. Descriptions of land that the transit agency currently owns or controls adjacent to transit stop/stations (use a map if desired to show locations);
 - d. Resilience Planning: Describe any policies and/or planning pertaining to, and/or development of facilities for upcoming regional challenges like sea level rise.
6. Discuss any current or anticipated policy, planning, funding or operating issues associated with the project, not reflected in responses to items 1 through 5, above.
- B. Describe the agency’s public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.
- C. In the event the operator intends to use FTA section 5303 funds to contract out for the authoring of the SRTP, the MTC SRTP Program Manager must have the option to review the description or scope of work before publication of the RFP. MTC may or may not be able to actually participate in the consultant selection process, depending upon scheduling and other commitments, but transit operators are to extend the invitation in a timely manner.

SCHEDULE AND TRANSMITTAL

- 1. Submit one (1) hard copy and an electronic copy of the draft SRTP to MTC staff for review according to the schedule below. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.
- 2. Submit one (1) hard copy and an electronic copy of final SRTP to MTC according to the schedule below. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.

Deliverable

FY2018-19:
Draft FY2020-29 SRTP
Final FY2020-29 SRTP

FY2019-20:
Draft FY2021-30 SRTP
Final FY2021-30 SRTP

Delivery Dates

July 1, 2019
October 1, 2019

July 1, 2020
October 1, 2020

REQUIRED APPROVALS

The operator’s governing body must adopt the SRTP.

MINOR REVISIONS TO THESE GUIDELINES

Modifications to these guidelines may be approved by the Programming and Allocations Committee.

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ATTACHMENT B

ANNUAL RIDERSHIP SUMMARY COMPARISON

		2013-14	2014-15	2015-16	2016-17	2017-18	Increase/ (Decrease)	Percentage	2018-19 (Half Year)
Dixon Read Ride	Monday - Friday	51,839	55,650	54,167	60,673	62,144	1,471	2.6%	30,807
Dixon Read Ride	Saturdays	1,267	1,460	1,630	1,501	1,283	(218)	-14.9%	431
Dixon Read Ride	Intercity Paratransit	38	205	292	357	416	59	28.8%	157
		53,144	57,315	56,089	62,531	63,843	1,312		31,395
-									
Rio Vista Delta Breeze	All Routes	10,248	11,778	10,134	9,680	10,009	329	2.8%	5,042
-									
SolTrans	Fixed Route	765,870	761,818	811,637	732,705	681,420	(51,285)	-6.7%	364,907
SolTrans	SolanoExpress	672,234	690,506	705,198	677,670	666,340	(11,330)	-1.6%	368,928
SolTrans	Paratransit	25,068	25,669	23,525	21,971	24,528	2,557	10.0%	13,731
SolTrans	Dial-a-Ride	9,343	6,731	5,505	4,847	4,999	152	2.3%	2,806
SolTrans	Local Taxi Scrip	13,390	7,013	13,337	10,136	8,544	(1,592)	-22.7%	3,064
		1,485,905	1,491,737	1,559,202	1,447,329	1,385,831	(61,498)		753,436
-									
Vacaville City Coach	Fixed Route	511,194	485,578	492,754	432,670	405,254	(27,416)	-5.6%	184,111
Vacaville City Coach	Paratransit	12,175	13,880	16,269	16,340	15,527	(813)	-5.9%	6,514
Vacaville City Coach	Local Taxi Scrip	12,384	12,474	9,971	9,212	5,936	(3,276)	-26.3%	2,999
		535,753	511,932	518,994	458,222	426,717	(31,505)		193,624
-									
Fairfield and Suisun Transit	Fixed Route	684,436	673,951	627,267	582,713	572,238	(10,475)	-1.6%	265,334
Fairfield and Suisun Transit	Solano Express	392,396	396,703	401,499	409,903	393,711	(16,192)	-4.1%	179,241
Fairfield and Suisun Transit	Paratransit	24,687	25,667	25,221	25,461	25,324	(137)	-0.5%	11,502
Fairfield and Suisun Transit	Local/ARC Taxi Scrip	52,612	56,818	28,467	26,393	20,438	(5,955)	-10.5%	11,841
Fairfield and Suisun Transit	Volunteer Driver*	4,036	2,844	1,801				0.0%	
		1,158,167	1,155,983	1,084,255	1,044,470	1,011,711	(32,759)		467,918

ATTACHMENT C

TASK	DATE	STATUS
Transit Operators Submit Areas of Concentration to STA	May 1, 2019	Completed
STA Develops and Issues RFP	June/July 2019	Completed
RFP Process and Issue Intent to Award	July through September 2019	Completed
Coordinated SRTPs completed by consultant and reviewed by Consortium and approved by transit operators.	January/February/March 2020	In process
Draft SRTPs brought to local agencies for review and approval	March 2020	
Coordinated SRTPs brought to the STA Board for review and approval.	April 2020	