



Solano Transportation Authority

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Members:

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

**TRANSIT COMMITTEE**

**1:30 p.m., Monday, February 26, 2007**

**Solano Transportation Authority (STA)  
Conference Room  
One Harbor Center, Suite 130  
Suisun City, CA 94585**

**MEETING AGENDA**

**Committee Members**

- Mary Ann Courville, Committee Chair, Mayor, City of Dixon
- Steve Messina, Mayor, City of Benicia
- Jack Batson, Vice Mayor, City of Fairfield
- Mike Segala, City of Suisun City
- Anthony Intintoli, Mayor, City of Vallejo

**Invited Participants**

- SolanoExpress Intercity Transit Consortium, Technical Advisory Committee (TAC)
- Members, Paratransit Coordinating Council (PCC) Members,
- Senior Representative, MTC, Bay Area Air Quality Management District (BAAQMD),
- Capitol Corridor Joint Powers Authority (CCJPA)

**STA Staff**

Elizabeth Richards, Director of Transit and Rideshare Services

**I. INTRODUCTIONS/APPROVAL OF AGENDA** Chair Courville

**II. PUBLIC COMMENTS**

**III. ACTION ITEMS**

**A. Transit Capital and Operating Funding** Elizabeth Richards

**Recommendation:**

*Recommend to the STA Board to approve the following:*

1. *Request Prop 1B transit capital funds based upon current county population share;*
2. *Request Metropolitan Transportation Commission (MTC) to revisit STAF population-based distribution policy to ensure North Bay Counties, Small Operator, and Paratransit operating funds are distributed based upon growth in the future.*

#### **IV. INFORMATIONAL ITEMS**

**A. Solano Transit Ridership and Finance Assessment  
Studies Updates**

Informational

**Pg. 9**

Elizabeth Richards

**B. Solano Transit Consolidation Study Kick-off**

Informational

**Pg. 13**

John Harris, STA  
Project Manager/  
David McCrossan,  
(HDR)

#### **V. COMMENTS FROM COMMITTEE MEMBERS**

#### **VI. ADJOURNMENT**

The next meeting will be scheduled in Spring 2006.



DATE: February 20, 2007  
TO: STA Board Transit Subcommittee  
FROM: Elizabeth Richards, Director of Transit and Rideshare Services  
RE: Transit Capital and Operating Funding

**Background:**

There are two major transit funding policy issues currently under discussion at the regional level that could significantly impact Solano transit operators. One of these is related to Prop. 1B Transit Capital funding. The second issue concerns how population-based State Transit Assistance Funds (STAF) will be distributed in the future. The outcome of these issues would impact how locally controlled Northern County State Transit Assistance Funds (STAF) currently being reserved for transit vehicle replacements would be allocated.

The Solano Transportation Authority (STA) coordinates the allocation of State Transit Assistance Funds (STAF) - Northern Counties funds each fiscal year. These funds are eligible for use on bus replacements and other transit needs. In FY 2006-07, there was a one-time increase in funds due to State budget increases, implementation of Prop. 42, and spillover revenues to the Public Transportation Account. Given the one-time nature of these funds, the STA Board approved that a significant portion (\$1 million) of the additional increment from FY 2006-07 be used for transit capital purchases.

Because the vehicle replacements could be funded by Prop. 1B funds, the STA Board decided at their February 2007 meeting to allocate the \$1 million in Northern County STAF funds to the two STA managed intercity bus routes (Routes 30 and 90). These vehicles used on these two routes do not need replacing for a number of years. A second action was taken to reconsider the \$1 million allocation once the funding level and projects for Solano from Prop. 1B was determined.

**Discussion:**

Prop. 1B Transit Capital Funds are projected to provide \$4 billion statewide and \$347 million for the Bay Area Regional Transit Capital Needs. The Metropolitan Transportation Commission (MTC) is the entity deciding how this \$347 million will be distributed.

Large transit operators in the Bay Area have massive capital needs. For instance, the Bay Area Rapid Transit (BART) has a transit capital need for over \$2 billion for replacement and rehabilitation of its facilities over the next 23 years. AC Transit has \$100 million or more of unfunded capital needs in the same time period. Small operators have significant needs that cannot be funded from traditional revenue sources. In addition, facilities and vehicles for expansion are also an issue for both small and large operators.

Staff expected a major policy discussion at MTC regarding the distribution of the Prop. 1B transit capital funds. However, MTC has begun allocating these funds with the approval of \$32 million to BART as part of a multi-agency negotiation which included

SamTrans and was related to the extension of BART to San Francisco International Airport (SFO) in San Mateo County. There are likely other deals in the works and there may be a proposal by MTC staff as soon as March 7. Lacking a major policy discussion, the North Bay Congestion Management Agencies (CMAs), small operators, and others are working together to recommend that the Prop. 1B Transit Capital Funds will be distributed based on County population share. For Solano, this would be \$18-\$20 million (see Attachment A). To develop a comprehensive Transit Capital Plan for Solano, transit operators were recently requested to prepare and submit to the STA transit capital needs beyond vehicle replacement (see Attachment B). The potential \$18-\$20 million would fund a significant portion of future transit capital needs.

The second policy issue concerns how population-based STAF is allocated in the future. Throughout much of the state, these funds flow directly to the transit operators and county transportation agencies. However, in the Bay Area the 50 percent population share flows directly to MTC for allocation at its discretion. Under existing MTC policy which has been in place for over a decade, these funds have been allocated to three primary categories: 1) 4 North Bay counties; 2) Small operators (including Vallejo Transit); and 3) Paratransit for all nine counties.

However, in the past five years, MTC has been more aggressive in allocating projected growth in these revenues as a result of the passage of Proposition 42. In the 2005 Regional Transportation Plan (RTP), MTC assigned approximately \$216 million of these funds to new "Lifeline" program targeting communities of concern, and approximately \$104 million for Translink and other "Transit Connectivity" improvements. Those programs were created without explicit assessment of what the funds could otherwise have been used for.

Not only will Prop. 42 increase STAF revenues, STAF is sales tax based and growth on the base is expected as well. Small operators are in need of additional operating funds for both fixed-route and paratransit services. The growing STAF revenue can be used for a variety of transit purposes, including operating. However, there have been suggestions from MTC that accessing these funds may be made contingent upon new requirements such as consolidation, coordination, and other policies that have yet to be identified.

Most of the small operators are located in the North and East Bay. The CMAs in these areas, and the small operators, are working together on this issue. Several key points being advanced are to: 1) protect existing allocation levels for small operators, with appropriate provisions to protect against future erosion of that purchasing power; 2) provide small operators with a significant portion of future growth from this source to address expanding service needs; and 3) remove the Consumer Price Index (CPI) cap on funds flowing to transit providers for paratransit services from this source.

**Fiscal Impact:**

Pursuing the proposed policy direction is an effort to maximize, or at minimum maintain, future operating and capital funding for local transit operators and the Solano Transportation Authority. There is no impact to the STA budget to advocate for these policies.

**Recommendations:**

Recommend to the STA Board to approve the following:

1. Request Prop 1B transit capital funds based upon county population share;
2. Request Metropolitan Transportation Commission (MTC) to revisit STAF population-based distribution policy to ensure North Bay Counties, Small Operator, and Paratransit operating funds are distributed based upon growth in the future.

Attachments:

- A. Proposition 1B, Transit Capital Funding per State Transit Assistance formula
- B. Draft Solano Transit Capital Plan

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Proposition 1B, Transit Bond Funding Per STA Formula

Population-Share	2005	% of Total	Share of	
	Population	Total	\$ 347,017,407	\$ 323,017,407
Alameda	1,477,000	21.25%	\$ 73,731,527	\$ 68,632,196
Contra Costa	1,012,100	14.56%	\$ 50,523,818	\$ 47,029,550
Marin	241,300	3.47%	\$ 12,045,645	\$ 11,212,558
Napa	128,400	1.85%	\$ 6,409,701	\$ 5,966,401
San Francisco	775,500	11.16%	\$ 38,712,796	\$ 36,035,388
San Mateo	711,500	10.24%	\$ 35,517,929	\$ 33,061,481
Santa Clara	1,732,900	24.93%	\$ 86,506,001	\$ 80,523,177
Solano	405,200	5.83%	\$ 20,227,498	\$ 18,828,548
Sonoma	467,600	6.73%	\$ 23,342,493	\$ 21,728,108
	6,951,500	100.00%	\$ 347,017,407	\$ 323,017,407

(Assumes \$24 M off the top)

Revenue-Based Funds

Ala. CMA-ACE	\$ 1,777,814	
Benicia	\$ 165,343	
Caltrain	\$ 40,427,243	
CCCTA	\$ 5,724,703	
Dixon	\$ 40,059	
ECCTA (Tri-Delta)	\$ 2,678,815	
Fairfield	\$ 692,075	
GGBHTD	\$ 40,042,443	
Healdsburg	\$ 11,092	
LAVTA	\$ 1,735,640	
NCPTA	\$ 424,896	
SamTrans	\$ 47,285,569	
Santa Rosa	\$ 1,030,716	
Sonoma County	\$ 1,093,614	
Union City	\$ 432,549	
Vallejo	\$ 5,215,385	\$ 123,000,000
VTA	\$ 144,195,873	
VTA - ACE	\$ 2,427,299	
WestCat	\$ 3,022,757	
<b>Subtotal:</b>	<b>\$ 298,423,885</b>	

AC Transit	\$ 106,897,001
BART	\$ 245,774,375
SF MUNI	\$ 336,026,922
<b>Subtotal:</b>	<b>\$ 688,698,298</b>
<b>Total, Revenue-Based:</b>	<b>\$ 987,122,183</b>

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**Solano**  
**Draft Transit Capital Plan**  
(02/09/07)

<b><u>Tier 1 Projects</u></b>		
Fairfield/Vacaville Train Station	\$12,000,000	
Vallejo:		
Ferry Maintenance Facility	\$ 2,260,000 (\$260,000 match)	
<u>Bus Maintenance Facility</u>	<u>\$ 1,000,000 (\$43K match)</u>	
Subtotal Facilities	\$15,260,000	
Major Rehab MI Ferry	\$ 50,000 (match)	
Transit Bus Vehicle Replacement:	<u>(match only)*</u>	<u>Total Cost</u>
3 Benicia Breeze	\$ 198,000	\$ 990,000
15 Fairfield/Suisun Transit	\$ 1,140,000	\$ 5,700,000
24 Vallejo Transit	\$ 1,001,300	\$ 7,839,019
3 Vallejo Transit – MCI	\$ 255,800	\$ 1,278,821
Subtotal Vehicle Replacement	\$ 2,595,100	\$15,807,840
<b>TOTAL</b>	<b>\$17,905,100</b>	<b>\$31,117,840</b>

\* Local match for 5307 funds

**Tier 2 Projects**

Benicia Maintenance Facility	\$ 1,000,000
Benicia Downtown PNR	\$ 700,000
Dixon Intermodal Station	\$ 10,000,000
Fairfield Transportation Center, Phase 4	\$ 10,100,000
Fairfield Transportation Center, Ph 4 carports	\$ 1,500,000
Rio Vista Hwy 12/PNR	\$ 900,000
Dredging – Mare Island Channel	\$ 1,000,000
Vacaville Intermodal Station	\$ 2,700,000
Vallejo Ferry Station	\$ ??
Curtola PNR	\$ ??

**Countywide:**

Transit Vehicle and Facility Security & Safety	\$ 625,000
<u>Transit Stop Amenities (shelters, etc.)</u>	<u>\$ 300,000</u>
Tier 2 Subtotal	\$ 28,825,000

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DATE: February 20, 2007  
TO: STA Board Transit Subcommittee  
FROM: Elizabeth Richards, Director of Transit and Rideshare Services  
RE: Solano Transit Ridership and Finance Assessment Studies Updates

**Background:**

In FY 2005-06, the Solano Transportation Authority (STA) led an effort to develop a consistent methodology for cost-sharing of Solano intercity transit routes. All Solano intercity transit services are operated by just a few local jurisdictions, yet all local jurisdictions contribute Transportation Development Act (TDA) funds to at least one intercity route. The Intercity Transit funding (ITF) working group was formed by representatives from all Solano cities and the County of Solano to work on this multi-jurisdictional project.

The original purpose of the ITF Working Group was to develop a uniform methodology for shared funding of intercity transit services. After many months of work to determine intercity route costs, revenues, ridership, service changes, cost-sharing options and more, a comprehensive Intercity Transit Agreement was reached for one year. In June 2006, the STA Board approved an Intercity Transit Funding Agreement for FY 2006-07.

To secure a longer-term agreement, additional data that needed to be collected to address several concerns that came up during the development of the first Intercity Transit Funding Agreement. The two primary pieces of data that needed to be collected were ridership and financial.

**Discussion:**

In July 2006, the STA Board authorized the release of two Requests for Proposals (RFPs). One RFP was to retain a consultant to perform a comprehensive, countywide transit ridership study. This would be the first time this data had been collected simultaneously and consistently. The ridership study would have two main elements: an on-board survey and on/off counts. The data would be collected on all local and intercity fixed-route services operated by Solano transit operators. The Baylink Ferry and its complementary Rt. 200 bus service were also included. One of the key pieces of data that would be collected and potentially used as a cost-sharing factor was residence of riders. There was interest in learning not only where people board the bus or ferry, but also where they reside.

The second RFP authorized for release was the Countywide Transit Finance Assessment Study. Throughout the development of the FY2006-07 Intercity Transit Funding Agreement, there were a number of issues raised related to costs of routes: how costs are allocated among routes, how costs are allocated between local vs.

intercity routes, how overhead rates are applied and what is included. This study would provide a third-party review of these and other financial issues to increase the level of understanding and confidence of costs among intercity transit funding partners.

Quantum Market Research (QMR) consultants were selected to conduct the Transit Ridership Study. Bob Kuo Consulting was retained to conduct the Transit Finance Assessment Study. Both have drafted reports which are in the process of review in preparation for the Final Draft for review and action by the STA Board.

QMR collected ridership data from late September through early November. This timeframe captured the period after the October 1 service and fare changes on Fairfield/Suisun Transit services. Other transit operators underwent service and/or fare change in September and July. During this period, a massive amount of data was collected. The data had to be input, compiled, analyzed and organized into reports. QMR has prepared initial reports and summaries of the on-board survey. A copy of the on-board survey document is attached. A status of the on/off ridership counts will be provided at the meeting.

Bob Kuo Consulting has been working on the Transit Finance Assessment study since being retained in October. They have collected financial data from the intercity transit operators and interviewed staffs. Comparisons of how different types of data were used in the FY 2006-07 route cost allocations were made. Overhead costs were analyzed, compared and contrasted. The original intent of this study was not to direct how the costs should be assigned, but to add a higher level of transparency so that intercity transit route operators and funding partners had a better understanding of how the current year's costs had been constructed and have enough information to decide if any changes should be recommended. A further update of the status of this study will be provided at the Subcommittee meeting.

**Fiscal Impact:**

Funds are currently budgeted in the STA budget, and have been claimed, to conduct both of these studies. They are both in budget.

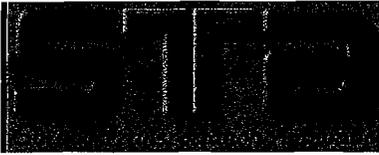
**Recommendation:**

Informational.

**Attachment:**

- A. On-board survey

**2006 ON BOARD TRANSIT SURVEY ATTACHMENT A**



The Solano Transportation Authority and your local transit operator need you to help improve transit service by answering the questions below and returning this form before you get off the bus. **All responses are CONFIDENTIAL.** Please fill out this form only once per day.

*Starting*

*Ending*

**1. Is your trip today part of a round trip on this bus/ferry line?**  
 Yes     No     Don't Know

**2. Where are you coming from?**  
 Home     Shopping/errands  
 Work     Sports/social/recreation  
 School     Other (Specify) \_\_\_\_\_  
 Medical Appointment \_\_\_\_\_

**3. What is the location of that place?**  
 (Specify street address/name or landmark)  
 \_\_\_\_\_  
 Street No.    Street Name  
 \_\_\_\_\_  
 Nearest Cross Street  
 \_\_\_\_\_  
 City    Zip

**4. How did you get to the stop for this bus/ferry?**  
 Transferred from another bus. Route number? \_\_\_\_\_  
 Transit Operator?     Benicia Breeze  
                                    Fairfield Suisun Transit  
                                    Rio Vista Delta Breeze  
                                    Vacaville City Coach  
                                    Vallejo Transit  
                                    Other (Name: \_\_\_\_\_)  
 Transferred from BART  
 Transferred from Capitol Corridor/AMTRAK/RT  
 Transferred from Ferry  
 Walked (How many minutes? \_\_\_\_\_)  
 Car as driver (How many miles? \_\_\_\_\_)  
 Car as passenger (How many miles? \_\_\_\_\_)  
 Rode bicycle (How many miles? \_\_\_\_\_)  
 Other (Please describe \_\_\_\_\_)

**5. Where did you board this bus/ferry?**  
 (Specify street address/name or landmark)  
 \_\_\_\_\_  
 Street No.    Street Name  
 \_\_\_\_\_  
 Nearest Cross Street  
 \_\_\_\_\_  
 City    Zip

**6. Where are you going to now?**  
 Home     Shopping/errands  
 Work     Sports/social/recreation  
 School     Other (Specify) \_\_\_\_\_  
 Medical Appointment \_\_\_\_\_

**7. What is the location of that place?**  
 (Specify street address/name or landmark)  
 \_\_\_\_\_  
 Street No.    Street Name  
 \_\_\_\_\_  
 Nearest Cross Street  
 \_\_\_\_\_  
 City    Zip

**8. How will you get from this bus/ferry to your destination?**  
 Transfer to another bus. Route number? \_\_\_\_\_  
 Transit Operator?     Benicia Breeze  
                                    Fairfield Suisun Transit  
                                    Rio Vista Delta Breeze  
                                    Vacaville City Coach  
                                    Vallejo Transit  
                                    Other (Name: \_\_\_\_\_)  
 Transfer to BART  
 Transfer to Capitol Corridor/AMTRAK/RT  
 Transfer to Ferry  
 Walk (How many minutes? \_\_\_\_\_)  
 Car as driver (How many miles? \_\_\_\_\_)  
 Car as passenger (How many miles? \_\_\_\_\_)  
 Rode bicycle (How many miles? \_\_\_\_\_)  
 Other (Please describe \_\_\_\_\_)

**9. Where will you leave this bus/ferry?**  
 (Specify street address/name or landmark)  
 \_\_\_\_\_  
 Street No.    Street Name  
 \_\_\_\_\_  
 Nearest Cross Street  
 \_\_\_\_\_  
 City    Zip

**10. What is the CITY YOU LIVE IN?**  
 Benicia     Dixon  
 Fairfield     Suisun City  
 Rio Vista     Vallejo  
 Vacaville     Unincorporated Solano County  
 Napa County     Elsewhere outside Solano County



**11. How often do you ride this bus/ferry line?**  
(Choose ONE)

- 5-7 days/week       Once a month or less  
 3-4 days/week       First time riding  
 1-2 days/week       (Skip Question 12)

**12. How long have you been riding this bus/ferry line?**

- Less than 6 months       3 to 5 years  
 6 to 12 months       6 to 9 years  
 1 to 2 years       10 or more years

**13. How would you have made this trip if you couldn't ride the bus/ferry?**

- Would not have made this trip       Walk  
 Drive alone       Taxi  
 Get a ride       Train  
 Casual Carpool       Bike  
 Carpool/Varpool  
 Other \_\_\_\_\_

**14. How many cars or other vehicles are available for use by all the people in your home?**

- 0 Cars     1 Car     2 cars     3 or more cars

**15. Did you have a car that you could have used today instead of the bus/ferry?**

- Yes     No     Yes, but with inconvenience to others

**16. How did you pay to use THIS bus/ferry?**  
(Please select ONE from each column)

Payment Method	Fare Type
<input type="checkbox"/> Transfer	<input type="checkbox"/> Adult
<input type="checkbox"/> Cash	<input type="checkbox"/> Senior/Disabled
<input type="checkbox"/> Multi Ride/Punch Pass	<input type="checkbox"/> Student
<input type="checkbox"/> Monthly Pass	
<input type="checkbox"/> Other (Specify)	

**17. What changes, if any, would you like to see to THIS LINE? (Select one or more)**

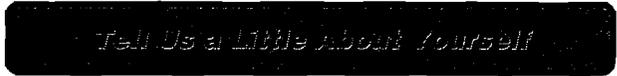
- No Changes  
 More frequent service  
 Earlier morning service (Begin when? \_\_\_\_\_)  
 Later evening service (Until when? \_\_\_\_\_)  
 More Saturday service  
 \_\_\_\_\_ Frequency     Extended Service  
 Sunday service  
 \_\_\_\_\_ Frequency     Extended Service  
 Easier transfers between routes  
 Better on-time performance  
 Service to \_\_\_\_\_  
 Other: \_\_\_\_\_

**18. Please rate the service on this bus/ferry line on each of the following:**

	Excellent	Good	Fair	Poor	No Opinion
a. On-time performance					
b. Frequency of service	<input type="checkbox"/>				
c. Driver courtesy	<input type="checkbox"/>				
d. Rider information	<input type="checkbox"/>				
e. Cleanliness of vehicles	<input type="checkbox"/>				
f. Safety/security	<input type="checkbox"/>				
g. Ease of transfers	<input type="checkbox"/>				
h. Availability of Intercity Connections	<input type="checkbox"/>				
i. System easy to understand	<input type="checkbox"/>				
j. Fares (Cost)	<input type="checkbox"/>				
k. Overall service	<input type="checkbox"/>				

**19. How would you like to receive transit information? (Select one or more.)**

- Newsletter       Mail  
 Information at stops       Brochure  
 Notice on bus/ferry       Transit Website  
 Email (Address: \_\_\_\_\_)  
 Newspaper (which paper? \_\_\_\_\_)  
 Radio (which station? \_\_\_\_\_)  
 Other (Please explain \_\_\_\_\_)



**20. Are you:**     Male       Female

**21. Do you consider yourself:**

- White/Caucasian  
 Spanish/Hispanic/Latino  
 Black/African American  
 South Asian  
 East Asian  
 American Indian or Alaskan Native  
 Native Hawaiian or other Pacific Islander  
 Other: \_\_\_\_\_

**22. How old are you?**

- 10 or younger       25-34  
 11-13       35-49  
 14-17       50-64  
 18-24       65 and older

**23. What is your employment status?**

- Fulltime       Student  
 Part Time       Homemaker  
 Retired       Unemployed

**24. How many people are in your household, including yourself? \_\_\_\_\_**

**25. What is the total yearly income of all the people in your home? (Please choose ONE category)**

- Under \$14,999       \$60 - \$99,999  
 \$15 - \$24,999       \$100 - \$150,000  
 \$25 - \$34,999       Over \$150,000  
 \$35 - \$44,999       Don't Know  
 \$45 - \$59,999

**26. Are there any other comments you would like to add about the service on this bus/ferry line?**

**Thank you for your participation!!**



DATE: February 20, 2007  
TO: STA Board Transit Subcommittee  
FROM: Elizabeth Richards, Director of Transit and Rideshare Services  
RE: Solano Transit Consolidation Study Kick-off

**Background:**

In Solano County, each City and the County fund and/or operate transit services. This includes local and intercity transit services as well as general public and ADA paratransit services. A subsidized taxi program and other special transportation services are also funded with local transit funds and operated through local jurisdictions.

Over the past several years, the issue of consolidating some or all of the services has been discussed and proposed. This topic was discussed by Board members at their 2005 Board Retreat and the participants expressed interest and support for transit service becoming more convenient through a seamless system, that there should be a reasonable level of service throughout the county, and local transit issues and needs would have to be considered and addressed.

In March 2005, the STA Board directed STA staff to initiate a countywide Transit Consolidation Study. In April, the STA Board approved goals, objectives and evaluation criteria to be incorporated in the scope of work for this study (see Attachment A). The Consortium and TAC reviewed the Scope of Work as well. In May, the Board approved the scope of work and authorized the release of a Request for Proposals (RFP). Since that time, additional funds have been secured for the Transit Consolidation Study.

The Transit Consolidation study was not initiated in FY 2005-06 for a variety of reasons. One of the reasons was the time and effort expended toward developing a countywide Intercity Transit Funding agreement. This resulted in a one-year agreement and a directive to conduct a countywide transit ridership survey and a countywide transit finance assessment study. These two studies are nearing completion. In addition to providing valuable information for a multi-year Intercity Transit Funding agreement, these studies will also provide useful base data for the Transit Consolidation Study.

**Discussion:**

A Request for Proposal (RFP) was released in early November with proposals due in December. Interviews with four consultant teams were held in early January. Several representatives from Solano transit operators were on the selection panel.

To assist with the project management of this major transit study, John Harris has been retained by the STA. He has many years of experience in and is well respected by the transit industry. Recently retired, he has the time and ability to guide this project from beginning to end.

A kick-off meeting has been held with DKS Associates and staff from the subconsultant (HDR) who will lead the critical outreach element of this project. Some adjustments to the scope have been made to better focus the project approach based upon Board direction. To identify a wide variety of perspectives and potential issues, a great deal of outreach will be conducted ranging from interviews with transit operator staff, other city staff, public officials, and others. Interviews will begin in March and presentations to City Councils are scheduled to begin in April.

A summary of the scope and schedule are presented in Attachment B. The STA Board's Transit Subcommittee will function as the project's Steering Committee. This item is also being presented to the STA's Transit Consortium and TAC on Wednesday, February 28. Along with providing input, the Consortium will be kept informed of the study progress.

**Fiscal Impact:**

Funds are currently budgeted in the STA budget, and have been claimed, to conduct the Transit Consolidation study.

**Recommendation:**

Informational.

Attachment:

- A. STA Transit Consolidation Study – STA Board Goals and Criteria
- B. Transit Consolidation summarized scope and schedule

**SOLANO TRANSPORTATION AUTHORITY**

**TRANSIT CONSOLIDATION STUDY**

**STA Board Goals and Criteria**

Scope of Consolidation Study:

- All public transit services – local and inter-city fixed route services, local and inter-city paratransit transit , Dial-A-Ride

Potential Goals of Consolidation:

- To streamline transit service, simplifying and improving access to transit use for riders
- To achieve service efficiencies and economies
- To provide a central focus on transit service for the County
- To create a robust transit service to meet the growing transit needs of the County

Potential Criteria for Evaluating Consolidation Options:

- Cost effectiveness
- Efficient use of resources – equipment, facilities, personnel
- Service efficiency
- Improved governance -- Accountability to the public and the community
- Streamline decision-making
- Ridership and productivity impacts
- Service coordination
- Recognize local community needs and priorities
- Protect local transit service as requested by local jurisdiction
- Flexibility to meet local changing needs
- Capacity to deliver new service while maintaining existing service
- Ability to leverage additional funding
- Implementation needs/requirements (e.g., legal, financial)

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## WORK PLAN AND SCHEDULE

The DKS team has developed an elaboration of the work tasks proposed in the Request for Proposals in this section. This includes an explanation of each task including subtasks, schedule and deliverables. The work plan is prepared according to the tasks listed in the RFP, although Tasks 1 through 3 will occur concurrently. This work plan also includes revised changes based on scoping meetings in February, 2007.

### ***Task 1: Transit Operators' Input***

**Objective:** To review existing services and related documents, in order to summarize current operations and identify issues of benefits and concerns about consolidation from the transit operators.

**Subtasks:**

1. Prepare issues summary and alternative concepts material
2. Outline key contacts
3. Review related documents
4. Meet one-on-one with each operator
5. Summarize findings
6. Submit draft of findings to each operator
7. Revise findings

**Schedule:**

- February – DKS to conduct a kickoff meeting with Technical Committee to discuss the project requirements; review key documents
- March – Meet with operators one-on-one; Assemble relevant information from each operator based on meetings and documentation
- April – Submit draft findings to each operator for review; draft comprehensive Task 1 report; revise report based on review

**Deliverables:**

Contact List of Transit Operators  
Issues Summary and Alternative Concepts Material  
Draft Findings Memorandum (for operator review)  
Revised Findings Memorandum (after operator review)

### ***Task 2: Public Official and Public Input***

**Objective:** To obtain feedback from public officials and the general public, highlighting the benefits and concerns of consolidation.

**Subtasks:**

1. Meet with STA Transit Subcommittee
2. Develop PowerPoint presentations
3. Conduct elected official briefing meetings
4. Conduct ten public meetings
5. Summarize meeting findings
6. Meet with Technical Committee

**Schedule:**

- March – Meet with STA Transit Subcommittee; prepare PowerPoint Presentation
- April – Participate in 10 Public Meetings

**Deliverables:**

PowerPoint Presentation  
Summary of Feedback

***Task 3: Transit Funding Partners' Input***

**Objective:** To obtain comments from transit funding partners about their benefits and concerns related to consolidation options.

**Subtasks:**

1. Review the key funding partner contacts with STA staff and Technical Committee.
2. Contact each agency.
3. Summarize the findings in a memorandum.

**Schedule:**

- February – DKS to assemble list
- March – DKS to contact agencies

**Deliverables:**

List of contacts  
Meeting summaries

***Task 4: Develop and Evaluate Alternatives***

**Objective:** To develop system alternatives that address potential organizational and governing structures for the consolidation of transit services.

**Subtasks:**

1. Meet on alternatives development
2. Draft initial Alternatives Report
3. Meet with Technical Committee

4. Draft Guide for Alternatives
5. Revise Draft Alternatives Report
6. Meet with Steering Committee
7. Revise Alternatives Report and Guide

**Schedule:**

- May – Meet to sketch alternatives; draft initial alternatives report; refine alternatives with Technical Committee
- June – Prepare Guide to Alternatives, meet and revise Alternatives Report

**Deliverables:**

Initial draft alternatives descriptions  
Draft of Alternatives Report  
Guide to Alternatives  
Revised Alternatives Report and Guide

***Task 5: Build Consensus Towards a Preferred Alternative***

**Objective:** To successfully engender consensus for a preferred alternative.

**Subtasks:**

1. Develop preferred alternative
2. Refine alternative, based on stakeholder feedback.
3. Present a range of alternatives to the public, possibly including concepts related to the preferred alternative.
4. Present initial preferred alternative in detail to STA staff, then to the Transit Consortium and STA Transit Steering Subcommittees as identified.

**Schedule:**

- July – develop preferred alternative; develop initial presentation; review preferred alternative and presentation with Technical Committee
- August – conduct public meetings

**Deliverables:**

Memorandum on initial preferred alternative  
Revised memorandum on preferred alternative  
Draft PowerPoint Presentation  
Final PowerPoint Presentation

***Task 6: Develop Implementation Plan, Cost Estimate and Funding Plan for Preferred Alternative***

**Objective:** To prepare details for a preferred alternative

**Subtasks:**

1. Meet with STA staff to determine consensus.
2. Meet with STA Transit Committee to determine consensus on preferred plan.
3. Develop implementation plan with programs, cost estimates (capital and operating), funding plan, timeline and phasing schedule.
4. Prepare Implementation Guide.
5. Meet with STA Transit Committee to provide initial feedback on alternative and Guide.
6. Revise plan and Guide, and prepare Final Report.

**Schedule:**

- September – coordinate STA Transit Committee support; draft Implementation Guide
- October – receive final STA Transit Committee comments; draft final report

**Deliverables:**

Draft Implementation Plan  
Draft Implementation Plan Guide  
Draft Final Report  
Final Report

***Schedule***

A project schedule is shown below. DKS has highlighted the anticipated dates of the Technical Working Group meetings, but these may change. DKS has prepared a work plan to complete the project by October 2007.