

# **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

## **AGENDA**

DATE: Wednesday, March 20, 2013

TIME: 2:00 p.m.

PLACE: Glenn County Public Works Conference Room  
777 North Colusa Street  
Willows, CA 95988

**(1) Call Meeting to Order**

**(2) Introductions**

**(3) Action Items:**

A. Recommendation on definitions for Unmet Transit Needs for 2013/2014

**(4) New Business**

A. Short-Range Transit Plan

B. Regional Transportation Plan Update

**(5) Adjournment**

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# GLENN COUNTY SOCIAL SERVICES TECHNICAL ADVISORY COUNCIL

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JOHN F. LINHART, EXECUTIVE DIRECTOR  
PHONE:(530)934-6540 FAX:(530)934-6533

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## AGENDA ITEM

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MEETING OF MARCH 20, 2013

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### SUBJECT

Recommend definitions of an unmet need for annual Unmet Transit Needs process

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### ATTACHMENTS

- Definition of Unmet Transit Needs (Blue)
- Definition of Needs That Are Reasonable To Meet (Green)

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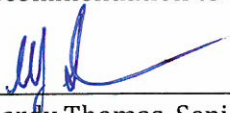
### BACKGROUND & DISCUSSION

In 1971, the California Legislature enacted the Transportation Development Act (TDA) to ensure "the efficient and orderly movement of people and goods in the urban areas of the state." The TDA provides to funding sources: the Local Transportation fund (LTF) a ¼-cent general sales tax collected statewide and the State Transit Assistance fund (STA) which is now derived from an excise tax on gasoline and diesel fuel.

TDA recognizes that rural counties have different transportation needs. Counties with a population under 500,000 as of the 1970 Census may use LTF funding for transit and local streets and roads provided that certain conditions are met first.

Prior to allocating the funds, the transportation planning agency, the Glenn County Transportation Commission (GCTC), is required to hold a minimum of one public hearing to receive comments on unmet transit needs that may exist and that might be reasonable to meet. Four public hearings have been held before the City Councils of Orland and Willows, the Glenn County Board of Supervisors, and the Glenn County Transportation Commission in the past three years.

Each year the definitions for what constitutes an "unmet need" and "needs that are reasonable to meet" must be reviewed to determine if there are changes required due to changes in the region served by transit. The Social Services Technical Advisory Council is tasked with providing a recommendation to the Transportation Commission regarding these definitions.

  
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Mardy Thomas, Senior Planner

  
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Agenda Item#

RECOMMENDATION

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Staff recommends that the SSTAC discuss the attached definitions and make a recommendation to the Transportation Commission for the definitions of “Unmet Transit Needs” and “Needs that are Reasonable to Meet”.

## **I. UNMET TRANSIT NEEDS 2013-2014**

For the purposes of allocating Transportation Development Act funds, an "Unmet Transit Need" is hereby recognized by the Glenn County Transportation Commission (GCTC) if any one or combination of the following criteria is found to exist:

1. Transportation needs identified by the GCTC which are desirable, but have not yet been implemented or addressed.
2. Transportation needs identified by the GCTC which have significant support, but have not yet been implemented or addressed.
3. Transportation needs identified through the public hearing process, whether delivered in writing or public testimony.
4. Those transit needs which, through transit needs studies or other methods approved by the Commission, are included by the Commission in the Regional Transportation Plan for Glenn County and have been designated a high need to be implemented or funded.

The above criteria for determining "Unmet Transit Needs" is further supplemented by the following guidelines:

1. A population group must have been defined and located which, by reason of age, physical or mental impairment, economic disadvantage, or a combination of these, has no reliable or accessible transportation for necessary trips. The size and location of the group must be such that the feasibility of providing service shall meet the criteria as defined as reasonable to meet.
2. Transit needs are to be determined in light of the following definition of "Necessary trips":
  - A. A trip destination that provides a necessity of life, and presence of a physical or financial obstacle between the individual and the necessary designation, which the individual is unable to overcome. Necessary trip purposes may be defined as follows:
    - a) to obtain or maintain employment;
    - b) to obtain non-emergency medical and/or dental care;
    - c) shopping for necessities of life;
    - d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;

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- e) to obtain education; and
- f) for the maintenance of life, health, physical and mental well-being.

3. Unmet transit needs specifically exclude:

- A. Trips for social events, recreational, or religious purposes are not considered as necessary. It shall be the policy of the GCTC, however, to serve these desires if they can be served concurrently within the limits of other defined "transit needs".
- B. Individuals requiring the assistance of a medical attendant (in addition to the vehicle driver) are not considered as needing a transportation service and shall be deemed to be more properly served by a medical emergency vehicle.
- C. Trips of less than one mile in length made by individuals who are not elderly or disabled are not considered as "transit needs". An able-bodied person can walk this distance in a reasonable amount of time without undue physical strain. Provisions for the elderly and disabled are made through the existing dial-a-ride/paratransit system.
- D. Minor operational improvements or changes, involving issues such as bus stops, schedules, and minor route changes.
- E. Improvements funded or scheduled for implementation in the following fiscal year.
- F. Future transportation needs.
- G. Trips that would duplicate transportation services to the general public.

## **II. REASONABLE TO MEET 2013/2014**

An "Unmet Transit Need" identified under the above criteria and guidelines, as it pertains to the allocation of Transportation Development Act funds, may be found "Reasonable to Meet" only if the following conditions and standards of performance prevail:

**Cost Effectiveness:** 1) The new, expanded or revised transit service would not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocation of Transportation Development Act Funds. 2) The new expanded or revised transit service would allow the responsible operator or service claimant to meet minimum state subsidy farebox and revenue ratios.

**Community Acceptance:** A significant level of support exists for the public subsidy of transit service designed to address the unmet transit need in Glenn County including, but not limited to, support from public groups and community meetings reflecting a public commitment to public transit.

**Equity:** The new, expanded or revised transit service is needed by, and will benefit, either the general public or the elderly and disabled population as a whole. Transit service cannot be provided for a specific subset of these groups.

**Operational Feasibility:** The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.

**Financial Feasibility:** 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

**ADA Conformity:** The new, expanded, or revised transit service, conforming to the requirements of the American with Disabilities Act, will not impose an undue financial burden on the transit operator or claimant if complementary paratransit services are subsequently required.

**System Impact:** The new, expanded, or revised transit service will not result in a negative impact on the overall system's measures of efficiency and effectiveness, such as average passenger load per hour, average cost per passenger per hour, passengers per mile, cost per mile, and cost per hour.

**Impact Limits:** 1) Transit services designed or intended to address an unmet transit need shall, in all cases, provide coordination efforts with transit services currently provided, either publicly or privately, and transit services shall not duplicate services currently or hereafter provided either publicly or privately. 2) No transit need shall be determined reasonable to meet until it has been reviewed and evaluated to the satisfaction of and obtained subsequent approval from the Glenn County Transportation Commission.

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# GLENN COUNTY SOCIAL SERVICES TECHNICAL ADVISORY COUNCIL

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JOHN F. LINHART, EXECUTIVE DIRECTOR  
PHONE:(530)934-6540 FAX:(530)934-6533

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## AGENDA ITEM

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MEETING OF MARCH 20, 2013

### SUBJECT

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Short-Range Transit Plan

### ATTACHMENTS

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- Scope of Work

### BACKGROUND & DISCUSSION

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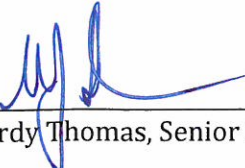
Last year, the Glenn County Transportation Commission (GCTC) authorized the application for a grant under the Federal Transit Administrations Section 5304 Rural or Small Urban Transit Planning Studies program. GCTC staff submitted a successful application and was awarded funding in October 2012 in the amount of \$53,650 with a required match. The match funding will come from the Rural Planning Assistance fund through the Overall Work Program of the GCTC.

Currently, a Request For Proposals has been issued and GCTC staff are soliciting consultants to submits bids to develop a Short-Range Transit Plan for Glenn Transit Service (GTS). One of the primary objectives will be to develop more efficient routes and route timing to maintain or improve transit connections in the Chico area. Also, the plan will explore the possibility of expanding service locally to make it more frequent.

### RECOMMENDATION

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Staff is soliciting input from SSTAC members regarding the scope of work for the proposed Short-Range Transit Plan and participation from any member during the consultant selection or plan development process.

  
Mardy Thomas, Senior Planner

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Agenda Item#

# GLENN TRANSIT SHORT RANGE TRANSIT PLAN

## *SCOPE OF WORK*

The Glenn County Transportation Commission will develop a Short Range Transit Plan to improve, promote and, if possible, expand the transit system in Glenn County. The Plan will guide any future changes to the current transit service model, routes, fare structure, and the purchase of new capital assets. In particular, the Plan will evaluate current transit operations to identify any potential efficiency gains that can be realized. Additionally, the Plan will help to reconcile patron transportation needs to route timing and stop locations. Together these evaluations will be used to develop service model enhancements or changes that can be implemented for the transit system. To assure fiscal constraint, each option will have a projected budget for implementation so that only feasible options will be put forth for consideration by Glenn Transit Service. Also, additional funding sources will be identified for current program revenue and to fund system expansion.

The below scope of work reflects the anticipated process and deliverables for the Glenn Transit Short Range Transit Plan.

## RESPONSIBLE PARTIES

The Glenn County Transportation Commission with the assistance of a consulting firm will perform this work. The Commission has not selected a consulting firm and will use proper procurement procedures through a competitive Request for Proposals process. There may be minor changes to the scope of work to integrate innovative outreach approaches recommended by the consulting firm. Commission staff anticipates that figures will not deviate substantially and will not exceed the overall requested grant amount.

## OVERALL PROJECT OBJECTIVES

- Evaluate current transit operations
- Receive input from stakeholders (disabled, senior citizens, low-income, employers, etc.)
- Develop options for improved service models
- Develop capital purchasing plan
- Conceptualize transit center plans
- Identify alternative revenue sources for transit programs
- More efficient transit operations
- Increased ridership
- Pursuit of relevant ITS enhancements
- Operational Cost Savings



## 1. PROJECT INITIATION

### TASK 1.1: PROJECT KICK-OFF MEETING

- The Commission will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectation including invoicing, quarterly reporting, communication, and other relevant project information. Meeting summary will be documented
- Responsible Party: Glenn County Transportation Commission

### TASK 1.2: STAFF COORDINATION

- Monthly project team meetings with consultants to ensure good communication on upcoming task and to assure that project remains on time and within budget. Caltrans staff will be invited to the project team meetings. Meetings may be held via conference call to reduce travel costs; however, Commission staff will try to hold a face-to-face meeting at least every other month.
- Responsible Party: Glenn County Transportation Commission

### TASK 1.3: RFP FOR CONSULTING SERVICES

- Complete an RFP process for selection of a consultant using proper procurement procedures.
- Responsible Party: Glenn County Transportation Commission

### TASK 1.4: IDENTIFY EXISTING CONDITIONS

- Gather background data on the transit system through the use of ridership survey and/or other methods including the evaluation of current transit routes, scheduling, funding, assets, overall operations and previous plans to identify constraints, opportunities or standards that should to guide preparation of the plan.
- Gather data on population characteristics, travel behavior, travel patterns, and projections for the region.
- Responsible Party: Consultant

Task	Deliverable
1.1	Meeting Notes
1.2	Monthly Meeting Notes
1.3	Executed Consultant Contract
1.4	Existing Conditions Report

## 2. PUBLIC OUTREACH

### TASK 2.1: COMMUNITY WORKSHOP #1

- Receive input on transit services within the communities of Willows, Orland, and Hamilton City. Project will be introduced along with background on transit system and its current funding sources (From Task 1.4). Input will be solicited on desired transit service model changes or enhancements and feedback on current services.

- Responsible Party: Consultant

**TASK 2.2: COMMUNITY WORKSHOP #2**

- Present Draft Plan to the communities of Willows, Orland, and Hamilton. Receive feed back on the proposals, plan objectives, and potential funding sources identified in the plan.
- Responsible Party: Consultant

**TASK 2.3: STAKEHOLDER INTERVIEWS**

- Interviews with stakeholders or stakeholder representatives to receive input on transit needs or desired transit system enhancements. Interviewees will include employers (in Glenn and Butte Counties), higher education, local school districts, low-income representatives, elder care facilities, senior citizen communities, and local elected officials.
- Responsible Party: Consultant

<b>Task</b>	<b>Deliverable</b>
<b>2.1</b>	<b>PowerPoint Presentation, Workshop Summary</b>
<b>2.2</b>	<b>PowerPoint Presentation, Workshop Summary</b>
<b>2.3</b>	<b>Interview Summaries</b>

*\* Note that all meetings will be publicly noticed to encourage attendance. Notices will be in English and Spanish. More than one meeting may be required in each area to ensure maximum outreach to all transit stakeholders. Task and project schedules will be revised as necessary to reflect any changes and identify required deliverables.*

**3. SHORT RANGE TRANSIT PLAN**

**TASK 3.1: IDENTIFY PLANNING ISSUES AND OPPORTUNITIES**

- Based on the input from Workshop #1 and the existing conditions report, the various issues and opportunities for each transit service will be developed. System weaknesses and strengths will be discussed with conceptual ideas for improvement.
- Responsible Party: Consultant

**TASK 3.2: DEVELOP ALTERNATIVE SERVICE MODELS**

- Based on the input from Workshop #1 and the existing conditions report, alternative service models will be developed. Each service model will include route timing, scheduling, administrative needs, rolling stock requirements, and any other physical facilities necessary for successful implementation. Conceptual route maps, tables, and drawings may also be included.
- Responsible Party: Consultant

**TASK 3.3: DEVELOP FIVE-YEAR SERVICE PLAN**

- Based on the input from Workshop #1 the existing conditions report, planning issues and opportunities, and alternative service models a service plan will developed. This section of the plan will address objectives, transit alternatives, and the individual transit programs (if necessary). Will include the operating and financial plan identifying funding for future implementation.

- Responsible Party: Consultant

**TASK 3.4: DRAFT SHORT RANGE TRANSIT PLAN**

- Develop the Operating and Financial Plan for then next five years. Review and identify potential funding sources for future implementation of the plan. The draft report will be presented at Workshop #2.
- Responsible Party: Consultant

**TASK 3.5: JOINT SOCIAL SERVICES TECHNICAL ADVISORY COUNCIL/TRANSIT COMMITTEE/TRANSPORTATION COMMISSION MEETING**

- Coordinate a joint session among the advisory committee, the joint powers authority, and the commission to review the draft report. Solicit feedback, respond to questions, and resolve critical issues.
- Responsible Party: Glenn County Transportation Commission/Consultant

**TASK 3.6: FINAL SHORT RANGE TRANSIT PLAN**

- Complete the final report addressing any comments received during Workshop #2 and the joint meeting. Prepare all required hard copies and electronic copies for submittal to Caltrans. The financial contribution of the grant program will be credited on the report cover.
- Responsible Party: Consultant

**TASK 3.7: ADOPTION OF PLAN**

- Present the final Short Range Transit Plan to the Glenn County Transit Committee and the Glenn County Transportation Commission. Resolve critical issues. Adopt the Glenn Transit Service Short Range Transit Plan.
- Responsible Party: Glenn County Transportation Commission/Consultant

<b>Task</b>	<b>Deliverable</b>
<b>3.1</b>	<b>Draft Plan section</b>
<b>3.2</b>	<b>Draft maps and tables</b>
<b>3.3</b>	<b>Draft Five-year Service Plan section</b>
<b>3.4</b>	<b>Draft Short Range Transit Plan</b>
<b>3.5</b>	<b>PowerPoint Presentation, Workshop Summary, Meeting Minutes</b>
<b>3.6</b>	<b>Final Short Range Transit Plan</b>
<b>3.7</b>	<b>Meeting Minutes</b>

**4. PROJECT MANAGEMENT & ADMINISTRATION**

**TASK 4.1: FISCAL ADMINISTRATION**

- Submit complete invoice packages to Caltrans District staff based on milestone completion- at least quarterly.
- Responsible Party: Glenn County Transportation Commission

**TASK 4.2: QUARTERLY REPORTS**

- Submit quarterly reports to Caltrans District staff providing a summary of project progress and grant expenditures.
- Responsible Party: Glenn County Transportation Commission

<b>Task</b>	<b>Deliverable</b>
<b>4.1</b>	<b>Invoice Packages</b>
<b>4.2</b>	<b>Quarterly Reports</b>

**California Department of Transportation  
Transportation Planning Grants  
Fiscal Year 2012-2013**

**PROJECT TIMELINE**

Project Title		Glenn Transit Short Range Transit Plan					Grantee	Glenn County Transportation Commission												Deliverable																
Task Number		Fund Source					Fiscal Year 2012/13				FY 2013/14				FY 2014/15																					
		Responsible Party	Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match	J	A	S	O	N	D	J	F	M	A	M	J	J		A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N
<b>Project Initiation</b>																																				
1.1	Project Kick-off Meeting	GCTC	\$508	\$450	\$58.30																												Meeting Notes			
1.2	Staff Coordination	GCTC	\$3,050	\$2,700	\$349.81																												Monthly Meeting Notes			
1.3	RFP For Consulting Services	GCTC	\$1,468	\$1,300	\$168.43																												Executed Consultant Contract			
1.4	Identify Existing Conditions	Consultant	\$3,389	\$3,000	\$388.68																												Existing Conditions Report			
<b>Public Outreach</b>																																				
2.1	Community Workshop #1	Consultant	\$5,648	\$5,000	\$647.80																												PowerPoint Presentation, Workshop Summary			
2.2	Community Workshop #2	Consultant	\$7,907	\$7,000	\$906.92																												PowerPoint Presentation, Workshop Summary			
2.3	Stakeholder Interviews	Consultant	\$3,389	\$3,000	\$388.68																												Interview Summaries			
<b>Short Range Transit Plan</b>																																				
3.1	Identify Planning Issues and Opportunities	Consultant	\$2,824	\$2,500	\$323.90																												Draft Plan section			
3.2	Develop Alternative Service Models	Consultant	\$9,036	\$8,000	\$1,036.48																												Draft maps and tables			
3.3	Develop Five-year Service Plan	Consultant	\$8,472	\$7,500	\$971.70																												Draft Five-year Servc Plan section			
3.4	Draft Short Range Transit Plan	Consultant	\$4,518	\$4,000	\$518.24																												Draft Short Range Transit Plan			
3.5	Joint Social Service Technical Advisory Council/Transit Committee/Transportation Commission Meeting	GCTC/Consultant	\$791	\$700	\$90.69																												PowerPoint Presentation, Workshop Summary, Meeing Minutes			
3.6	Final Short Range Transit Plan	Consultant	\$5,083	\$4,500	\$583.02																												Final Short Range Transit Plan			
3.7	Adoption of Plan	GCTC/Consultant	\$226	\$200	\$25.91																												Meeting Minutes			
<b>Project Management &amp; Administration</b>																																				
4.1	Fiscal Administration	GCTC	\$3,276	\$2,900	\$375.73																												Invoice Packages			
4.2	Quarterly Reports	GCTC	\$1,017	\$900	\$116.60																												Quarterly Reports			
<b>TOTALS</b>			<b>\$60,601</b>	<b>\$53,650</b>	<b>\$6,951</b>	<b>\$0</b>																														

**Note:** Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the same percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements. Make sure the project timeline is consistant with the scope of work.

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# GLENN COUNTY SOCIAL SERVICES TECHNICAL ADVISORY COUNCIL

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JOHN F. LINHART, EXECUTIVE DIRECTOR  
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## AGENDA ITEM

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MEETING OF MARCH 20, 2013

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### SUBJECT

Regional Transportation Plan Update

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### ATTACHMENTS

- None.

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### BACKGROUND & DISCUSSION

Every five years, the Glenn County Transportation Commission (GCTC) is required to update the Regional Transportation Plan (RTP). The RTP considers and plans for all transportation and transit projects in the region for the next 20 years.

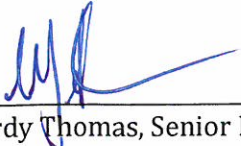
There are several components of the RTP. The RTP should identify policies, strategies, and determine future project. Regional land use, development, housing, employment, and transportation needs are all factors that are considered in developing the RTP. The RTP also considers the financial resources available to develop and constructing any projects identified during the development of the RTP.

Preliminary work for the RTP will begin during the summer with the expectation that a Request For Proposals soliciting assistance from a consultant will go out towards the end of the year. GCTC staff is making members of the Social Services Technical Advisory Council aware of it at this time to alert local groups and elected leaders to participate in this important planning process.

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### RECOMMENDATION

Staff requests that SSTAC members encourage participation in the RTP process.

  
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Mardy Thomas, Senior Planner

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