

CCTA Policy: New Service Planning and Implementation Process

I. Purpose

The purpose of this policy is to define the process by which the CCTA Board of Commissioners guides the planning and implementation process for new transit services.

II. Background

The CCTA Board of Commissioners and CCTA staff have identified the need to set up a defined framework for Board involvement in the planning and implementation of new transit services. By identifying specific points in the planning and implementation process where the Board will be asked to vote, both the staff and Board members will benefit from a clear indication of whether the Board supports moving forward with the project.

III. Policy

Grant Funded Services:

- 1) Approval to Seek Funds:** The CCTA Board of Commissioners will be asked to vote on whether staff should complete and submit a grant application for funding for a new service which will be described generally but will include estimates of gross operating costs and ridership by the end of the first, second and third year.
- 2) Approval to Implement:** If grant funds are awarded, the Board will vote on whether to implement the service and if approved will direct staff to move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.
- 3) Board Consideration of Public Comment on Service Design:** Prior to service initiation, a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement

has already been approved; this vote is about whether to incorporate public comments into the final design.

New Non-Grant Funded Services:

- 1) **Approval to Design:** If a community or organization commits to provide the necessary funding for a new service, the CCTA Board of Commissioners will be asked to vote on whether staff should move forward with developing a service proposal for the community or organization.
- 2) **Approval to Implement:** After review of the service proposal, and written commitment for operating funds or any required match as determined by the Board, the Board will be asked to vote on whether staff should move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.
- 3) **Board Consideration of Public Comment on Service Design:** Prior to service initiation a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement has already been approved; this vote is about whether to incorporate public comments into the final design.

New Unrestricted Funding

- 1) If additional unrestricted funding were to become available, the Board would engage in a discussion as to how those funds should be best utilized to meet the mission and goals of the organization. If new service is selected by the Board, staff will provide the Board with recommendations and alternatives for new services. Staff will look to the Board to provide guidance on new service priorities.
- 2) **Approval to Implement:** Staff will estimate total cost and ridership of the new services at the end of the first, second and third year of service for each and describe how the service meets the mission and goals of the organization. Once the Board selects a service to implement, the Board will be asked to vote on

whether staff should move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.

- 3) **Approval of Final Service Design:** Prior to service initiation a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board will vote on the final service design. It is important to note for this process that this vote is for final design, the decision whether to implement or not has already been decided; this vote is about whether to incorporate public comments into the final design.

Adopted by the CCTA Board of Commissioners on March 26, 2008.

BY: _____
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