

TDP Handbook

FDOT Guidance for Preparing & Reviewing
Transit Development Plans

Version III, 2018

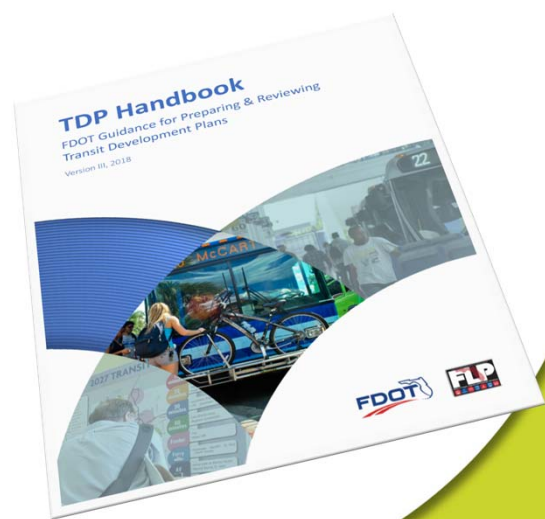
Preparer's Training

November 2018



TDP HANDBOOK TRAINING AGENDA

- Welcome!
- Introductions
- Training Overview
 - TDP Preparer's Guide (8:30 AM – 12:30 PM)
 - TDP Reviewer's Guide (1:30 – 3:00 PM)
- What to Expect from Today's Training
- Some Housekeeping Items
- Let's Develop the Next Generation of TDPs!!



TDP HANDBOOK PROJECT TEAM



- Gabrielle Matthews
- Chris Wiglesworth

PART I - Preparer's Guide



- Richard Dreyer
- Joel Rey
- Asela Silva
- Eric Adams

PART II - Reviewer's Guide

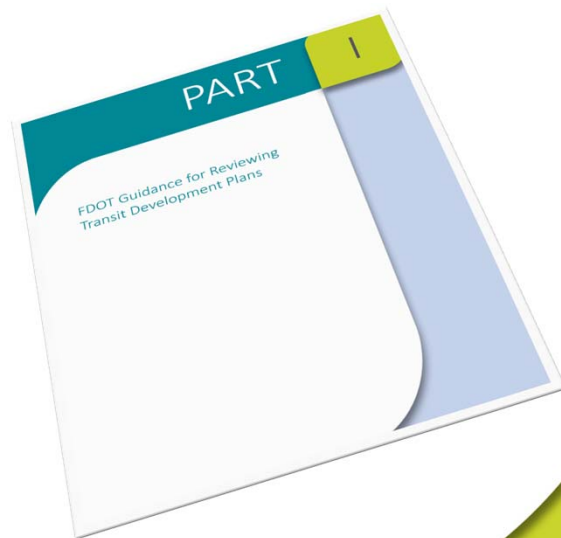


- Rob Gregg
- Ann Joslin
- Mark Mistretta



TDP PREPARER'S GUIDE

- TDPs in Florida - A Success Story
- Why Update the TDP Handbook?
- 2018 TDP Handbook - What is New?
- Chapter Overviews
- Interactive Exercises
- Questions/Discussions
- Wrap Up



TDPs IN FLORIDA - A SUCCESS STORY

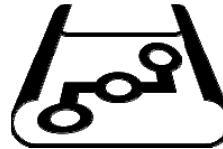


Basis for Defining Public Transit Needs

Not just a prerequisite for receiving state funds

Planning, Development & Operational Guidance Document

Strategic blueprint for meeting the mobility needs within a service area



Powerful Promotional/Marketing Tool

Consistent catalyst for general education and awareness on transit



HISTORY OF FDOT'S ASSISTANCE WITH TDPs



WHY UPDATE TDP GUIDANCE IN 2018?

- A lot has changed in last decade
 - Operating environments
 - Funding constraints
 - Economic growth
 - Demographic trends
 - Regionalism in planning
 - Technology
 - Public outreach techniques
 - Data visualization tools
 - Best practices - Better ways of doing business



2018 TDP HANDBOOK - WHAT'S NEW?



2018 TDP HANDBOOK - WHAT'S NEW?



NEW ADDITIONS

- New TDP Section on “Plan Implementation & Coordination”

This block displays the new '3.9 Plan Implementation & Coordination' section. On the left is a table of contents for this section, and on the right is a sample page from the handbook titled 'Plan Development'.

1	2	3	4
3.9 Plan Implementation & Coordination			
Creating the vision for transit and obtaining the approval of the decision-makers who approve the budget required to implement the TDP is really only the first step in a longer process of bringing the TDP to fruition. The ultimate success of the TDP requires the balancing of the technical challenges with the art of navigating the local funding and political landscapes. This balancing act necessitates that a transit agency develops and leans on its competence, consistency, and political acuity, as well as remains highly resilient and able to absorb and successfully respond to both praise and criticism during the process.			
To empower transit agency leaders and staff to make this transition, and prepare them to maneuver through the challenges ahead as the TDP's recommendations evolve into implementable projects, this section provides useful			
3.9 Plan Implementation & Coordination	85		
Beyond TDP Adoption	85		
Planning to Implement Recommendations			
Plan Coordination			
Plan Integration			
consider as an agency implements its grow the system into the vision its of			
Beyond TDP Adoption			
Post-Adoption Outreach			
Executive Summary			
The techniques and approaches over time and the means through engage and interact with the pu			

The sample page, 'Plan Development', includes an 'Executive Summary' for Charlotte-Rides TDP, a 'Case Study' on Charlotte County, and an '85-Year Perspective Plan' with various charts and graphs. It also features a 'Public Outreach' section and a 'Marketing Plan'.

PLAN IMPLEMENTATION & COORDINATION



- New Section Topics
 - Beyond TDP Adoption
 - Role of TDP Executive Summary
 - Plan Coordination
 - COAs, studies, marketing efforts
 - Plan Integration
 - Informing other plans



NEW ADDITIONS



- New Chapter on “Annual Progress Reports” (APRs)

4

ANNUAL PROGRESS REPORT

C. Any revisions to the implementation program for the coming year
Based on the discrepancy analysis and other emergent needs of the agency, the transit agency should use the APR to summarize any changes to the implementation plan for the next year. Ideally, the reasons for the changes can be summarized in a brief note as part of the implementation plan summary developed for Component A. However, if the project is complex, spans multiple years, has fundamentally changed, or is a new project altogether, a supplemental paragraph can be provided following the revised implementation program table, as discussed next.

D. Revised implementation program for the tenth year
Agencies should provide an updated 10-year implementation plan as part of the APR, as shown in Figure 4-3. As a result of changes to projects for the upcoming year and any potential cascading effects that these changes may produce on subsequent year plans, all years up through the final implementation year (10th year) of the prior TDP should be reassessed. If for no other reason than to recertify the implementation years that were previously listed, it is important to ensure the accuracy of these projects before adding a new tenth

Indicate What has Changed
Changes in an implementation or financial plan may be challenging to identify when looking at the full list of projects that includes many that have not changed. Therefore, it is helpful for readers when agencies can provide a legend or color designation to denote project schedule, cost, or revenue changes apart from the full listing.

TDP Tip

E. Added recommendations for the new tenth year of the updated plan
Next, transit agencies will need to determine which projects will be implemented in the new tenth year of the TDP. Whether the projects that are recommended for the new tenth year are brand new additions to the TDP, continuations of ongoing projects, or are simply projects that have been pushed back in implementation timing, it is important to denote all projects starting, continuing, or completing in the new tenth year of the TDP.

Figure 4-3. Updated 10-Year TDP Implementation Plan

Improvements	Implementation Year	Notes
Service Improvements		
Improve service frequency to 60 minutes on existing routes	2020	Assumes weekday service only; the addition of Saturday service is included as a separate need.



2018 TDP HANDBOOK - WHAT'S NEW?

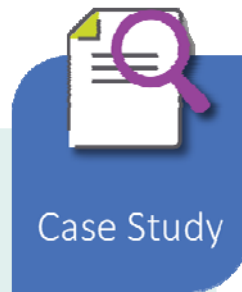


NEW FEATURES

- Case Studies

Provide tangible examples of TDP best practices along with a discussion of when such techniques are most appropriate and the possible benefits that these may confer to the transit agency.

Case Study



NEW FEATURES



- TDP Tips

Quick tips and key points for efficiently completing key aspects of the TDP, as well as innovative ways to save time and resources while achieving the same or better results.

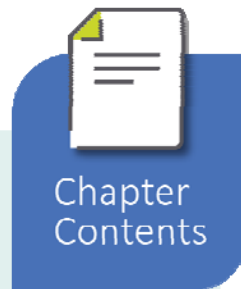


NEW FEATURES



- Chapter Look-ups

Table of Contents at the beginning of each chapter/key TDP component



NEW FEATURES



- TDP Rule Quick Reference Guide
 - For locating guidance on TDP Rule-required components

Required TDP Component	TDP Rule Reference F.S. 14-73.001	Location in TDP Handbook
Baseline Conditions Assessment	Section 3 (b)	Chapter 3.1
Existing Service/Performance Evaluation	Section 3 (b)	Chapter 3.2
Public Involvement	Section 3 (a)	Chapter 3.3
Situation Appraisal	Section 3 (b)	Chapter 3.4
TDP Goals and Objectives	Section 3 (c)	Chapter 3.5
Transit Demand Assessment	Section 3 (d)	Chapter 3.6
Transit Needs Development and Evaluation	Section 3 (d)	Chapter 3.7
Ten-Year Transit Plan	Section 3 (e)	Chapter 3.8
Plan Implementation and Coordination	Section 3 (f)	Chapter 3.9
Annual Progress Report	Section 4	Chapter 4



NEW FEATURES



- TDP Rule Requirement Vs. Best Practice Checklists
 - Clarifies whether a TDP element is considered “required” by the TDP Rule or simply a best practice

Situation Appraisal	TDP Rule Required	Best Practice
Plans and Policy	✓	
Socioeconomic Trends	✓	
Travel Behavior/Patterns		✓
Land Use	✓	
Community Feedback		✓
Organizational Issues	✓	
Technology/Innovation	✓	
Regional Coordination		✓
Funding		✓
Transit-friendly Land Use and Urban Design Efforts	✓	
10-Year Transit Ridership Projections*	✓	



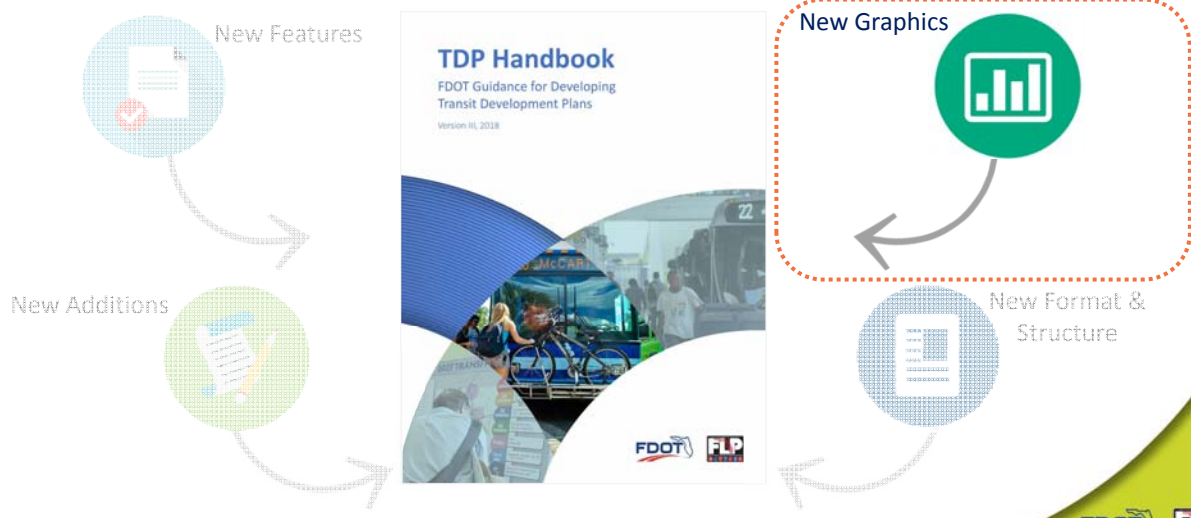
NEW FEATURES

- Public Involvement Toolbox
 - Relative cost & effort
 - Participation potential

	Outreach Phase				Relative Cost	Relative Effort	Participation Potential
	Zero	One	Two	Post-TDP			
TDP Technical Review Team					Low	Low	👤
Stakeholder Interviews					Medium	Medium	👤👤
Open House Public Workshops					High	Medium	👤👤👤👤
Traditional Public Workshops					High	High	👤👤👤👤
Board Visioning Workshops					Medium	Medium	👤👤
Transit Planning Charrettes					High	High	👤👤👤
Discussion Groups					High	High	👤👤👤
Bus Operator Interviews					Low	Low	👤
Meeting in a Box					Medium	Medium	👤👤👤
Grassroots Outreach					Medium	Medium	👤👤👤👤
Social Media					Low	Low	👤👤👤👤
Agency Websites					Low/Med	Low/Med	👤👤👤
Email Blasts					Low	Low	👤👤👤
Facebook Live					Low	Low	👤👤👤
Newspaper/Media					Low	Low	👤👤👤👤
Public Outreach Software					High	Low/Med	👤👤👤
On-going Comments					Low	Low	👤
Committee/Board Meetings					Medium	Medium	👤
Surveys							
On-Board Bus Rider					High	High	👤👤👤
Bus Operator					Low	Low	👤
General Public - Online					Low	Low	👤👤👤👤
General Public - Paper					Low	Medium	👤👤👤
Employers/Employees					Medium	Medium	👤👤



2018 TDP HANDBOOK - WHAT'S NEW?



NEW GRAPHICS

Flow Charts

Mapping Techniques

Data Visualization

Report Samples

2018 TDP HANDBOOK - WHAT'S NEW?

New Features

New Graphics

New Additions

New Format & Structure

NEW FORMAT & STRUCTURE



Concise Format

- 4 Chapters
 - Ch. 1-2 on TDP context
 - Ch. 3 on Major Updates
 - Ch. 4 on APRs

User-Friendly

- Easy to navigate
- Emphasizes key concepts

Online Resources

- Embedded links
- Guidance on data sources



NEW FORMAT & STRUCTURE



• Chapters 1 & 2

- Emerging Trends
- Challenges to Expanding Transit
- Plan Development & Adoption
- Beyond Adoption
- Coordination with FDOT

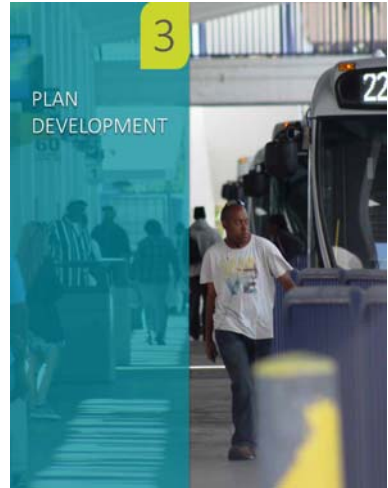
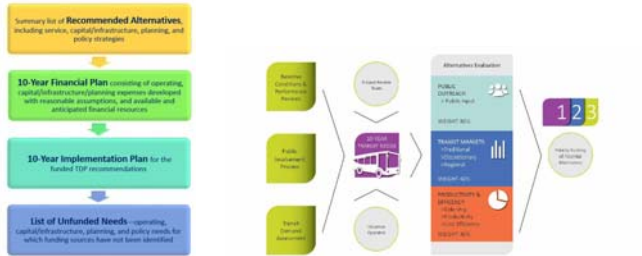


NEW FORMAT & STRUCTURE



• Chapter 3

- Each TDP component in detail
- Case studies, tips, flow charts, checklists



NEW FORMAT & STRUCTURE



• Chapter 3

- Use of visuals & graphics for easy grasp of concepts/ideas/examples



NEW FORMAT & STRUCTURE



• Chapter 4 - TDP Annual Progress Report

- Key Objectives
- Requirements & Format
- Main Components
- Why? - Benefits
- FDOT Approval Process



NEW FORMAT & STRUCTURE



• Chapter 4

- What the APR is & is not
- Rule requirement vs. best practice for APRs

What & Why of APRs	What APR is Not
Annual report on implementation progress	Minor update to the TDP
Data resource for FDOT reporting	Same format as TDP, just shorter
Update of three key TDP elements	Update of all TDP elements
Update to add new tenth year information	
Self-completed progress report	
Self-completed report on needed changes	
Tool to make TDP an active strategic plan	
Tool to keep TDP in front of Board and public	
Chance to "blow your horn"	
Opportunity to make the case for help	
Way to help keep TDP needs and goals "fresh"	
Requirement for Public Transit Block Grant	

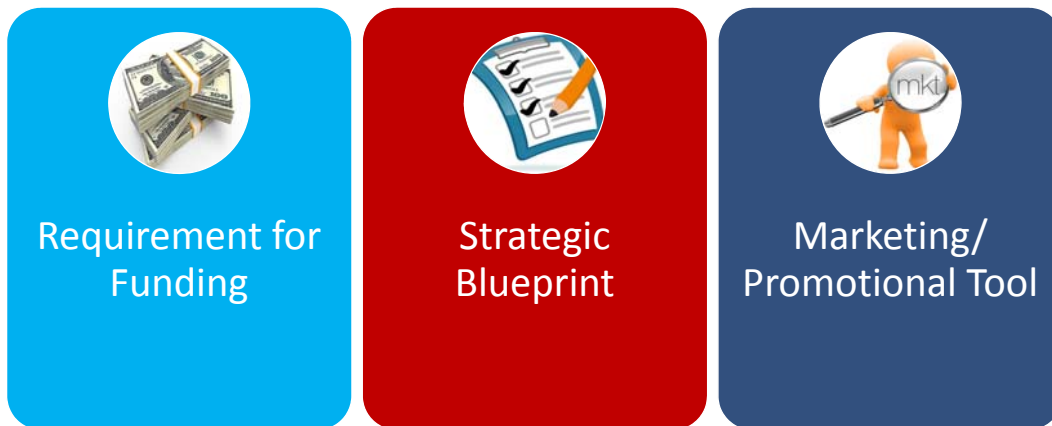
TDP Annual Progress Report	TDP Rule Required	Best Practice
TDP Annual Progress Report Checklist		✓
Brief System Overview with Map		✓
Public Involvement Summary		✓
Previous Year Accomplishments/Progress Summary	✓	
TDP Goals, Objectives, and Policies Assessment	✓	
Revised 10-Year TDP Implementation Plan	✓	
Revised 10-Year Costs and Revenues/Financial Plan	✓	



CHAPTERS 1 & 2 - PURPOSE & PROCESS



PURPOSE OF THE TDP



NEW ERA OF OPPORTUNITIES

More on these later!

Complete Streets

TNC/Ride-hailing

FM/LM Services

Social Media

Autonomous Vehicles

System Reimagining

Mobile Fares

... and growing!



CONTINUED CHALLENGES



Funding

Declines in federal/state/local sources



Perception

Attracting new ridership



WHERE DO WE GO FROM HERE?



WHERE DO WE GO FROM HERE?

- **Leverage** emerging trends (aging population, urban development)
- **Align** resources to meet community's needs
- **Promote** the role of transit
- **Pursue** new funding opportunities
- **Market** the benefits of transit
- **Explore** new partnerships and technologies



PILLARS OF A GOOD TDP



INTEGRATING NEW OPPORTUNITIES

<p>Complete Streets</p> <p>New Policies on Complete Streets</p>	<p>TNC/Ride-hailing</p> <p>Potential for Complementary Partnerships</p>	<p>FM/LM Services</p> <p>Improving Modal Connectivity</p>	<p>Social Media</p> <p>Reach New Audiences & Cost Savings</p>	<p>CV/AV</p> <p>Cost, Efficiency, and Safety Improvements</p>
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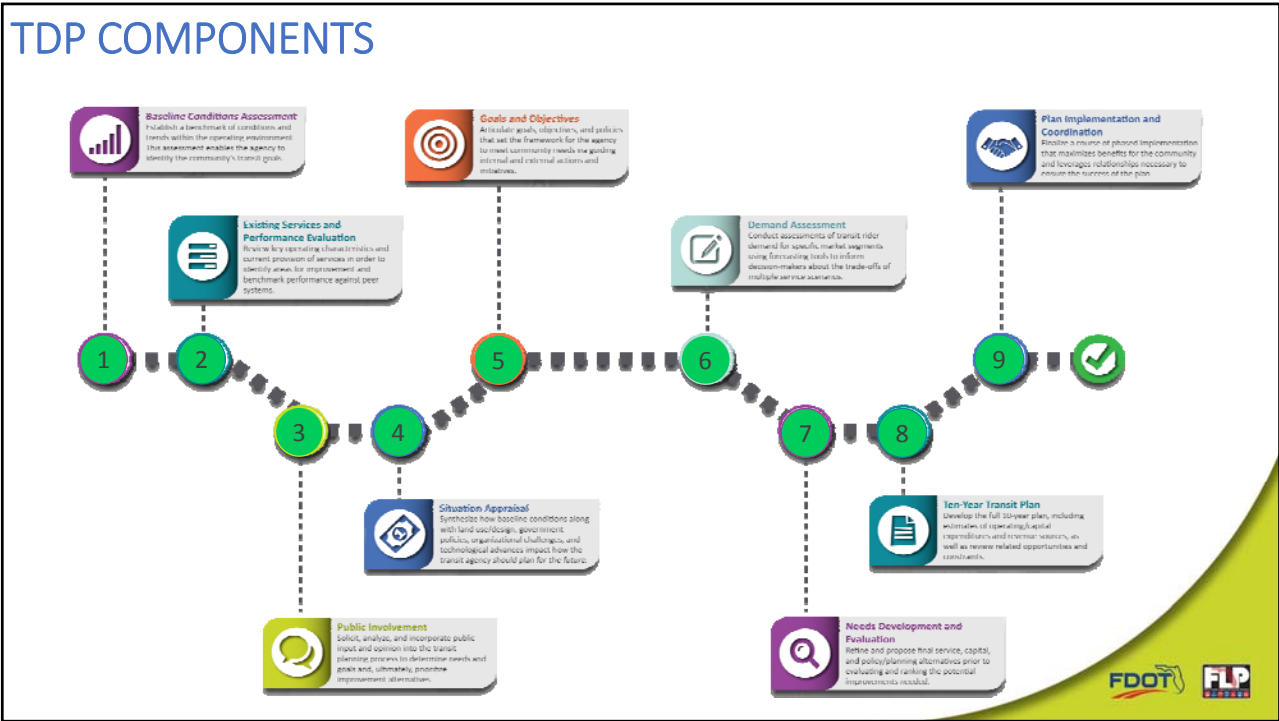
CHAPTER 3 - PLAN DEVELOPMENT



THE NEXT GENERATION OF TDPs IN FLORIDA

...are tasked with *exploiting these opportunities* and *addressing the challenges*, so that the TDP can lead to a *clear identification of transit needs* in a *community-wide context*; a prioritized listing of recommended actions; a *more favorable attitude toward transit* by residents, riders, and decision-makers; and a stronger *competitive position* for the transit agency in obtaining *additional funding*.

TDP COMPONENTS



TDP COMPONENTS

Baseline Conditions Assessment
Establish a benchmark of conditions and trends within the operating environment. This assessment enables the agency to identify the community's transit goals.

Existing Services and Performance Evaluation
Review key operating characteristics and current provision of services in order to identify areas for improvement and benchmark performance against peer systems.

Public Involvement
Solicit, analyze, and incorporate public input and opinion into the transit planning process to determine needs and goals and, ultimately, prioritize improvement alternatives.





BASELINE CONDITIONS ASSESSMENT

- Objectives
 - Profile operating environment
 - Select foundational assessments
 - Educate public
 - Identify unique constraints/opportunities



BASELINE CONDITIONS ASSESSMENT



- Required by TDP Rule or Best Practice

Baseline Conditions	TDP Rule Required	Best Practice
Demographic	✓	
Socioeconomic	✓	
Land Use	✓	
Growth		✓
Travel/Mobility		✓



BASELINE CONDITIONS ASSESSMENT



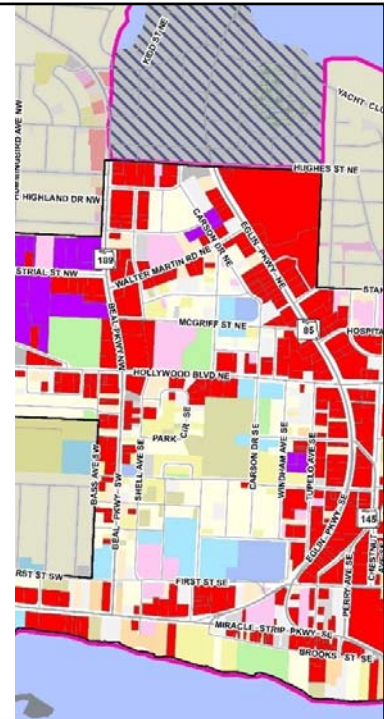
Demographic/Socioeconomic Characteristics



Land Use/Growth Characteristics



Travel/Mobility Characteristics



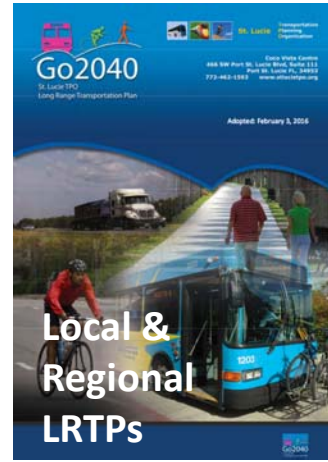
DEMOGRAPHIC/SOCIOECONOMIC CHARACTERISTICS



- Define & Describe Study Area
- Population & Housing
- Population Segments with Higher Transit Orientation
 - Population Below Poverty
 - Zero-Vehicle Households
 - Affordable Housing
 - TD Population Trends
 - Season Populations
- Employment
- Age Distributions
- Income Levels
- Vehicle Availability
- Educational Attainment
- Labor Force Participation/Unemployment Rate



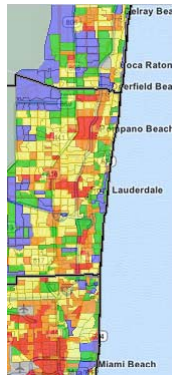
SUGGESTED DATA SOURCES



A CLOSER LOOK

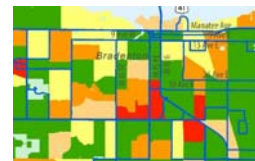
Population Segments with Higher Transit Orientation

- Map low-income population and affordable housing concentrations using ACS or local data
- Track the seasonal changes in population
- Monitor levels of TD population and percent of market needs met using AOR data



Vehicle Availability

- Map vehicle ownership concentrations using ACS or local data
- Monitor trends in vehicles per household
- Determine availability of car sharing opportunities





BASELINE DATA FINDINGS CAN SAVE RESOURCES

- **SunTran 2018-2027 TDP, Ocala/Marion County, FL**

- Identified shift sizes, shift time changes, expansion plans, and key transportation challenges for employees as part of employer interviews
- Later, the TDP affirmed the need to serve new industrial complex
- SunTran was able to modify existing services to meet this need during specific times (e.g., shift changes) during the day



LAND USE/GROWTH CHARACTERISTICS



- Macroeconomic Indicators
- Development Activity
- Activity Centers/Major Hubs
- Employment by Industry
- Major Employers
- Existing & Future Land Use
- Land Use Patterns & Scenarios



KEY DATA SOURCES



PLANNING, DEVELOPMENT & ZONING

Local Development Trends

DEVELOPMENT TRENDS

PUBLIC HEARING DEVELOPE

This document provides a snapshot of recent P... approved by the Board of County Commissione... document covers approvals and permits since j... and Use Meeting.

CURRENT REPORT

November 2017 Tracking Report

LAKE COUNTY FLORIDA

Residents Visitors Business Government

You are here: Home > Offices > Planning And Zoning > Comprehensive Planning

Keyword Search

Comprehensive Plan 2030

the Lake County...ive Plan Web page. Required by law, the comprehensive plan is the foundation for local planning as it acts as an outline of the community's vision and priorities.



PASCO County Florida

it's only natural

West Pasco Government Center
8731 Citizens Drive, Suite 135
New Port Richey, FL 34654
727-847-8129
800-842-1873
www.VisitPasco.net

Local Tourism Plans

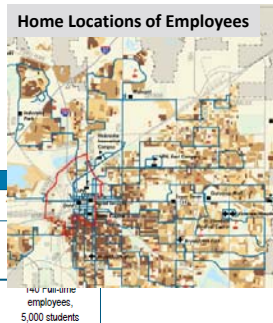


A CLOSER LOOK

Major Employers

- Identify major employers, industry, occupation types
- Determine shift change times
- Begin target list of employers to partner with on general promotions, passes, or employee surveys

Employer	Work Shifts
Albert J. Ellis Airport	Airport operates 5:30 am to 12:00 am- Various shifts
Convergys (4329 Western Boulevard)	8:00 am to 8:00 pm, Monday-Friday
Coastal Carolina Community College	Employees work various hours from 7:00 am to 10:20 pm. Students attend classes various hours from 7:00 am to 8:00 pm.



Development Activity

- Identify ongoing or planned major development activities
- Determine existing facility plans to accommodate transit service (e.g., bus stops, bays, etc.)



TRAVEL/MOBILITY CHARACTERISTICS



- Journey-to-Work/Commute Patterns
- Traffic Congestion
- Connectivity Between Major Hubs
- Parking
- First Mile/Last Mile Connectivity
- Bicycle & Pedestrian Networks



SUGGESTED DATA SOURCES



Bike/Ped Plans

Local Parking Plans

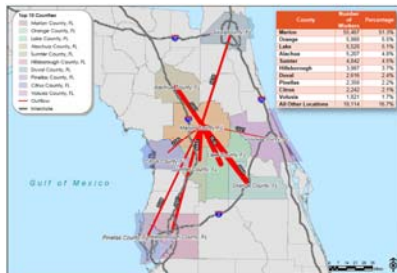
Local & Regional LRTPs

A CLOSER LOOK



Journey-to-Work/Commute Patterns

- Longitudinal Employer-Household Dynamics (LEHD) and Longitudinal Origin-Destination Employment Statistics (LODES) data from "OntheMap" U.S. Census Bureau
- Data are used to determine commuting flows by:
 - County
 - City
 - Census Place



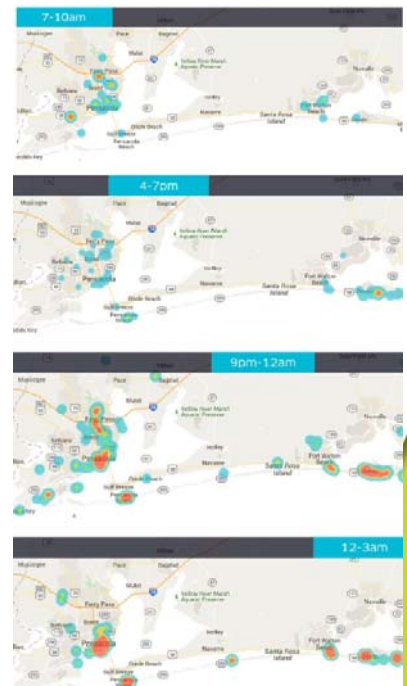
Bicycle & Pedestrian Networks

- Identify existing and planned intermodal connections
- Locate gaps and needs in connections
- Examine accessibility of networks along key transit routes
- Calculate actual bike/ped travel times
- Document amenities for bike/ped travelers



LEVERAGING FM/LM DATA

- ECAT 2017-2026 TDP, Escambia County, FL
 - Leveraged new data sources that may be available depending on ride-hailing company and area
 - Examined "hot spot" maps provided for Uber drivers to understand where and when demand was greatest
 - ECAT was able to identify the areas and times of day that transit may be needed
 - Separately, Uber coordinated with the local airport to coordinate pick-up/drop-off areas, presenting further opportunities to coordinate with transit going forward





EXISTING SERVICES & PERFORMANCE EVALUATION

- Objectives

- Profile existing service and performance
- Analyze “Hows” and “Whys” of system operating trends
- Current and/or aspirational peer comparisons
- Review and report of farebox recovery
- Performance evaluation to set goals and objectives
- Help establish/update TDP goals and objectives



EXISTING SERVICES & PERFORMANCE EVALUATION



- Required by TDP Rule or Best Practice

Service Performance Evaluation	TDP Rule Required	Best Practice
Existing System Profile		✓
Trend Analysis	✓	
Peer Review Analysis	✓	
Aspirational Peer Review		✓
Farebox Report	✓	



EXISTING SERVICES & PERFORMANCE EVALUATION



Existing System Profile



System Trend Analysis



Peer Selection & Reviews



Farebox Recovery Analysis



EXISTING SYSTEM PROFILE

- Service Overview
- Fixed-Route Transit Service Profile
 - Route Performance Evaluation
- ADA Paratransit Service Profile
- Capital/Infrastructure Overview
- Other Providers of Public Transportation



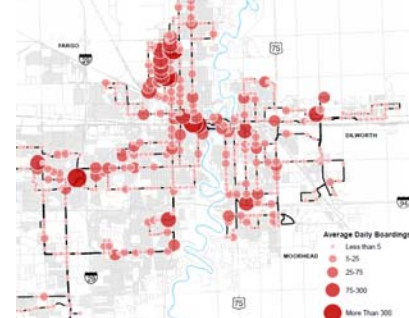
A CLOSER LOOK

Fixed-Route Profile

- Showcase performance in helpful, creative ways for public education and easier identification of needs
- Rank and compare individual routes
- Identify areas of opportunity

Route #	Description	Passenger Trips	Revenue M/mt	Revenue Hours	Passengers per Revenue Mile	Vehicles Required	Passengers per Revenue Hour	Rank of Route_Hrs.	% Above or Below System Average
Anna Maria Island Trolley									
89	US 41	222,030	120,130	9,104	1.85	2	24.98	2	95.8%
6	Cortez Road	140,280	134,362	9,532	1.04	2	14.72	3	18.0%
2	East Bradenton	61,676	53,058	4,215	1.16	3	14.63	4	17.3%
8	Oreco-Bayshore Gardens	58,629	63,634	4,113	0.95	1	14.26	5	14.4%
16	18th Street East	57,852	67,403	4,120	0.86	1	13.99	6	12.2%
Beach Express Trolley									
3	Manatee Avenue	162,543	190,053	12,269	0.82	4	13.25	8	5.3%
9	9th Avenue West	44,658	43,267	3,505	1.03	1	12.74	9	2.2%
1	Ellenton Outlet Mall	63,792	92,620	6,246	0.69	1	10.21	10	-18.1%
4	8th Avenue East and West	79,909	128,135	3,443	0.65	2	9.46	11	-24.1%
201	North County ConnectiOn	17,968	32,385	2,159	0.56	1	8.84	12	-33.1%
13	Palmetto	30,055	40,387	3,829	0.74	1	7.85	13	-37.0%
Longboat Key Trolley									
12	SR 70	65,510	3,846	0.4	1	3.63	25.482	15	-76.1%
200	Spinyway ConnectiOn	14,641	1,738	0.12	1	2.33	4.043	16	-81.6%
System Average		93,415	84,691	5,734	0.87	-	12.87	-	-
Totals		1,494,636	1,355,051	91,749	-	24	-	-	-

Route No.	Route Name	Peak Headway	Off-Peak Headway	Evening/Night Headway	Hours
1	Florida Ave	Weekday 20 min Weekend 30 min	Weekday 20 min Weekend 30 min	Weekday 15-60 min Weekend 15-60 min	Weekday 4:00 AM - 1:01 AM Saturday 6:15 AM - 9:24 PM Sunday 6:15 AM - 12:32 AM
2	Nebraska Ave	Weekday 30 min Weekend 30 min	Weekday 30 min Weekend 30 min	Weekday 15-60 min Weekend 15-60 min	Weekday 4:45 AM - 10:37 PM
4	South Tampa	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 6:05 AM - 12:47 AM
5	40th Street	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 6:30 AM - 11:59 PM
6	50th Street	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 6:30 AM - 11:59 PM
7	West Tampa Citrus Park	Weekday 30 min Weekend 30 min	Weekday 30 min Weekend 30 min	Weekday 15-60 min Weekend 15-60 min	Weekday 6:30 AM - 11:59 PM
8	Progress Village/Brandon	Weekday 30 min Weekend 30 min	Weekday 30 min Weekend 30 min	Weekday 15-60 min Weekend 15-60 min	Weekday 6:45 AM - 11:27 PM
9	15th Street	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 7:00 AM - 11:59 PM
10	Cypress Street	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 7:00 AM - 11:59 PM
12	22nd Street	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 7:00 AM - 11:59 PM
14	Armstrong Ave	Weekday 30 min Saturday 30-60 min	Weekday 30 min Saturday 30-60 min	Weekday 15-60 min Saturday 15-60 min	Weekday 7:00 AM - 11:59 PM
15	Columbus Drive	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 7:00 AM - 11:59 PM
16	Walrus Ave	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 7:00 AM - 11:59 PM
18	30th Street	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 7:00 AM - 11:59 PM
19	Plant Tampa	Weekday 30 min Weekend 60 min	Weekday 30 min Weekend 60 min	Weekday 15-60 min Weekend 15-60 min	Weekday 7:00 AM - 11:59 PM



SYSTEM PERFORMANCE EVALUATION

- Recommended Performance Measures
- Trend Analysis
- Peer Selection & Review
- Aspirational Peers



RECOMMENDED PERFORMANCE MEASURES

General Measures	Effectiveness Measures	Efficiency Measures
Local Contribution	Average Age of Fleet (in years)	Average Fare
Passenger Fare Revenues	Average Headway (in minutes)	Farebox Recovery (%)
Passenger Miles	Average Speed (RM/RH)	Operating Expense Per Passenger Mile
Passenger Trips	Average Trip Length (in miles)	Operating Expense Per Passenger Trip
Revenue Hours	Passenger Trips Per Revenue Hour	Operating Expense Per Revenue Hour
Revenue Miles	Passenger Trips Per Revenue Mile	Operating Expense Per Revenue Mile
Route Miles	Passenger Trips Per Service Area Capita	Operating Expense Per Service Area Capita
Service Area Population	Revenue Miles Between Failures	Revenue Miles Per Vehicle Mile
Service Area Population Density	Revenue Miles Between Incidents	Vehicle Miles Per Gallon
Service Area Size (square miles)	Revenue Miles Per Route Mile	Vehicle Miles Per Kilowatt-Hour
Spare Ratio (%)	Weekday Span of Service (in hours)	
Total Employee FTEs		
Total Operating Expense		
Vehicle Hours		
Vehicle Miles		
Vehicles Available for Max. Service		
Vehicles Operated in Max. Service		



TREND ANALYSIS

- Minimum 3-year trend
- Analysis of prior 5-year trend recommended, but longer trend okay if desired
- Data sources
 - FTIS, NTD, transit agency (for the most recent year)
- Using validated NTD data is recommended



FDOT FTIS FLORIDA TRANSIT INFORMATION SYSTEM

Urban iNTD
Urban Integrated National Transit Database

A web-based system sponsored by the Florida Department of Transportation for the retrieval and analysis of multiple years of urban National Transit Database (NTD).

PEER REVIEWS

- Selecting your peer systems
 - TCRP-based peer selection process (TCRP Report 141)
 - May use other methods
- Use most recent year with validated NTD data
- Data source - FTIS



TCRP REPORT 141

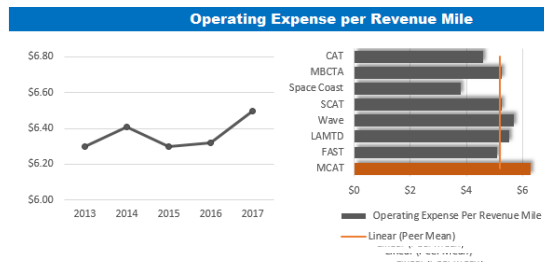
A Methodology for Performance Measurement and Peer Comparison in the Public Transportation Industry



TREND & PEER REVIEWS - PRESENTING YOUR FINDINGS

Indicator/Measure	2013	2014	2015	2016	2017	% Change (2013-2017)	Status	Desired Trend
General Indicators								
Passenger Trips	1,780,471	1,824,120	1,760,490	1,648,120	1,497,893	-15.9%	↓	↔
Passenger Miles	8,689,670	8,646,329	7,357,672	7,235,247	6,575,750	-24.3%	↓	↔
Vehicle Miles	1,321,137	1,323,286	1,422,984	1,463,838	1,483,905	12.3%	↑	N/A
Revenue Miles	1,234,882	1,256,941	1,345,968	1,388,068	1,355,072	9.7%	↑	N/A
Revenue Hours	86,132	86,845	95,373	95,949	92,799	7.7%	↑	N/A
Total Operating Expense ¹	\$7,780,717	\$8,056,800	\$8,480,255	\$8,772,652	\$8,866,779	14.0%	↑	N/A
Vehicles Operated in Max. Service	19	20	23	23	23	21.0%	↑	N/A
Effectiveness Measures								
Passenger Trips per Capita	5.52	5.65	5.45	5.11	4.64	-15.9%	↓	↔
Passenger Trips per Revenue Mi.	1.44	1.45	1.31	1.19	1.11	-23.3%	↓	↔
Passenger Trips per Revenue Hr.	20.67	21.00	18.44	17.24	16.00	-21.9%	↓	↔
Average Age of Fleet (in yrs.)	5.07	6.07	6.08	6.08	6.63	30.8%	↑	↓
Efficiency Measures								
Operating Exp. per Capita ²	\$24.10	\$24.95	\$24.95	\$27.37	\$27.47	14.0%	↑	↓
Operating Exp. per Passenger Trip ³	\$4.37	\$4.42	\$4.82	\$5.32	\$5.92	35.5%	↑	↓
Operating Exp. per Revenue Mile ⁴	\$6.30	\$6.41	\$6.30	\$6.32	\$6.54	3.9%	↑	↓
Operating Exp. per Revenue Hour ⁵	\$90.33	\$92.77	\$88.92	\$91.43	\$95.55	5.8%	↑	↓
Farebox Recovery (%) ⁶	11.75	11.50	11.81	10.72	9.75	-17.0%	↓	↔
Revenue Miles per Vehicle Mile	0.93	0.95	0.95	0.95	0.91	-2.3%	↓	↔
Revenue Hrs. per Employee FTE	1,235.75	1,224.80	1,269.08	1,194.73	1,253.76	1.5%	↑	↔

Indicator/Measure	MCAT % from Mean	Assessment
General Indicators		
Passenger Trips	8.26 %	Good
Passenger Miles	-21.96 %	N/A
Vehicle Miles	-2.17 %	N/A
Revenue Miles	-13.52 %	N/A
Total Operating Expense	5.63 %	N/A
Vehicles Operated in Maximum Service	39.36 %	N/A
Effectiveness Measures		
Passenger Trips per Capita	-1.85 %	Improve
Passenger Trips per Revenue Mile	-22.35 %	Good
Passenger Trips per Revenue Hour	-22.25 %	Good
Average Age of Fleet	-8.01 %	Good
Efficiency Measures		
Operating Expense per Capita	-11.35 %	Can Improve
Operating Expense per Passenger Trip	-7.05 %	Good
Operating Expense per Revenue Mile	21.31 %	Can Improve
Operating Expense per Revenue Hour	13.53 %	Can Improve
Farebox Recovery (%)	-13.68 %	Can Improve
Revenue Miles per Vehicle Mile	-0.35 %	Good
Revenue Hours per Employee FTE	8.08 %	Good

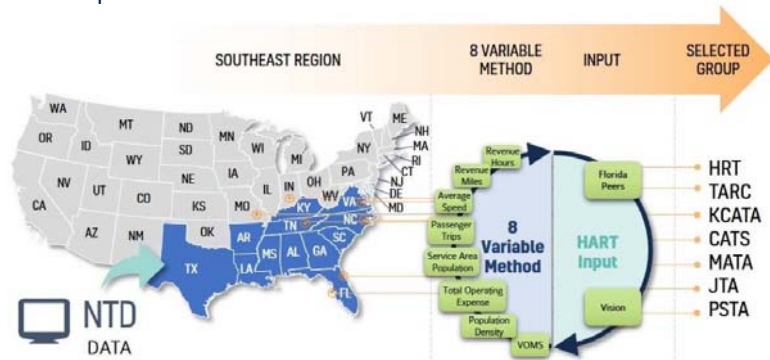




PRESENTING PEER CHOICES & PROCESS MORE EFFECTIVELY

• HART 2018-2027 TDP, Hillsborough County, FL

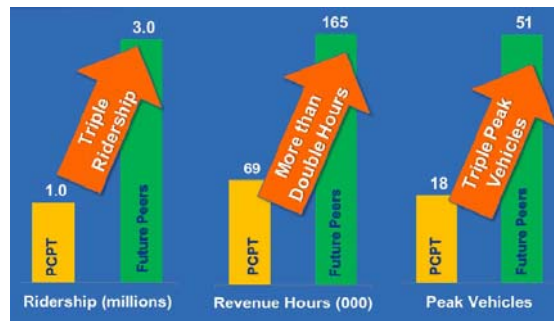
- Used 8-variable peer selection process customized based on agency needs and data available
- Developed visuals to clearly communicate to their community and stakeholders the variables and the process used in TDP peer selection



FUTURE PEER COMPARISONS

• PCPT 2014-2023 TDP, Pasco County, FL

- Conducting a secondary peer review analysis with “aspirational” peers can help agencies chart a path forward
- Based on expectations of dramatic population growth, the agency sought to identify areas that their area would be similar to 10+ years in the future
- Improved ability to make sense of population and employment projections
- Allowed PCPT to set better GOPs and identify areas where their performance was currently unbalanced



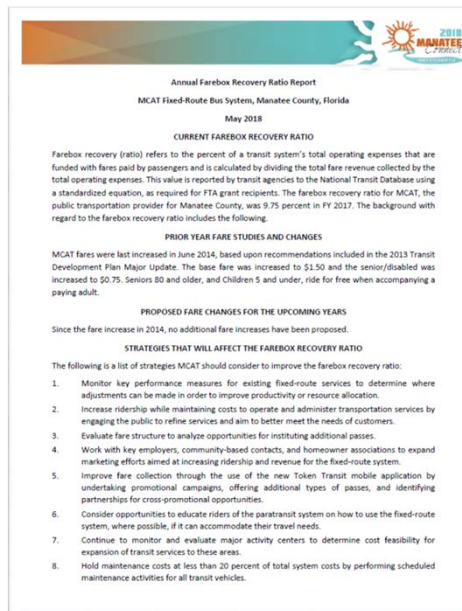
FAREBOX RECOVERY RATIO REPORT

- Florida HB 985 & FDOT Requirement
 - *This legislation amended s. 341.071, Florida Statutes (F.S.), requiring transit agencies to "... specifically address potential enhancements to productivity and performance which would have the effect of increasing farebox recovery ratio"*
 - *FDOT subsequently issued guidance requiring the TDP and each annual update to include a 1- to 2-page summary report on the farebox recovery ratio and strategies implemented and planned to improve it as an appendix item*



FAREBOX RECOVERY RATIO REPORT

- Calculate the current farebox recovery ratio
- Identify recent fare studies, changes, and upcoming fare changes
- Provide strategies to improve farebox recovery
 - Monitoring programs, new pass programs, employer partnerships, mobile fare collection, promotional efforts



PERFORMANCE EVALUATION TO SET GOALS & OBJECTIVES



- Inform/update TDP goals and objectives
- Identify areas for improvement
- Set targets for different transit services or routes
- Leverage analysis findings into actionable data



PUBLIC INVOLVEMENT



- Objectives:
 - **Educate public** – communicate results of earlier outreach to the public in a clear and concise manner
 - **Solicit feedback** – gather feedback and priorities in a variety of ways from a number of audiences to develop accurate recommendations and ensure support
 - **Integrate into TDP** – incorporate public feedback into the TDP regularly and at a number of intervals (i.e., situation appraisal, alternatives development)
 - **Monitor efforts** – measure effectiveness of outreach to reach a wide audience and to garner sufficient participation
 - **Promote transit** – emphasize the benefits of transit to the community and identify local champions to help ensure support

TDP PUBLIC INVOLVEMENT



- Required by TDP Rule or Best Practice

Public Involvement	TDP Rule Required	Best Practice
Approved TDP Public Involvement Plan (PIP)	✓	
Establish TDP Technical Review Team (TRT)		✓
TDP Visioning with elected officials/boards		✓
Minimum 14-day notification for events open to the public		✓
Opportunities for public involvement outlined in PIP	✓	
Solicit comments from regional workforce boards	✓	
Advise FDOT, regional workforce board, MPO of public meetings	✓	
Provide review opportunities to FDOT, regional workforce board, MPO	✓	
Pre-TDP outreach and post-adoption public outreach		✓



TDP PUBLIC INVOLVEMENT

-  TDP Public Involvement Plan
-  Outreach Guide for Agencies
-  Key Regulatory Requirements
-  Public Involvement Toolbox



TDP PUBLIC INVOLVEMENT PLAN (PIP)

- Develop one for the TDP or use an existing one
- Includes details of activities proposed for the TDP
- Use project scope as a guide
- Include tentative schedule for the activities
- Send to FDOT for approval
- Receive approval early in the process



PUBLIC INVOLVEMENT – THINGS TO REMEMBER

- PIP approved by FDOT
- Solicit comments from the local/regional workforce board
- Advise FDOT, workforce board, and MPO of all public meetings
- Provide FDOT, workforce board, and MPO an opportunity to review and comment on:
 - TDP goals and objectives
 - Transit alternatives
 - 10-year implementation program





A CLOSER LOOK



Location Selection

- Ensure accessibility by transit
- Disperse across the study area
- “Piggy-back” on other community events, markets, and existing activity centers

Leveraging Technology

- Collect data using tablets, smartphones
- Reach more people using social media
- Reach audiences typically not engaged
- Reduce outreach costs

PUTTING TECHNOLOGY TO WORK FOR YOU













MetroQuest
Public Involvement Software




A CLOSER LOOK

Branding


- Improve recognition of TDP
- Enhance accessibility to public
- Open up the discussion more easily
- Strengthen likelihood of implementation


Pre/Post-TDP Outreach


- Review previously conducted outreach data/findings
- Improve continuity, pool outreach efforts
- Maintain momentum
- Achieve ongoing dialogue



Central Florida Regional Transportation Authority
FORWARD









BRANDING



- **My Ride 2017-2026 TDP, Polk County, FL**
 - Plan branding makes the unfamiliar notion of a TDP more accessible and memorable for all public participants regardless of their background
 - Branding helped improve awareness from an initial level of 10%. After the campaign, this number rose substantially, suggesting a greater familiarity with the transit agency
 - More than 75% agreed with the strategy of branding



My Ride



EVENT PIGGY-BACKING

- **BCT 2014-2023 TDP, Broward County, FL**
 - Coordinating outreach schedules with already planned public/community events to maximize attendance, ensure diversity of opinion, and make efficient use of agency resources
 - Maximized outreach resources
 - Solicited diverse participation
 - Educated through engaging visual aids
 - Collaborated with other events to cross-promote attendance
 - Raised awareness among public not normally engaged in transit planning





PLANNING CHARRETTES



• MCAT 2019-2028 TDP, Manatee County, FL

- Incorporating public outreach events that bring together participants of different backgrounds, promote engaging discussion, and produce quality ideas
 - Achieved attendance from a diverse set of stakeholders
 - Raised the profile of transit
 - Laid the foundation for partnerships with local leaders and employers
 - Provided opportunities for future cross-marketing efforts
 - Produced original ideas and priorities



ENGAGING ELECTED OFFICIALS



• SunTran 2018-2027 TDP, Ocala/Marion County, FL

- Informing/educating elected officials early on about TDP
- Get their direction/set visions for 10-year transit plan, as well as specific information on
 - Setting ridership growth objectives
 - Soliciting elected official priorities
- In the end, the agency was able to succeed in
 - Educating about recent outreach
 - Engaging the key decision-makers
 - Developing powerful supporters of the TDP



What TDP is Not

- Not a budget
- Not a Capital Improvement Program (CIP)
- Not a binding agreement

Ok. What is it, then?





HEAR DIRECTLY FROM THE PUBLIC



- **Charlotte Rides 2015-2024 TDP, Charlotte County, FL**

- Allowing decision-makers and elected officials to hear directly from the words of the public the value of transit services amplified the confidence in the agency's plan
 - Allowed elected officials to hear "directly" from the public
 - Educated about recent outreach
 - Engaged the key decision-makers

Recommended 10-Year Plan



REGULATORY REQUIREMENTS



- In addition to the TDP Rule, there are a few more regulatory requirements related to public outreach for TDPs

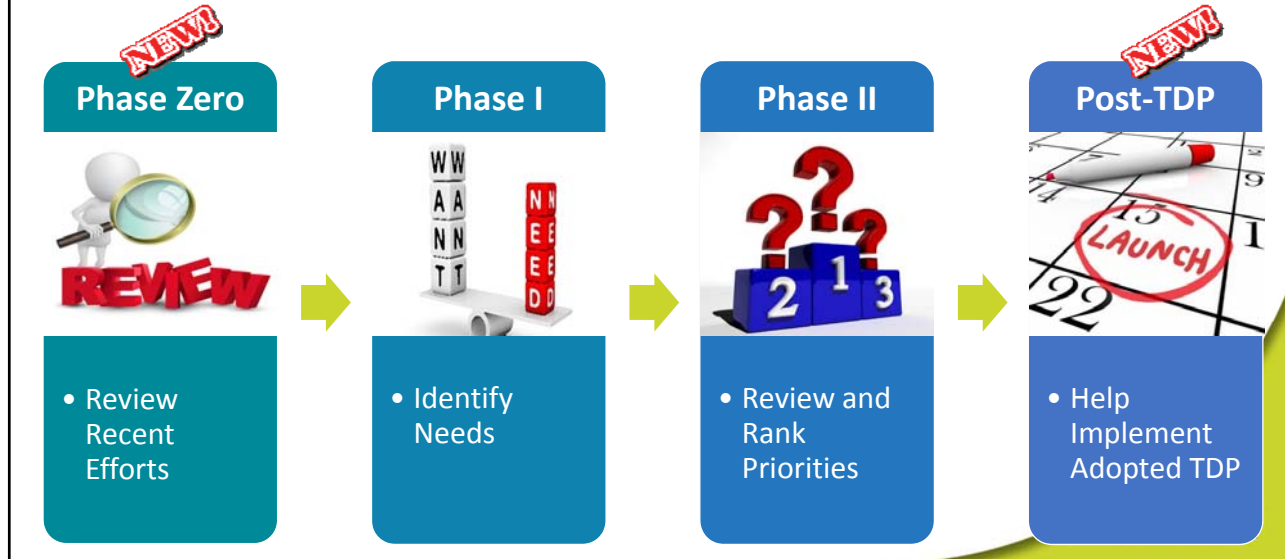
- **Federal**

- **Title VI** of the Federal Civil Rights Act of 1964 mandates non-discrimination by race, color, or national origin in connection with programs and activities receiving federal financial assistance. Title VI also requires access to information and services for individuals with Limited English Proficiency (LEP).
- **Executive Order 12898 on Environmental Justice (1994)** requires measures to avoid disproportionately high adverse environmental effects of federal programs through full and fair participation of low-income and minority communities.
- **Chapter 286, Florida Statutes (a.k.a. Florida Sunshine Law)** demands public access to governmental meetings at the state and local level and demands meetings of boards and commissions to be open to the public, adequately noticed, and recorded via minutes.

- **Local**

- Adhering to local rules/guidelines on public involvement announcement/advertisement time period, etc.
- Following the deadlines for Board review/comment periods

TDP OUTREACH PHASES



PUBLIC INVOLVEMENT TOOLBOX

- Outreach Activities
 - Ideal Phase
 - Relative Cost
 - Relative Effort
 - Participation Potential



	Outreach Phase				Relative Cost	Relative Effort	Participation Potential
	Zero	One	Two	Post-TDP			
TDP Technical Review Team					Low	Low	2 icons
Stakeholder Interviews					Medium	Medium	3 icons
Open House Public Workshops					High	Medium	8 icons
Traditional Public Workshops					High	High	5 icons
Board Visioning Workshops					Medium	Medium	3 icons
Transit Planning Charrettes					High	High	4 icons
Discussion Groups					High	High	4 icons
Bus Operator Interviews					Low	Low	2 icons
Meeting in a Box					Medium	Medium	3 icons
Grassroots Outreach					Medium	Medium	8 icons
Social Media					Low	Low	8 icons
Agency Websites					Low/Med	Low/Med	8 icons
Email Blasts					Low	Low	8 icons
Facebook Live					Low	Low	8 icons
Newspaper/Media					Low	Low	8 icons
Public Outreach Software					High	Low/Med	5 icons
On-Going Comments					Low	Low	2 icons
Committee/Board Meetings					Medium	Medium	2 icons

PUBLIC INVOLVEMENT TOOLBOX



- Outreach Activities
 - Ideal Phase
 - Relative Cost
 - Relative Effort
 - Participation Potential



	Outreach Phase				Relative Cost	Relative Effort	Participation Potential
	Zero	One	Two	Post-TDF			
Surveys							
On-Board Bus Rider		■			High	High	10 icons
Bus Operator		■			Low	Low	2 icons
General Public – Online		■	■	■	Low	Low	10 icons
General Public – Paper		■	■		Low	Medium	5 icons
Employers/Employees		■			Medium	Medium	5 icons
Intercept		■			Medium	Medium	5 icons
Mail Out		■		■	Medium	Medium	5 icons
Telephone		■			Medium	Medium	5 icons



SELECTING OUTREACH TECHNIQUES - EXAMPLE



Technique	Pros	Cons	Cost	Value to Transit Agency	
Stakeholder Interviews	<ul style="list-style-type: none"> • Gather opinions of local influencers • Determine priorities of key transit advocates • Establish key relationships 	<ul style="list-style-type: none"> • Narrow pool of attendees • Discussions can be subject to individual personalities 	Medium	Low	Very High
Open House Public Workshops	<ul style="list-style-type: none"> • Reach diverse audiences not typically exposed to transit • Can include educational components 	<ul style="list-style-type: none"> • Participants may not fully understand what is asked of them • Requires coordination/preparation 	High	Very High	High
Social Media	<ul style="list-style-type: none"> • Low costs/barriers to entry • Ability to interact in real-time • Incorporates new, young audiences 	<ul style="list-style-type: none"> • Transactional and informal in nature • Input may not be well-thought out 	Low	Very High	Low
On-Board Survey	<ul style="list-style-type: none"> • Reach large target audience • May encourage written response • Gather opinions of regular users 	<ul style="list-style-type: none"> • Participants tend to have shorter horizons in identifying solutions • Subject to survey errors 	High	Very High	Very High
Bus Operator Surveys	<ul style="list-style-type: none"> • Obtains information directly from bus operators on improving services • Useful for verifying passenger input and identifying safety issues 	<ul style="list-style-type: none"> • Operators often reluctant to complete survey • May want to focus on unrelated topics 	Low	Low	High

Success of transit depends on your community's support! Listen to them!

Engaging Our Community

To prepare a TDP reflective of the Hillsborough County community, an extensive public outreach process was conducted, as summarized below. The process included three key phases and was geared to ensure that feedback from the public and stakeholders could be received and accumulated

24 Grassroots Outreach Events



Maps and details of TDP recommendations were presented and public input was collected at a variety of locations, including transit/community centers and at local events as part of the expanded public outreach phases to ensure continuous, active public

7 Public Workshops



Hands-on workshops with presentations, surveys, and display boards of information were also arranged at public spaces throughout the county. These events also included interactive exercises to facilitate public feedback.

6 Stakeholder Interviews



4 Discussion Groups

Key input was sought from business, community, government, and civic leaders, in addition to HART riders. Major area employers such as MacDill AFB and USF also were interviewed so they could weigh in on their employees' travel preferences/mobility needs.

3 Online/Trip Surveys



2 Bus Operator Engagements

Two initial transit preference surveys were conducted to seek input. Later, a third survey was issued to seek public assistance with prioritizing recommendations. A separate effort included surveys and interviews with HART bus supervisors/operators to gain insight



The TDP outreach also made extensive use of an online website presence, email blasts, and social media, such as Twitter and Facebook—including Facebook Live and videos. The goal was to engage as many audiences as possible for this TDP.

continuously throughout the development of the plan.

With over 1,500 participants and another 20,000+ individuals engaged via email, web, and social media, public outreach was an important focus that was successfully carried out throughout the TDP process to gauge the



INTERACTIVE EXERCISE



TDP COMPONENTS



Situation Appraisal

Synthesize how baseline conditions along with land use/design, government policies, organizational challenges, and technological advances impact how the transit agency should plan for the future.



Goals and Objectives

Articulate goals, objectives, and policies that set the framework for the agency to meet community needs via guiding internal and external actions and initiatives.



Demand Assessment

Conduct assessments of transit rider demand for specific market segments using forecasting tools to inform decision-makers about the trade-offs of multiple service scenarios.



SITUATION APPRAISAL

- Objectives
 - Analyze the effects of land use, relevant plans, governmental actions and policies, and operating environment implications for the transit system
 - Assess the extent to which the land use and urban design patterns in the provider's service area support or hinder the efficient provision of transit service
 - Estimate the community's demand for transit service using the planning tools provided/approved by FDOT



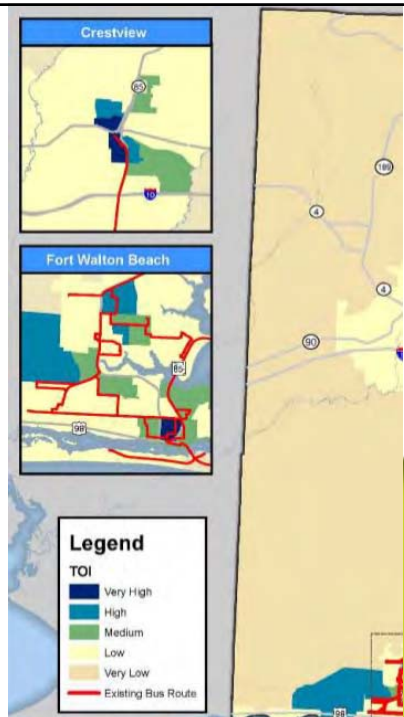
SITUATION APPRAISAL

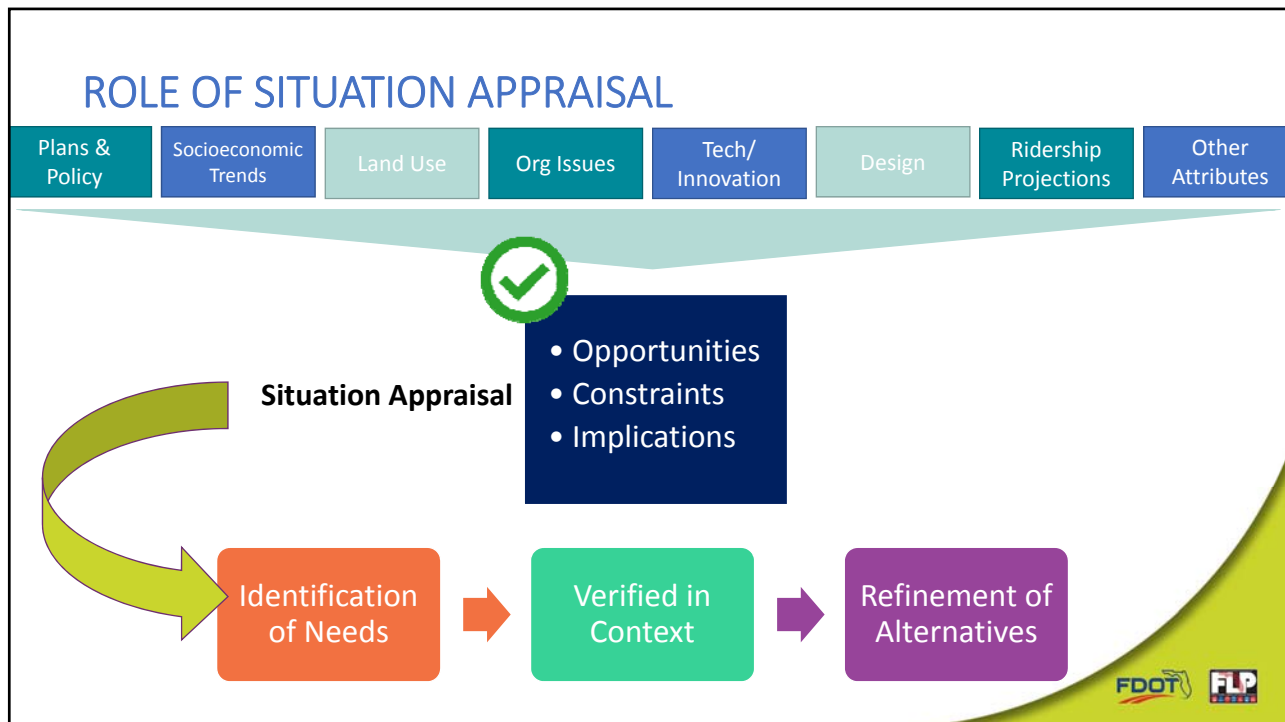
- Required by TDP Rule or Best Practice

Situation Appraisal	TDP Rule Required	Best Practice
Plans and Policy	✓	
Socioeconomic Trends	✓	
Travel Behavior/Patterns		✓
Land Use	✓	
Community Feedback		✓
Organizational Issues	✓	
Technology/Innovation	✓	
Regional Coordination		✓
Funding		✓
Transit-Friendly Land Use and Urban Design Efforts	✓	
10-Year Transit Ridership Projections	✓	



SITUATION APPRAISAL





ASSESSMENT OF OPERATING ENVIRONMENT

- Plans & Policy Review
- Socioeconomic Trends
- Travel Behavior/Patterns
- Land Use
- Community Feedback
- Organizational Issues
- Technology/Innovation
- Regional Coordination
- Funding

A CLOSER LOOK



Plans/Policy Review

- Develop a good understanding of how other plans and policies interrelate, coordinate, and/or complement or contradict with the TDP's own goals and efforts
- Look for and identify goals/objectives/policies that can enhance or deter the transit agency from operating in the most effective and efficient manner possible

Socioeconomic Trends

- Use findings from baseline conditions analysis to identify key trends that may or may not be supportive of transit services
- Socioeconomic trends also can reveal which areas may not be experiencing conditions that are less supportive for transit service
- An appraisal of these data allows for the identification of implications on the future of transit in the community and the region

EVIDENCE



A CLOSER LOOK



Organizational Issues

- Transit agency's organizational structure influences its ability to function effectively and efficiently in serving the needs of its patrons
- A high-level review of the overall structure and governance of the transit agency can provide insight into potential issues or barriers affecting the provision of quality transit services



Technology/Innovation

- Transit agencies are likely in to be in some phase of consideration, procurement, and/or implementation of technologies that will improve their services
- Need to consider the related overall costs for start-up, operation, and maintenance of any technology enhancements
- For example: ITS, CV/AV, mobile fare, and TNC partnerships



LAND USE & URBAN DESIGN IMPLICATIONS

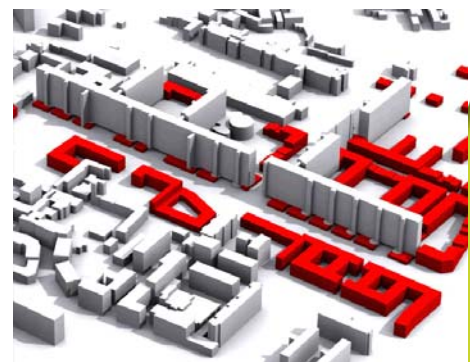
- Local Transit-Friendly Planning Efforts
- Trends in Design
- Assessment of Alignment of Investment Priorities
- Identification of Complementary Efforts



A CLOSER LOOK

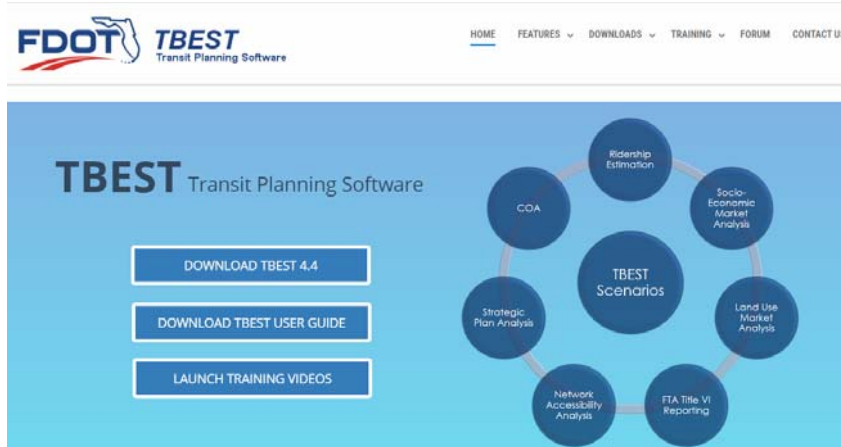
Transit-Friendly Planning Efforts

- Identify efforts to promote transit-friendly environments
- Gain insight into areas of opportunity
- Set groundwork to collaborate and build partnerships
- Identify hurdles in Land Development Regulations (LDRs)



ESTIMATION OF DEMAND FOR TRANSIT

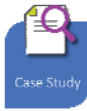
- FDOT-Provided/
Approved Method
 - Paired with other tools in transit demand assessment



CUSTOMIZING SITUATION APPRAISAL TO CATER TO UNIQUE OPERATING ENVIRONMENTS

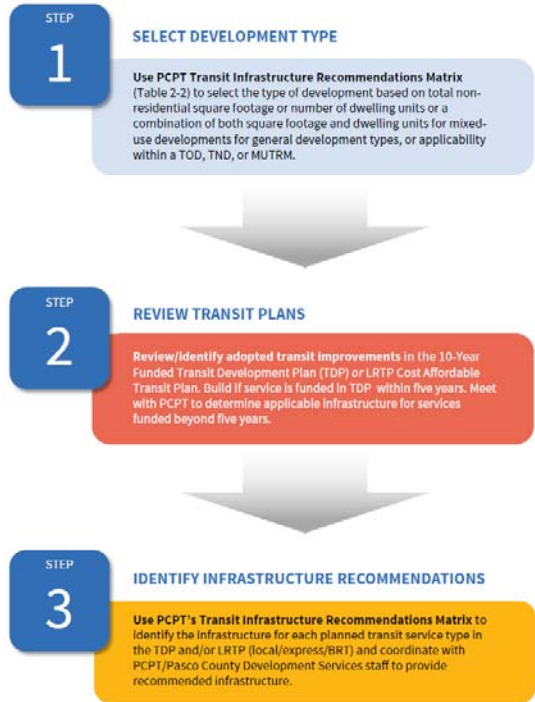
- **My Ride 2017-2026 TDP, Polk County, FL**
 - The situation appraisal is intended to be a flexible component of the TDP and enable agencies to address the unique conditions of their operating environment.
 - Unique conditions evaluated by My Ride TDP include:
 - Safety and Operational Considerations
 - Activity Centers and Connectivity Analysis
 - Commuting/Travel Patterns
 - Multimodal Networks
 - Existing System Analysis





TRANSIT FRIENDLY DESIGN GUIDELINES

- **PCPT 2019-2028 TDP, Pasco County, FL**
 - In Pasco County, PCPT worked with the Pasco County MPO to link its TDP to the Transit Infrastructure Design Manual that Pasco County is currently developing
 - Provides an example of how a TDP’s impacts can be maximized and coordination between land use and design regulations can result in new means of improving the attractiveness of transit services



GOALS & OBJECTIVES

- Objectives
 - Serves as a roadmap for agency
 - Clarify community’s vision and goals
 - Leverage existing goals and efforts
 - Establish ongoing monitoring process





GOALS & OBJECTIVES

- Required by TDP Rule or Best Practice

Goals & Objectives Element	TDP Rule Required	Best Practice
Mission & Vision	✓	
Goals & Objectives	✓	
Guiding Principles		✓
Tracking & Monitoring	✓	



TDP GOALS & OBJECTIVES



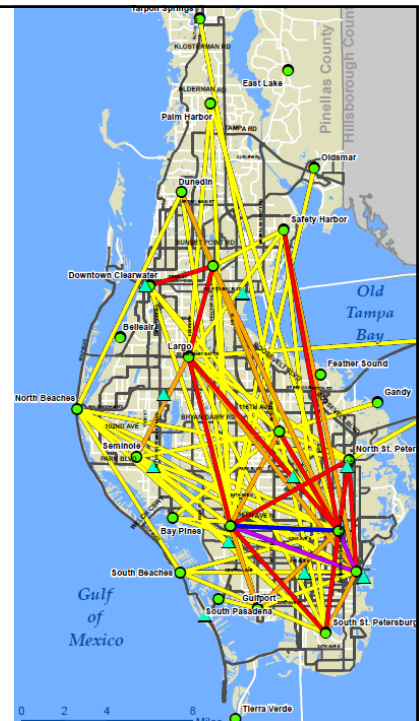
Develop/Update Vision & Mission



Develop Goals & Objectives



Tracking & Monitoring



DEVELOP VISION & MISSION



- What is a vision statement?
 - Indicates end goals and achievements
 - “What will our success look like?”
 - Realistic and credible
 - Easy to understand
 - Guide to action



- What is a mission statement?
 - Concise, straightforward reason for existence
 - Verbalizes direction & purpose
 - Defines goal for daily accomplishments
 - “Who are we?”



DEVELOP VISION & MISSION



- Leverages...
 - Situation Appraisal
 - Local Coordination Efforts
 - Agency’s History
- To establish a guiding mantra for the future of the agency within its service area



DEVELOP VISION & MISSION



*Example **Vision Statement:***

The preferred choice for connecting people and places, enhancing the community's quality of life and economic vitality

*Example **Mission Statement:***

XTransit provides safe, convenient, clean, reliable, courteous, accessible, and cost-effective public transit services to meet the needs of our residents, workers, and visitors. We will partner and collaborate to help guide land use decisions and support economic vitality and sustainability to enhance the overall quality of life in our community



DEVELOPING GOALS & OBJECTIVES



- Develop SMART Goals

- Examine findings from TDP development thus far
- Evaluate prior TDP goals and objectives
- Consider performance measures

Example

Goal	Increase transit service options
Objective	Expand primary transit network beyond established corridors and consider new transit service types such as BRT
Policy	Prioritize new higher-density residential and employment corridors

Specific – What will the goal accomplish? How and why will it be accomplished?

Measurable – How will you measure whether or not the goal has been reached?

Achievable – Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal?

Relevant – What is the reason, purpose, or benefit of accomplishing the goal? What is the result (e.g., not activities leading up to the result) of the goal?

Time-Bound – What is the established completion date and does that completion date create a practical sense of urgency?



VISION/DIRECTION FROM GOVERNING BOARDS



PCPT 2019-2028 TDP, Pasco County, FL

- Board support can help setting ridership growth and other performance goals
- Ensuring that the transit agency is pursuing goals and metrics that elected officials support is a key way to ensure support for the TDP
- PCPT received clear direction on ridership growth goals by educating and polling its MPO Board early in their TDP

Policy Question



What ridership objective should we set for Pasco County in the next 10 years?

- | | |
|-----|---|
| 0% | A. Maintain ridership at existing levels |
| 40% | B. 1.2 Million riders in 10 years (5%/year) |
| 40% | C. Double ridership in 10 years (10%/year) |
| 20% | D. Triple ridership in 10 years (20%/year) |
| 0% | E. No ridership objective |

TRACKING & MONITORING



- Creating Goals and Objectives is not enough...
 - Need to establish a monitoring program to ensure progress and communication
 - Can be refined to meet changing community needs





DEMAND ASSESSMENT

- Objectives
 - Quantify need for public transit
 - Provide basis for alternatives development
 - Ensure responsiveness to community's needs
 - Enable agency to gauge benefits of investments
 - Enable evaluation of service proposals and tradeoffs
 - Estimate extent of need and how effectively it is met



TRANSIT DEMAND ASSESSMENT



- Required by TDP Rule or Best Practice

Transit Demand Assessment	TDP Rule Required	Best Practice
Traditional Markets		✓
Discretionary Markets		✓
Travel Markets		✓
Ridership Projections	✓	



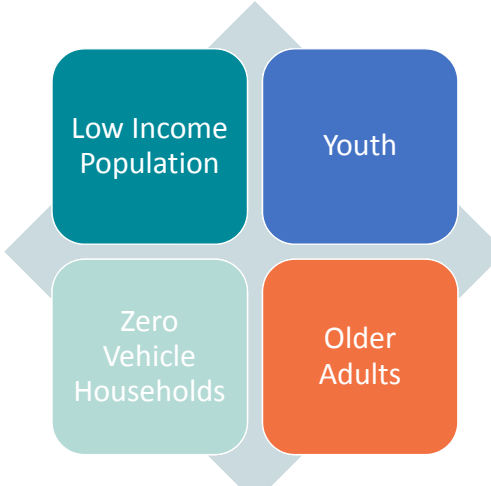
DEMAND ASSESSMENT


- 
Traditional Markets
- 
Discretionary Markets
- 
Travel Markets
- 
Ridership Projections




TRADITIONAL RIDER MARKETS

- Populations with higher propensity to use transit
 - Use ACS data
 - Data from local studies
 - Developing an index/database of geographic location is key

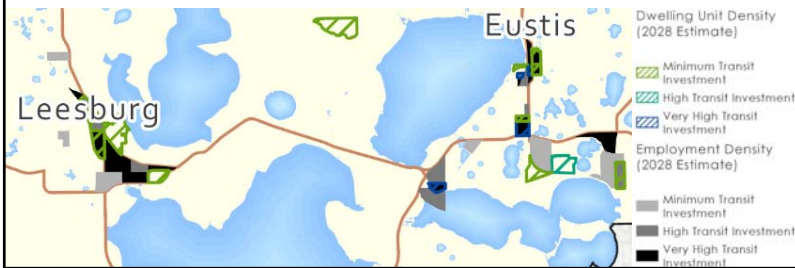






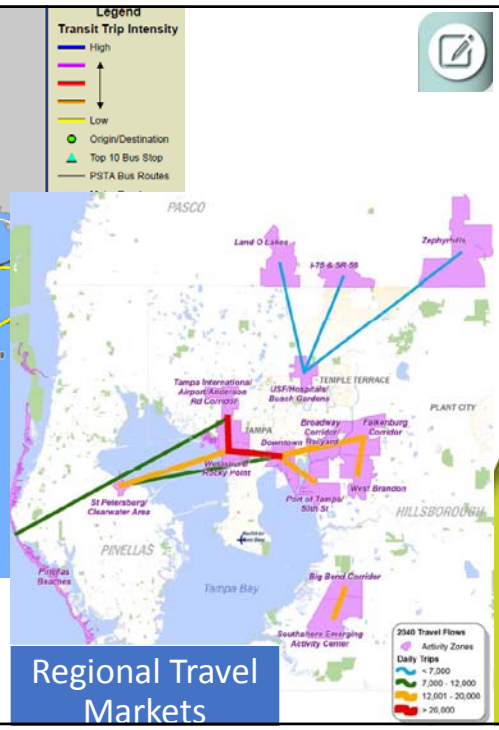
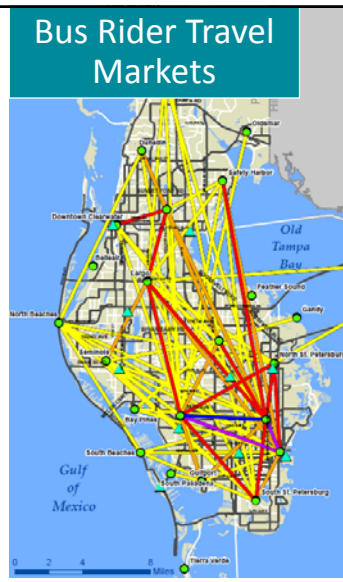
DISCRETIONARY RIDER MARKETS

- Populations in higher-density areas that may choose transit
 - Density information from local/regional studies
 - Market studies on discretionary riders
 - Millennial "Gen Y" location and travel preferences



TRAVEL MARKETS

- Mapping Origins & Destinations
 - Bus Trips
 - Via passenger surveys
 - Automobile Trips
 - Via travel demand models
 - Current & Future Estimates
 - Regional model data



RIDERSHIP PROJECTIONS

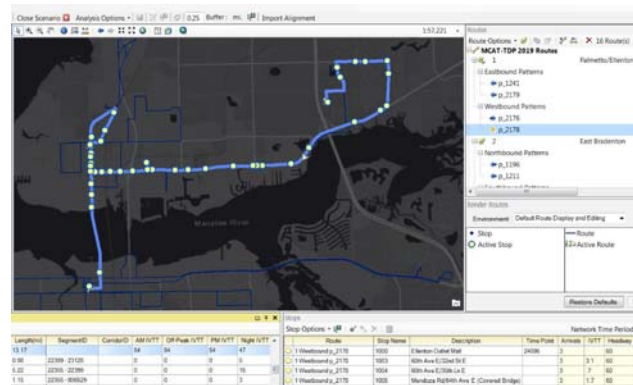
When Considering a Forecasting Method to Use, Consider

- **Community Needs** - Service area including size, population, anticipated growth in the community, and interface with other area transit providers
- **Agency Capabilities** - The agency in-house staff and software capabilities or scale of services available through contract
- **Transit Growth** - The magnitude of the potential service change anticipated or possible in the 10-year timeframe being studied
- **Availability of Tools** - The presence of existing calibrated and validated forecasting tools for the service area
- **Availability of Data** - The availability of data to support various service demand estimating methods under consideration



TBEST - FDOT APPROVED METHOD

- Ridership Demand Estimates
 - Simulates travel demand at the stop-level while accounting for network connectivity, schedule variations (e.g., day of week, time of day, etc.), and route competition/complementarity
 - Near- and mid-term ridership estimates
 - Can be calibrated and/or validated to reflect local conditions
 - Ridership projections for validation year, base TDP year, and future scenarios



TBEST - FDOT RESOURCES & HELP



- TBEST.ORG Website
 - Software download
 - User guide
 - Training videos
 - Presentations
- TBEST seminar training opportunities announced by FDOT
- On-call technical support for Florida transit agencies



OTHER METHODS



Elasticity of Demand	Regional Travel Demand Models	FTA's STOPS Model	Comparable Route Method	Land Use & Growth Trends
<ul style="list-style-type: none"> • Service and fare elasticities can project the effects on ridership of changes in fares and service 	<ul style="list-style-type: none"> • For larger systems or those with rail services • Not ideal for route-level decisions 	<ul style="list-style-type: none"> • Used mainly for New Starts and Small Starts fixed-guideway project justifications 	<ul style="list-style-type: none"> • For minor changes that may result in services similar to existing services/levels of performance 	<ul style="list-style-type: none"> • Plan transit in response to land use patterns and decisions if history indicates density follows policy



USING OTHER METHODS



- Requesting Approval for an Alternative Ridership Estimation Method
 - ✓ Author a letter of request directed to the public transit administrator at the FDOT District Office
 - ✓ Indicate serious consideration of the approved as well as alternative methods
 - ✓ Include a discussion of the proposed alternative method and the reasons why it is being proposed
 - ✓ Talk to District personnel in advance of the request
 - ✓ Allow District personnel 30 days to respond in writing
 - ✓ Provide a copy of the District's letter as an appendix in the submitted TDP



INTERACTIVE EXERCISE



TDP COMPONENTS



Needs Development and Evaluation

Refine and propose final service, capital, and policy/planning alternatives prior to evaluating and ranking the potential improvements needed.



Ten-Year Transit Plan

Develop the full 10-year plan, including estimates of operating/capital expenditures and revenue sources, as well as review related opportunities and constraints.



Plan Implementation and Coordination

Finalize a course of phased implementation that maximizes benefits for the community and leverages relationships necessary to ensure the success of the plan.



ALTERNATIVES DEVELOPMENT & EVALUATION

- Objectives
 - Review prior findings side-by-side
 - Leverage findings to identify improvements
 - Enable agency to meet unmet demand/needs
 - Use multiple identification and evaluation techniques to improve the eventual quality of the TDP





ALTERNATIVES DEVELOPMENT & EVALUATION

- Required by TDP Rule or Best Practice

Alternatives Development & Evaluation	TDP Rule Required	Best Practice
10-Year TDP Alternatives	✓	
Public Outreach/Feedback	✓	
Alternatives Evaluation		✓



ALTERNATIVES DEVELOPMENT & EVALUATION



10-YEAR TRANSIT NEEDS



Strategic In Nature

Where agency is going over the next 10 years & how it's going to get there

Financially Unconstrained

Needs, not just what you can afford



10-YEAR TRANSIT NEEDS DEVELOPMENT



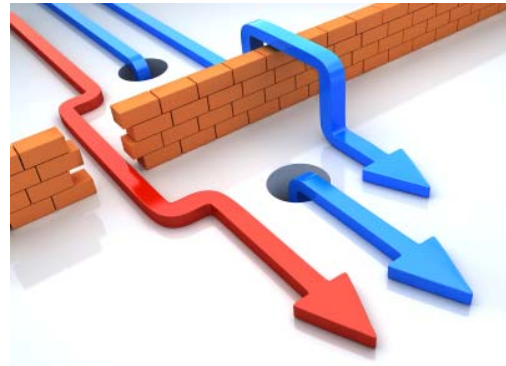
- To address unmet demand, community needs
- Need to consider
 - Service
 - Capital/Infrastructure
 - Technology
 - Policy
- Must comply with all local, state, and federal programs/policies, for instance, providing complementary ADA service for new fixed-route services



10-YEAR TRANSIT NEEDS DEVELOPMENT



- Primarily focused on meeting UNMET MOBILITY NEEDS!
 - Alternatives to meet these needs should be:
 - Strategic
 - Creative
 - Financially Unconstrained
 - So that they can be evaluated, prioritized, and if nothing else, included as an “unfunded need” for the future if the improvement scores high enough in the forthcoming evaluation



PUBLIC OUTREACH/FEEDBACK

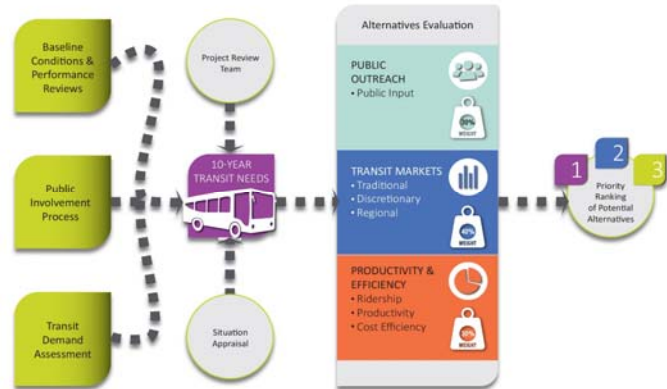


- Go back to the community
- Provide opportunity to comment on alternatives
 - Decision-makers
 - Public
 - Workshops & surveys
 - Review committees
 - Advisory boards
- Rank alternatives/ set priorities



EVALUATING ALTERNATIVES

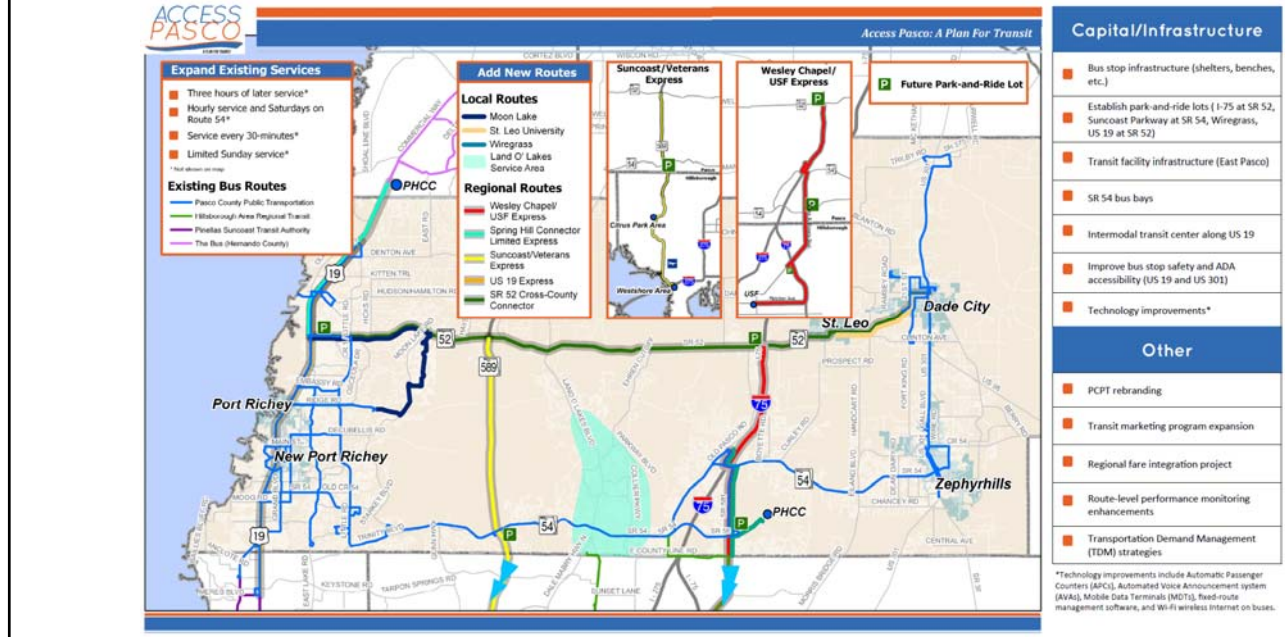
- A three-step methodology is suggested to evaluate & prioritize transit alternatives
 - Define evaluation criteria & assign weights
 - Develop performance standards/ thresholds
 - Conduct evaluation and produce a matrix of priorities
- Weigh the benefits of each service improvement against the full list of candidates to evaluate and prioritize



EVALUATING ALTERNATIVES

Public Outreach <ul style="list-style-type: none"> • Quantitative survey data • Qualitative assessments 	Transit Markets <ul style="list-style-type: none"> • Traditional & discretionary • Regional & travel 	Productivity & Efficiency <ul style="list-style-type: none"> • Ridership potential • Operating cost per rider/hour/etc.
Revenue Potential <ul style="list-style-type: none"> • New funding potential • Local support 	Service Characteristics <ul style="list-style-type: none"> • Directness & connectivity • Wait time & transfer opportunities 	Equity <ul style="list-style-type: none"> • Transit dependent areas • Average fare levels

PRESENTING THE COMPLETE SET OF NEEDS



TEN-YEAR TRANSIT PLAN

- Objectives
 - Develop an implementation plan for priorities
 - Develop supporting financial plan
 - Be grounded in the unique operating environment and realistic set of revenue assumptions & estimates
 - Embody the transit agency's vision & mission



TEN-YEAR TRANSIT PLAN

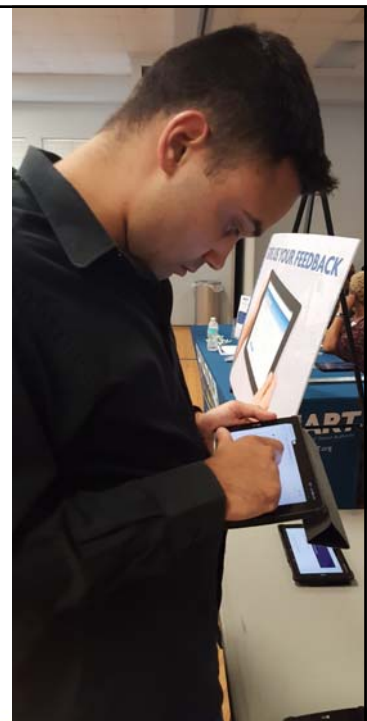


- Required by TDP Rule or Best Practice

10-Year Plan	TDP Rule Required	Best Practice
TDP Alternatives	✓	
Financial Plan	✓	
Financial Summary Presentation		✓
Implementation Plan	✓	
List of Unfunded Needs	✓	
Marketing Program		✓
Performance Monitoring	✓	



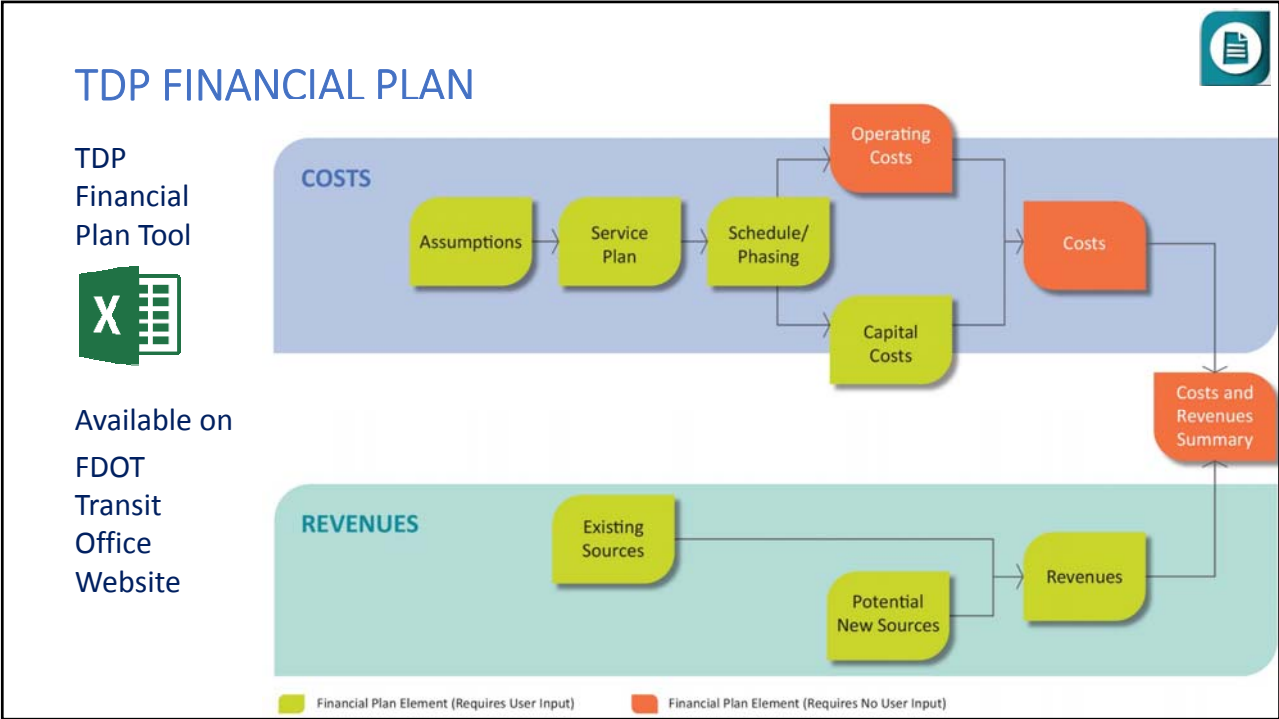
TEN-YEAR TRANSIT PLAN





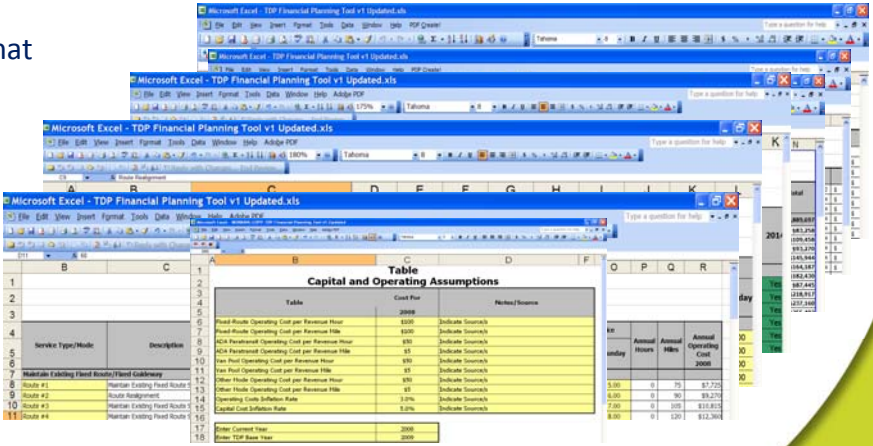
TDP FINANCIAL PLAN

- Project costs for the full 10-year horizon
 - Develop assumptions
 - Develop & project costs
 - Identify & project revenues
 - Summarize costs & revenues
 - Identify surplus/shortfall
 - Identify unfunded needs
- Be realistic with first 5-years of the plan
- Be realistically visionary with second 5-years
- Provide a clear financial picture with effective summary tables/graphics




TDP FINANCIAL TOOL

- Excel Spreadsheet Format
- Seven Components
 - Inputs/assumptions
 - Service plan
 - Implementation plan
 - Operating cost element
 - Capital cost element
 - Revenue element
 - Final summary



The screenshot shows the Microsoft Excel interface for the TDP Financial Planning Tool. The main window displays a spreadsheet with a table titled 'Table Capital and Operating Assumptions'. The table has columns for 'Cost For' (2009 and 2010) and 'Notes/Source'. The rows list various cost elements such as 'Fixed Route Operating Cost per Revenue Hour', 'MCA Personnel Operating Cost per Revenue Hour', and 'Other Route Operating Cost per Revenue Hour'. To the right of the table, there is a summary table with columns for 'Annual Hour', 'Annual Mile', and 'Annual Operating Cost 2009'.



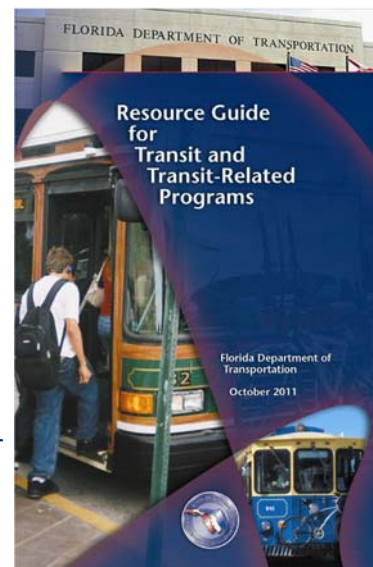
TDP FINANCIAL PLAN

- Use the Tool or Not?
- Keys to a Better Financial Plan
 - Know the service characteristics
 - Have good revenue data
 - Confirm match requirements
 - Use realistic inflation rates

Cost/Revenue	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	10-Year Total
Operating											
Operating Cost											
Maintain Existing Fixed-Route	\$2,617,117	\$2,669,460	\$2,722,848	\$2,777,508	\$2,832,852	\$2,889,509	\$2,947,296	\$3,006,240	\$3,066,370	\$3,127,697	\$28,656,703
Maintain Existing Service - Paratransit	\$511,052	\$541,673	\$572,508	\$603,556	\$634,820	\$666,324	\$698,050	\$730,000	\$762,212	\$794,692	\$5,824,865
Improve Existing Services	\$154,185	\$157,269	\$160,414	\$163,623	\$166,895	\$170,233	\$173,638	\$177,110	\$180,652	\$184,264	\$1,688,284
Add Sunday Service on all Existing Routes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$736,875
New Local/Play/Express Service	\$0	\$0	\$0	\$0	\$333,790	\$340,466	\$347,275	\$354,141	\$361,050	\$368,000	\$3,711,729
ADA Paratransit for New Fixed-Route Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,252	\$42,896	\$38,543	\$219,894
Total Operating Cost	\$3,302,354	\$3,369,401	\$3,435,769	\$3,504,487	\$3,580,364	\$3,656,629	\$3,734,121	\$3,813,492	\$3,894,328	\$3,976,142	\$40,828,356
Operating Revenues											
Federal 5307 for Operating	\$1,482,105	\$1,508,136	\$1,527,747	\$1,573,579	\$1,620,787	\$1,669,410	\$1,719,493	\$1,771,077	\$1,824,210	\$1,878,936	\$16,575,480
FDOT Block Grant Funds	\$607,437	\$627,491	\$658,866	\$691,809	\$726,399	\$755,455	\$785,673	\$817,100	\$849,784	\$883,775	\$7,403,790
FDOT Urban Corridor for Bellevue-Villages Express	\$0	\$0	\$0	\$0	\$333,790	\$340,466	\$347,275	\$354,221	\$361,305	\$368,531	\$2,105,587
FDOT Service Development Grant for SR 200 Flex	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$542,028
FDOT Service Dev. for Ocala West Connector	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$261,043
Existing Local	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$618,000	\$636,540	\$655,636	\$675,305	\$695,564	\$6,281,040
New Local	\$179,882	\$183,481	\$190,000	\$197,000	\$203,000	\$209,000	\$215,000	\$221,000	\$227,000	\$233,000	\$1,763,363
Fare Revenue from Existing Services	\$118,130	\$144,891	\$161,768	\$188,826	\$206,000	\$219,123	\$230,789	\$240,405	\$249,179	\$257,097	\$3,702,428
Fare Revenue from New Services	\$0	\$0	\$0	\$47,843	\$48,800	\$49,776	\$50,760	\$51,750	\$52,743	\$53,743	\$637,633
Fuel Refund	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$300,000
Advertising Revenue	\$68,800	\$76,800	\$110,400	\$115,200	\$115,200	\$115,200	\$115,200	\$115,200	\$115,200	\$115,200	\$1,064,000
Total Operating Revenue	\$3,302,354	\$3,369,401	\$3,378,803	\$3,409,415	\$3,340,022	\$3,400,654	\$3,416,748	\$3,444,804	\$3,471,805	\$3,511,795	\$40,028,452
Annual Revenues Minus Costs	\$0	\$0	(\$56,966)	(\$5,070)	\$11,657	\$44,122	\$86,484	\$123,816	\$158,528	\$145,141	(\$799,903)
Rollover from Previous Year	\$0	(\$0)	(\$56,966)	(\$92,034)	(\$40,378)	(\$50,379)	\$3,743	\$102,227	(\$137,680)	(\$346,937)	(\$799,903)
Operating Surplus/Shortfall (Cumulative)	\$0	\$0	(\$56,966)	(\$142,044)	(\$100,716)	(\$56,654)	(\$52,911)	(\$10,684)	\$66,843	(\$201,894)	(\$799,903)
Capital											
Costs											
Vehicles	\$0	\$412,000	\$886,637	\$1,524,354	\$0	\$0	\$95,524	\$0	\$1,178,096	\$0	\$4,186,612
Replacement Fixed Route Buses - Maintain Existing	\$0	\$0	\$886,637	\$1,016,236	\$0	\$0	\$0	\$0	\$589,048	\$0	\$2,591,921
Replacement Buses - Maintain Existing Paratransit	\$0	\$412,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$412,000
Add New Transit Service (Local/Express + ADA Paratransit)	\$0	\$0	\$0	\$508,118	\$0	\$0	\$95,524	\$0	\$589,048	\$0	\$1,192,690
Other Capital/Infrastructure	\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$1,250,000
Bus Stop Infrastructure Program - Annual Allocation	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$450,000
ADA Improvements Annual Allocation	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$450,000
Facility Maintenance - Annual Allocation	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$225,000
Total Costs	\$0	\$537,000	\$1,111,637	\$1,649,354	\$125,000	\$125,000	\$220,524	\$125,000	\$1,303,096	\$125,000	\$5,332,612
Revenues											
Federal 5307 for Capital	\$0	\$517,895	\$491,864	\$472,253	\$426,421	\$379,213	\$330,580	\$280,507	\$228,803	\$175,794	\$3,303,456
Federal 5339	\$0	\$0	\$0	\$1,134,841	\$125,000	\$125,000	\$220,524	\$696,892	\$734,070	\$122,135	\$3,158,463
Total Capital Revenues	\$0	\$517,895	\$491,864	\$1,607,094	\$551,421	\$504,213	\$551,104	\$977,399	\$962,873	\$297,929	\$6,461,919
Annual Revenues Minus Costs	\$0	(\$19,105)	(\$419,773)	(\$42,260)	\$426,421	\$330,580	\$85,584	\$55,313	(\$340,104)	\$172,825	\$1,140,307
Rollover from Previous Year	\$0	\$0	(\$19,105)	(\$638,035)	(\$481,130)	(\$14,614)	\$124,495	\$455,063	\$1,307,464	\$697,341	\$697,341
Capital Surplus/Shortfall (Cumulative)	\$0	(\$19,105)	(\$657,140)	(\$1,139,400)	(\$652,679)	(\$538,165)	(\$413,670)	(\$358,357)	(\$20,293)	\$187,164	\$1,140,307

FUNDING THE 10-YEAR PLAN

- Formula Funding
 - FTA Urban grants such as FTA Section 5307 is the major source and has some flexibility in use for operating. Other formula programs include FTA Section 5311 for rural operations
 - Florida Public Transit Block Grant is completely flexible and allows the recipients to determine annually how they want to use their funding
- Discretionary Funding
 - FTA Section 5339 for transit vehicles and facilities, Better Utilizing Investments to Leverage Development (BUILD), FTA Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD), and FTA and EPA also fund air quality projects and projects involving alternative fuels
 - FDOT grants include Service Development, Transit Corridor, Commuter Services, and Park-and-Ride funds
- FDOT Resources/Information on Potential Sources



FUNDING THE 10-YEAR PLAN



Leveraging Funds

- **State Toll Revenue Credits:**
 - Federal allowance to use credits to match capital projects
- **Capital Cost of Contracting:**
 - Operations and maintenance expenses that fund contracted services are capitalized and matched at 80/20 instead of 50/50 on the federal side
- Otherwise, attempt to combine all eligible transit services spending to **maximize local matching potential**

Local Funding

- Consider all opportunities to better leverage local funds through formula programs
- Local funding sometimes is more stable in the medium- to long-term
- Also consider other options such as fare/pass changes

Public-Private Partnerships

- Arrangements that may include subscription services, grants/awards, in-kind support, and even longer-term agreements to support transit services



TDP IMPLEMENTATION PLAN



- Phased schedule of improvements and key details
 - Implementation year, costs, vehicle requirements
- If funded, show potential revenue source(s)
- Include ties to TDP goals and objectives
- Include unfunded needs & indicate why it is important to have a running list of unfunded needs
- Put everyone at ease
 - Make it clear about the opportunity to adjust the plan anytime when priorities shift, funding assumptions change



TDP IMPLEMENTATION PLAN - EXAMPLE



TDP Improvement	Implementation Year	Annual Operating Cost	Total Capital Cost	Revenue Sources	TDP Goal/Objective
		(2018\$)	(2018\$)		
Maintain Existing Service					
Maintain Existing Fixed-Route Service	2018	\$ 2,591,420	\$ 3,720,000	Existing	1.1
Maintain Existing Paratransit Service	2018	\$ 531,052	\$ 400,000	Existing	1.2
Improvements to Existing Routes					
Double Frequency on all Existing Routes	Unfunded	\$ 2,608,299	\$ 2,790,000	N/A	3.1
Add Sunday Service on all Existing Routes	2025	\$ 209,611	N/A	Existing	3.3
New Service Expansion					
Fixed-Routes					
Downtown Circulator	2027	\$ 385,463	\$ 465,000	N/A	4.2
Regional Express	Unfunded	\$ 308,370	\$ 465,000	FDOT Urban Corr./Local	4.4
Flex Routes					
North Community Flex	2020	\$ 308,370	\$ 80,000	FDOT Service Dev./Local	4.5
South County Flex	Unfunded	\$ 616,741	\$ 160,000	N/A	4.5
Capital/Infrastructure Improvements					
Shared Park-and-Rides Lots	2022-2025	N/A	No cost	N/A	6.1
Bus Stop Infrastructure Program	2019-2027	N/A	\$ 50,000	Local Mobility Fee	2.1
ADA Improvements Annual Allocation	2019-2027	N/A	\$ 50,000	Existing	2.2
Technology Improvements	2018-2027	TBD	TBD	N/A	7.1
Policy/Technology/Other Improvements					
Agency Branding and Marketing Program	2018-2027		\$50,000	Private-Public Partnership	8.2
Employer Outreach Program	2018-2027		No cost	N/A	8.3

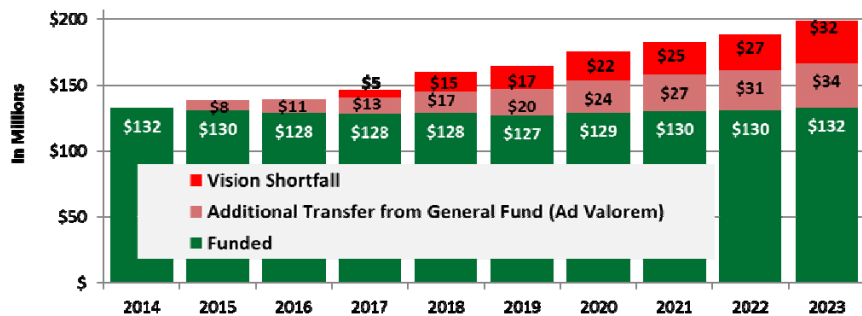


PAINTING THE FUNDING PICTURE



BCT Connected TDP, Broward County, FL

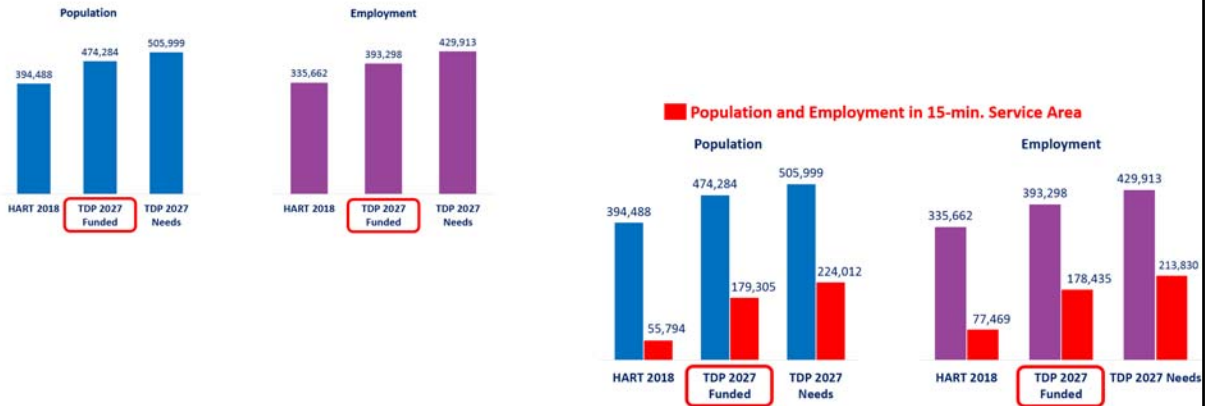
- BCT employed the use of colors in bar graphs to clearly depict the total operating costs and revenues for the funded plan, a potential new funding source, and remaining shortfall for the full needs plan, clearly separating the short- and long-term funding needs. BCT developed a similar summary for its capital costs and revenues projections



PLAN PERFORMANCE COMPARISONS



- Enables comparison of existing network, funded plan, and needs plan, as well as other potential scenarios



PERFORMANCE MONITORING PLAN



- Help ensures that the TDP goals are achieved
 - Aids in tracking implementation progress
 - Aids in tracking progress meeting goals
 - Ultimately makes APRs easier, too!
- Uses data routinely collected by agency
- Focuses on key measures
 - Operating cost per trip
 - Trips per revenue hour



MARKETING PROGRAM

- Expansion of ongoing awareness/marketing efforts
- Continue use of TDP brand
- Use TDP as opportunity to raise profile and support for transit
- Highlight/increase awareness for under-used or newly launched services



ADOPTION & SECURING SUPPORT

- TDP as a catalyst for change
 - Get decision-makers excited about it and they share with constituents during the development and implementation processes
- Must be relevant to the community
- The more involved the decision-makers are, the more they can facilitate the implementation process
- The TDP is developed with defensible tools and analyses
- Decision-makers and public understand, support, and advocate for the TDP





PLAN IMPLEMENTATION & COORDINATION

- Objectives

- Understand how to navigate local funding and political landscapes
- Preserve resiliency and adaptability of TDP
- Integrate TDP recommendations into existing operations and fabric of the community
- Ensure consistency and coordination with other local plans, efforts, and goals
- Continue marketing and outreach for TDP implementation plan



PLAN IMPLEMENTATION & COORDINATION



Beyond TDP Adoption



Planning to Implement Recommendations



Plan Coordination

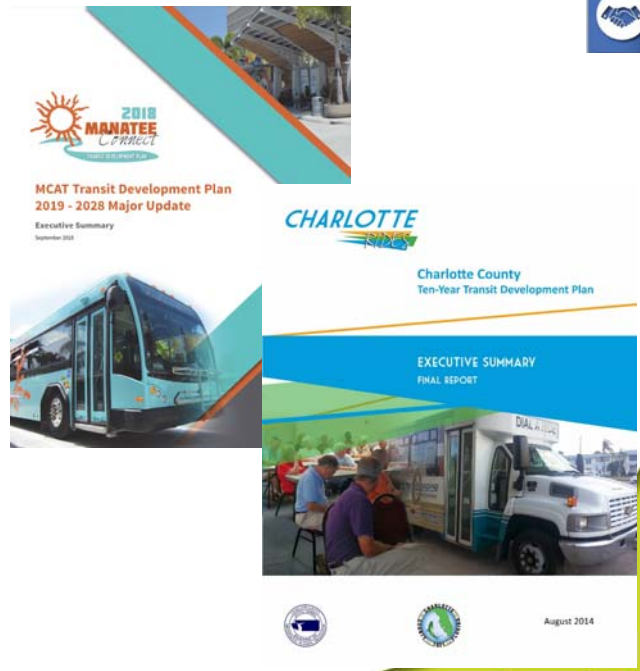


Plan Integration



BEYOND TDP ADOPTION

- Executive Summary
- Continued Marketing/Outreach
- Building on TDP Efforts & Relationships



TDP EXECUTIVE SUMMARY

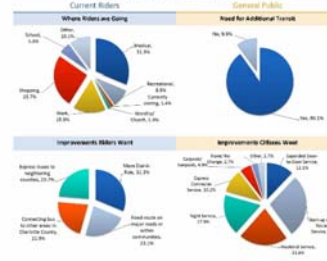
- Guiding Principles for an Effective Executive Summary
 - Short, no more than 20 pages (12-16 is ideal)
 - Easy to read and understand
 - Easy to reproduce
 - Printed in a booklet format
 - Contains appealing graphics and easy to understand charts
 - Light on written content
 - Highlights and tells the story of “what’s in it for me” for all audiences

Public Outreach

In this effort to prepare a final community plan, an extensive public outreach process was conducted to form the basis for the Charlotte-Ridley TDP. That process included development of a plan brand, “Charlotte-Ridley,” and logo design, the commissioning of a project review committee, numerous grassroots outreach activities, analysis of more than one thousand rider and non-rider input surveys, conduct of seven public workshops at key locations throughout Charlotte County, on-line surveys, and facilitation of a request workshop for the Board of County Commissioners (BOC).

Outreach Event	# of Participants
Neighborhood Presentations	111
Public Workshops	86
Current Rider Surveys	383
General Public Surveys	1,497
Total Participants	1,987

2013-14 Survey Highlights



Plan (cont.)

Info, and costs & revenues, for the Charlotte-Ridley TDP for the next 30 years, and costs & revenues, for the transition from the current Dial-A-Ride to new year-round bus service.



- Plan Highlights (cont.)**
- Current Dial-A-Ride patterns get better, quicker, and more frequent service
 - Committed to regional service
 - With increased funding, potential for more state and federal formula funds in the future
 - Addresses transportation portion of the Charlotte County Community Needs Assessment



SOLUTIONS

- Funding “Plan of Action”
 - Outlines steps to take to ensure best chance of securing funding
- Operational Support
 - Work with operations teams to ensure recommended improvements are feasible
- TDP as an Ongoing Tool
 - TDP is a resource for continued investment in the community
- Annual Progress Reports
 - Serve to re-certify and remind community of transit’s value

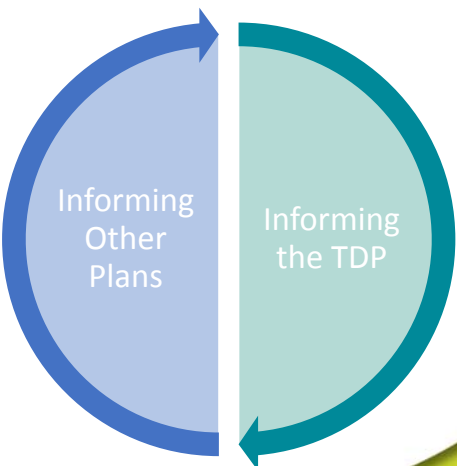






PLAN COORDINATION & INTEGRATION

- Coordination
 - Comprehensive Operational Analyses
 - Other Plans
 - TAM, Title VI, LRTP, FDOT Work Program
 - Benefits
 - Coordinated aims
 - Cost savings
 - Public outreach

- Integration







OTHER THINGS TO REMEMBER

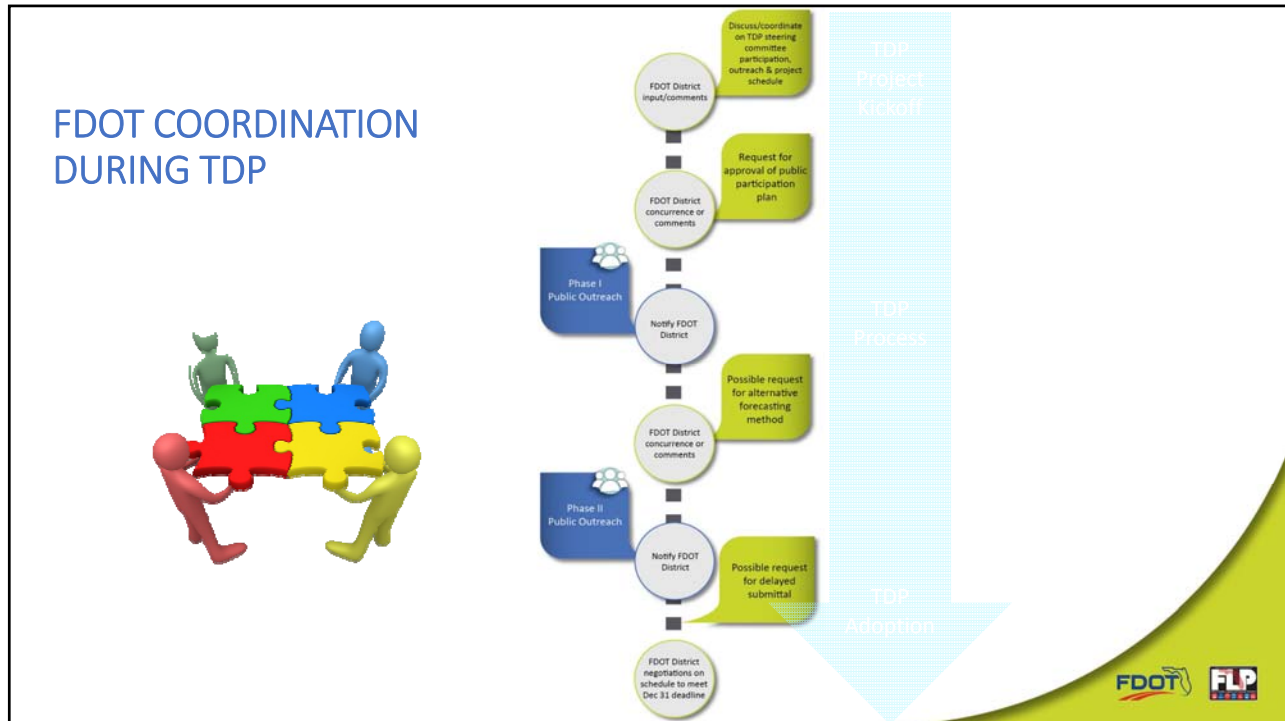
- TDP Adoption
- FDOT Coordination
 - During TDP planning process
 - After TDP submission to FDOT
- Funding Your TDP
- Beyond Adoption



TDP ADOPTION

- Must be officially adopted by the agency's governing body
 - County/city boards if transit agency is part of general purpose government
 - Boards of independent agencies or authorities
- Must be submitted to the appropriate FDOT District Office
 - By September 1st of the State fiscal year for which funding is sought



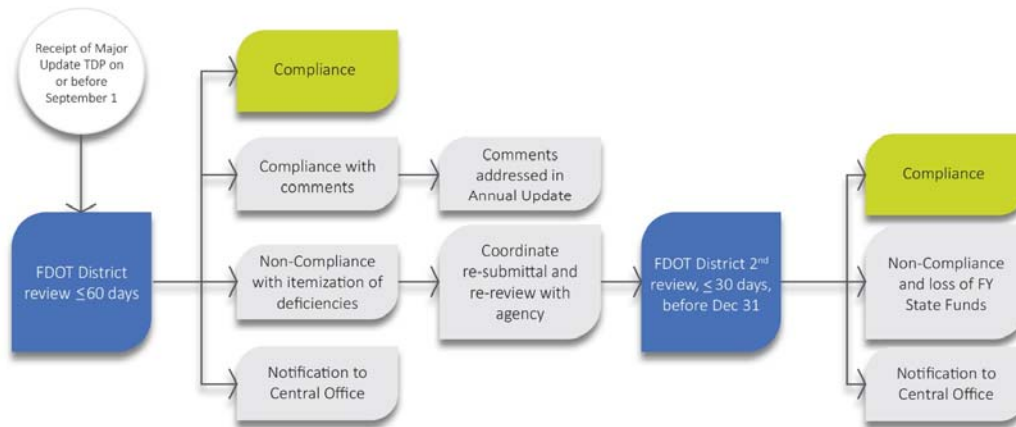


COORDINATION WITH FDOT - POST SUBMISSION

- After You Submit
 - Notification of Compliance
 - Notification of Compliance with Comments
 - Notification of Non-Compliance and Itemization of Deficiencies
 - Re-Reviews
- Review Timeline
- FDOT Feedback
- Major Update Due Dates

COMPLIANCE

COORDINATION WITH FDOT - POST SUBMISSION



FUNDING YOUR TDP

- The following strategies are for small or medium-sized transit agencies in determining how to budget and finance a TDP
- FTA Funding
 - Planning is an eligible expense (under the capital definition) allowing 80 percent Federal funding to be used
 - Match may come from
 - Toll Revenue Credits (making it actually 100% Federal)
 - State and local funding (making the match 10% state and 10% local)
 - Using all local (making the matching share 20%)
- Federal Funding
 - Transit agencies may want to annually set aside a portion of Federal funding, effectively building a reserve budget for TDPs
 - This way, the annual impact on the grant funding and budgets will be minimized



FUNDING YOUR TDP

- One-Time Grants
 - Can be used for TDP directly or, better yet, are permitted to be used for general planning efforts, which, in turn, can free-up other recurring or annual funding that can be used for the TDP
 - For example, pursuing FTA Section 5339 capital funding for bus and facilities and then using FTA Section 5307 funding for the TDP
- Partnering to Access the Following Resources
 - MPO's FTA Section 5305 funding
 - Private foundations, local municipalities, economic development agencies, and other local organizations
- Breaking it Up
 - Agencies can complete certain components of the TDP in-house while hiring a consultant to complete other components



BEYOND ADOPTION

- In addition to the TDP's primary role as a blueprint...
 - TDPs should continue to serve as *marketing tool*
 - TDPs should be revisited and updated to remain a *"living document"*
 - TDPs should continue to embrace evolving *community transit needs*
 - TDPs should *promote awareness* of transit services
 - TDPs should engender *support for transit*



CHAPTER 4 - ANNUAL PROGRESS REPORT



TDP ANNUAL PROGRESS REPORT

- TDP annual update should be an Annual Progress Report that
 - Provides a check-in on the TDP *progress made*
 - Identifies *where progress is not occurring*
 - Facilitates *updates to the goals & objectives*
 - Prompts *updates to the implementation & finance plans*
 - *Enables re-evaluations* to account for large changes in needs
 - Ensures that the TDP recommendations are *reviewed periodically*



TDP RULE ON APR



(4) Annual Update. Annual updates shall be in the form of a progress report on the ten-year implementation program, and shall include:

- (a) Past year’s accomplishments compared to the original implementation program;
- (b) Analysis of any discrepancies between the plan and its implementation for the past year and steps that will be taken to attain original goals and objectives;
- (c) Any revisions to the implementation program for the coming year;
- (d) Revised implementation program for the tenth year;
- (e) Added recommendations for the new tenth year of the updated plan;
- (f) A revised financial plan; and,
- (g) A revised list of projects or services needed to meet the goals and objectives, including projects for which funding may not have been identified.

- **Translation:** A report on the prior year’s accomplishments and discrepancies from the plan, revisions needed to the plan, and the addition of a new tenth year to the plan



APR BASICS

 What an APR is...	 What APR is Not...
Annual report on implementation progress	Minor update to the TDP
Data resource for FDOT reporting	Same format as TDP, just shorter
Update of three key TDP elements	Update of all TDP elements
Update to add new tenth year information	
Self-completed progress report	
Self-completed report on needed changes	
Tool to make TDP an active strategic plan	
Tool to keep TDP in front of Board and public	
Chance to “blow your horn”	
Opportunity to make the case for help	
Way to help keep TDP needs and goals “fresh”	
Requirement for Public Transit Block Grant	



APR CHECKLIST

- Identify how the implementation plan for the prior year was or was not achieved, and provide explanations when not
 - Include a table that shows the status of each item in the implementation plan for the prior year

- Take a closer look at any failures to meet the implementation plan to identify lessons learned and how the agency can stay the course to achieving its GOPs
 - Include a table of all the GOPs and how they were supported by progress from the past year, or how they were not supported but will be in subsequent years






APR CHECKLIST

- Identify changes required to the implementation plan for the upcoming year
 - Include an updated implementation plan table for the upcoming year

- Determine how changes to the upcoming year and emergent requirements impact the implementation plan through the 10th year of the prior Major Update or APR



APR CHECKLIST

- 
 Decide if there will be any projects undertaken in the new 10th year of the plan (i.e., brand new, continuing, delayed)
 - Add a new 10th year, beyond the prior plan, and include implementation year and details
- 
 Update the financial plan based on modifications to the implementation plan and any other assumptions
 - Update the “Cost & Revenue Summary” report as described in Section 3.8 of the Handbook
- 
 Create a revised projects list that will be required to meet the GOPs (i.e., new implementation plan items as well as unfunded ones)
 - Indicate how any new projects support the GOPs, and/or how unfunded ones are needed



BENEFITS OF APRs



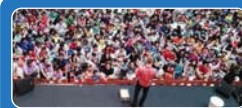
Renewed Awareness

- An opportunity to refresh stakeholders of the agency’s goals
- Remind community of implementation plan



Provide Status Report/Feedback

- Listing accomplishments/shortfalls allows for feedback
- Showcasing of successes allows for new public involvement avenues



Public Involvement

- No requirements for engaging the public
- No FDOT-approved PIP required, but can be part of post-adoption outreach



Expanded Planning Horizon

- New 10th year in plan
- Ensures “living” nature of TDP as it incorporates new needs