APPENDIX A

Literature Review

Literature Review

Walker Parking Study

Walker Consultants completed a Future Parking Needs Analysis for the City of Stuart which was concluded in September 2018 and took place over ten months.

The final report includes an Executive Summary of the final strategic recommendations. The report also consists of 5 sections (reports/work authorizations). These are: 1) City Commissioner Interviews, 2) Identifying and Establishing the Baseline Parking Inventory, 3) Parking Utilization Observation Report, 4) Community Stakeholder Meetings and 5) Parking Demand Projection and Parking Structure Conceptual Design.

The Executive Summary is a Table of 17 recommendations, intent, justification, cost and term (immediate, mid and long).

The first recommendation is a redesign of the downtown Stuart Tram routes, immediate 12-month term:

Intent: Redesign of the downtown Stuart Tram service to discourage the use of the Tram for on-demand service requests, as well as restrict times for the use of historic downtown sightseeing tours. The Tram should have a fixed route schedule to provide last mile connections from remote parking within the study area.

Justification: Development of an east/west route and a north/south route using designated areas at Haney Circle for pick up and drop off as well as route transfers. Add Tram shelters as necessary to enhance ridership experience from remote locations.

Cost: Costs associated with an evaluation of operational hours and number of cars required to provide fixed route services during peak hours of operation. Use of the existing Haney Circle Tram stop will continue to provide an ideal micro-transit hub for passenger pick up and drop offs. Additional shelters $1,200 each (8 shelters = $9,600)

The second recommendation is curbside management, immediate 12-month term:

Intent: Repurpose a few of the parallel parking spaces in the downtown core for passenger pickup and passenger drop off spaces. Ideally, spaces located at SW St. Lucie Avenue and SE Osceola (east of Haney Circle) would provide convenient access for ride-hailing services such as Uber and Lyft to pick up and drop off passengers.

Justification: Creating greater access to curbside access will greatly improve the downtown visitor experience and ultimately enable more visitors to access downtown without more vehicles.

Cost: $1,000-$2,000 per space for design, marketing and implementation costs

The study also recommends in the mid-term, 2-5 years, paid on-street parking in the core downtown areas to replace the time-limited spaces with a system that would generate a parking fund balance for potential use in the development of City-funded parking structure. The estimated cost would be $8,000-$10,000 per solar pay station, plus $5,000-$10,000 per location for environment design and setup. No cost justification for pay by phone platform setup. (SW Osceola between SW St. Lucie Avenue and S. Colorado Avenue)

Some examples of other recommendations include bicycle parking, valet parking, and a residential parking program.

The sections of the report included:

1) City Commissioner Interviews

These took place in December 2017. All of the Commissioners believe the Tram should be enhanced with greater coverage and promotion through the mobile app. Commissioners expressed interest in understanding the ridership breakdown by user group. Walker noted the need for public/private partnership opportunities for resident and visitor mobility options.

2) Identifying and Establishing the Baseline Parking Inventory

This section of the report is a comprehensive review of the public and private inventory spaces. The study boundary was expanded from the 2010 Downtown Parking Master Plan. The area was divided into zones due to the size and layout of the area. In total, the study project an inventory of approximately 289 off-street municipal parking spaces, 1,352 on-street parking spaces and 4,016 off-street principal-use parking spaces for commercial, office, retail, government and medical practice needs. The consultants believe many of these principal-use parking spaces may be potentially shared for public parking consumption after business hours, on holidays, and on weekends.

The study notes in zone 1, the 21 municipal off-street parking spaces at the Osceola Park and Ride Lot. Parking is restricted to a 3-hour time limit regulation. The study notes in zone 3, the 67 off-street municipal parking spaces at the Sailfish Circle Park and Ride Lot, parking is not restricted to time limit regulations. The study notes in zone 6 the 82 off-street municipal parking spaces at the Kiwanis Park and Ride Lot. This parking is not restricted by time-limits while overnight parking is not permitted.

The study also noted approximately 222 structured parking spaces at the Royal Palm Financial Center that could potentially be used for public parking consumption after business hours and on weekends.

3) Parking Utilization Observation Report

This is the largest section of the report and includes 17 chapters, looking at the 6 zones and making observations midday weekday, peak evening, and midday weekend and includes detailed maps. The 12 conclusions and recommendations note the need to address the management of several target areas to alleviate perceived demand by time of day and day of week. These include support for a special event traffic maintenance plan to direct motorists to preferred parking locations.

4) Community Stakeholder Meetings

This section of the report is a summary of the strategic recommendations to assist with evaluating the various elements associated with the future parking needs of the City.

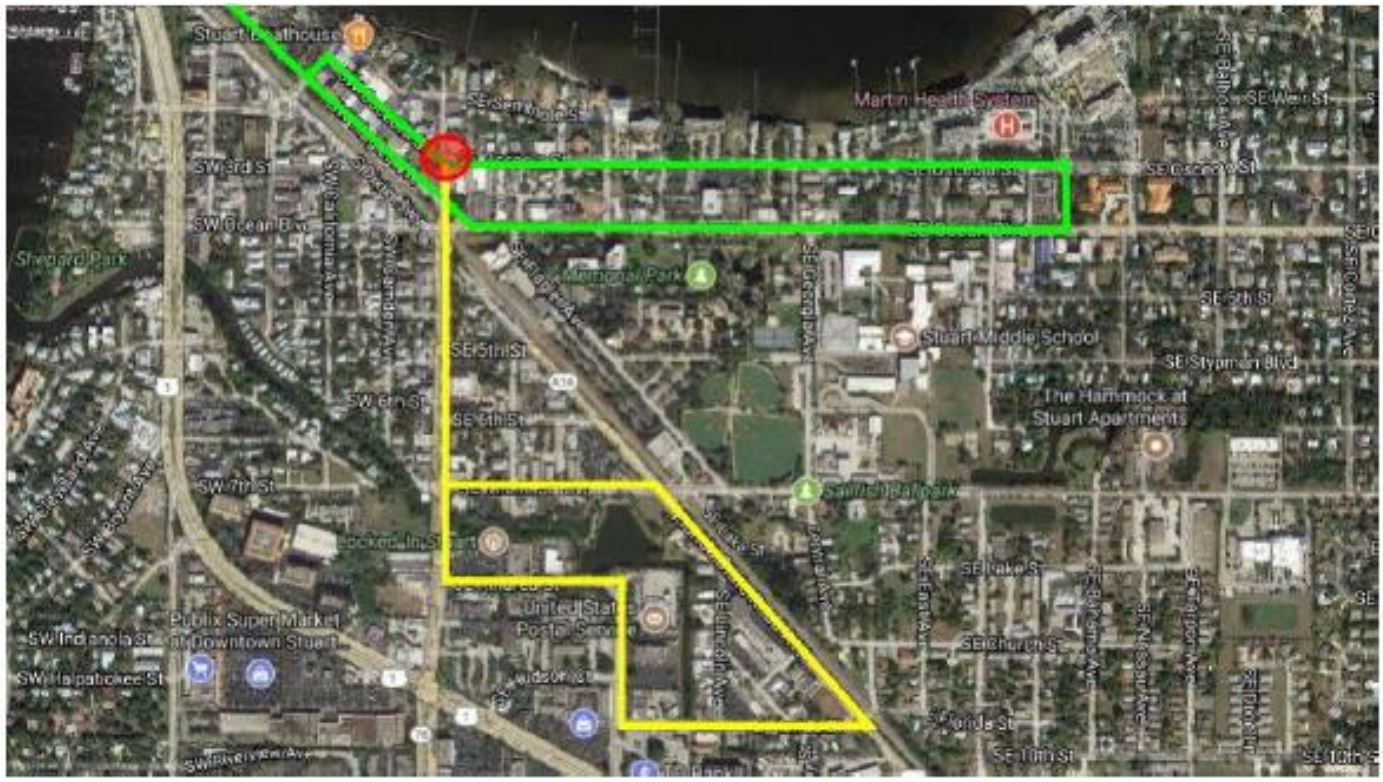
In order to achieve the allocation of long-term visitor parking and employee parking at the perimeter of the downtown, the report recommends a modification of the Tram service routes (see graphic below) with a pre-determined route schedule with realistic route headways and reliable service times, as well as a review of Tram schedule hours to adequately serve employee parking needs.

East/West Tram Route

The east/west route would originate at Haney Circle and proceed east along SE Osceola Street towards the Martin Health System. Using SE Amerigo Avenue as the eastern boundary, the route would then proceed west along SE Ocean Boulevard to Confusion Corner, before heading north along SW Flagler to the western boundary of Flagler Park. The return loop would require the service to proceed east on SW Flagler to Sailfish Circle and SW St. Lucie Avenue, before traveling east along SW Osceola Street to Haney Circle.

North/South Tram Route

The north/south Tram route would originate at Haney Circle and proceed south along South Colorado Avenue to SE Kindred Street. Turning east on SE Kindred and proceeding to SE Johnson Street the route would eventually turn east on East Florida Street and proceed to SE Dixie Highway. The return route to Haney Circle would require a left turn onto SE Martin Luther King Jr. Boulevard and a right turn onto South Colorado Avenue to the Kiwanis Park parking lot before crossing through Confusion Corner to the terminus at Haney Circle. The following exhibit has been provided to show a visual of the two proposed routes. The east/west route is shown in green and the north/south route is shown in yellow. Both routes intersect at the Haney Circle location shown in red.



The study also recommends repurposing a few of the parallel parking spaces in the downtown core for passenger pickup and passenger drop off spaces, specifically, the spaces at Haney Circle and St. Lucie Avenue. Also recommended is reaching out to ride-hailing service providers to recognize this designated pick up and drop off area within the GPS-based mobile app.

5) Parking Demand Projection and Parking Structure Conceptual Design

The portion of the report looks at potential future parking demand based on future development of the City Hall site and the Sailfish Ballpark site. Also included is a conceptual design for a parking garage at the Sailfish surface parking lot and the County surface parking lot.

City of Stuart Comprehensive Plan

The City of Stuart Comprehensive Plan (amended October 2017) is a long-range planning document includes goals, objectives, policies, and data pertaining to the following chapters:

I. Future Land Use Element
II. Transportation Element
III. Housing Element
IV. Infrastructure Element
V. Conservation Element
VI. Recreation and Open Space Element
VII. Intergovernmental Coordination Element
VIII. Capital Improvements Element and Concurrency Management System
IX. Coastal Element
X. Public School Facilities Element
XI. Economic Development Element

While the Comprehensive Plan does not directly refer to the Downtown Tram, it does include references to trolley and shuttle service, and many of the goals, objectives, and policies (GOPs) included in the Plan are relevant to the goals and impacts of services such as the Downtown Tram. Relevant GOPs are identified in the table below. Tram expansion and investment decision-making should occur in the context of these GOPs.

Element	GOP	Relevance
Future Land Use	Goal Statement A	Iterates the city's desire to maintain high quality of life, small-town character, and hub status. *The Downtown Tram contributes to all three states; it helps create a "sense of place."*
Future Land Use	Policy A8.1	Promotes [within the CRA] a pedestrian-oriented land use pattern that supports infill and transit-oriented development and discourages large parking areas. *The Downtown Tram supports use of remote parking lots and promotes a transit culture.*
Future Land Use	Goal Statement C	States that the purpose of the CRA is to "maintain and strengthen the beauty, economic viability, cultural resources and social importance of the area." *The Downtown Tram supports economic vitality, cultural attractions, and social events by providing access to and circulation for downtown Stuart activities.*

Future Land Use	Objective C1	Requires the City to provide for CRA parking, locate parking lots where they do not dominate the area, and encourage car-less travel. *The Downtown Tram supports use of remote parking lots and promotes a transit culture.*
Future Land Use	Objective C3	Identifies pedestrian mobility as a tool for revitalizing the CRA and promoting waterfront access and acknowledges ferries and water taxis as potential transportation modes. *The Downtown Tram complements pedestrian mobility by extending pedestrians' ability to reach destinations within the CRA. The Downtown Tram provides an additional mode of access and circulation along the waterfront.*
Future Land Use	Policy F1.4	Discourages construction of large parking lots in favor of smaller, scattered parking lots. *The Downtown Tram supports use of remote parking lots.*
Transportation	Goal Statement A	Requires a transportation system (including non-auto modes) that is safe and efficient and provides "optimum access" to major activity centers. *The Downtown Tram provides access to a major activity center and could be expanded to serve additional major activity centers. It provides connections to other transit services.*
Transportation	Objective 6	States that the City will pursue grant funding to support multimodal transportation and development of downtown Stuart as a transportation hub. *The Downtown Tram provides for access to and circulation within downtown Stuart. It provides connections to other transit services.*
Transportation	Objective 7	Describes options for and commitments to funding multimodal transportation [in the CRA]. *The Downtown Tram currently relies on FDOT funding.*
Transportation	Objective 10	Requires the City to encourage multimodal transportation and development of downtown Stuart as a hub. *The Downtown Tram provides for access to and circulation within downtown Stuart. It provides connections to other transit services.*
Transportation	Objective 16	Requires the City to prepare a master parking plan. *The Downtown Tram supports use of remote parking lots as well as circulation within downtown Stuart. Thus, it is a component of a parking plan.*
Housing	Goal Statement C	States that the East Stuart overlay is intended to promote affordable housing and economic development in East Stuart by means such as creation of an accessible and connected neighborhood. *A service like the Downtown Tram would improve accessibility to and connectivity within East Stuart.*
Conservation	Policy A7.1	Requires consideration of low-emission transportation modes in plan development and project reviews. *The Downtown Tram fleet is almost entirely electric vehicles.*
Recreation and Open Space	Objective A2	Requires the City to promote public transportation access to recreational sites. *The Downtown Tram currently serves recreational sites; expanded Tram service could serve additional recreational sites.*
Intergovernmental Coordination	Policy A2.6	Requires the City to coordinate with Martin County, St. Lucie County, and nearby cities to encourage development of transit services. *The Downtown Tram currently provides connections to other transit services.*
Capital Improvements Element	Goal Statement A	Iterates the City's desire to maintain and enhance the city's quality of life, aesthetics, small-town waterfront character, stable neighborhoods, and Martin County hub status. *The Downtown Tram contributes to all five states; it helps create a "sense of place."*

Economic Development	Policy A1.7	Directs the City to coordinate investments in transportation and other infrastructure/facilities with economic development opportunities, to encourage multimodal transportation, and to promote tourism. *The Downtown Tram promotes access to attractions, events, and jobs.*

The Future Land Use Map (FLUM) indicates that the portion of the CRA in downtown Stuart mostly comprises land categorized as Downtown Redevelopment, East Stuart (a land use category as well as a community), and Public. It also includes a moderate number of tracts designated as Recreation and a small number of tracts designated as Office/Residential, Multi-Family Residential, and Low-Density Residential. The portion of the CRA north of the St. Lucie River is mostly Downtown Redevelopment with a moderate amount of Neighborhood/Special District tracts and a small amount of Conservation, Commercial, and Marine/Industrial tracts. The land uses allowed within these land use categories are summarized in the table below. Tracts within the CRA are typically allowed to develop at higher intensities than tracts located outside the CRA.

Future Land Use Category	Allowed Uses
Commercial	Retail sales, service establishments, businesses, offices, shopping centers, financial institutions, restaurants, entertainment, temporary lodging such as hotels and motels, limited multi-family residential, limited indoor industrial uses, mixed-use projects, public facilities, and electrical substations
Conservation	Passive recreation and non-conflicting public facilities and utilities
Downtown Redevelopment	Low-density residential, multi-family residential, office, commercial, recreation, lodging, public facilities, conservation, mixed-use projects, and electrical substations
East Stuart	Low-density residential, multi-family residential, office, commercial, recreation, mixed-use, public facilities, and electrical substations
Low-Density Residential	Residential development and congregate living facilities with 1-2 dwelling units per building, as well as public facilities, churches, day care centers, schools, and electrical substations
Marine/Industrial	Industrial/marine uses, multi-family residential, commercial, office, lodging, marinas, civic, mixed-use, public facilities, and utilities
Multi-Family Residential	Residential development with 1-3+ dwelling units per building, as well as public facilities, churches, day care centers, schools, electrical substations, communications towers, and limited commercial uses
Neighborhood/ Special District	Mixed-use residential, commercial, and recreation, as well as public facilities and electrical substations
Office/Residential	Offices, residential (mixed-use), commercial, public facilities, and electrical substations
Public	Schools; government offices; recreation; communications towers; utilities; historic structures; City-sponsored economic development and redevelopment projects; vending/entertainment uses that support parks, plazas, community centers, and festivals/events; all uses permitted under Recreation and Conservation; and electrical substations
Recreation	Land and facilities for active and passive recreation, including parks, golf courses, spectator sport facilities, open space, vending/entertainment uses that support the primary recreational use, communications towers, all uses permitted under Conservation and Public, and electrical substations

The Public School Facilities Element provides demographic information that is relevant to the Downtown Tram market. The table below reports population trend data and forecasts from the Element.

Year	Stuart Urban Planning Area
2005	18,661
2006	18,875
2007	19,189
2008	19,692
2009	20,334
2010	21,104
2015	23,218
2020	24,332
2025	25,495
% Increase 2005-2025	36.6%

The Public School Facilities Element also states that the median age of the population of Martin County and the City of Stuart is older than the statewide median age. Small increases in minority populations in the County have been occurring since 2000.

2040 Long Range Transportation Plan (LRTP)

Examining several Master Plans and initiatives throughout the Federal, State and Local level, the LRTP reviews existing conditions throughout the County's Transportation network and influences projects included in the 5-year Transportation Improvement Plan (TIP). Examining how the transportation system will evolve over the next 25 years, the MPO set a vision for multimodal transit in Martin County, meant to be a blueprint for coordinated transportation investments. Emphasizing the inclusion of projects that will improve the existing system, the LRTP considers other multimodal improvement opportunities.

The four Goals of the LRTP include:

1. An efficient multimodal transportation system that supports the local economy and maintains the quality of life.
2. A safe multimodal transportation system.
3. Protect the existing transportation system and the natural environment, minimizing adverse community impacts.
4. A transportation system that addresses the needs and concerns of the public.

Public engagement forums found that participants strongly favored improvements to bicycle and pedestrian facilities in Martin County which in turn support transit. Data analysis provided shows the County to see a 30% increase in population and a 24% increase in employment by 2040, with medium population growth expected for the City of Stuart and medium to high employment growth in Downtown Stuart. Transit is expected to increase at a rate of 3% each year for the next 10 years and a large percentage of the population (46%) are transit dependent.

The U.S. 1 Level of Service (LOS) was found deficient, especially at the U.S. 1/Dixie Highway section. It is important to note that a corridor retrofit is in the planning phase for U.S. 1 for the length of the County. Furthermore,

sidewalks are planned along SE Dixie Highway beginning South of Florida Street to North of SE 5th Street, along with bike paths along Dixie and Federal Highways, and a shared use path along Dixie Highway. Transit projects include bus stop improvements, bus acquisition and route re-alignment for the Stuart Route. The Downtown Tram is identified within the Transit Needs portion of the plan with acknowledgement of expansion of the Tram to Johnson Avenue, Martin Memorial Hospital and major employment areas, along with the need to increase the frequency of the Stuart Route which is included in TDP 2014-2023.

One other important project to note is the 3,000-mile East Coast Greenway planned along Dixie Highway, a priority trail which is part of a larger network of trails, identified in the Florida Greenways and Trails System.

Martin County Transit Development Plan (2014-2023)

The Martin County Transit Development (TDP) is a strategic blueprint for public transportation for Martin County through 2023. An extension of the LRTP, the County's TDP covers technical findings, public preferred improvements, future scenarios and a financial analysis. The vision of the TDP is "To enhance the overall quality of life of Martin County residents and workers by proving safe, accessible, reliable, interconnected, and attractive public transportation system that is effective and efficient in meeting their mobility and accessibility needs."

The US 1 Corridor Retrofit project mentioned in the above LRTP is described as a proposed project that would run the length of Martin and St. Lucie counties and include high capacity transit improvements and transit-oriented redevelopment along US 1 which are intended to provide mobility and connectivity throughout the region.

The plan includes 5 goals and 24 objectives. The goals included in the plan are as follows:

1. Transit Service Quality Control
2. Transit Service Efficiency and Effectiveness
3. Transit Ridership
4. Branding, Marketing and Public Awareness
5. Intergovernmental Coordination

Some future investments that could affect the study area include:

- Bus stop improvements
- Marketing Plan and Branding
- Increased frequency on Stuart route (80-minute headway)
- Bus equipment upgrade (AVL, APC, E-reader, WIFI)
- Hub and Spoke System which includes two new routes to Palm City and Hutchinson Island
- A future Amtrak station in Stuart

Without future investments into public transportation and new funding sources, the status quo is most likely to be implemented with some capital improvements, such as the first two bullet points above. At the current model with existing funding streams from State and Federal programs, the MCPT will experience operating and capital budget deficits.

FDOT Service Development Grant

In July 2015, the CRA prepared an FDOT service development grant proposal to seek funding for expanded Tram service. The proposal requests funding for the purchase of two electric Trams to serve new Tram stops, provide additional connections, and increase Tram frequency. The proposal describes the purposes of the Tram system, the history of the Tram system, how the Tram has been operated up to July 2015, how the Tram is to operate if the service is expanded, how Tram service has been improved and expanded since 2006, how Tram service is incorporated in planning documents such as the Downtown Master Parking Plan, how the CRA promotes the Tram system, and how Tram expansion is consistent with the goals of FDOT's service development program.

The proposal identifies the following specific needs to be addressed by Tram expansion:

- Improving the service's dependability and predictability (through increased frequency and use of technologies such as real-time vehicle tracking)
- Enhancing connections to the County transit system
- Serving new stops in downtown Stuart and surrounding areas (including underserved areas and areas containing large employers) so as to improve the accessibility of the service

The expansion budget includes new Trams, operating costs, maintenance costs, and acquisition of automated vehicle location technology. The proposal indicates that ridership reports will be used to monitor the impacts of Tram expansion.

CRA Amended Plan

The CRA Plan was amended in September and October 2017. It is a long-range vision, strategic plan, and financial plan for operation and enhancement of the CRA. The goals of the Plan include the following:

- Identify available development opportunities.
- Facilitate economic development and revitalization.
- Facilitate building forms that complement the city's "small town" feel.
- Create attractive pedestrian- and bicycle-friendly streets that strongly link neighborhoods.
- Promote a mix of uses throughout the CRA, especially street-level commercial uses.
- Coordinate the design and development of Complete Streets with parking in discreet locations. Promote and support transit options.
- Use outreach and marketing to improve the public's understanding of the CRA and the community.

The CRA vision is to "preserve, unify and enhance the historic character of the City of Stuart CRA while encouraging economic growth and redevelopment." Key observations and findings in the Plan are the following:

- The Plan notes that "major" redevelopment projects in the CRA are not anticipated to have adverse impacts on traffic circulation in residential portions of the CRA. New development since 2000 has primarily been office, retail, and residential development. There are underdeveloped properties in the CRA. Market conditions suggest there is demand for new multi-family residential development. The rental market is "solid."
- The main hubs in and near the CRA are:

    - Northpoint (marine uses)
    - The hospital
    - The courthouse
    - The historic downtown
    - The commercial and retail uses along US 1
    - Potsdam (light industrial uses)
    - Colorado Avenue (arts and commercial/retail uses)
- Through 2012, the most common type of household in Stuart was a one-person female household, followed by couples with no children.
- The 2009 parking study indicated parking supply deficits in the long term, as downtown development occurs. The study recommended that new parking be provided in strategic locations, well-managed, and not adversely impact the pedestrian environment. The 2017 Future Parking Needs analysis was in progress at the time the Plan was updated.
- The redevelopment projects included in the Plan include a new parking garage and new on-street parking; relocation of City Hall; acquisition/consolidation of specific properties; street vacations, reconfigurations, and improvements; sidewalk and streetscape improvements; implementation of a gateway; improved street connectivity; and traffic calming.
- The Tram is identified as one of the CRA's accomplishments. The Tram in consistent with the objectives of the CRA Urban Core Improvement Initiative (namely strengthening the connection between parking downtown destinations).
- The Plan discusses funding sources and mechanisms available to the CRA.

CRA Annual Report

The 2016 City of Stuart CRA Annual Report provides the following:

- A summary of CRA financials (including Tram vehicle and shelter expenditures)
- A summary of Tram accomplishments
    - Annual ridership of 45,000
    - Acquisition of two new Trams
    - Implementation of a new Tram route
    - Receipt of a $220,000 FDOT grant
    - July 2016 reorganization of the Tram program under the Public Works department
- Status of street improvement and revitalization projects
- Status of CRA expansion

Bicycle, Pedestrian and Trails Master Plan

The document examines the existing bicycling and pedestrian environment throughout Martin County, making recommendations for an improved bicycle and pedestrian facilities. The documents goal it is to establish a multimodal transportation system that will expand transportation options and improve quality of life for residents throughout the County.

Highlights include:

- Less than ½ of a percent of the County's population use Public Transportation at 0.3%.
- Less than ½ of a percent of the County's population use the Bus or Trolley Bus 0.1%.
- The above figures are less than the Florida average of 2.1% for Public Transportation and 1.9% for Bus or Trolley.
- Many tracts within Downtown Stuart show more than 40% of the population without a vehicle.
- Marty Routes 1 and 3 run through Downtown Stuart.
- Population Density for the County is located mostly in Downtown Stuart. Large portions of the County is rural, with less than 1 person per acre.
- Median Household Income within the Downtown area is less than $60,000.
- Downtown Stuart shows areas were the percentage of Minorities is more than 10% within several block groups.
- Car-Centric Development impedes multi-modal transit development within the County.

Several maps provide for existing facilities related to bike, pedestrian and traffic, along with maps showing proposed improvements within the study area. One particular map of interest is the *Household with One Vehicle or Less by Block Group Map* which show several tracts within the Downtown Stuart area where more than 20% of the households are without a vehicle.

The plan highlights other regional and/or local plans related to Transportation and Growth Management, including the State's Transportation Plan. Furthermore, the plan identifies several design strategies that are applicable to all transit related development, strategies include:

- Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- Project for Public Space (PPS)
- NACTO Urban Bikeway Design Guide and Urban Street Design Guide
- FHWA Incorporating On-Road Bicycle Networks into Resurfacing Projects, March 2016
- National Complete Streets Coalition (NCSC)

Goals 1 and 3 of the Master Plan encourage connectivity, walkability, livability and an improved non-motorized network for the County, which can be applied to transit. More Specifically Objective 3-b "Build projects that connect bicycle and pedestrian facilities to transit service," support initiatives and investments into transit. The recommendations of the plan include connectivity, mobility and safety improvements throughout the County, including several improvements within Downtown Stuart and a top 10 list for recommended projects. Improvements include midblock crosswalks, a pedestrian bridge, bike box, bike lanes, shared lanes and trail loops.

APPENDIX B

Board/Commission PowerPoints

Stuart Tram MPO Board 12.10.18

City of Stuart Tram/ Transportation Network Company Business Plan

MPO Board Meeting

December 10, 2018

Contents

1 Overview of Scope and Schedule

2 Existing Conditions

3 Opportunities

4 Next Steps

5 Feedback





Scope of Project

- Evaluate the current downtown tram system
- Build a **5-year business plan**
  - Coordination
  - Best Practices/ Literature Review
  - Public Outreach
  - Tram Service Analysis
  - Financial Planning

Schedule

Task/Subtask	August	September	October	November	December	January
Notice to Proceed						
1.0 Coordination						
1.a Kick-Off Meeting Project Management Team						
1.b Project Coordination						
1.c Stakeholder Advisory Committee						
1.d Advisory Committee and Board Meetings						
2.0 Literature/Best Practices Research						
2.a Review all relevant City Documentation						
2.b Perform research on Internet and through Transportation Trade publications for 5 best practices.						
2.c Contact up to 5 agencies/micro transit/transportation Network Companies (TNCs)						
3.0 Public and Stakeholder Outreach						
3.a Public Outreach						
3.a.i Interview mechanism						
3.a.ii Public						
3.a.iii Business Community						
3.b Interview Drivers						
4.0 Tram Service Overview						
4.a Analysis of Ridership						
4.b Cost of Operations						
4.c Fleet Conditions						
4.d Potential Tram Expansion						
4.e Future of TNC and Impacts to Planning Scenarios						
4.f Infrastructure Needs						
4.g Planning Cost Estimates						
5.0 Financial Planning						
5.a Financing Options						
5.b Summary Report						

Tram Route



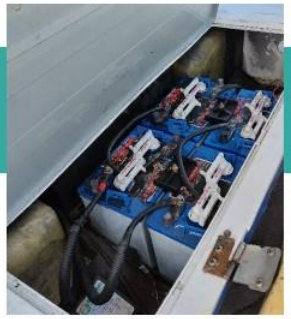
Source: City of Stuart Public Works Department

Vehicles

UNIT #	VEHICLE DESCIPTION	PASSENGER CAPACITY	WHEELCHAIR RAMP	OPERATING SYSTEM	OPERATING VOLTAGE	MILEAGE/ HRS	VEHICLE CONDITION	EXPECTED REMAINING YEARS*
MTS1	2007 Club Car	10	Yes	Gas	N/A	12,204 hours	Good	1
MTS2	2012 Moto Electric	11	Yes	Electric	72v	95,144 miles	Good	4
MTS3	2014 Moto Electric	15	No	Electric	72v	45,523 miles	Good	6
MTS4	2016 Moto Electric	11	Yes	Electric	72v	33,947 miles	Good	8
MTS5	2016 Moto Electric	11	Yes	Electric	72v	32,222 miles	Good	8
MTS6	2017 Moto Electric	23	No	Electric	72v	9,590 miles	Good	9
Trailer		10						

Expected Vehicle Lifespan : 10 Years*

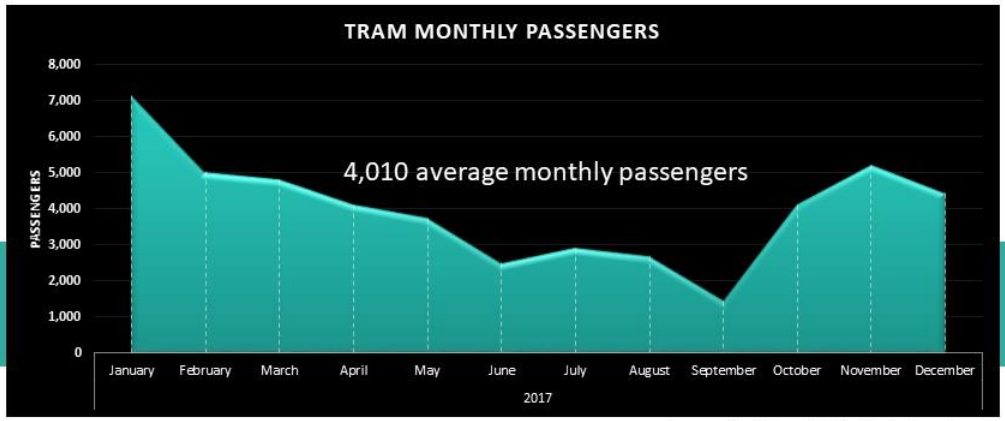






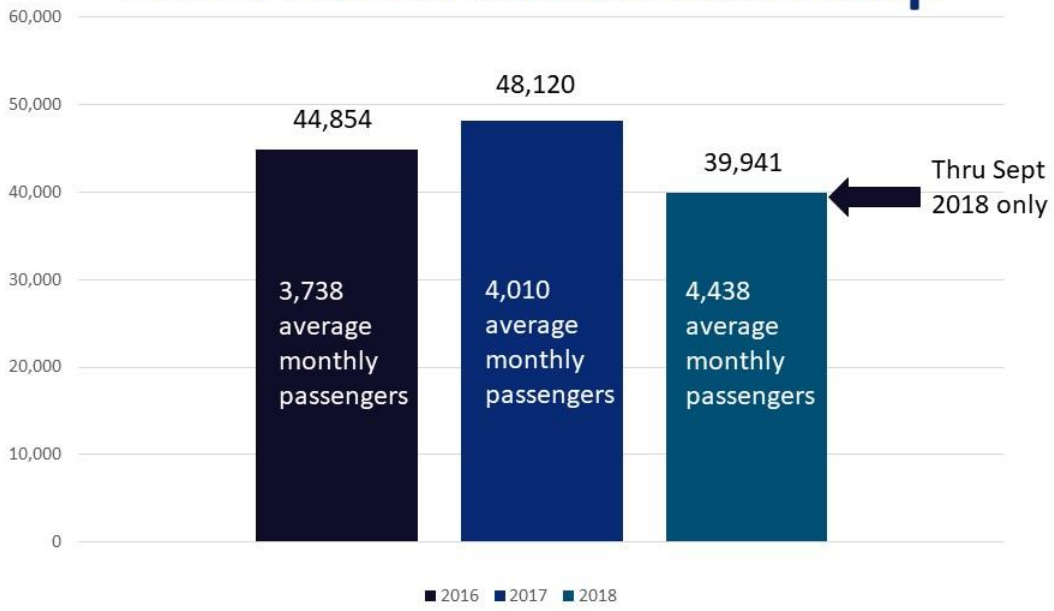


2017 Monthly Ridership

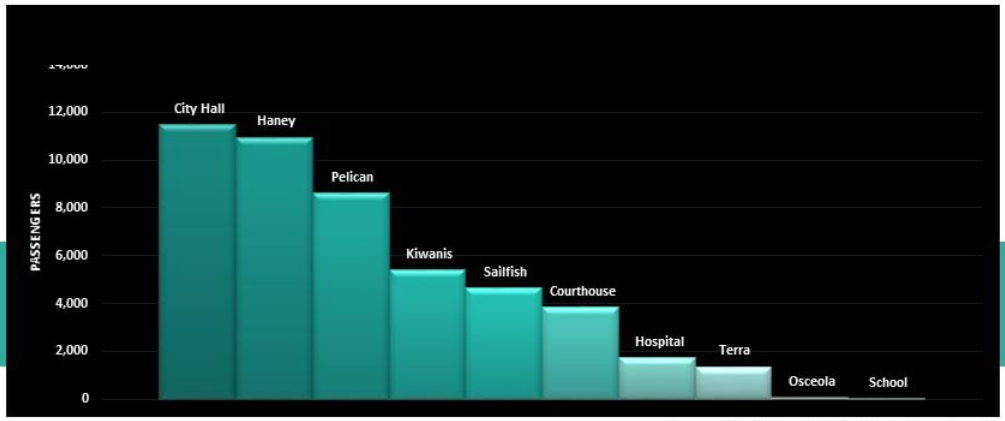


Source: City of Stuart Public Works Department

2016-2018 Annual Ridership



2017 Passengers Per Stop



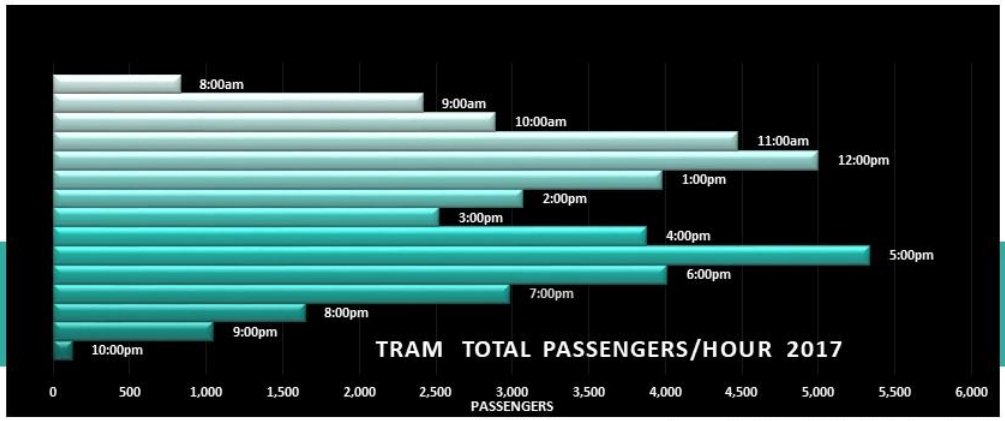
Source: City of Stuart Public Works Department

2017 Ridership



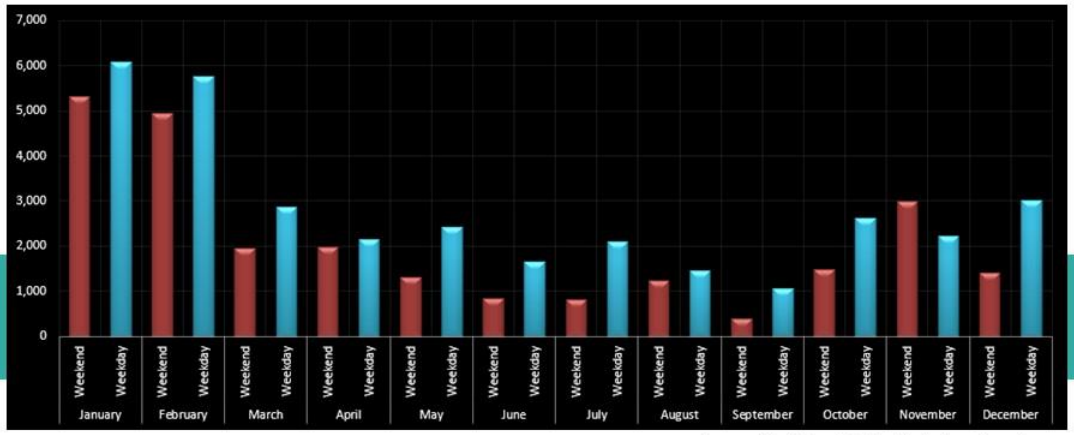
Source: Martin County and City of Stuart Public Works Department

2017 Passengers Per Hour



Source: City of Stuart Public Works Department

2017 Weekday/Weekend Passengers



Source: City of Stuart Public Works Department

Top 10 ridership days in 2017

DATE/EVENT	TOTAL DAY
Sunday, January 15, 2017 Boat Show	1,364
Friday, January 13, 2017 Boat Show	1,299
Saturday, January 14, 2017 Boat Show	1,251
Saturday, November 4, 2017 Air Show	1,112
Tuesday, October 31, 2017 Halloween	1,020
Saturday, March 4, 2017 Jensen Beach Book Event	631
Saturday, February 25, 2017 Arts Fest	579
Saturday, August 19, 2017 Dancing in the Street	549
Tuesday, December 19, 2017 Memorial Event	483
Friday, November 3, 2017 Air Show	470
Total	**8,758**

Tram Budget

	2017	2018	2019
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Operating Expenses	$10,864	$31,093	$29,805
Capital Outlay	$29,943	$0	$35,000
Total	**$177,689**	**$181,372**	**$215,769**

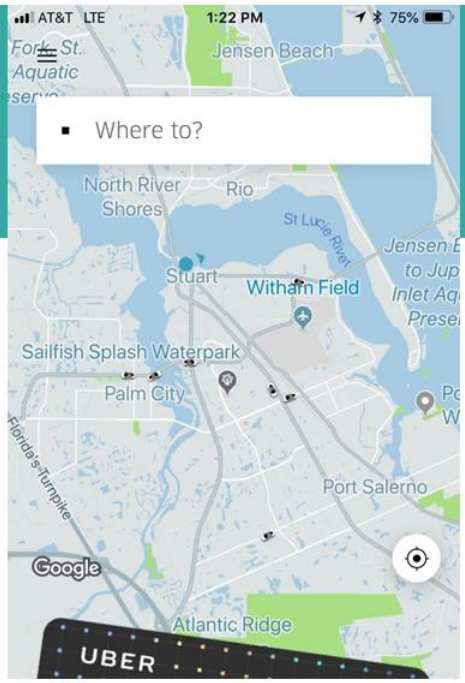
Source: City of Stuart Public Works Department

2017 In Review

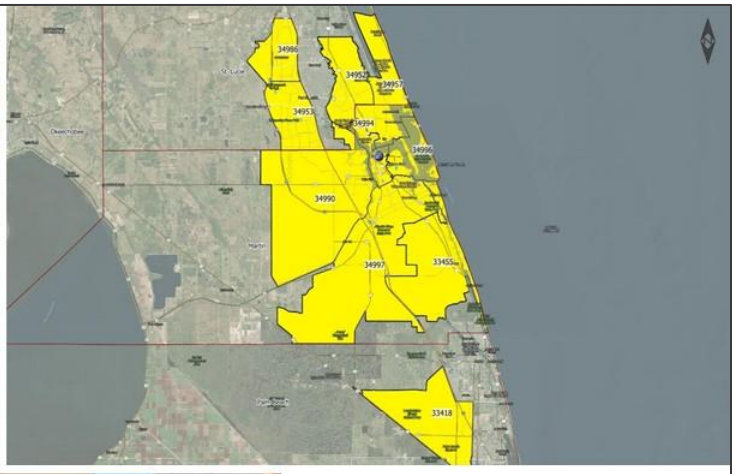
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Total Passengers/Year	48,120
Operating Expense/Hour	$33.43
Passengers/Hour	11

Transportation Network Companies (TNCs)

- TNCs (Uber, Lyft) are available in Stuart
- Site observations suggest low TNC usage in downtown Stuart
- Did not observe circulating TNC drivers or double-parked TNC drivers, which would indicate potential concerns about TNCs contributing to congestion or mis-using parking and curb space











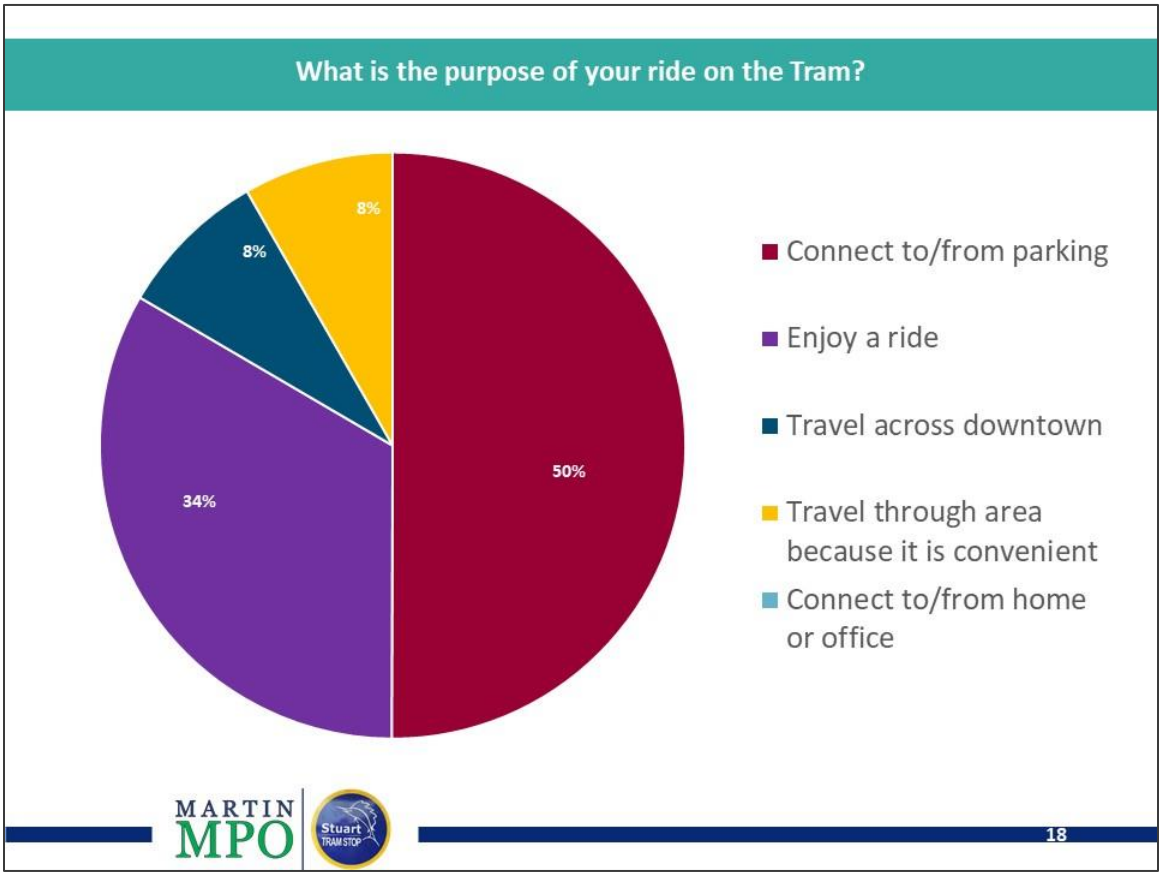
Surveys

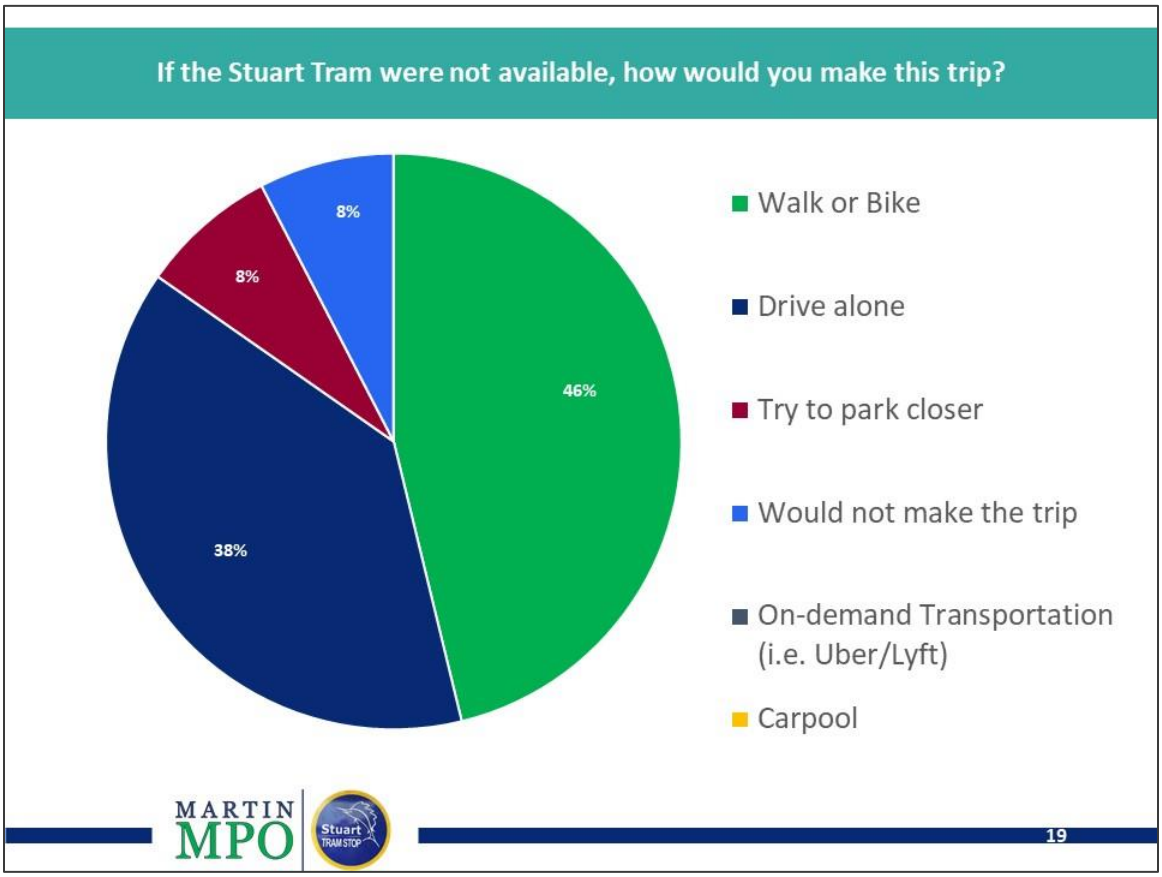
GREEN MARKET

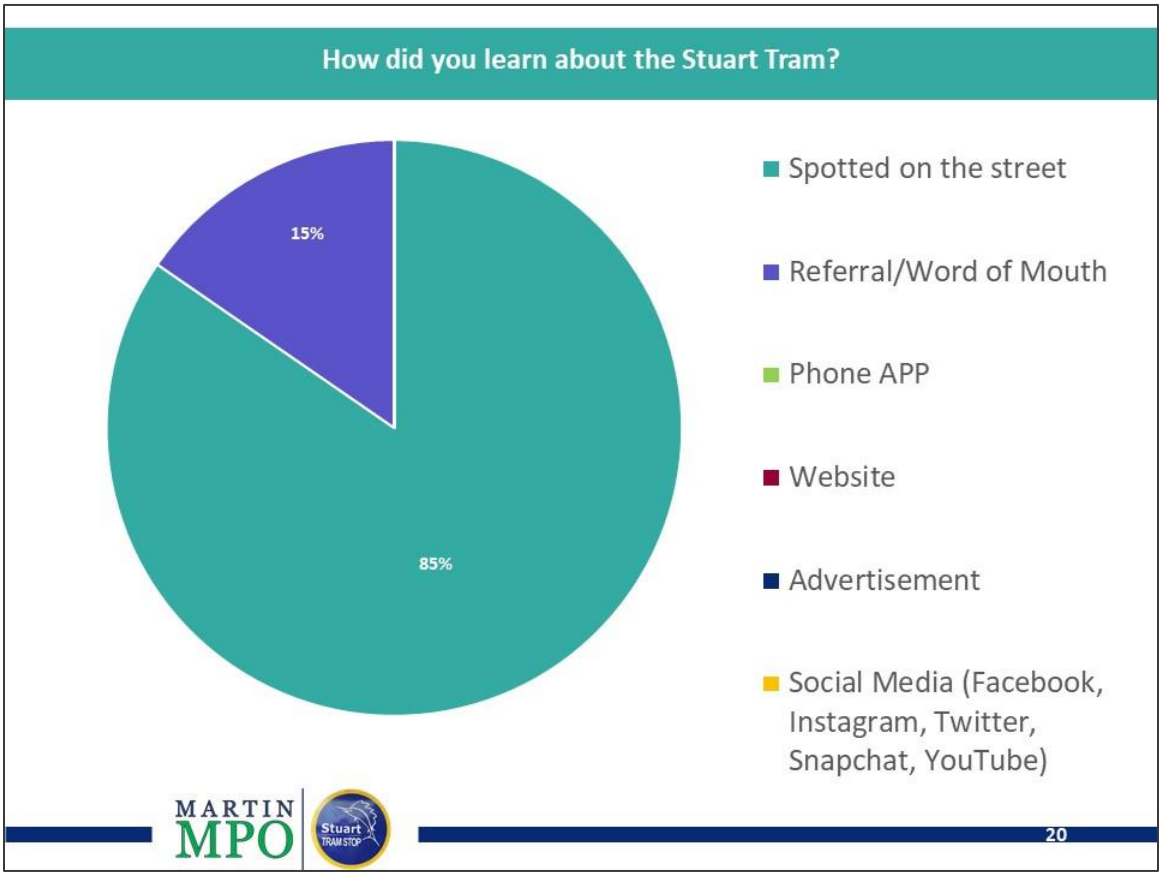
Sunday, October 14, 2018

47 responses


Hear What
People Say
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Would love to know more about it and would rather not drive.
I like the Tram for when my parents visit.
Where do I park to take the Tram?
Driver super nice and helpful.
I biked from my house and didn't know about the Tram.
Rode first time today, had to park far away.
I would take the Tram but I don't know where it goes or where it picks up.
Should expand area of service.
I drove 30 minutes so I wanted to walk.
I caught the Tram today when the driver asked if I wanted a ride and I was tired.
MARTIN MPO
Stuart TRAM STOP
17


What is the purpose of your ride on the Tram?
8%
8%
50%
34%
Connect to/from parking
Enjoy a ride
Travel across downtown
Travel through area because it is convenient
Connect to/from home or office
MARTIN MPO
Stuart TRAM STOP
18


If the Stuart Tram were not available, how would you make this trip?
8%
8%
46%
38%
Walk or Bike
Drive alone
Try to park closer
Would not make the trip
On-demand Transportation (i.e. Uber/Lyft)
Carpool
MARTIN MPO
19


How did you learn about the Stuart Tram?
15%
85%
Spotted on the street
Referral/Word of Mouth
Phone APP
Website
Advertisement
Social Media (Facebook, Instagram, Twitter, Snapchat, YouTube)
MARTIN MPO
20

STEP ON BOARD WITH US!

Downtown Stuart Tram Routes





DOWNTOWN TRAM SCHEDULE

SUNDAY	9AM-6PM
MONDAY	8AM-8PM
TUESDAY	8AM-8PM
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SATURDAY	8AM-10PM

TRAMS RUN ON A CONTINUOUS ROUTE STOPPING AT EACH ▲ APPROXIMATELY TEN MINUTES APART, THE RED AND BLUE ROUTES BEGIN AT THE TRANSFER POINT OF HANEY CIRCLE

TRAM CONTACT NUMBER: 772-260-0126 or 772-284-3490

Opportunities & Challenges



- **Routes**
  - New routes/scheduling
  - Crossing state roadways
- **Funding**
  - Event fees (Boatshow, etc.)
  - Advertising on Trams
  - Parking fees
  - Privatization
- **Marketing**

Similar Services

COMPANY	CITY	PUBLIC/PRIVATE
The Swoop Ride	Miami Beach	Private
Round the Town	Boca Raton	Private
Freebee	Miami-Dade	Private
The Free Ride	Multiple	Private
Jonny's Original Free Ride	Siesta Key	Private
Downtowner	Multiple	Private
Wilton Drive Shuttle*	Wilton Manors	Public

All shuttle services are free to use

*Limited hours of operation







Next steps

- Build a 5-year and 10-year business plan
- Complete second survey day in season
- Future of TNCs and Impacts
- Infrastructure Needs
- Planning Cost Estimates
- Financing Options

DATE	MEETING
February 2019	MPO Advisory Committees
February 2019	City of Stuart Commission
February 2019	MPO Board


Stuart
TRAM STOP
Call
772-260-0126
THANK YOU
MARTIN
MPO
Stuart
TRAM STOP
MARLIN

Stuart Tram City Commission 12.10.18

City of Stuart Tram/ Transportation Network Company Business Plan

City of Stuart Commission Meeting
December 10, 2018

Contents

1 Overview of Scope and Schedule
2 Existing Conditions
3 Opportunities
4 Next Steps
5 Feedback





Scope of Project

- Evaluate the current downtown tram system
- Build a **5-year business plan**
  - Coordination
  - Best Practices/ Literature Review
  - Public Outreach
  - Tram Service Analysis
  - Financial Planning

Schedule

Task/Subtask	August	September	October	November	December	January
Notice to Proceed						
1.0 Coordination						
1.a Kick-Off Meeting Project Management Team						
1.b Project Coordination						
1.c Stakeholder Advisory Committee						
1.d Advisory Committee and Board Meetings						
2.0 Literature/Best Practices Research						
2.a Review all relevant City Documentation						
2.b Perform research on Internet and through Transportation Trade publications for 5 best practices.						
2.c Contact up to 5 agencies/micro transit/transportation Network Companies (TNCs)						
3.0 Public and Stakeholder Outreach						
3.a Public Outreach						
3.a.i Interview mechanism						
3.a.ii Public						
3.a.iii Business Community						
3.b Interview Drivers						
4.0 Tram Service Overview						
4.a Analysis of Ridership						
4.b Cost of Operations						
4.c Fleet Conditions						
4.d Potential Tram Expansion						
4.e Future of TNC and Impacts to Planning Scenarios						
4.f Infrastructure Needs						
4.g Planning Cost Estimates						
5.0 Financial Planning						
5.a Financing Options						
5.b Summary Report						

Tram Route



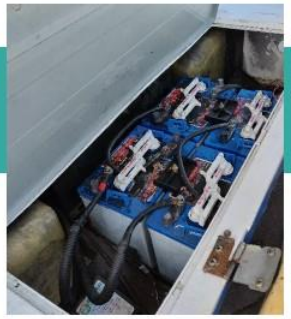
Source: City of Stuart Public Works Department

Vehicles

UNIT #	VEHICLE DESCIPTION	PASSENGER CAPACITY	WHEELCHAIR RAMP	OPERATING SYSTEM	OPERATING VOLTAGE	MILEAGE/ HRS	VEHICLE CONDITION	EXPECTED REMAINING YEARS*
MTS1	2007 Club Car	10	Yes	Gas	N/A	12,204 hours	Good	1
MTS2	2012 Moto Electric	11	Yes	Electric	72v	95,144 miles	Good	4
MTS3	2014 Moto Electric	15	No	Electric	72v	45,523 miles	Good	6
MTS4	2016 Moto Electric	11	Yes	Electric	72v	33,947 miles	Good	8
MTS5	2016 Moto Electric	11	Yes	Electric	72v	32,222 miles	Good	8
MTS6	2017 Moto Electric	23	No	Electric	72v	9,590 miles	Good	9
Trailer		10						

Expected Vehicle Lifespan : 10 Years*

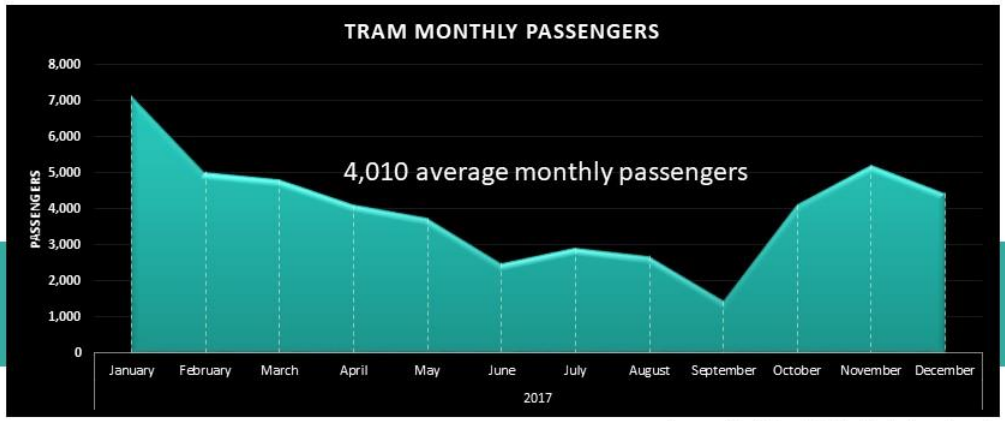






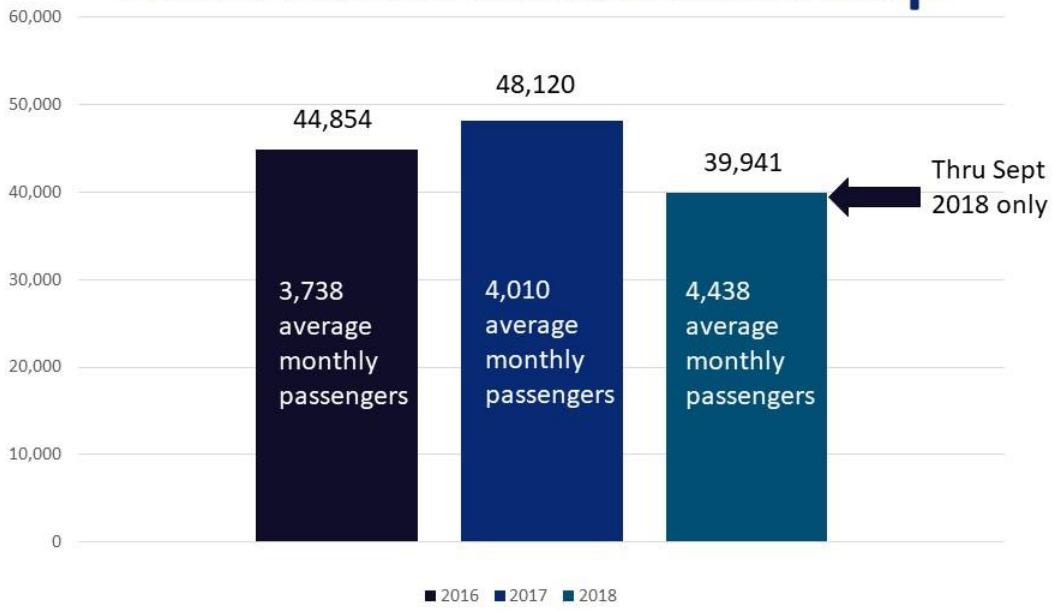


2017 Monthly Ridership

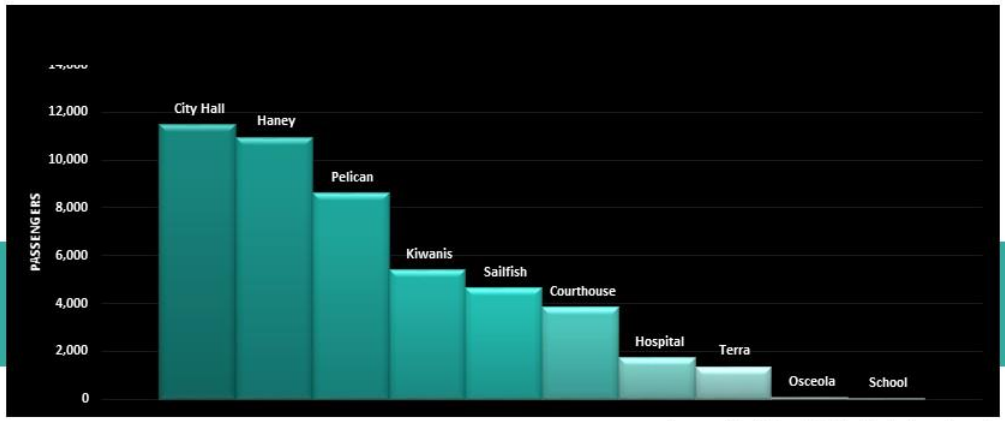


Source: City of Stuart Public Works Department

2016-2018 Annual Ridership



2017 Passengers Per Stop



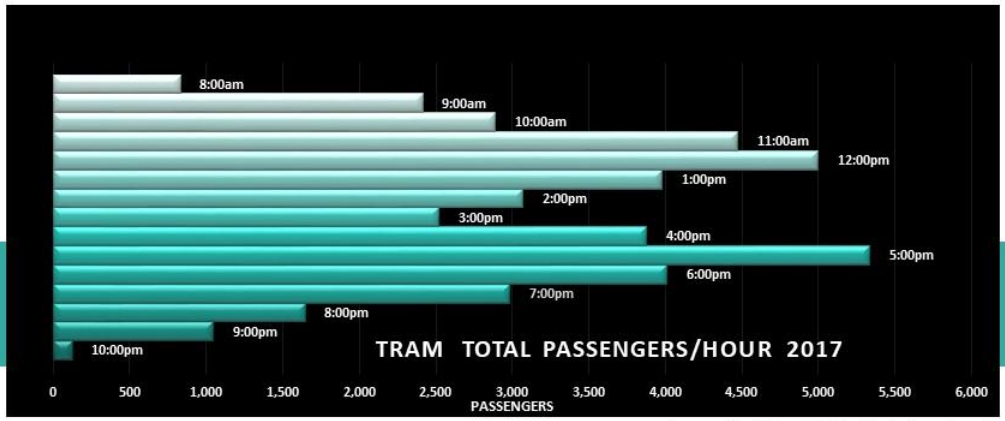
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2017 Ridership



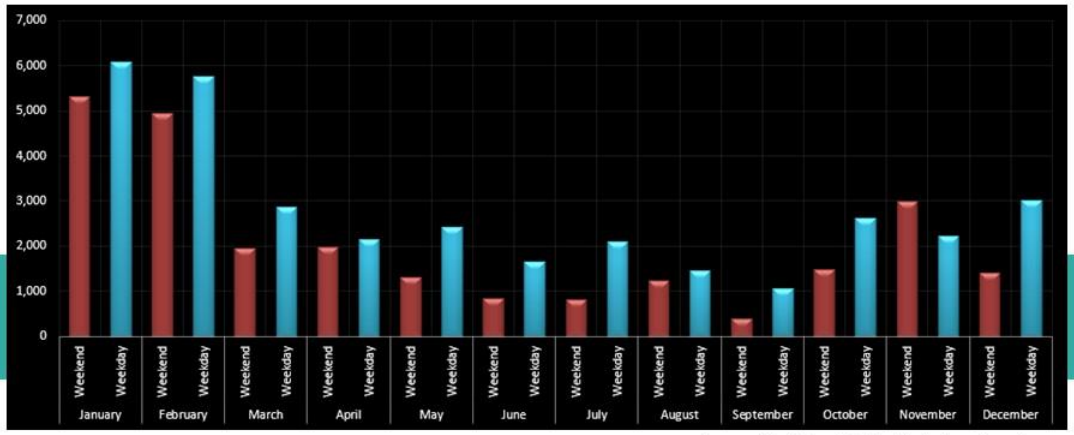
Source: Martin County and City of Stuart Public Works Department

2017 Passengers Per Hour



Source: City of Stuart Public Works Department

2017 Weekday/Weekend Passengers



Source: City of Stuart Public Works Department

Top 10 ridership days in 2017

DATE/EVENT	TOTAL DAY
Sunday, January 15, 2017 Boat Show	1,364
Friday, January 13, 2017 Boat Show	1,299
Saturday, January 14, 2017 Boat Show	1,251
Saturday, November 4, 2017 Air Show	1,112
Tuesday, October 31, 2017 Halloween	1,020
Saturday, March 4, 2017 Jensen Beach Book Event	631
Saturday, February 25, 2017 Arts Fest	579
Saturday, August 19, 2017 Dancing in the Street	549
Tuesday, December 19, 2017 Memorial Event	483
Friday, November 3, 2017 Air Show	470
Total	**8,758**

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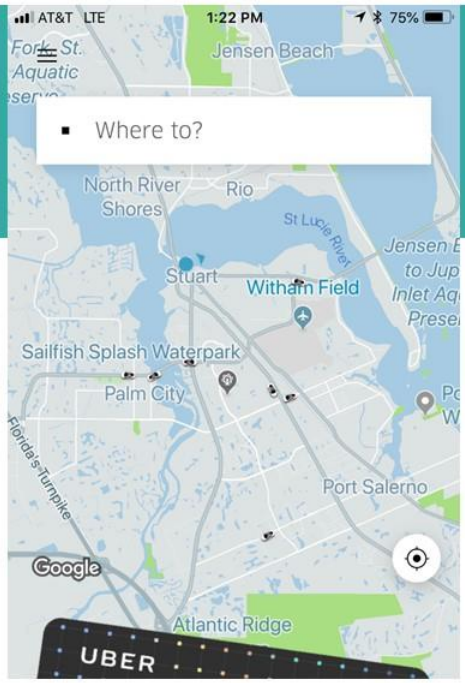
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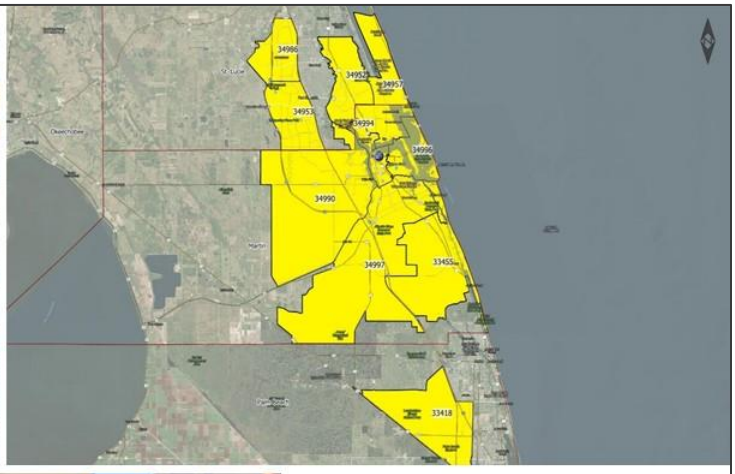
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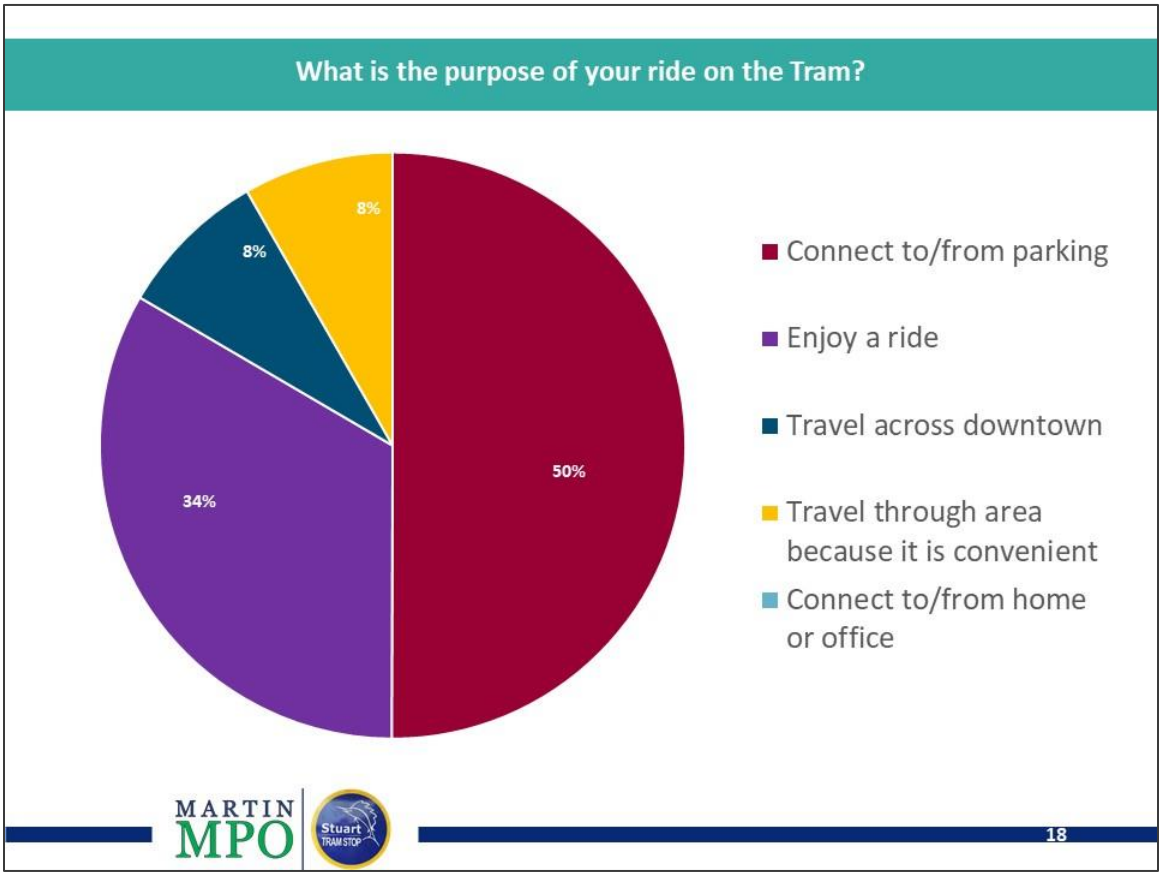
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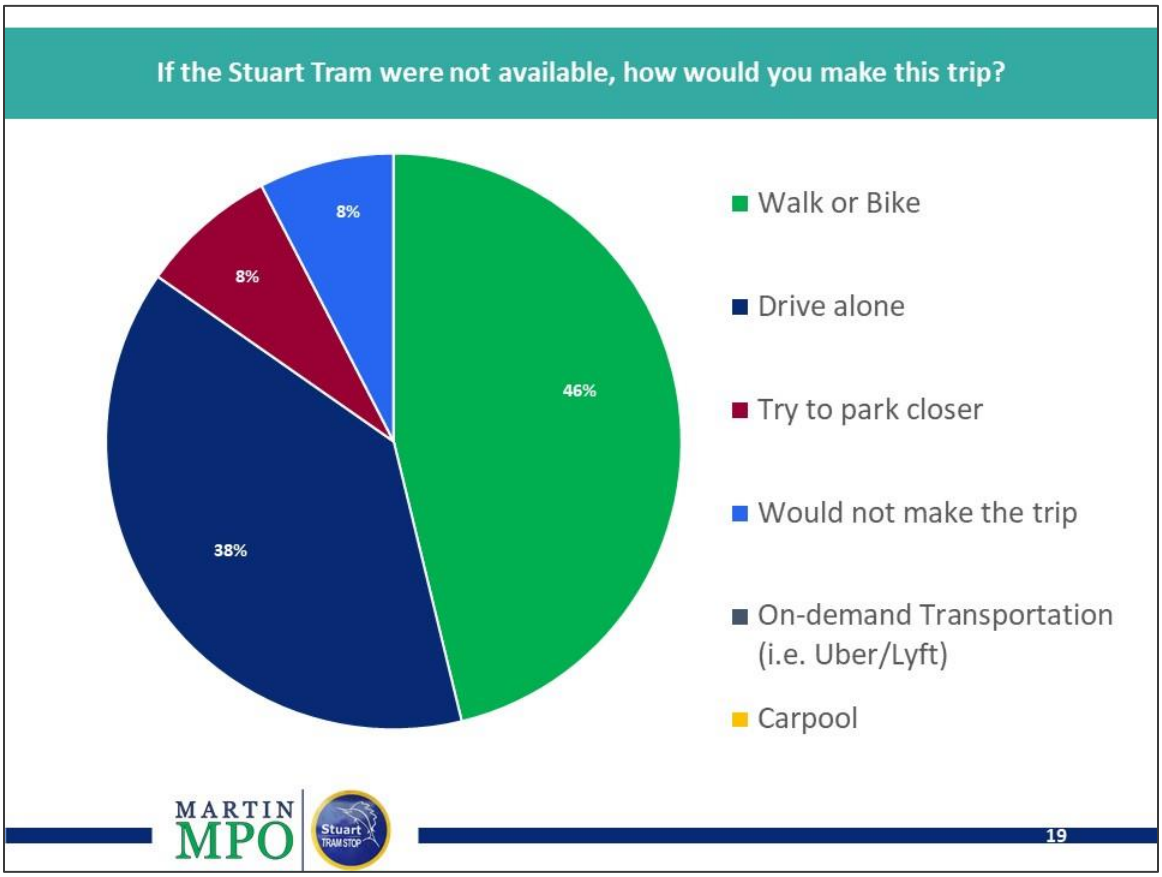
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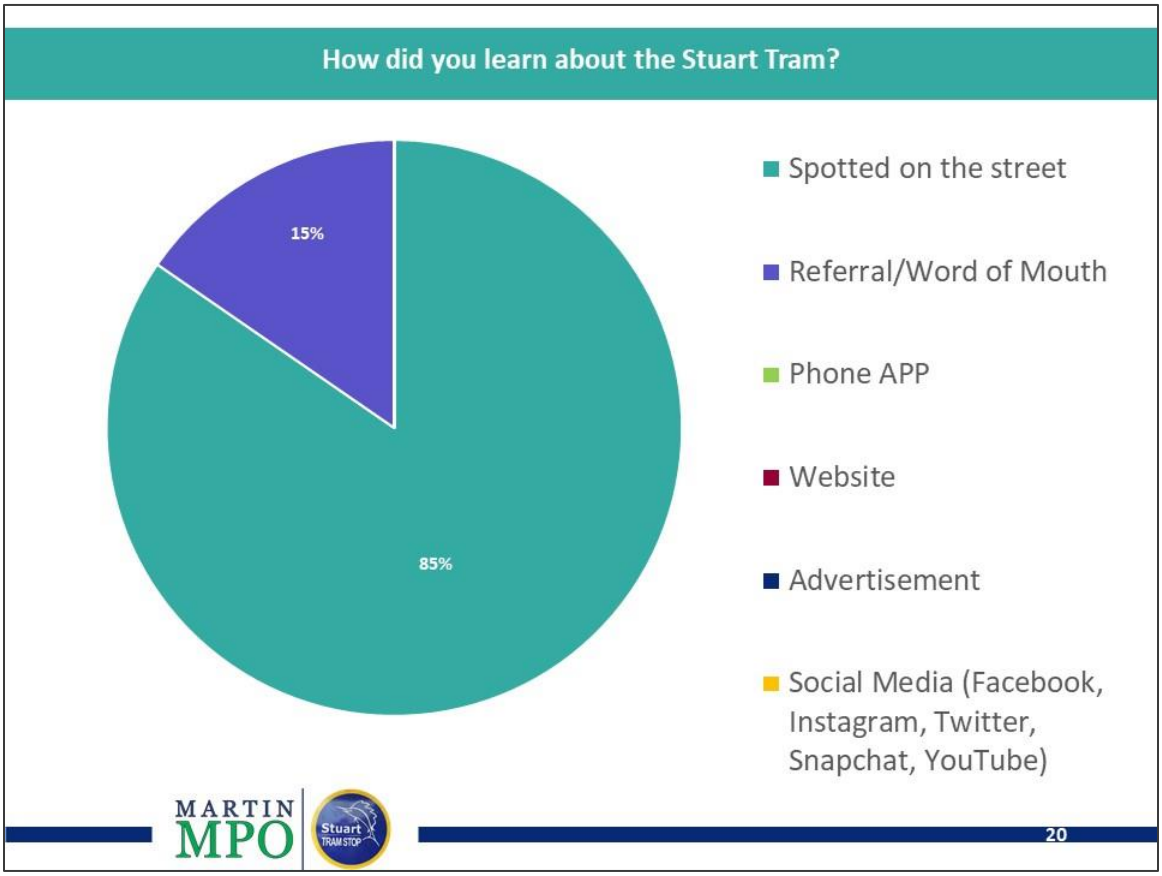
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MARTIN MPO
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Downtown Stuart Tram Routes





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Opportunities & Challenges



- **Routes**
  - New routes/scheduling
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February 2019	City of Stuart Commission
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Stuart
TRAM STOP
Call
772-260-0126
THANK YOU
MARTIN
MPO
Stuart
TRAM STOP
MARLIN

APPENDIX C

Questionnaire/Survey Results/Outreach

Stuart Tram Survey Form (Page 1)

CITY OF STUART

STUART TRAM SURVEY

1 What is your residence zip code?

_____

2 Are you riding on the City of Stuart Tram today?

☐ Yes ☐ No

If not a Tram rider, proceed to question 16

3 Have you used the City of Stuart Tram in past?

☐ Yes ☐ No

4 What was the purpose of your ride on the Tram?

a. Connect to/from parking
b. Connect to/from transit
c. Connect to/from home or office
d. Enjoy a ride
e. Other

5 Where do you begin your trip on the Stuart Tram?

a. Stop 1, Courthouse
b. Stop 2, School Board
c. Stop 3, Marty Stop
d. Stop 4, Martin Medical Center
e. Stop 5, Surgery Center
f. Stop 6, 509 Building
g. Stop 7, Weissman Cancer Center
h. Stop 8, Haney Circle
i. Stop 9, Sailfish Parking Lot
j. Stop 10, Flagler Park
k. Stop 11, City Hall
l. Stop 12, Osceola Park n' Ride
m. Stop 13, Kiwanis Park
n. Stop 14, 6th Street
o. Waved down the Tram at _____

6 Where do you end your trip on the Stuart Tram?

a. Stop 1, Courthouse
b. Stop 2, School Board
c. Stop 3, Marty Stop
d. Stop 4, Martin Medical Center
e. Stop 5, Surgery Center
f. Stop 6, 509 Building
g. Stop 7, Weissman Cancer Center
h. Stop 8, Haney Circle
i. Stop 9, Sailfish Parking Lot
j. Stop 10, Flagler Park
k. Stop 11, City Hall
l. Stop 12, Osceola Park n' Ride
m. Stop 13, Kiwanis Park
n. Stop 14, 6th Street
o. Name of location (eg restaurant name, etc) _____

7 How do you get to the Stuart Tram?

Drive yourself and parked locally, Carpool/Uber/Lyft/taxi/Drop off, Walk, Bike, Marty, Other

8 How many days per week do you normally ride the Stuart Tram?

Every day, All Weekdays, All Weekends, A few times a week, About once a week, A few times a month, Once a month, Less than once a month

Stuart Tram Survey Form (Page 2)

CITY OF STUART

STUART TRAM SURVEY

9 How did you find out about the Stuart Tram?

Spotted on street, Website, Ad, Phone App, Social Media, Referral, Work, Other

10 Do you use the Stuart Tram Stop mobile App?

☐ Yes ☐ No

11 If the Tram were not available, how would you make this trip?

Drive alone, Would not make the trip, Carpool/ Uber/Lyft, Walk, Bike, Other

12 How satisfied are you with the service and reliability of the Stuart Tram?

Very Satisfied 1 – 5 Very Dissatisfied 1 2 3 4 5

13 Do you ride on public transit other than the Tram? ☐ Yes ☐ No

14 Would you like to see the Stuart Tram expanded? ☐ Yes ☐ No

15 Any overall feedback for the Stuart Tram?

_____

_____

_____

_____

*** END HERE FOR TRAM RIDERS ***

16 Have you heard about the City of Stuart Tram?

☐ Yes ☐ No

17 How did you get to the downtown today?

Drive yourself and parked locally, Carpool/Uber/Lyft/taxi/Drop off, Walk, Bike, Marty, Other

18 Would you consider riding the City of Stuart Tram in the future?

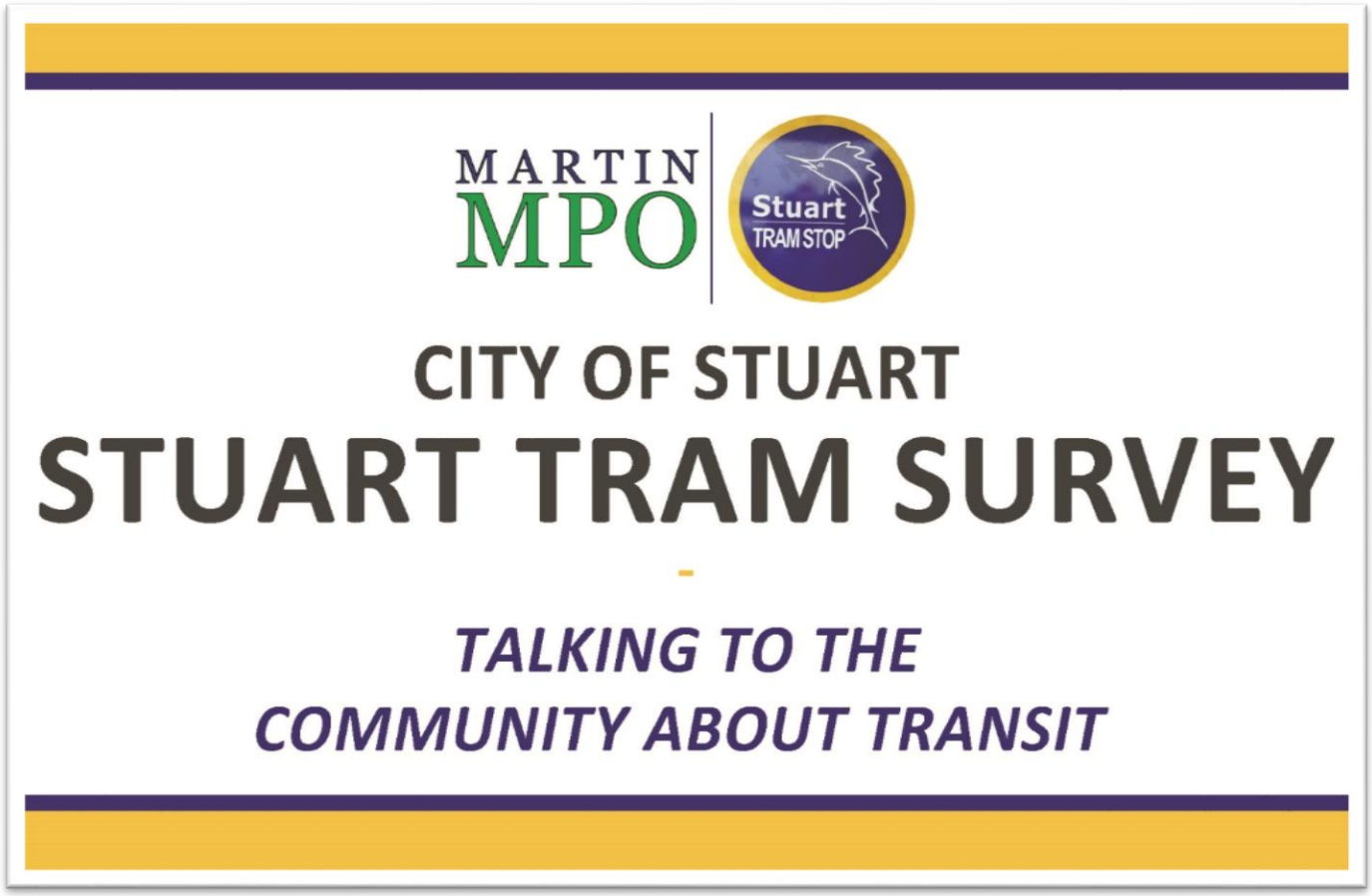
☐ Yes ☐ No

Stuart Tram Survey Notes

- Need more info at stops
- Delray runs on demand -very nice -can make donation
- Might ride when I'm old
- Tram drives really slow down busiest streets, very annoying. - Local cyclist, young male
- Never rode because I have no info about it -maybe family could ride when in town
- From NYC so a fan of transit but haven't used tram
- Good service -keep it up
- Let me look at the brochure first- not from here (did not take survey)
- Would love to know more about it- would rather not drive
- I haven’t used it but my mom does when she's here
- Joyride (bar crawl) - planning another for Christmas -should expand area of service- driver took us wherever and played what we wanted on radio and really made the trip special for us (with 2 other ladies surveyed and their SOs)
- My kids encourage me to ride but I like to walk and walking is good exercise
- (First respondent flagged me down to inquire about what I've been hearing -said he didn't know where you'd fit another stop in current service -asked jokingly if expansion would be sooner than 2021 and recommended expanding before funds disappear)
- Rode first time today - had to park far away even with handicap tag -driver saw us walking and stopped to offer us ride -very nice -weren't sure we would make it here
- Parked Illegally
- Need more advertising. Didn’t know about app.
- Need to show where to park to take the tram.
- Drove 30 mins so wanted to walk
- Parked locally
- Didn’t know about app
- Biked from house and didn’t know about tram
- Like the tram for when elderly parents visit
- Does not see need for him to ever use tram
- Caught tram when Driver said do you want a ride and she was tired
- New development Azul with limited parking - worried about residents parking in lots
- Would take but just don’t know where it goes or where it picks up
- Have trams ready for end of special events
- Expand it a lot like Cocoa -take it to the beach-keep it free (respondent moving here soon - came with SO)
- Ad for app
- Reed is a fab driver
- Fun driver very accommodating
- It’s great, shouldn’t get rid of. Great for elderly

- More stops near Notes and Winery at the end of Colorado
- Fun driver, very accommodating
- MORE INFO ON FREQUENCY, EXPAND AROUND TOWN
- Really nice service
- Tram is great. Need more trams! Expand Past US 1
- Ready access to a phone number
- Drivers are charming
- Fantastic drivers, reliable and friendly. GREAT SERVICE!
- Excellent!
- I love the tram, huge asset, great selling point.
- Excellent service
- Drivers are personable. Especially Sandy!
- Served us very well, because of the parking connectivity
- very important to have because of people visiting
- Marketing idea- Include info about tram in water bill
- Good idea would be to pick up at marina and take boaters to Publix on a regular schedule
- Delivery dude- typically park at noodle world, tonight parked a quarter mile down and walked over

Outreach Sticker



APPENDIX D

Interview Summary Notes

Interview Notes

10/1/2018

Tram Driver Interview

- 7 years driving tram
- Sees congestion in City growing
- When people are not at a stop, he services where the people are

10/14/2018

Green Market Vendor

- Lots of Complaints about parking
- They come early and park by tracks
- Signage idea: Park here for tram transport with event info included with tram info

10/14/2018

Tram Driver

- On special event days route is different
- People with coolers need Tram
- Offering rides
- Group of 10 at Duffy's drove around and showed them around

10/22/2018

Clayton Therrien, Boat Show, All Sports Production

- 2017 used Palm Beach Transportation, was not happy with service
- 2018 used Molly's Trolleys, 4 trolleys that held 30 people each
- 18,000 tickets sold in 2018
- 2019 to use Academy Bus, 4 buses that hold 55 people each, pick up will be at Airport only
- Have not considered option to pay for Tram service
- City complains about traffic during boat show
- Upcoming meeting with City to discuss boat show
- 2017 concerns include no portajons in parking lots, Trams bringing visitors farther away
- Marketing plan to advertise parking options
- Very big event with large economic impact for City

10/23/2018

Marty Bus Driver – brief interview at Kiwanis Park and Ride – late weekday morning

- Does not typically pick up riders at this time
- Throughout am bus brings workers to downtown jobs
- Sometimes bus riders ask about Tram and he directs them to the kiosk

10/23/2018

Bill Moore, Downtown Business Association of Stuart, President, Kilwin's owner

- 19 years at Kilwin's
- Suggested Tram connecting to local hotels

- Employees use employee parking
- Perception among some is that Tram reliability is an issue
- Believes the Tram to be very important to the City
- Presence of Tram is an asset to the City
- Currently advertises for Tram at Kilwin's
- Staff will call for Tram when requested by patrons
- Recommends expanded parking enforcement to 8pm
- Believes City to have enough parking when managed properly

10/23/2018

Downtown business owner interview, Must

- One year at business
- Familiar with Tram
- Employees park at Kiwanis Park and Ride, do not use Tram
- Confirmed parking code enforcement
- Does not support paid parking in City
- Not sure if business would advertise on the Tram

10/24/2018

Jim Corbett, Walker Consultants, Parking Study author

- Need to contact City for Complete Parking Study and Powerpoint
- Recommends schedule, on-demand is not reliable
- Recommends a North/South route and an East/West route
- Osceola corridor for prime paid parking with short term fee with 90-100 spaces at $1/hour after equipment purchase of $50,000-$60,000 the first year would generate $100,000/year

11/21/2018

Joe Catrambone, Chamber of Commerce, President/CEO

- Tram is vital, great addition to downtown charm
- One issue is that workers take up parking, this has improved as merchants have employees park and take Tram
- Getting the word out is an opportunity
- Chamber is Stuart-based, 1,600 members includes N. Palm Beach County, Martin County, St. Lucie County members
- Downtown is the focal point, bright spot of community
- Recommends riding the tram to people
- In season is now until after Easter, County has influx of 20,000 to 30,000 people
- Mindset is that there is no parking available
- Chamber started Main Street Program
- Tram is a great aid to counter mindset that there is no parking
- Has not heard any complaints about tram
- Familiar with CRA funding to tram, but not of any other funding available

- Chamber has monthly luncheon with 125-150 attendees on the 2nd Wednesday of every month, opportunity to share information about Tram with members at meeting

12/5/2018

Thondra Lanese, Stuart Main Street

- Tram works well for tourism, but the next level, is to keep tourism market and generate revenue and provide transit to community for employees and those on lunch break with better reliability.
- The Downtown parking study recommended fixed route for tram and also good benchmarks for City.
- With the FDOT grant and the CRA, fixed route was discussed. Opportunity for special events to pay for tram.
- Suggest using a separate Tram for tours.
- When visitors arrive at the tourism office, staff recommends tram to orient visitors, learn about city and history. Thondra's voicemail for special events states for visitors to use Park and Ride lots and take the tram. Education is desperately needed.
- Thondra has a marketing background. Not enough brochures are provided. Suggests materials be informative and accessible with a multi-outlet approach to stakeholders.
- She knows of a situation where a downtown business owner waited at a tram stop for the tram and no tram arrived so then would have to call. Suggests a route further down Colorado.
- Why can't the tram go across US 1 and to the Publix? With better reliability the tram could capture Molly's House and Hospital.
- City has 49 rental apartments coming on line and 40 condos on Seminole in 2 developments, so more potential ridership for Tram.
- Key opportunities are more education and better reliability.

12/7/2018 – Christmas Parade Night

Tram Driver Interview

- 4 Trams are out, 2 are in parade
- Conserving energy at Haney Circle
- Event at the Lyric also, at 9pm there will be crowds
- Most TNCs are food delivery, mostly at Duffy's
- Trams do not run out of power on the route, you can shut off and on and make it back

12/7/2018 – Christmas Parade Night

Bite Squad (restaurant delivery driver picking up at Duffy's)

- Typically parks at Noodle World
- Tonight parked a quarter mile down and walked over

12/10/2018

Terra Femata Owner, Eric Wickstrom

- Yes, he would consider advertising on the Tram
- Tram comes by and the drivers tell the riders about us
- We give free entry to folks getting off the Tram
- Don't agree with charging for parking downtown

- Tram is great for our business
- Our patrons mainly park nearby and walk to our business

1/7/2019

Margaret Wild, Operations Manager, Molly's House

- Tram is excellent and a wonderful commodity for our City
- We can call and they pick up our folks to go to the hospital a lot, and downtown for dinner
- Drivers tell Tram riders about Molly's Hours and what we do as they pass by
- Drivers are great
- Folks staying at Molly's House take the history tours and learn about Stuart
- Would like to see expanded to Fresh Market/County Building area for Walgreens and the Medical Center there (closer pharmacy is closed on weekends)

1/9/2019

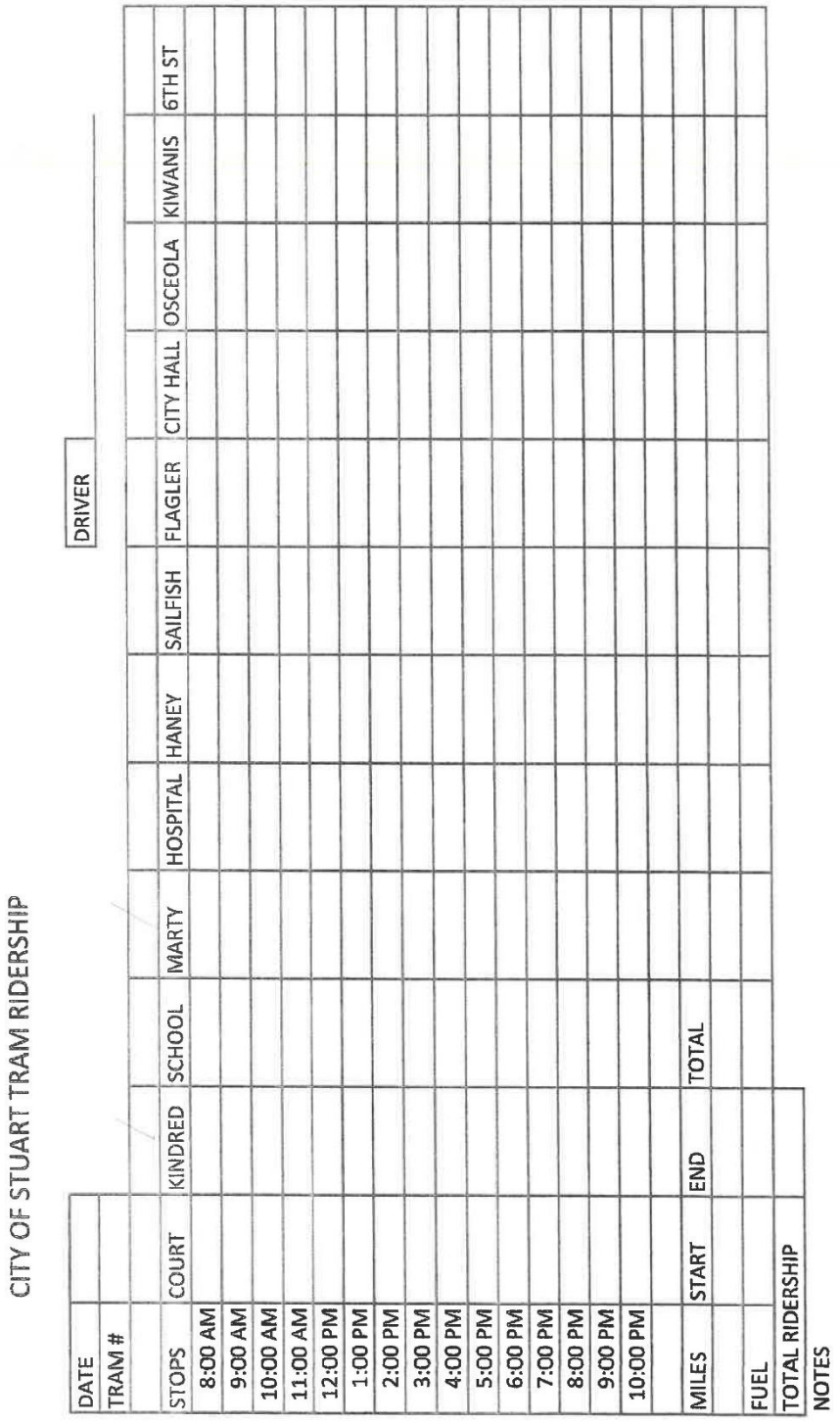
Debbie Flerx, Assistant to the Clergy, St. Mary's Episcopal Church

- She is not familiar with the Tram
- She sees it go by with students and nurses on it
- They host a community dinner every Wednesday from 4:45-5:45pm for those on a fixed income, want community or are homeless with 80-100 attendees. Not sure if these folks take Tram.

APPENDIX E

City of Stuart Tram Materials

Tram Materials



CITY OF STUART TRAM RIDERSHIP

DATE
TRAM #
DRIVER

STOPS	COURT	KINDRED	SCHOOL	MARTY	HOSPITAL	HANEY	SAILFISH	FLAGLER	CITY HALL	OSCEOLA	KIWANIS	6TH ST
8:00 AM												
9:00 AM												
10:00 AM												
11:00 AM												
12:00 PM												
1:00 PM												
2:00 PM												
3:00 PM												
4:00 PM												
5:00 PM												
6:00 PM												
7:00 PM												
8:00 PM												
9:00 PM												
10:00 PM												
MILES	START	END	TOTAL									
FUEL												
TOTAL RIDERSHIP												

NOTES

Tram Rules and Regulations

No crossing US1 under any circumstances unless directed by the City Manager.

No following or driving behind another Tram unless directed by your supervisor.

No stopping, standing, or parking behind another Tram. All communication will be done by radio or cell phone.

When taking breaks or lunch, Tram will be parked in a designated or secured location.

Beginning of each shift: check charger and indicate lights, make sure Tram is fully charged or shows a green indicator light. If not, write it down on activity board and notify your Supervisor.

Check your headlights, turn signals, horn, and strobe lights to make sure they are working properly.

Complete a final walk around inspection. Make notes of any damage to Tram.

Complete Tram Inspection Sheet.

When on route and pointing out landmarks, do not stop on roadway (do not block traffic). Just point at site and continue on your route.

Always use your turn signals when making turns. Remember to turn them off.

Report all accidents or incidents to your supervisor immediately.

Remember gratuities are not accepted.

End of each shift: make sure the Tram is plugged in properly and you can see the indicator lights.

Make sure your hand-held radios are plugged into charger, and the red indicator light is on.

Remember you are an ambassador to the City. Have a great and exciting day.

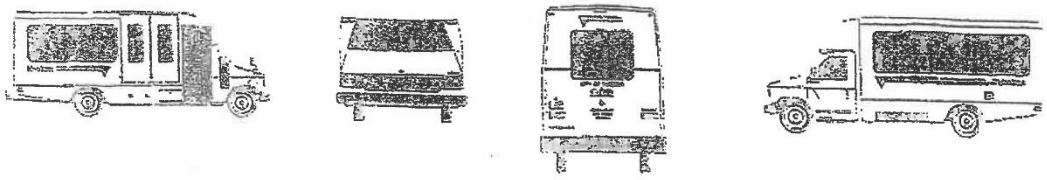
Daily Tram Report

Tram # _____ Date: _____
Driver 1 _____

Miles Start _____
Hours Start _____
Miles End _____
Hours End _____

Daily Check List	Check (√)	If Defective, Mark X	All defects must be described on bottom of DRB		
Items to Check	Driver 1	Comments	Items to Check	Driver 1	Comments
Fuel			Driver Seat		
Wipers			Passenger Seat		
Oil Level			Emergency Exits/Lights		
Oil Leaks			Fire Extinguisher		
Battery Power Level			Emergency Reflectors		
Tires/Lug Nuts			First Aid/Accident Kit		
Head Lamps			Wheel Chair Restraints		
Turn Signals			W/C Interlock System		
Hazard Lights			W/C Ramp		
Clearance Lights			Hand Rails		
Brake Lights			Seatbelts		
Backup Lights			Radio/ Phone		
Glass (All) & Mirror			Intercom		
Clean Exterior			Insurance Information		
Clean Interior			Registration		
Brake Pedal					
Emergency Brake					
Backup Beeper			Plug In Tram		
Gauge: Oil Pressure					
Gauges: Volt, Fuel, Temp					
			Other:		

Body Damage Description:



Defect and brief explanation or other comments:

VEHICLE DEFECT SHEET

APPENDIX F

FDOT Service Development Grant Guidelines

725-030-005 Service Dev Program

Approved:

Stephanie C. Kopelousos
Secretary

Effective: November 19, 2008
Office: Transit
Topic No.: 725-030-005-i

PUBLIC TRANSIT SERVICE DEVELOPMENT PROGRAM

PURPOSE:

This procedure details the Florida Department of Transportation's administration and management of the Public Transit Service Development Program.

AUTHORITY:

Sections 341.051, 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)
Rule Chapter 14-73, Public Transportation, Florida Administrative Code (F.A.C.)

SCOPE:

The principal users of this procedure are public transportation staff at both the Central Office and District levels, specifically those involved in administering the Service Development Program (i.e., Central Office Grant Programs Administrator and staff, District Public Transportation Managers/District Modal Development, and District Transit Programs staff.)

REFERENCE:

Public Transportation Joint Participation Agreement, Procedure 725-000-005

DEFINITIONS:

Central Office: For the purposes of this procedure, the Department of Transportation, Public Transit Office and/or staff.

Community Transportation Coordinator (CTC): A transportation entity so designated by the Florida Transportation Disadvantaged Commission, as provided for in ***Chapter 427, F.S.,*** and ***Rule Chapter 41-2, F.A.C.*** to serve the transportation disadvantaged population in a designated service area.

District Office: For the purposes of this procedure, the Department of Transportation,

District Public Transportation office or District Office of Modal Development, and/or staff.

Eligible Capital Costs: Any costs that would be defined as capital costs by the Federal Transit Administration. Examples would include, but not be limited to: the acquisition of buses for fleet and service expansions; transfer facilities; intermodal terminals and park and ride facilities; and passenger amenities, such as passenger shelters and bus stop signs.

Eligible Net Operating Costs: All operating costs of a project; less any federal funds, fares, or other sources of income to the project.

Eligible Recipients: Public agencies providing or implementing public transit services directly or through contractual arrangements. Community Transportation Coordinators which are public agencies are eligible recipients.

Joint Participation Agreement (JPA): A contract between the Department of Transportation and a local sponsor of a public transportation project, defining a project and the Department's participation ***(Form No. 725-030-06)***.

Public Agency: An authority, commission, committee, council, department, division, bureau, board, section or any other unit or entity of the state or of a town, city, municipality, county, or other local governing body.

Public Transit: The transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be either government owned or privately owned. Public transit specifically includes those forms of transportation commonly known as "paratransit" or "demand response," characterized by their non-scheduled, non-fixed route nature.

Transit Development Plan (TDP): A locally adopted document that addresses a minimum ten-year time frame. Preparation of the TDP is the responsibility of the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the applicable approved local government comprehensive plan and with the appropriate comprehensive (long range) transportation plan and supports the Transportation Improvement Program. The TDP includes an assessment of the need for transit services in the local area. It identifies the local transit policies, existing services and proposed service improvements and/or changes, capital and operating costs of the proposed services, existing and proposed sources of funding and a staged implementation plan. A TDP is updated annually.

BACKGROUND:

The Public Transit Service Development Program (hereinafter referred to as the Service Development Program) was enacted by the Florida Legislature to provide **initial** funding for **special** projects. The program is **selectively** applied to determine whether a **new or innovative** technique or measure can be used to improve or expand public transit. Service Development Projects specifically include projects involving the use of new technologies, services, routes, or vehicle frequencies; the purchase of special transportation services, and other such techniques for increasing service to the riding public as are applicable to specific localities and transit user groups. Projects involving the application of new technologies or methods for improving operations, maintenance, and marketing in public transit systems can be funded through the Service Development Program.

Service Development Projects are subject to specified times of duration, but no more than three years. Recipients accepting Service Development funds accept the commitment to continue the project, if deemed successful by their own measures, without additional Public Transit Service Development Program funds. This procedure is not applicable to rail service development projects as defined in ***Section 341.303(4), F.S.***

1. PROJECT DEVELOPMENT

District Offices shall develop a program of eligible Service Development projects and submit that program of projects to the Central Office by the first working day of July each year, for implementation beginning July 1 of the following fiscal year. Projects shall be developed in consultation with eligible recipients, and the need for such projects shall be justified in the recipient's TDP (or transportation disadvantaged plan, if applicable). For example, a project to initiate a new marketing campaign must be generally supported in the recipient's TDP with a statement of need for improved marketing efforts, as well as an objective to provide these efforts.

As delineated in ***Section 341.051, F.S.***, the Department is authorized to fund Service Development Projects that will improve system efficiencies, ridership, or revenues. The following are eligible functional areas along with specified time durations for Service Development Projects: projects that improve system operations, having a duration of no more than three years; projects that improve system maintenance procedures, having a duration of no more than three years; projects that improve marketing and consumer information programs, having a duration of no more than two years; and projects that improve technology involved in overall operations, having a duration of no more than two years.

1.1 District Offices shall consult with eligible recipients to identify projects that may be eligible for Service Development Program funding. Consultation shall include discussions of the extent to which a proposed project is consistent with local transportation, transit, and comprehensive plans, and the extent to which it may be necessary to amend any local plans to permit the inclusion of the proposed project in the Department's work program.

1.2 Upon completion of these consultations, the District Offices shall prepare a list of projects containing: project objectives; estimated capital and operating expenses; assigned operational and financial responsibilities; the time frame required to develop the project; and the criteria by which the success of the project will be judged. Priority shall be given to projects that are statewide in nature or will demonstrate services, technologies, or methods that would be applicable elsewhere in the state.

1.2.1 Project objectives shall specifically identify results expected from the implementation of the project in terms specific to the functional area in which the project is being proposed. (For example, if the project is to improve system operations, a specific objective might be to test a new fare collection system.)

1.2.2 Operating and capital expenses shall be estimated for the project.

1.2.3 Assigned operational and financial obligations shall be delineated.

1.2.3.1 The operational responsibilities shall include a list of specific actions to be taken by the parties to the ***JPA*** to meet the objectives. (For example, if the project involved a new fare collection system, the list might include an audit of existing fare collections, the evaluation of fare collection equipment available, obtaining public input, procuring new equipment, implementing new systems, collecting data, and evaluating results.)

1.2.3.2 The financial responsibilities shall include at least a breakdown of federal funds, fares, other sources of income (including contract and charter income), and proposed state financial participation. District Offices may propose that the state share be any percentage of the eligible net operating and capital cost of the project negotiated with the local recipient. To calculate maximum state funding for a local service development project, first subtract from the total project cost any federal funds, fares, contract revenues or Transportation Disadvantaged funds, etc. to determine the net project cost. The Department may then provide up to one-half of the net project cost, but no more than the amount of funding committed by the local project sponsor. Any proposed state

participation of more than 50% of the net project cost shall be for projects of statewide significance. Include a narrative on the statewide implications for any project proposed for more than 50% participation by the State.

1.2.3.3 The final determination of whether a project qualifies for more than 50% state participation shall be made by the Central Office. District offices shall be notified of the determination before the appropriation request is forwarded to the Legislature.

1.2.3.4 The length of time expected to be required to develop the required service shall be explicitly stated. The statute limits projects to improve system operations and maintenance procedures to three years and projects improving marketing and technology to two years. The time clock for projects begins when actual expenses are incurred. It should be noted that projects experiencing delays in implementation will not be eligible for inflationary increases in project budget.

1.2.3.5 The criteria by which the success of the project will be judged shall be included and shall be expressed in terms of the project objectives and the results expected from the project. (For example, the success of a new route alignment might be expressed in terms of ridership.)

1.3 The list of projects shall be forwarded to the Central Office by the first working day of July each year, for implementation in the following fiscal year.

1.4 The Central Office shall then develop a ***Work Program Schedule B*** based on the needs expressed in the submitted programs of eligible projects. The Central Office shall consult with the District Offices as necessary to allocate funds appropriately.

1.5 Upon receipt of ***Schedule B***, District Offices shall advise local recipients that projects have been selected for funding so that local plans and Transportation Improvement Programs may be amended as necessary. The District Offices shall then incorporate the identified projects in the work program to the limits of ***Schedule B***, so that the projects will be included in the appropriation request to the Florida Legislature.

2. PROJECT MANAGEMENT

2.1 Upon notification from the Central Office that the Department's work program, including the proposed Service Development Project, has been approved and that fund approval has been obtained through the Contract Funds Management system, the District Office shall prepare and execute a ***JPA***