



PINELLAS SUNCOAST TRANSIT AUTHORITY
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

PLANNING COMMITTEE MEETING
AGENDA – FEBRUARY 17, 2016; 10:15 AM
PSTA AUDITORIUM

		<u>TIME</u>	<u>PAGE</u>
1.	CALL TO ORDER	10:15	
2.	PRESENTATIONS (along with Finance Committee)	10:15	
	A. Benchmarking Presentation	10 min BRAD MILLER	2
	B. Customer Satisfaction Survey	20 min JAMES BRADFORD	3
3.	PUBLIC COMMENT	10:45	
4.	ACTION ITEMS	10:55	
	A. January 15, 2016 Meeting Minutes	VICE-CHAIR DEIGHTON	26
	B. Central Ave BRT Consultant Scope	20 min HEATHER SOBUSH	30
5.	INFORMATION ITEMS	11:15	
	A. Bus Technology Options & Timeline for Decision Making	10 min BRAD MILLER	37
	B. FY 2017 Budget Calendar	5 min DEBBIE LEOUS	38
	C. Project & Partner Updates	10 min CASSANDRA BORCHERS	41
6.	FUTURE MEETING SUBJECTS	11:40	
	• Sustainability Plan		
	• I-275 Shoulder Running Options Study		
	• Public Outreach Strategic Plan		
7.	OTHER BUSINESS	11:50	
8.	ADJOURNMENT	12:00	

THE NEXT MEETING IS MARCH 16, 2016 AT 10:30 AM

PRESENTATIONS



2A: Benchmarking Presentation



Action: Information Item

Staff Resource: Brad Miller, CEO

PLANNING

Background:

- As most of the Committee may remember, PSTA participates in the American Bus Benchmarking Group (ABBG) which allows fair comparison of hundreds of “Key Performance Indicators” across the full breadth of PSTA’s activities.
- The ABBG produces an Annual Report which was issued last month.

Attachments:

1. PowerPoint (to follow)

PRESENTATIONS



2B: Customer Satisfaction Survey



Action: Information Item

Staff Resource: James Bradford, COO

PLANNING

Background:

- In the Summer of 2015, PSTA awarded a contract to a company named TransPro to provide in-depth customer service training for PSTA employees. TransPro is based out of Tampa and specializes in providing consultant, coaching and training services to different agencies, including many transit agencies similar to PSTA.
- Coaching and development training commenced from August through October of 2015 through the TransPro Company. Over 30 classes were held in the PSTA auditorium encompassing over 400 PSTA employees to include Bus Operators, Supervisors, and Customer Service Representatives (CSRs).
- Upon completion of the customer service training sessions, TransPro performed a series of onboard surveys which included in-depth analysis of collected information in efforts to gauge PSTA customers' demographics, riding habits and trends, and determine additional customer demands and needs as applicable. A complete summary of findings were provided to PSTA upon conclusion.

Summary:

- A condensed PowerPoint summary of TransPro's findings will be presented at the February Transit Riders Advisory Committee (TRAC), Finance & Planning Committee meetings.

Attachments:

1. PowerPoint

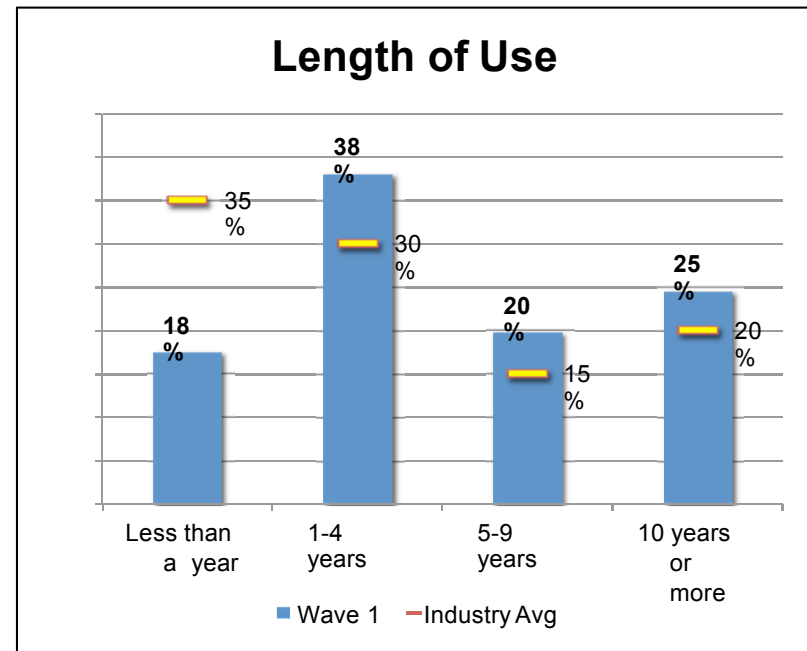
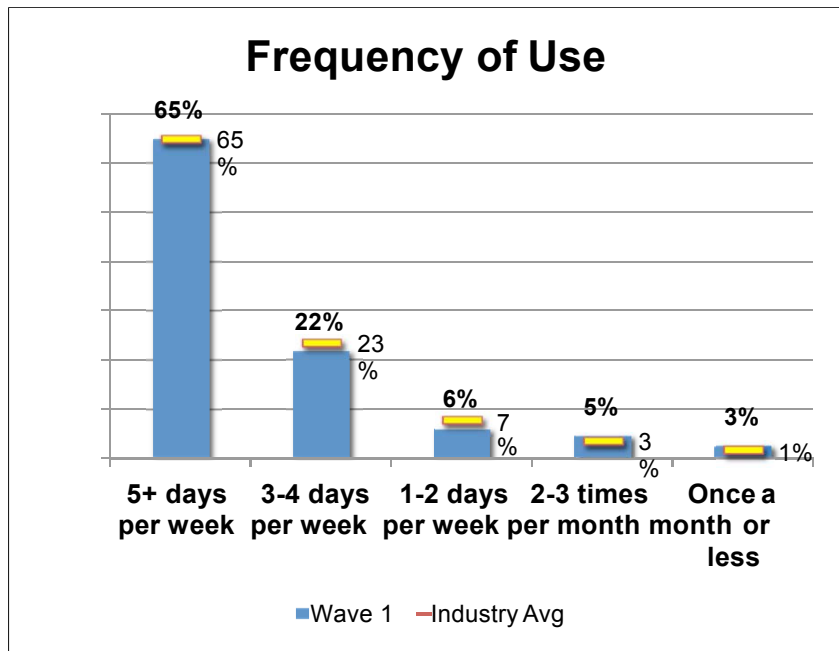
Customer Service Satisfaction Survey



**(TRAC) Transit Riders Advisory Committee
Finance & Performance Management Committee
Planning Committee
February 16 & 17, 2016**

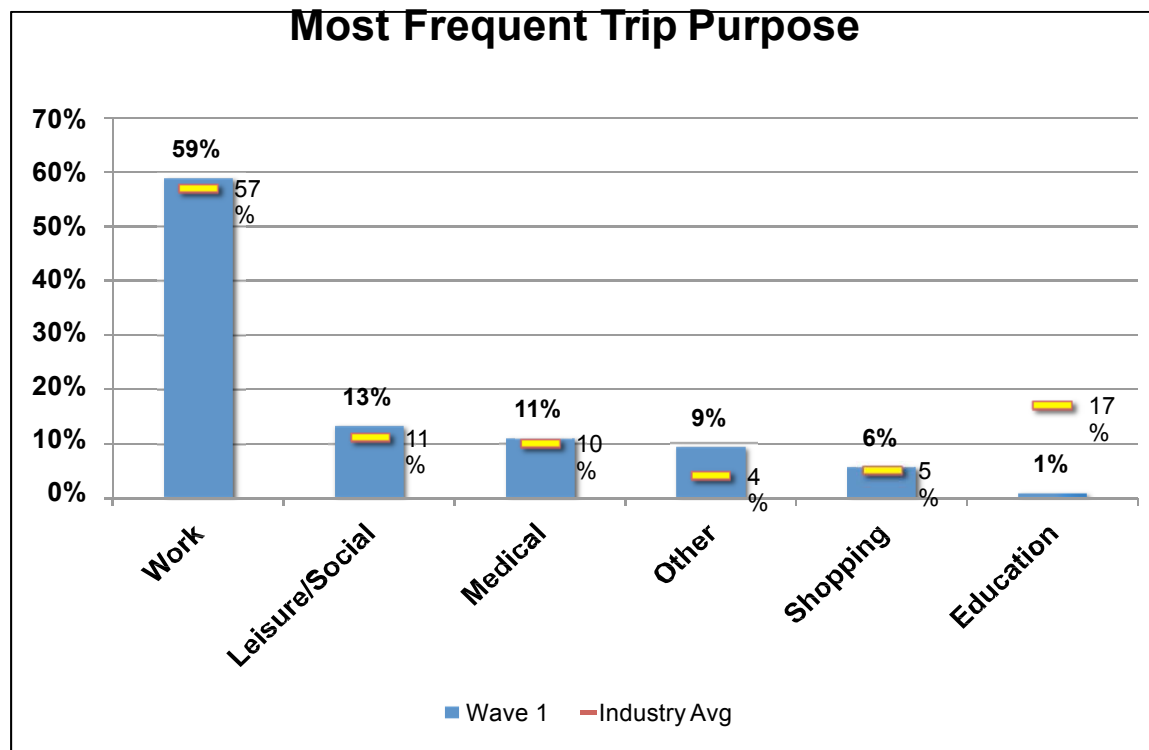
Frequency of PSTA Use

- 87% of customers utilize PSTA service at least three days per week
- 45% of customers have been riding PSTA for over 5 years.



Purpose of PSTA Use

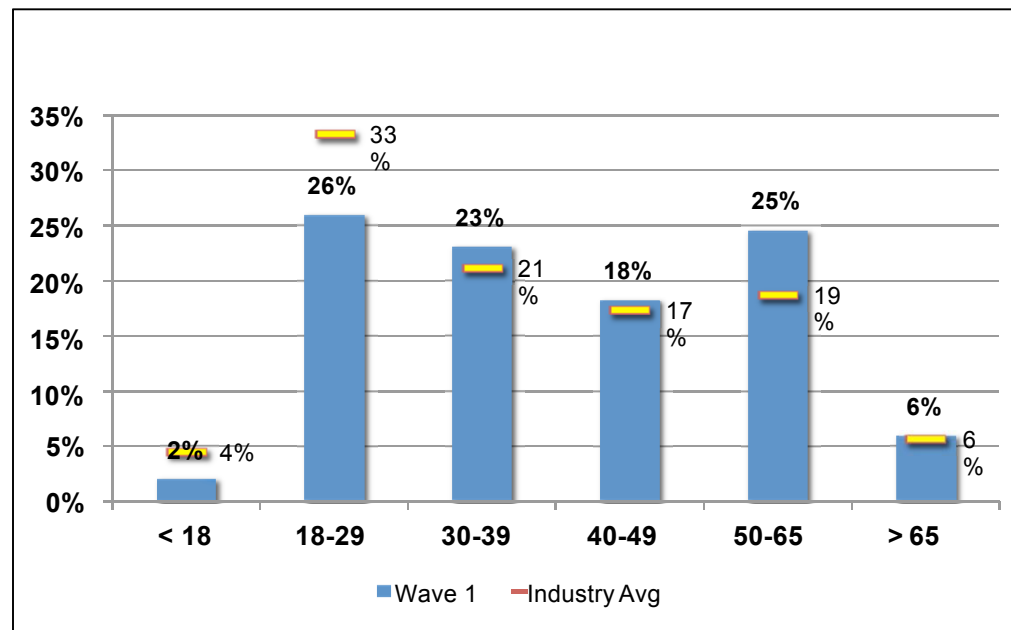
- 54% of customers utilize PSTA service primarily for travel to and/or from work



Demographic Profile of Customers

- Approximately 28% of PSTA customers are under the age of 30.

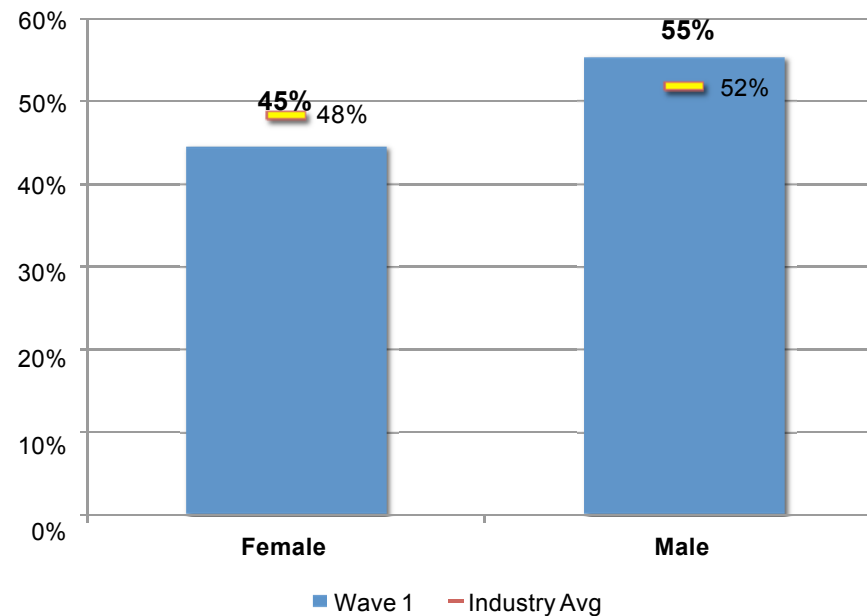
Age of Customers



Demographic Profile of Customers

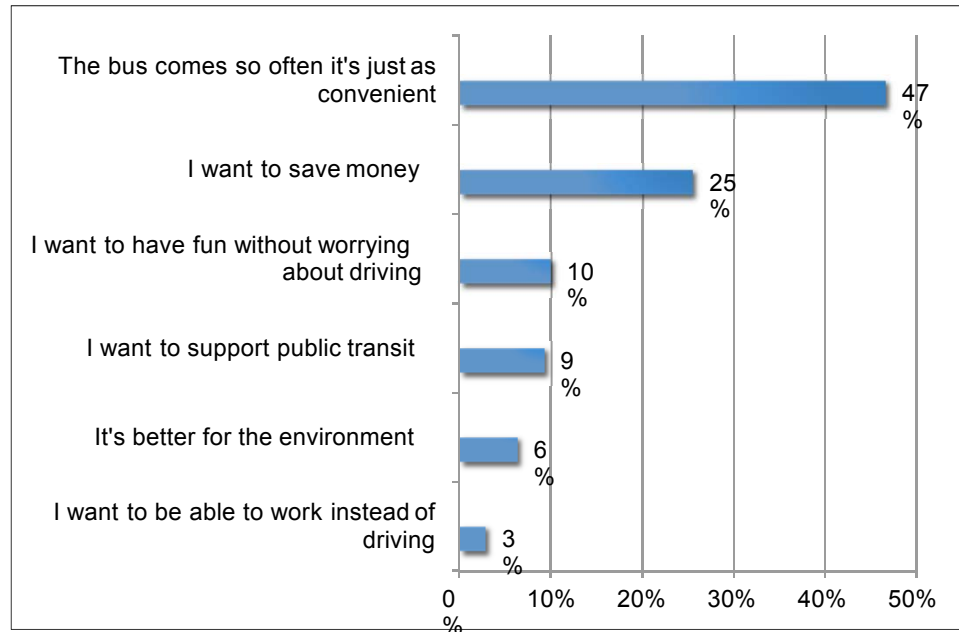
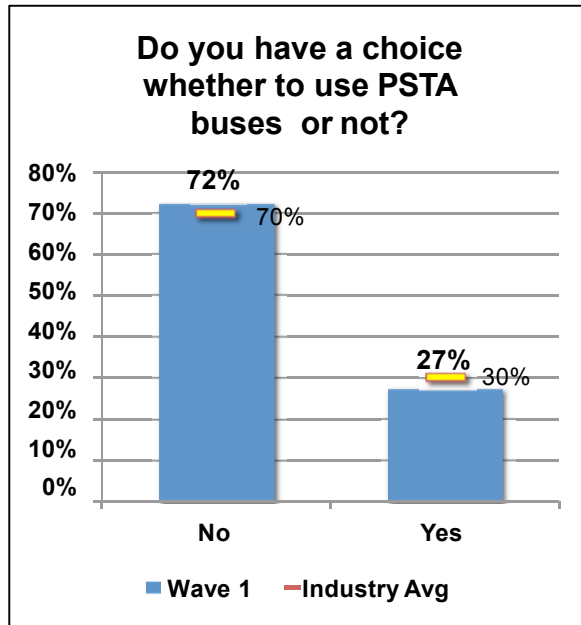
- There is a slightly higher percentage of male PSTA customers than female customers.

Gender of PSTA Customers



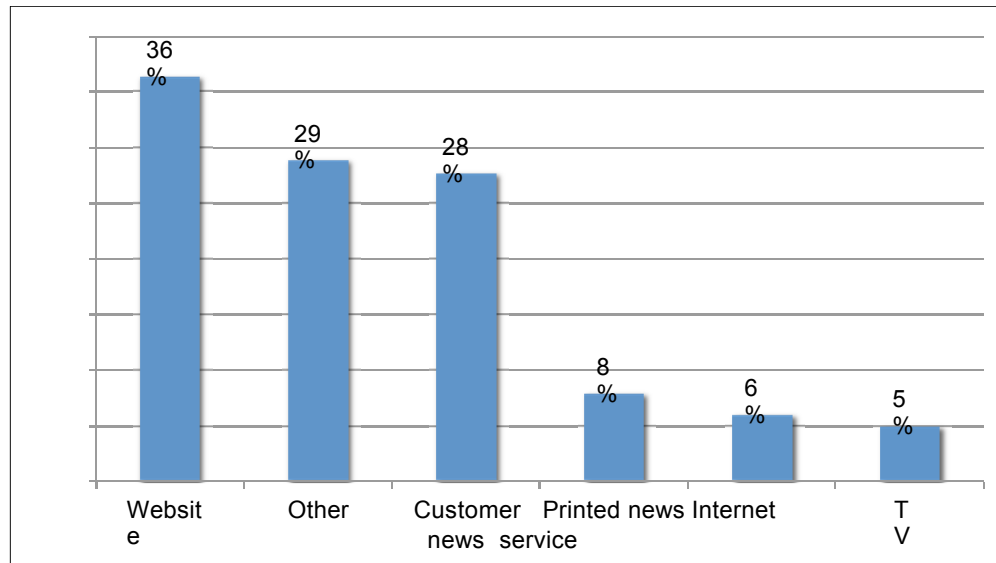
Transit Dependence

- 73% of PSTA customers indicate they do not have a choice of whether to use PSTA service
- 27% of PSTA customers are discretionary riders
- Among discretionary riders, convenience and economics are the most frequently cited reason for using PSTA service



Preferred Method of Receiving PSTA Information

- Customers prefer receiving information via website.



Question: How do you stay informed regarding updates, changes and new information at PSTA?

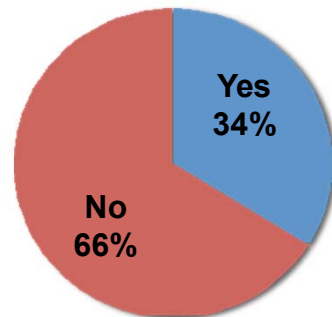


Select all that apply
TRANS^{PRO}
Transforming Leaders. Transforming Organizations.
Producing Breakthrough Results.

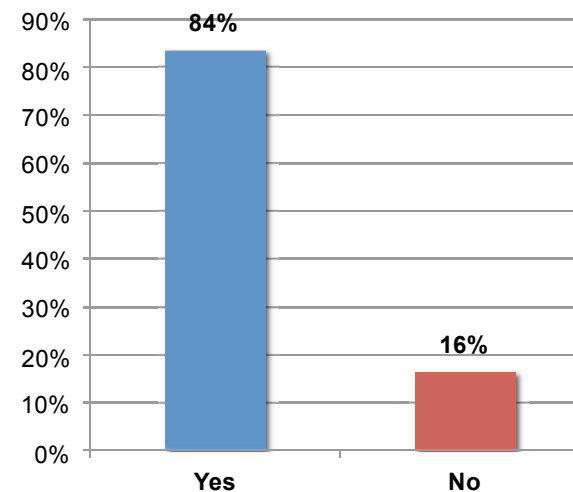
Contacting Customer Service

- Approximately 34% of customers have contacted PSTA customer service in the past 3 months.
- 84% of customers who contacted PSTA feel that their issue was resolved.

Have you contacted PSTA with a question, concern or complaint in the last 3 months?

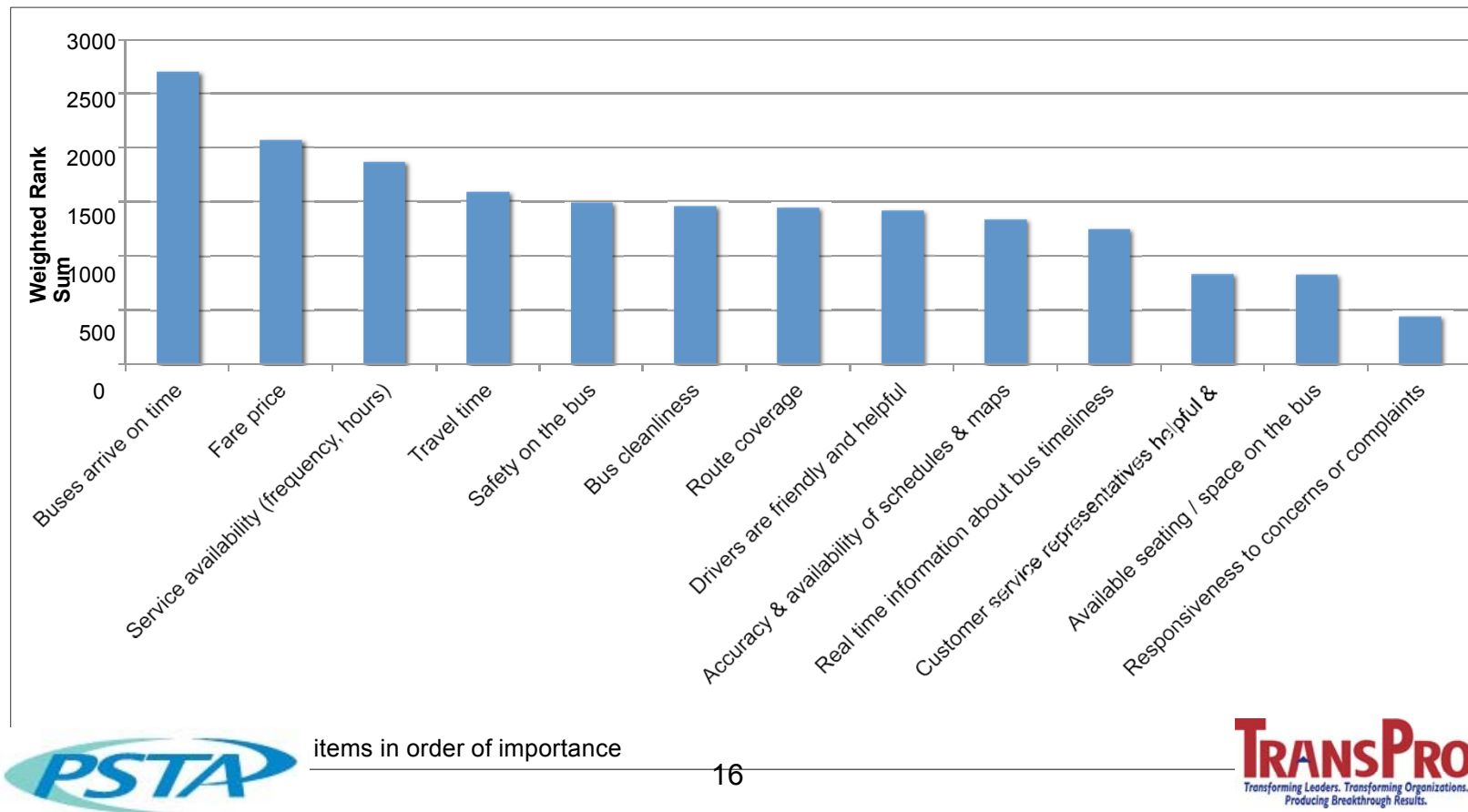


If yes, was your issue resolved?



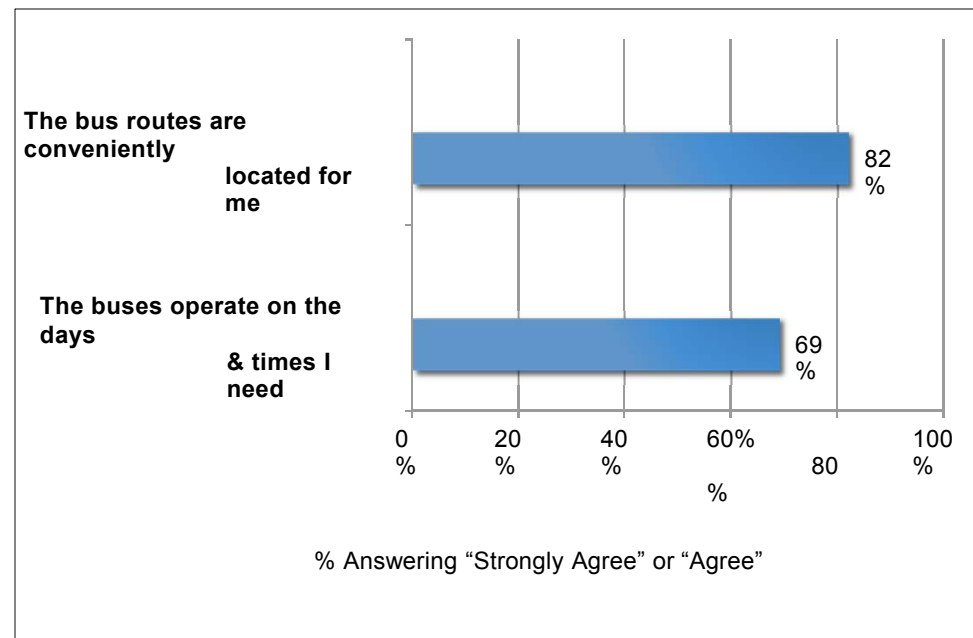
Top 10 Customer Importance Factors

- Time, price and frequency are the most important service factors for customers.



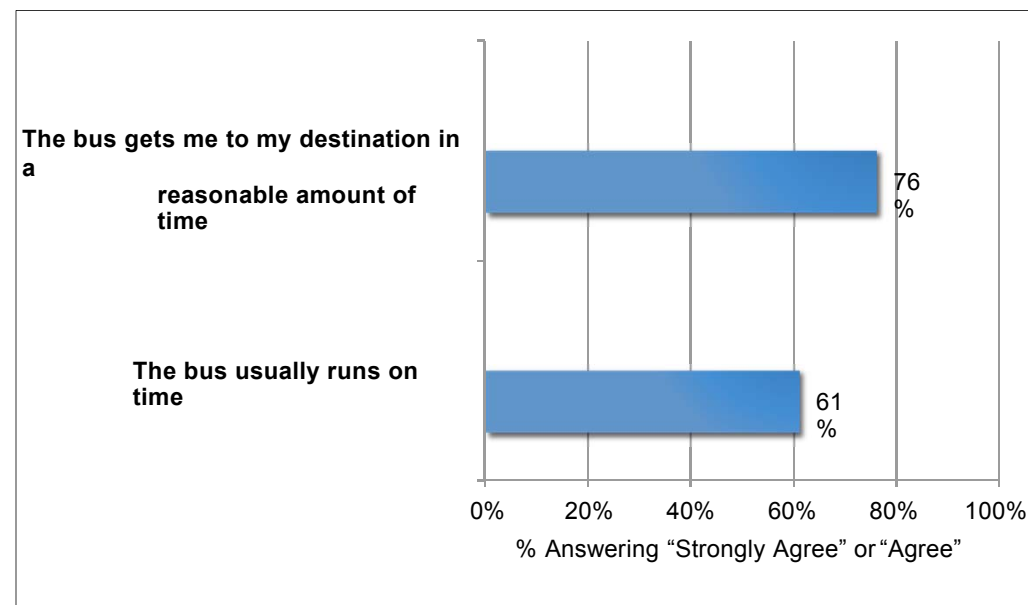
Availability

- More than 80% of customers are satisfied with PSTA's service coverage
- Less than 70% of customers are satisfied with the service times and frequency.



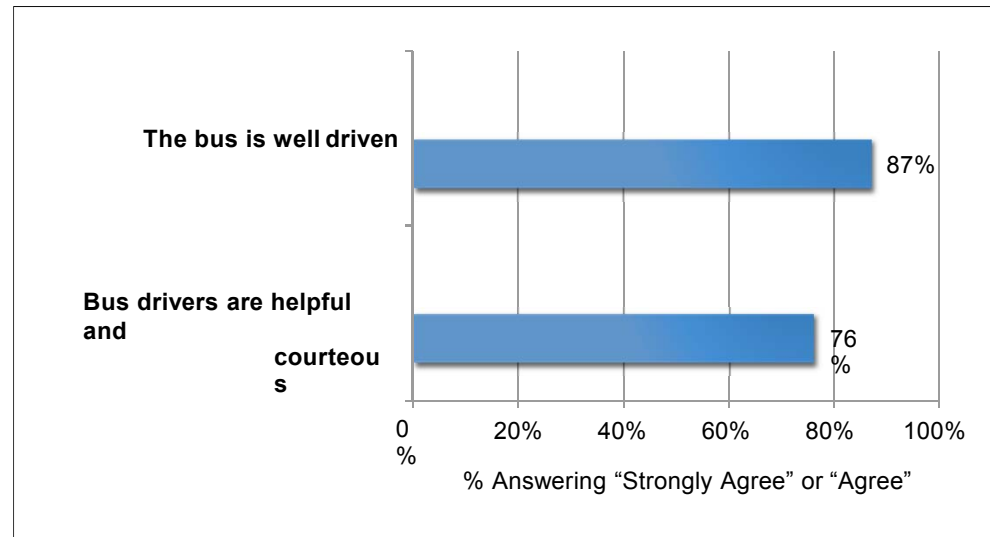
Time

- 76% of customers agree that trip times are reasonable.
- 61% of customers agree that buses usually run on time.



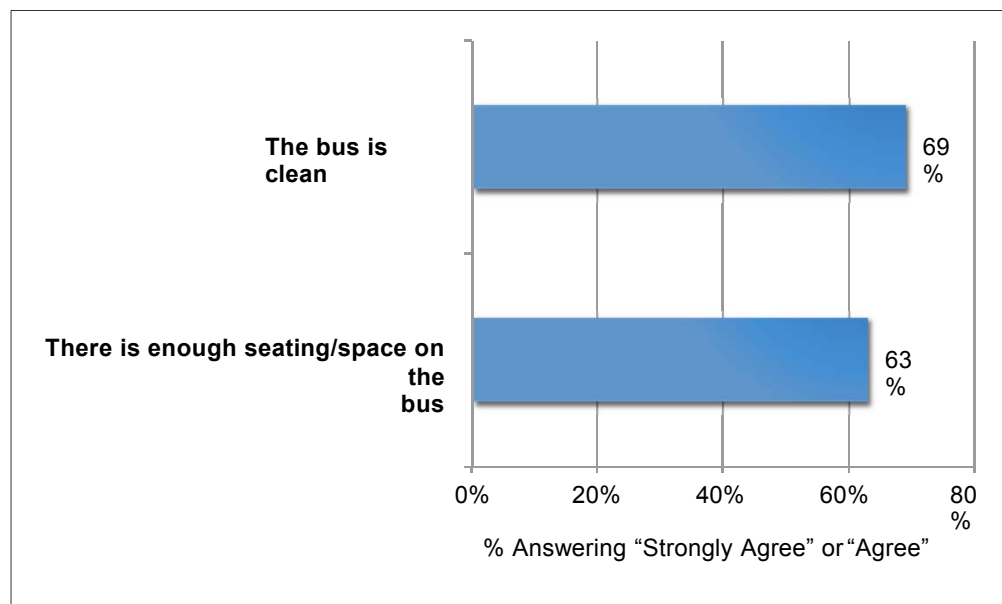
Driver Customer Service

- Nearly 90% of customers agree that the buses are well driven.
- Over 75% of customers agree that the bus drivers are helpful and courteous.



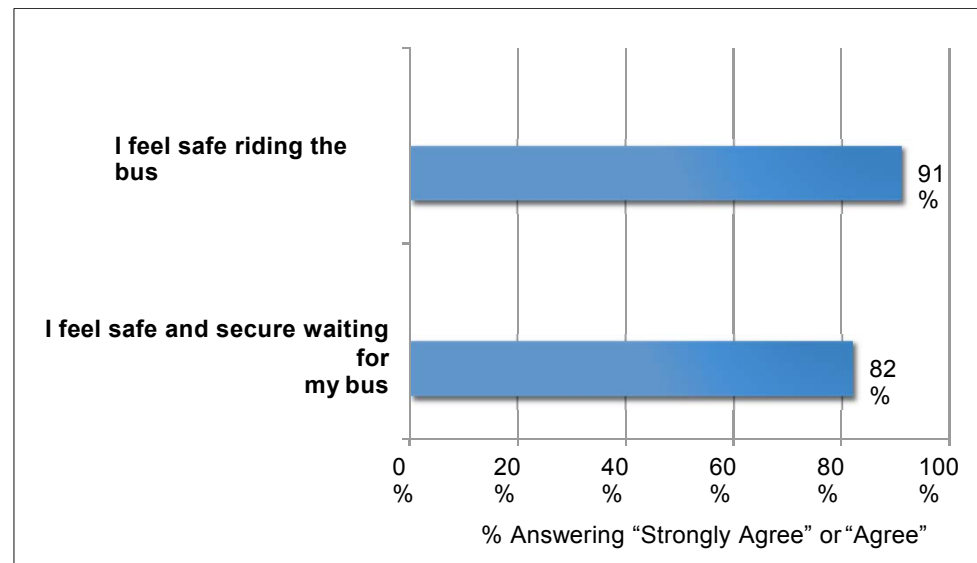
Comfort

- Nearly 70% of customers agree that the buses are clean.
- Less than 65% of customers feel there is enough seating/space on the bus.



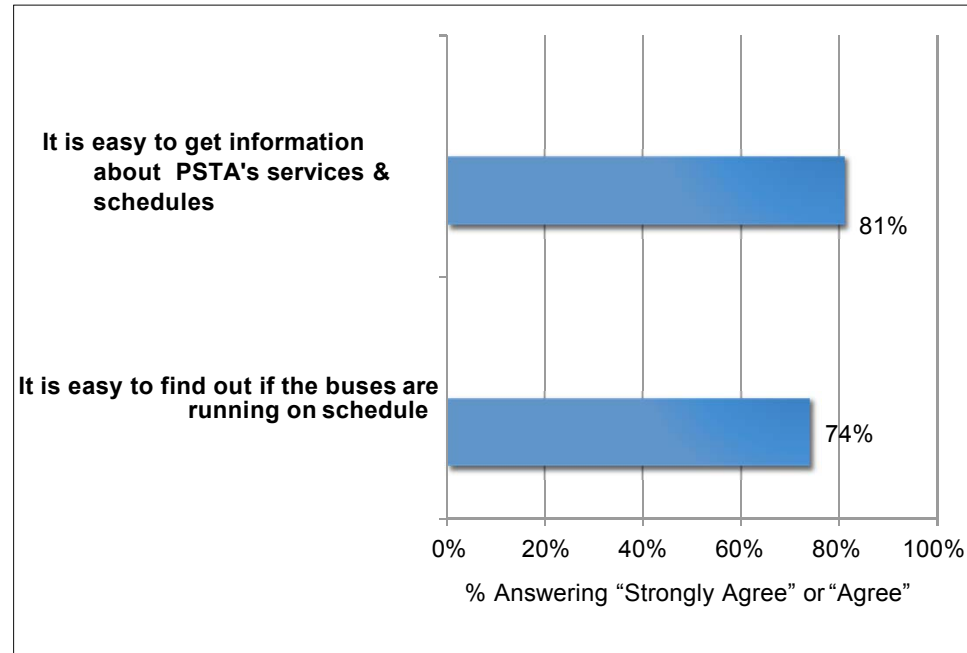
Security & Environmental Impact

- Over 90% of customers feel safe riding the bus.
- Over 80% of customers feel safe while waiting for the bus.



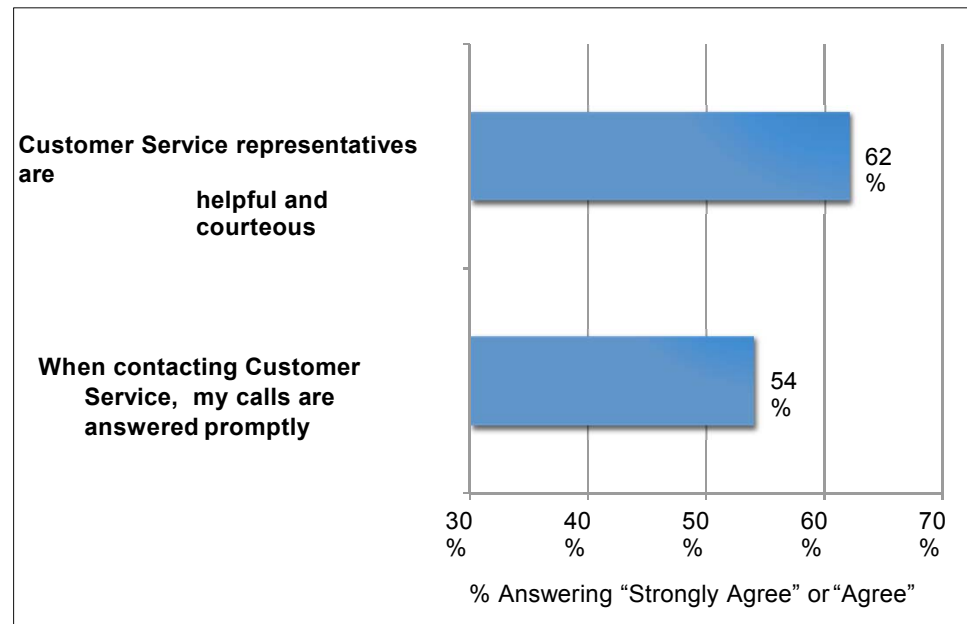
Information

- More than 80% of customers agree that it is easy to get information PSTA's services and schedules.
- Fewer than 75% of customers agree that it is easy to find out if buses are on schedule.



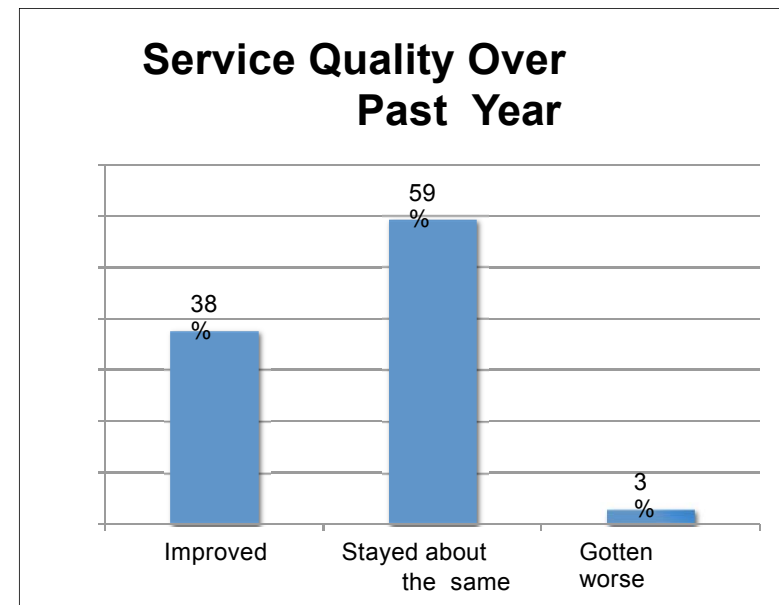
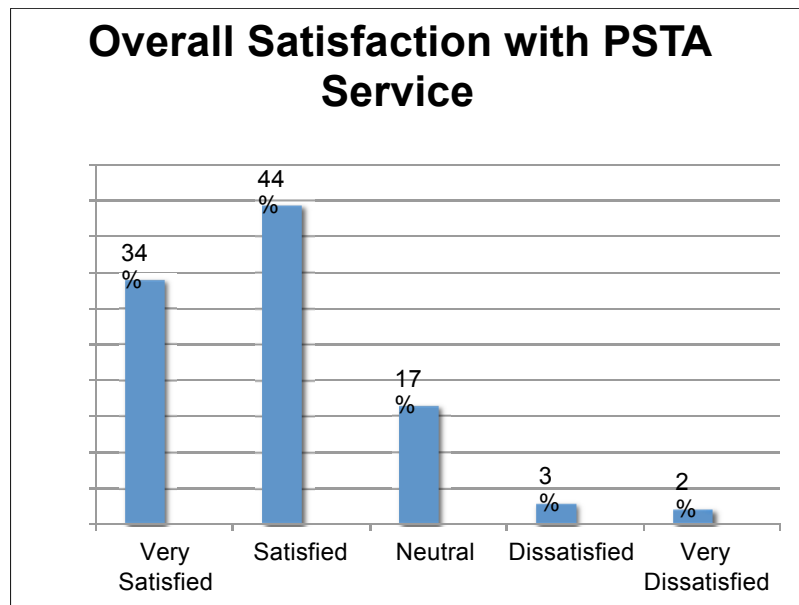
Customer Service

- Approximately 62% of customers agree that PSTA Customer Service representatives are helpful and courteous.
- Less than 55% of customers feel that their calls are answered promptly.



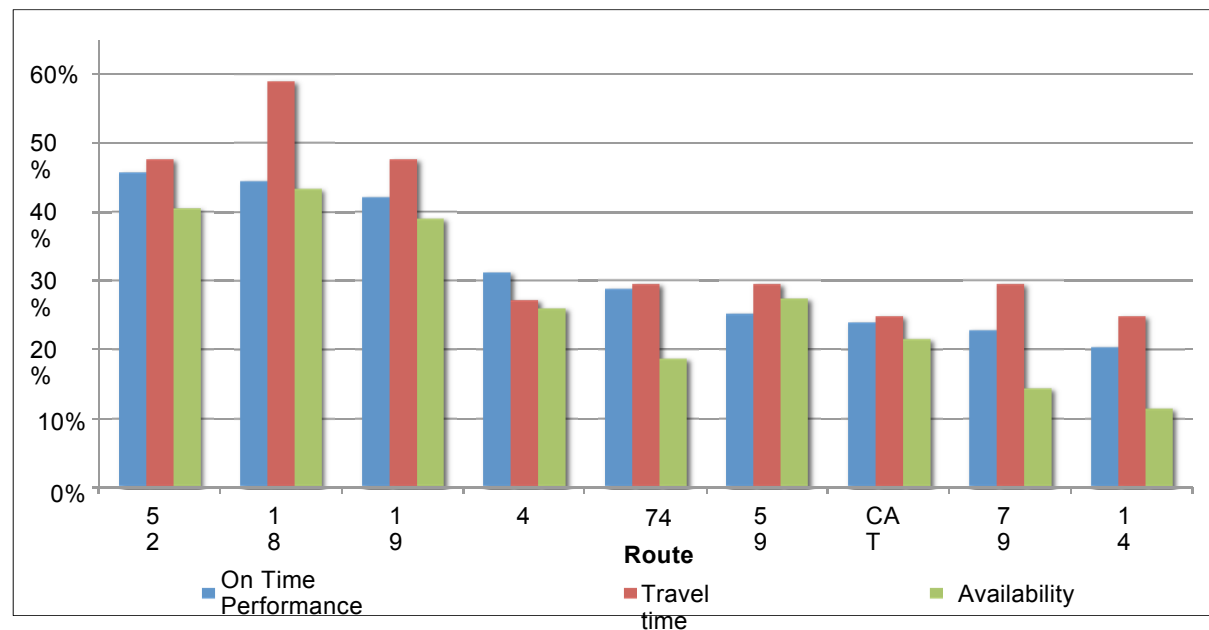
Overall Satisfaction

- Nearly 80% of customers express overall satisfaction with PSTA service.
- 97% of customers feel that service quality has improved or stayed the same over the past year.



Low Satisfaction by Route

- Routes 18, 52 and 19 are the most common routes regularly ridden by customers who report dissatisfaction with on time performance, travel time and/or service frequency and availability.

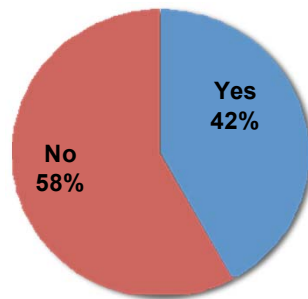


Note: Cross analysis of routes ridden regularly by customers who stated they were either “Dissatisfied” or “Very Dissatisfied” with each of the 3 elements

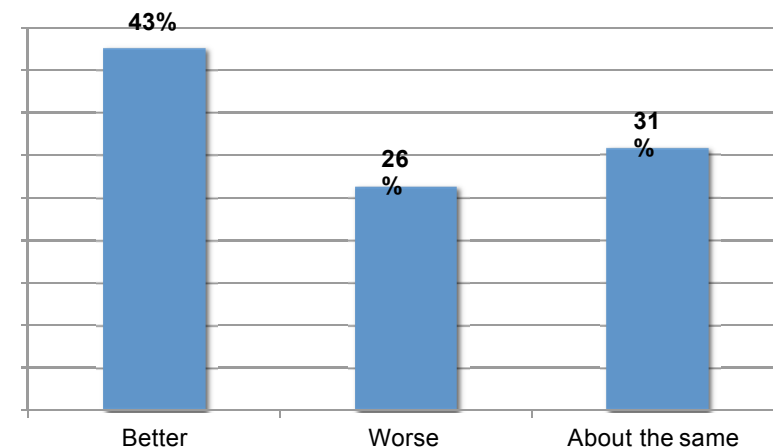
Customers' experience with other public transit agencies

- Approximately 42% of customers have ridden public transit in other cities.
- 74% of customers who have ridden transit elsewhere feel that PSTA's service is the same or better.

Have you ridden public transit in other cities?



If yes, how does PSTA compare?



Issues of Importance

Satisfaction with PSTA Customer Service

The Satisfaction with Customer Service category received the lowest levels of customer satisfaction:

- 54% of customers agree that their calls are answered promptly when calling Customer Service.
- 62% of customers agree that PSTA Customer Service representatives are helpful and courteous.

Recommendation:

- Conduct an analysis of Call Center demand verses availability to maximize staffing resources
- Provide additional customer service training for Call Center staff
- Develop call handling scripts and procedures
- Implement scorecard to monitor and manage Call Center performance at the department and individual level

Issues of Importance

Route Specific Analysis

- On time performance, travel time and service frequency / availability each rated high in importance but low in satisfaction.
- This is consistent with the most common customer recommendations for improvement are for increased frequency and extended hours.
- Slide 32 lists the most common routes regularly ridden by customers who report dissatisfaction with each of those service elements.

Recommendations:

- Conduct further analysis on the most common routes reported comparing perception to actual performance
- Develop prioritized plan for improvement targeting those specific routes

Issues of Importance

On-Time Performance

On-Time Performance has high importance and low satisfaction:

- 61% of customers agree that buses run on time.

Recommendations:

- Conduct a root cause analysis for On-Time Performance.
- Initiate process improvement initiatives based on the results of the root cause analysis.
- As On-Time Performance improves, create an onboard campaign for customers to recognize positive On-Time Performance.



ACTION ITEM

4A: January 15, 2016 Meeting Minutes



Action: Approve Meeting Minutes

Staff Resource: Clarissa Affeld, Admin Assistant



-
- Staff recommends approval of the minutes of the January Planning Committee meeting.
-

Attachments:

1. Minutes



PINELLAS SUNCOAST TRANSIT AUTHORITY
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

PLANNING COMMITTEE MEETING MINUTES – JANUARY 15, 2016

The Planning Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 10:30 AM on this date. The purpose of the meeting was to approve the November 18, 2015 meeting minutes, appoint Committee officers, and recommend the Strategic Communication Plan. The following members were present:

Mark Deighton
Samantha Fenger
Pat Gerard
Darden Rice
Ken Welch
Patricia Johnson, Alternate

Also Present:

Brad Miller, CEO
Whit Blanton, Metropolitan Planning Organization (MPO)
PSTA Staff Members
Members of the Public

CALL TO ORDER

Ms. Rice opened the meeting at 10:39 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

Approval of Minutes – Ms. Johnson made a motion, seconded by Mr. Welch to approve the minutes of the November 18, 2015 meeting. The motion passed unanimously.

Committee Officers – Mr. Deighton made a motion, seconded by Ms. Johnson to appoint Mr. Welch as Committee Chair. There were no public comments. Motion passed unanimously.

Mr. Welch made a motion, seconded by Ms. Johnson to appoint Mr. Deighton as Committee Vice-Chair. There were no public comments. Motion passed unanimously.

Strategic Communication Plan - Cyndi Raskin-Schmitt, Director of Communications, provided a presentation on PSTA's Strategic Communication Plan. She explained that this comprehensive plan will outline the situation and goals, identify target audiences and key messaging, outline tools and techniques for communicating PSTA's messaging with the public, and describe new and ongoing initiatives and activities.

[Ms. Gerard entered the meeting at 10:45 AM.]

The Committee had questions relating to the social media aspect of the plan, survey methods, and the U-Pass program. Ms. Johnson talked about State Representative Latvala's bill for graduating students and suggested that PSTA participate and train the students how to ride the bus. She also mentioned training for public housing residents. Ms. Rice spoke about the Pinellas Technical College (PTC) U-Pass event and noted that the students' testimonies helped to understand the role that PSTA plays in the community. Mr. Deighton stated his belief that the target audience for this plan should be the taxpayers. He also spoke of the market research and remarked that the agency needs to anticipate the outcome of the research. Ms. Rice suggested that PowerPoint presentations be very brief at the Town Halls.

Ms. Gerard made a motion, seconded by Mr. Welch to recommend Board approval of the Strategic Communication Plan. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Central Avenue Bus Rapid Transit (BRT) Action Plan – Heather Sobush, Planning Manager, delivered an action plan for the Central Avenue BRT including entry into project development, public outreach and engagement, and project development phase requirements. She noted that staff is also preparing for a meeting with the Florida Transit Administration (FTA) in early February to review the documentation required to formally ask permission to enter into the project development phase.

Mr. Welch asked a question about the lane modification and Ms. Sobush responded that PSTA received a letter of intent from St. Petersburg to allow the agency to use a lane, adding that this issue will be further explored in the summer. Mr. Welch also had a question about the BRT route which Ms. Sobush answered, and Ms. Johnson noted that some beach communities do not contribute ad valorem taxes to PSTA.

PSTA/MPO/Joint Workshop – Mr. Blanton reviewed the draft agenda for the joint workshop being held at PSTA on January 22nd.

Shelter Plan Phase 2 – Chris Cochran, Senior Planner, delivered a presentation on the Shelter Plan - Phase 2. He explained the distribution strategy for the new shelters and provided the recommended locations of 34 shelters. Mr. Cochran also indicated that shelter repurposing is part of the program, where useable old shelters will be re-deployed to new areas. He noted that another important aspect of the shelter plan is the shelter match program working with the cities and the state. Mr. Cochran responded to questions from the Committee relating to costs, the match program, and shelter advertising. Mr. Welch requested information on how much shelter advertising generates for Hillsborough Area Regional Transit Authority (HART).

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects. Ms. Rice requested an update on the Williams Park redesign, and Mr. Welch asked for a brief report on the impact the ferry services will have on PSTA's service in downtown St. Petersburg. Cassandra Borchers, Chief Development Officer, provided a brief update on both subjects.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:06 AM. The next meeting will be held on February 17th at 10:30 AM.

ACTION ITEM



4B: Central Ave BRT Consultant Scope



Action: Approve Project Development Design Task Order with Parsons Brinckerhoff at a Cost Not to Exceed \$700,000.

Staff Resource: Cassandra Borchers, CDO
Heather Sobush, Planning Manager

FINANCE & PERFORMANCE
MANAGEMENT

Background:

- In December, the PSTA Board approved the Central Avenue Bus Rapid Transit (BRT) project to apply for entry into Project Development (PD) under the Federal Transit Administration (FTA) Small Starts Program.

Summary:

- PSTA staff met with FTA last week to review the request to enter the PD process and expects comments from FTA in the next few days.
- A draft scope including corridor analysis, environmental clearance, design, and documentation has been developed by the consultant team including Jacobs Engineering and Parsons Brinkerhoff. The scope has been reviewed by PSTA and City of St. Petersburg staff.

Fiscal Impact:

- Project Development phase will be approximately \$700,000 to complete. FDOT will be providing \$500,000 and PSTA will contribute the remaining \$200,000, as planned in the FY 2016 adopted budget.
- Local capital commitments required for this project (estimated at a total cost of \$16.5 million) are approved in the FY 2016 Budget under the capital reserve (\$4 million)

Recommendation

- Approve Project Development scope.

Attachments:

1. Project Development Draft Scope
2. PowerPoint (to follow)



MASTER SCOPE OF SERVICES CENTRAL AVENUE BUS RAPID TRANSIT PROJECT PROJECT DEVELOPMENT

In 2012, PSTA conducted a comprehensive operational analysis, resulting in the 2013 Community Bus Plan. The plan identified key corridors for premium transit service, including Central Avenue in St. Petersburg. This corridor has also continually emerged as a key connection in numerous local and regional studies. The Central Avenue corridor stretches approximately 12 miles between Downtown St. Petersburg to the east and the Gulf Beaches to the west. Possible west end termini include St. Pete Beach, Treasure Island, and Madeira Beach. The corridor also provides a critical regional link by connecting visitors arriving at Tampa International Airport and entering Pinellas County via I-275 to the southern Pinellas County beaches, which have more than 3,900 hotel rooms.

The Central Avenue BRT is PSTA's top priority expansion project and provides a transit solution that will:

- Expand transit options to attract new riders and benefit existing riders, including those with a higher propensity for transit use such as the growing number of university students, millennials, tourists, moderate and low-income residents and workers, patients of medical centers, active seniors, and transit dependent residents.
- Support Pinellas County's tourism industry, which is its top economic driver.
- Foster development that supports local land use plans as well as long-term economic growth.

This Scope of Services (Scope) is an agreement between the Pinellas Suncoast Transit Authority (PSTA) and Parsons Brinkerhoff (Prime)/Jacobs Engineering (Sub) (hereinafter referred to as the CONSULTANT) to conduct the Central Avenue Bus Rapid Transit (BRT) Project Development & Environment (PD&E) Study (hereinafter referred to as the Central Ave. BRT PD&E).

To construct the Central Ave. BRT project, it is anticipated that federal funding would be needed through a Capital Investment Grant (CIG) from the Federal Transit Administration (FTA). It is expected that a PD&E Study will be completed that satisfies all of the requirements for FTA Small Starts Evaluation and Justification Package. The provisions and requirements for work detailed in this Scope are guided by the following agencies and their respective project responsibilities:

- **FTA** – Lead review agency
- **Pinellas Suncoast Transit Authority (PSTA)** – Project sponsor
- **Florida Department of Transportation (FDOT)** – Funding partner, technical review
- **City of St. Petersburg** – Funding partner, land use planning, local transportation coordination
- **Pinellas County MPO** – Socio-economic forecasts, technical review
- **Tampa Bay Area Regional Transportation Authority** – Regional coordination

Routine project guidance will be provided by the following:

- **Study Management Team** – PSTA, FDOT, and MPO staff, with City participation as needed
- **Downtown, Beaches, and Central Avenue Stakeholder Working Groups** – Neighborhood associations, business and community leaders, chambers of commerce, Central Avenue Council, Downtown Partnership, agency staff, and others as needed
- **Public Involvement** – All interested parties and participants

This Scope is designed to be completed in phases as described below:

Task	Description	Schedule
Task One Project Initiation and Corridor Analysis	Complete corridor analyses, guided by community input, culminating with the identification of alternatives for NEPA.	Spring /Summer 2016
Task Two Conceptual Design and Environmental Effects	Complete preliminary design and service plan guided by community consensus and complete the required efforts to satisfy NEPA through the completion of the PD&E.	Fall 2016 to Spring 2017
Task Three Documentation and FTA Small Starts Submittal	Submit Evaluation and Justification Package for FTA Small Starts Program (before 7/1/17).	Summer 2017
*Public engagement activities will be held during all three tasks.		

The following summarizes general work activities to complete this effort; the CONSULTANT will develop a detailed Scope with deliverables for each task.

1.0 PROJECT INITIATION AND CORRIDOR ANALYSIS

The CONSULTANT will initiate the Central Ave. BRT PD&E with intensive public consensus building and the evaluation, comparison, and selection of preferred corridor based on performance.

1.1 PROJECT INITIATION

The CONSULTANT will use previous planning work to develop a clear picture of unmet transportation needs. In consultation with PSTA, the CONSULTANT will review previous studies, such as the PSTA Community Bus Study, Central Avenue Alternatives Analysis, Pinellas Metropolitan Planning Organization (MPO) Long Range Transportation Plan (LRTP), Pinellas Alternatives Analysis, and others. The CONSULTANT will document the multi-step evaluation process; anticipating no more than three (3) corridors will be initially evaluated, followed by another round of evaluations focused on up to three (3) alternatives for design and environmental review. This effort will include identification of the No Build Alternative, corridor travel market analysis, and transit ridership forecasting.

Deliverables:

- Evaluation Plan
- Corridor Travel Market Assessment
- No Build Transit Ridership Forecast

1.2 MANAGEMENT AND COORDINATION

PSTA will coordinate with FTA to review the program requirements and confirm that requirements are met. PSTA will document agency roles and responsibilities with the creation of a Study Management Team (SMT) which is expected to include PSTA, FDOT, and MPO staff, with City participation on an as needed basis. The CONSULTANT will prepare the necessary coordination materials that support the SMT. The CONSULTANT will meet with PSTA as needed throughout the project.

Deliverables:

- Up to 14 progress meetings with PSTA Project Manager
- Up to 14 SMT meetings

The CONSULTANT will coordinate their work with any ongoing and/or planned projects that may affect this Study. The CONSULTANT will coordinate with local governmental entities to ensure Study concepts are compatible with local improvements and right of way activities. The CONSULTANT will coordinate with any agencies and/or entities that require further coordination through the Efficient Transportation Decision Making Process (ETDM).

1.3 CORRIDOR ANALYSIS AND SELECTION

The CONSULTANT will conduct all corridor analyses which will include Measures of Effectiveness (MOEs) used to evaluate each corridor. The corridor analysis will focus on connecting to the Gulf Beaches, logical termini, potential stations, and vehicle technology. The result of this task will be the definition of three alternatives for design and environmental review. This effort will include evaluation of the corridor, definition of the recommended alternative(s) for environmental evaluation, ETDM screening, and scoping of environmental work with FTA.

Deliverables:

- Corridor Evaluation Summary
- Definition of Recommended Alternative(s) for NEPA review and evaluation
- ETDM Screening Summary

1.4 PUBLIC INVOLVEMENT

Public involvement includes communicating to and receiving input from all interested persons, groups, business owners, and government organizations regarding the development of the project. The CONSULTANT will support PSTA with all public involvement materials (e.g., newsletters, advertisements, handouts, exhibits, etc.) associated with the following tasks. All meetings and meeting participants are subject to change.

Deliverables:

- Public Involvement Plan and Report
- Advance Notification
- One (1) City and County Agency Kick-off Meeting
- Up to Six (6) Stakeholder Meetings for the Downtown, Beach, and Central Avenue Stakeholder Working Groups
- Up to Two (2) Public Corridor Workshops

2.0 CONCEPTUAL DESIGN AND ENVIRONMENTAL EFFECTS

Based on the input collected and analyses conducted in the previous task, the CONSULTANT will move forward with development of the Central Ave. BRT conceptual design and its resulting environmental effects and costs.

2.1 CONCEPTUAL DESIGN

This Study is anticipated to require a Type II Categorical Exclusion. The CONSULTANT will perform the appropriate level of engineering analysis for this class of action. It is anticipated that the CONSULTANT will develop 30 percent design concepts appropriate for a FTA CIG Small Starts submittal.

The CONSULTANT will develop and analyze conceptual design alternatives to address project needs and objectives. The development of the conceptual design will consider a context sensitive system of

complete streets. Consideration for complete streets will enable safe, convenient, and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. Efforts will include:

- Field Review and Preliminary Survey
- Geotechnical Review
- Traffic Data and Analysis
- Safety
- Non-Motorized Transportation
 - Pedestrian crossings
 - Concepts that accommodate bicyclists
 - Relationship between bike lanes and dedicated bus lanes
 - Options for buffered bicycle
 - Options for separated/protected two-way bicycle facilities
- Routing of bike lanes past transit loading platforms
- Interaction with other Utilities and Railroads
- Interaction with Roadway
- Station Locations
- Preliminary Stations Design
- Passenger Boarding and Alighting
- BRT Vehicles Technologies and Manufacture Specifications
- ITS and Parking

Deliverables:

- Preliminary Engineering Report
- Transit Infrastructure, Service, and Operating Plans
- Ridership and Revenue Forecasts
- Operating and Maintenance Cost Estimates
- Systems Elements and Cost Estimates
- Preliminary Engineering Report
- Phasing Plan (if needed)

2.2 ENVIRONMENTAL ANALYSIS

The CONSULTANT will coordinate and perform the appropriate level of environmental analysis for this Study. Pertinent data will be collected, analyzed, and summarized in the appropriate sections of the PD&E Document. The level of assessment depends on complexity of the project, level of controversy, potential for significant impacts and degree and quality of information/data available from previous activities. PSTA, in coordination with FTA, will identify conditions which do not require environmental evaluations in this PD&E Study. Efforts may include the evaluation of sociocultural, cultural, historic, natural resources, and physical environmental effects. Efforts may include the following:

- Sociocultural Effects
 - Social and Land Use Effects
 - Safety/Emergency Response
 - Title VI/VIII
 - Mobility/Transit Dependant
 - Economic
 - Aesthetics
- Cultural Resources
 - Archaeological and Historic Resources
 - Recreational, Section 4(f)
- Natural Resources
 - Special Designations
 - Permit Conditions
- Physical Effects
 - Traffic Effects
 - Noise and Vibration
 - Air Quality
 - Construction
 - Contamination

Deliverables:

Draft and Final Environmental Memoranda and Summary Documents

2.3 PUBLIC INVOLVEMENT

The CONSULTANT will continue to support PSTA with all public involvement materials (e.g., newsletters, advertisements, handouts, exhibits, etc.) associated with the following tasks. All meetings and meeting participants are subject to change, as follows.

Deliverables:

- Up to Three (3) City/County Coordination Meetings
- Up to Six (6) Stakeholder Work Sessions for the Downtown, Beaches, and Central Avenue Stakeholder Working Groups
- Up to Four (4) Public Workshops
- Up to Two (2) Environmental Forums

3.0 REPORTS AND DOCUMENTATION

The CONSULTANT will use project evaluations and information to produce the appropriate Federal Grant Documentation Package for the CIG Small Starts Program. Specifically, documentation for the Small Starts program is required.

Deliverables:

- Small Starts Templates
- Cost Estimate (Standard Cost Category Worksheets)
- Documentation of Project Definition and Key Elements
- Refined Financial Plan
- Project Schedule
- Draft and Final Environmental Document
- Draft and Final Project Evaluation and Justification Package
- Public Hearing
- Notice of Approved Environmental Document

PSTA will be responsible for the following Small Starts requirements:

- Supporting Documentation Demonstrating all of the Non-CIG Funding is Committed
- Draft Single Year Grant Agreement or SSGA
- Project Management Plans and Subplans Including the Following:
 - Risk and Contingency Management Plan
 - Documented Processes and Procedures to Manage the Project During SSGA/Construction
 - Staffing plans Addressing Schedule and Cost Controls, Risk Management, Construction Management, and Safety and Security
- Completion of all Major Third Party Agreements and Permits

4.0 PROPOSED BUDGET BREAKDOWN

The following is the anticipated cost for each task/subtask. The final task work orders may include additional scope details resulting in a modification of the subtask fees, however, the project will not exceed the budget \$700,000.

Task	Subtask	Approximate Cost
Task One	Project Initiation and Management	\$40,000
	Corridor Analysis	\$80,000
	Public Involvement	\$60,000
Task Two	Conceptual Design	\$250,000
	Environmental Analysis	\$140,000
	Public Involvement	\$65,000
Task Three	Reports and Documentation	\$50,000
	Public Involvement	\$15,000
TOTAL		\$700,000

INFORMATION ITEMS



5A: Bus Technology Options & Timeline for Decision Making



Action: Information Item

PLANNING

Staff Resource: Brad Miller, CEO

Background:

- The PSTA Board will be asked to approve a contract to replace end-of-useful life buses again this coming August 2016.
- With significant trade-offs being required based on the decision on the type of technology for the buses, staff is recommending the Board have periodic discussions and information sessions at multiple meetings leading up to a final August meeting vote.
- PSTA staff is also investigating securing a 3rd party technical consultant to develop more detailed comparative analysis of the technology options to assist the Board and agency in this important decision.

Attachments:

1. PowerPoint (to follow)

INFORMATION ITEMS



5B: FY 2017 Budget Calendar



Action: Information Item

PLANNING

Staff Resource: Debbie Leous, CFO

Background:

- The operating and capital budget processes are completed over a multi-month period to provide adequate opportunity to review and understand key assumptions and to make Board recommendations.

Fiscal Impact:

- The decisions made during the process will have an impact on the future financial stability of PSTA.

Recommendation:

- Review of the attached budget calendar.

Attachments:

1. Budget Calendar



FY 2017 Operating and FY 2017-2021 Capital Budget

PSTA Planning Committee Meeting
February 17, 2016
10:30 AM

Pinellas Suncoast Transit Authority (PSTA)
St. Petersburg, Florida



Budget Calendar

- FEBRUARY – Bus Technology Options & Timeline for Decision Making
- MARCH – Key Budget Assumptions
- APRIL – Capital Improvement Program and FTA Public Hearing
- APRIL – Service Adjustments
- MAY – Personnel Assumptions
- JUNE – First Draft of the Proposed FY 2017 Budget
- JULY – Review of Proposed Budget and Approve Millage Rate Per State Statute
- AUGUST – Review Second Draft of the Proposed FY 2017 Budget
- SEPTEMBER – Public Hearings and Final Approval of the Operating and Capital Budgets



INFORMATION ITEMS



5C: Project & Partner Updates



Action: Information Item

Staff Resource: Cassandra Borchers, CDO
Heather Sobush, Planning Manager

PLANNING

Background:

- In addition to the PSTA projects presented as full information or action items to the Board, the PSTA Planning staff engages with partner agencies and their projects on a regular basis to ensure the inclusion of transit.
- As an update to the Planning Committee, the Planning Department will give a short verbal report on the advancement of partner projects of interest to the Board or smaller PSTA projects.

Downtown St. Petersburg System Redesign and Public Outreach

- With the successful overnight removal of the shelters in Williams Park and construction and installation of new stops, PSTA staff has worked tirelessly to inform riders of the February 14, 2016 service change.
- For the two weeks prior to the service change, PSTA staff have been in the park and at Grand Central Station throughout the service day, including early mornings, late nights, and weekends.
- Outreach will continue the first few days of the service change with identifiable PSTA staff in Downtown St. Petersburg and Grand Central.

Enterprise Road Flexed Funds

- At the close of the Florida Department of Transportation (FDOT) US19 construction project that included the segment from Sunset Point Road to the Enterprise Road Interchange, excess earmarked construction funds were “flexed” from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) for PSTA’s use in the area.
- PSTA staff sent three alternatives for discussion to the FTA Region VI office for discussion. FTA legal staff agreed that improvements to transit stops within a half-mile of the roadway segment would be acceptable under the earmark description.

- PSTA will move forward with improvements to 13 stops, including six new benches, four replacement shelters, three new shelters, and associated concrete pads needed. The improvements, totaling approximately \$123,600 will be paid from the flexed funds.

U.S. 19

- The Pinellas Metropolitan Planning Organization (MPO) and FDOT have been leading parallel bicycle and pedestrian access to transit and safety studies of the U.S. 19 corridor. The Pinellas MPO also considers the U.S. 19 corridor as an emphasis area for near-term and long-term land use and transportation improvements that provide for the safe movement of people and goods, community access, and economic vitality.
- PSTA staff participated in a meeting with the FDOT on February 9th to discuss the U.S. 19 safety study and status of design plans for the U.S. 19 interchanges. Staff is also participating on the MPO's U.S. 19 emphasis area working group.

FDOT Bus on Shoulders Study

- The FDOT Bus on Shoulder Study is being led by FDOT Central Office in cooperation with District Seven. The Department is exploring statewide policy options for bus operations on the shoulders of the interstate system.
- The pilot area for the project is located in Pinellas County on I-275 from Downtown St. Petersburg to Gandy Boulevard, connecting into the proposed TBX Lanes.
- The Agency Stakeholder Kick-Off Meeting will be held on February 22nd.

Attachments: None