

## **The Process of “Coordinated Plan” Development**

Following the guidelines from the Federal Transit Administration and the Ohio Department of Transportation Office of Public Transit, the following principals and procedures were utilized in the development of the plan:

Key elements of a Coordinated Plan are to:

- Assess transportation needs
- Inventory available services
- Identify gaps in services
- Identify coordination actions
- Develop strategies for more efficient utilization of resources
- Prioritize strategies

The approach for preparing this Coordinated Plan is to:

- Gather necessary data
- Identify key elements and gaps
- Develop strategies to address identified gaps
- Prioritize strategies

### ***The Beginning***

On June 21, 2006, at the Licking County Transit Board Coordinated Services Sub-Committee meeting, LCATS was selected as the local lead agency for preparing a “Coordinated Plan”.

Preparing a “Coordinated Plan” may assist Licking County in receiving additional federal and state transportation funds.

LCATS, the Metropolitan Planning Organization for the Newark Ohio urbanized area, accepted this challenge. LCATS worked closely with the Licking County Transit Board, its sub-committee, and the City of Newark, (Newark-Heath User-Side Taxi-Token Program), the two public transit agencies in Licking County.

The Licking County Transit Board and the City of Newark concurred with the action of the Licking County Transit Board Coordinated Services Sub-Committee via Resolutions.

## ***The Activities***

**A timeline of actions taken during the development of the Coordinated Plan follows:**

### June 21, 2006

- ✓ Licking County Transit Board Coordinated Services Subcommittee Quarterly Meeting selected LCATS as the local lead agency for preparing a Coordinated Public-Transit Human Services Transportation Plan

### August 2006

- ✓ Worked collaboratively with the Licking County Transit Board and the City of Newark Transit Operations to prepare two surveys: an agency survey and a public survey

### September / October 2006

- ✓ LCTB Quarterly Coordination Meeting was held September 20, 2006
  - Draft public surveys and draft agency surveys were distributed for review and comment by September 29, 2006
  - One item discussed was whether to add a question about income level
  - A request for assistance with distributing the public surveys was made ~ several agencies offered their assistance
- ✓ Comments on the draft surveys were addressed, finalized and printed

### November / December 2006

- ✓ November 8, 2006 ~ Update of the Coordinated Plan was emailed or faxed to the Coordination Partners List to let them know surveys are being distributed.
- ✓ The interactive Public Survey was posted online on the LCATS website at <http://www.lcats.org>
- ✓ 165 Agency Surveys were mailed
- ✓ LCTB Coordination Sub-Committee Members assisted with the distribution of 2,500 Public Surveys
- ✓ Began advertising campaign to announce the Public Surveys
  - Local radio stations
  - Local Newspapers
  - LCTB Coordination Agencies
  - City of Newark Taxi-Token sale sites

### January / February 2007

- ✓ 1,000 public surveys were mailed from a randomly selected list of Licking County registered voters.
- ✓ February 2, 2007 ~ In cooperation with the local owner of Lil' Bear Grocery Store in downtown Newark, Public Surveys were solicited from customers

from 10:30 a.m. to 2:30 p.m. (received 58 Public Surveys and many verbal comments)

- ✓ February 6, 2007 ~ an update of the Coordinated Plan was emailed or faxed to the Coordination Partners List to notify them the survey collection ends February 15, 2007.

#### March / April 2007

- ✓ Agency and Public Surveys were entered into a database
- ✓ April 12, 2007 ~ an update of the Coordinated Plan was emailed or faxed to the Coordination Partners List. Mark your calendar, May 23<sup>rd</sup> and June 27<sup>th</sup>.

<b><u>SUMMARY</u></b>	<b><u>Agency Surveys</u></b>	<b><u>Public Surveys</u></b>	
		Paper	Online
Distributed	165	3,648	
Received	33 (20%)	1,086 (30%)	52

#### May / June 2007

- ✓ May 23, 2007 ~ at the LCTB Coordinated Services Sub-Committee meeting, LCATS was a guest speaker and presented the survey data to receive inter-agency review and input for the development of the draft “Coordinated Plan.” A skeleton draft “Coordinated Plan” was presented.
- ✓ June 24, 2007 ~ an advertisement in the Newark Advocate was placed to announce the public meeting and public comment period.
- ✓ June 27, 2007 ~ LCTB Coordinated Services Sub-Committee meeting is scheduled. LCATS will be a guest speaker, present the survey data, results of the inter-agency review and input, and receive public comments for the development of the final “Coordinated Plan”. This meeting will be advertised and open to the public for comment.
- ✓ August 14, 2007 ~ is the date scheduled for the LCATS Policy Committee to adopt the final Coordinated Plan.
- ✓ September 11, 2007 ~ The LCATS Policy Committee adopted the final Coordinated Plan via Resolution T-2008-02