

TDM ANNUAL REPORT TEMPLATE

FAIRFAX COUNTY DOT

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Introduction

- Include map of site location (highlighted) & tax map numbers

Example: Tax Map ##-#-##-##A



- Overview of Document
 - Example: The following report details the current and planned status of the property, summarizes the trip count and survey results, reviews each item as described in the TDM proffers for the property, breaks down the annual TDM Budget for the project, and a set of supporting documents/attachments as references throughout the report. These supporting documents include:
 - Traffic Counts Request
 - Traffic Counts Memo
 - Survey Summary
 - 2017 Observed Parking Demand
 - 2018 Marketing Plan
 - Program Elements

Introduction Cont.

- Project Summary
- *Example:* Luxem Place is a mixed use project located west of Bradford Road and north of Highland Avenue in Reston. When fully built out, the property will include... etc.
- Trip Reduction Conclusions (if applicable)
- *Example:* As part of the Board of Supervisors' approval of the property's rezoning application (RZ 2020-XG-099; PCA 20-X-020) on December 4, 2020, the applicant proffered to implement a Transportation Demand Management (TDM) program to reduce the automobile trips generated by residential uses on site. The goal of the TDM program, as set forth in Proffer 22.B.iii, is to reduce residential peak hour trip generation by 50%. As required by the proffer, Miller + Company...etc. has performed traffic counts at the site to determine the actual trip generation and to assess the performance of the TDM program. The observed site trips counted by Miller + Company show a trip reduction of 70%, which is more than the goals set forth in the site's proffer statement.

Status of Building(s)

	Building 1	Building 3	Building 3
Site Plan	2008	2008	2008
Land Use:	Residential, Retail	Residential	Residential
Under Construction	2012	2012	2014
Completely Constructed	2013	2013	2015
Current Occupancy	94%	94%	94%
Next Year Expected Occupancy	94%	94%	94%
First non-rup issued	2013	2013	2015

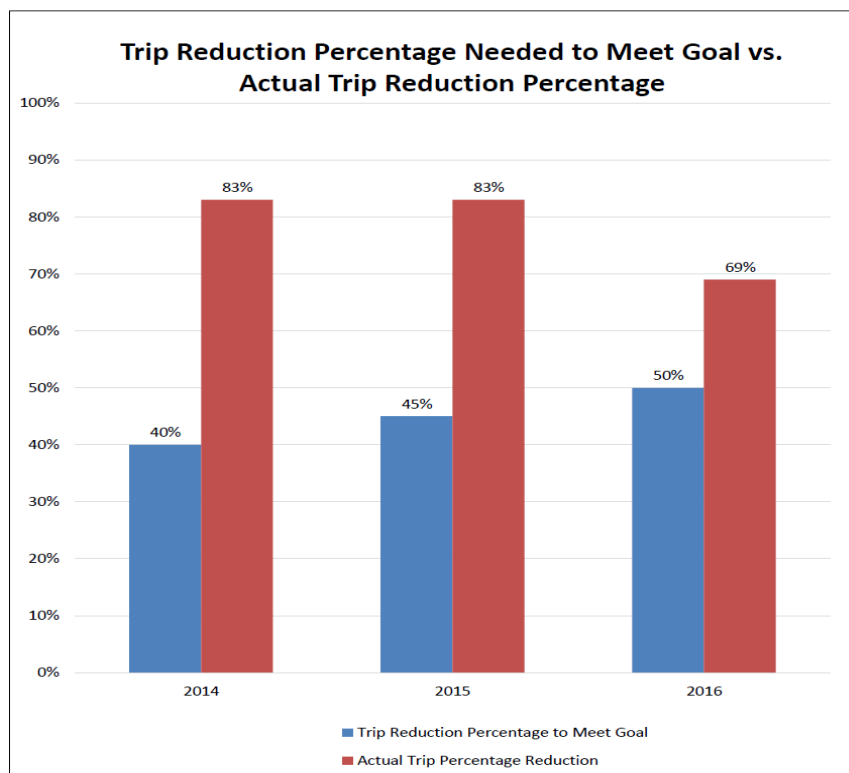
Trip Reduction Comparison

Comparison of actual vs target trip reduction, using counts and surveys

- Table showing trip reduction results in comparison to TDM Goals
- Graph optional

Trip Count and Survey Results

Results	Phase 1	Phase 2	Phase 3	
	2014	2015	2016	2017
ITE Number of Trips Generated by Site	414	414	414	414
Maximum Trips to Meet Goal	248	228	207	207
Trip Reduction Percentage to Meet Goal	40%	45%	50%	50%
Actual Trip Counts	72	72	128	Trip Counts Planned for September - October 31 2017
Actual Trip Percentage Reduction	83%	83%	69%	N/A
Goal Met	YES	YES	YES	N/A
Non-SOV Mode Slit from Survey	46%	51%	54%	Survey Planned for September 2017



Status of Proffers

Use the table format shown below to give a status update on the proffers. The exact proffer wording must be used.

Format

Proffer Number	Proffer	Activities for 2016 [or previous year] (to be built upon each year in multiple columns)	Activities for 2017 [or current year]	Planned activities for 2018 [or next year]
12.B.i	Use exact wording within proffer	Describe the activities that contributed to proffer achievement in the past.	Describe the activities that contributed to proffer achievement this year.	Describe the activities that will contribute to proffer achievement next year. (Include dates/months if applicable.)
12.B.ii				
12.B.ii.a				

Example

Proffer Number	Proffer	Activities for 2016 [or previous year] (to be built upon each year in multiple columns)	Activities for 2017 [or current year]	Planned activities for 2018 [or next year]
12.B.i Designation of a PM	Prior to the issuance of the first building permit for the Proposed Development, the Applicant shall develop a position description for and appoint the PM for the project whose duties shall be to further develop, implement and monitor the various components of the TDM Plan.	Miller + Company was identified as the PM for the TDM program. Jake Miller acts as the POC and can be reached by phone at 703-333-3333 or emailed at J.Miller@miller.com.	Miller + Company continued as the PM for the TDM program. Jake Miller acts as the POC and can be reached by phone at 703-333-3333 or emailed at J.Miller@miller.com	Example 1: No changes anticipated for 2018. Example 2: Laura Hartsfield will be taking over as the PM for the TDM program in January 2018, and can be reached by phone at 703-444-4444 or emailed at L.Harts@miller.com

Note: please list all proffers included in TDM (Exclude any that are just definitions). These should be any action items.

Budget

- Table of expenses (see format below)
- Details of how the budget was spent should be either before the table or within
 - *Example:* The below budget details how much money was spent previous on the TDM Program and what the anticipated program costs for 2014 are. The programmatic expenses are broken down into # categories: TDM Marketing Promotions, Program Monitoring and Evaluation, Program Administration etc.
- Estimated budget needed to implement the TDM program for the coming calendar year

Format

Table 5: Name of Development - Annual Budget					
	Start-up Year:				Expected 2014
	2010	2011	2012	2013	
SITE WIDE TDM PROGRAM					
Property-wide TDM Program Manager					
<i>Salary & Benefits</i>					
TDM Program and Branding					
<i>Logo and Graphic Design</i>					
<i>Promotions, printed materials, displays & Giveaways</i>					
Program Website					
<i>Initial website development</i>					
<i>Management & Maintenance</i>					
Promote Real-Time Transit Information					
<i>Regional Resources</i>					
Site-Based Transportation Access Guide					
<i>Design, Layout & Production</i>					
Transportation Fair					
<i>Promotional Materials & Printing</i>					
Bicycle Accommodations					
<i>Racks/Lockers: \$300/item</i>					
<i>Public Bicycle Storage Facility</i>					
Vehicle Parking Management					
<i>Pricing & Unbundled parking for residential & retail</i>					
<i>Parking Permit Controls</i>					
<i>Promotional Materials & Printing for Preferential Spaces</i>					
Try Transit Campaign					
<i>Promotional Materials & Printing for Campaign</i>					
Live-Work-Play Marketing					
<i>Promotional Materials & Printing for Marketing</i>					
TOTAL PROGRAMMATIC EXPENSES	-	-	-	-	-
Incentive Fund Contributions					
<i>Incentive Fund Expenditures</i>					
Incentive Fund Balance	-	-	-	-	-
Remedy Fund Contributions					
<i>Remedy Fund Expenditures</i>					
<i>Remedy Fund Release</i>					
Remedy Fund Balance	-	-	-	-	-
TOTAL TDM EXPENSES	-	-	-	-	-

Upcoming Year Summary

- Anticipated Status of Development
- Program Elements (highlight approaches added or removed)
- Marketing Events
- Incentives
- Budget
- Trip Count and/or Survey Schedule if Applicable based on Status of Development

Additional Information

Appendix

- TDM Proffers
- Counts requests and/or results
- Survey summary
- Marketing plan for next year (optional)
- More detailed program information (optional)