

To: Marketing Planning & Legislative Committee

Date: November 25, 2014

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

Subject: Workplan for Next 6 Months

Overview:

The Planning staff has several large projects in the next six months. These projects will be dominating the workload.

Title VI Report

A Title VI report is required by the FTA every three years. The service is evaluated to ensure that service and fares are not disadvantaging minority populations. In addition this year a public participation plan is required. The report is due in February.

FTA Triennial Audit

Every three years the FTA conducts a triennial audit. Procurement records, grant activity, compliance with Title VI, public hearing policies, fare requirements, and ADA service compliance are evaluated. The planning department staff takes the lead on collecting all the documents, conducting the interviews, and being the main point of contact for the FTA staff.

Short Range Transit Plan

A SRTP is completed every year to update financial and operating information. This year a full length plan is required by MTC as opposed to last year's mini version. To offset the additional work and requirements MTC is giving the small operators \$30,000 toward the effort. Staff plans on incorporating the Title VI plan and the On Board Survey into the full document.

Other Work

- Manage On Board Survey
- Participate in Express Bus Study being conducted by CCTA
- Manage Lamorinda Study
- Lead on Clipper Implementation Project