

1LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE
WHOLE

COMMITTEE MEMBERS

SCOTT HAGGERTY
DAVID HAUBERT

KARLA BROWN – VICE CHAIR
BOB WOERNER – CHAIR

DATE: Monday, February 25, 2019

PLACE: LAVTA Offices, Room 110
1362 Rutan Court, Suite 100, Livermore

TIME: 4:00p.m.

AGENDA

1. Call to Order and Pledge of Allegiance

2. Roll Call of Members

3. Meeting Open to Public

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

4. Minutes of the January 28, 2019 Meeting of the P&S Committee.

Recommendation: Approval

5. Proposed AT&T Cell-Site at LAVTA Administration and Maintenance Facility

Recommendation: No action required at this time- Staff is requesting guidance on the deal points for the proposed AT&T mobile cell-site at LAVTA Administration and Maintenance Facility.

6. Executive Director's Report

Recommendation: None – information only.

7. Preview of Upcoming P&S Committee Agenda Items

8. Matters Initiated by Committee Members

9. Next Meeting Date is Scheduled for: March 25, 2019

10. Adjourn

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.

/s/ Jennifer Suda

2/22/19

LAVTA Administrative Services Department

Date

On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:

*Executive Director
Livermore Amador Valley Transit Authority
1362 Rutan Court, Suite 100
Livermore, CA 94551
Fax: 925.443.1375
Email : frontdesk@lavta.org*

AGENDA

ITEM 4

MINUTES OF THE JANUARY 28, 2019
LAVTA PROJECTS AND SERVICES COMMITTEE MEETING

1. Call to Order and Pledge of Allegiance

Committee Vice Chair Karla Brown called the meeting to order at 4:04pm.

2. Roll Call of Members

Members Present

David Haubert, Mayor, City of Dublin

Karla Brown, Councilmember, City of Pleasanton

Scott Haggerty, Supervisor, Alameda County

3. Meeting Open to Public

No comments.

4. Minutes of the November 26, 2018 Meeting of the P&S Committee.

Approved: Haggerty/Haubert

Aye: Brown, Haubert, Haggerty

No: None

Abstain: None

Absent: None

5. Executive Director's Report

Executive Director Michael Tree provided the Projects and Services (P&S) Committee the Executive Director's Report. Executive Director Michael Tree informed that Fixed Route ridership continues to increase up 9% over December of 2017. It was noted that it was a busy month for LAVTA. CHP conducted their annual inspection and gave our agency a satisfactory rating, which is the highest rating available. Jonathan Steketee attended the Transportation Research Board (TRB) Conference and presented the Go Dublin project. There were many questions and interest in the Go Dublin project. LAVTA implemented the Fare changes and it went as flawlessly as possible for a fare change. This has caused an increase in patrons obtaining student and senior Clipper Cards. Executive Director Michael Tree announced four APTA AdWheel Awards for LAVTA. Director of Planning and Marketing informed that the first place awards will be handed out in New Orleans in February and the Grand Prizes will be awarded in New York in October.

Executive Director Michael Tree provided an update on the Shared Autonomous Vehicle (SAV) Project regarding the existing contract and possibly advertising for a Request for Proposal (RFP) to obtain a company that can assist with moving forward with testing and the mobility lab. The SAV project was discussed by the Projects and Services Committee and staff.

Executive Director Michael Tree notified that an amendment to the MTM Paratransit contract to add dispatchers will be brought to the P&S in February.

This was informational only.

6. Preview of Upcoming P&S Committee Agenda Items

7. Matters Initiated by Committee Members

None.

8. Next Meeting Date is Scheduled for: February 25, 2019

9. Adjourn

Meeting adjourned at 4:38pm.

AGENDA

ITEM 5

STAFF REPORT

SUBJECT: Proposed AT&T Cell-Site at LAVTA Administration and Maintenance Facility

FROM: Michael Tree, Executive Director

DATE: February 25, 2019

Action Required

Information only- Staff is requesting guidance on the deal points for the proposed AT&T Mobile cell-site at LAVTA Administration and Maintenance Facility

Background

In September of 2007, LAVTA approved a proposal to install a T-Mobile cell-site at the LAVTA facility located at 1362 Rutan Court, Livermore, California. The cell-site approved was a telecommunication facility consisting of three antennas on a pole at a total height of 40 feet and ground-mounted equipment cabinets in the LAVTA bus parking lot. The basic deal points of the T-Mobile cell-site agreement were as follows:

- T-Mobile offered to reimburse LAVTA up to \$3,000 for attorney fees and other administrative costs incurred during the implementation phase.
- T-Mobile offered a monthly rental fee of \$1,800 per month (current rate is \$3,078)
- T-Mobile offered a rent escalator of 5% per year
- The initial term was for five (5) years, with three (3) additional five (5) year (renewal) terms available.

Discussion

Recently, LAVTA was approached by AT&T Mobile about the prospects of installing an AT&T cell-site in the vicinity of the T-Mobile cell-site at the LAVTA facility. The cell-site is similar to the T-Mobile cell site, but slightly larger with a 50 foot pole and three arms at the top where antennas are mounted. The AT&T Mobile cell-site also includes ground mounted equipment cabinets.

Staff has reviewed the location of the proposed AT&T cell-site and finds that there is sufficient space on three of the parking spaces that were used years ago for the agency's paratransit fleet, but are no longer used. Additionally, staff finds that the proposed cell-site will not interfere with bus operations in the yard. See Attachment 1 for a locator map of the proposed cell-site and a drawing of the pole, antennas and cabinets.

After review of rents and rent escalator information for nearby cell-sites (see Attachment 2), staff and AT&T have tentatively agreed on the following deal points to bring forward for consideration:

- AT&T Mobile offers to reimburse LAVTA up to \$5,000 for attorney fees and other administrative costs incurred during the implementation phase.
- AT&T Mobile offers a monthly rental fee of \$3,750 per month
- AT&T Mobile offers a rent escalator of 3% per year
- The initial term is for five (5) years, with three (3) additional five (5) year (renewal) terms available.

AT&T Mobile is currently in the process of working with the City of Livermore to obtain permits for the proposed cell-site. The City is expected to require enhancements to the appearance of the cell tower. Additionally, legal is reviewing the Agreement that will be used for the project.

Financial Impact

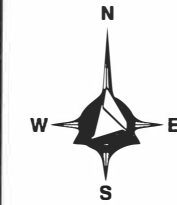
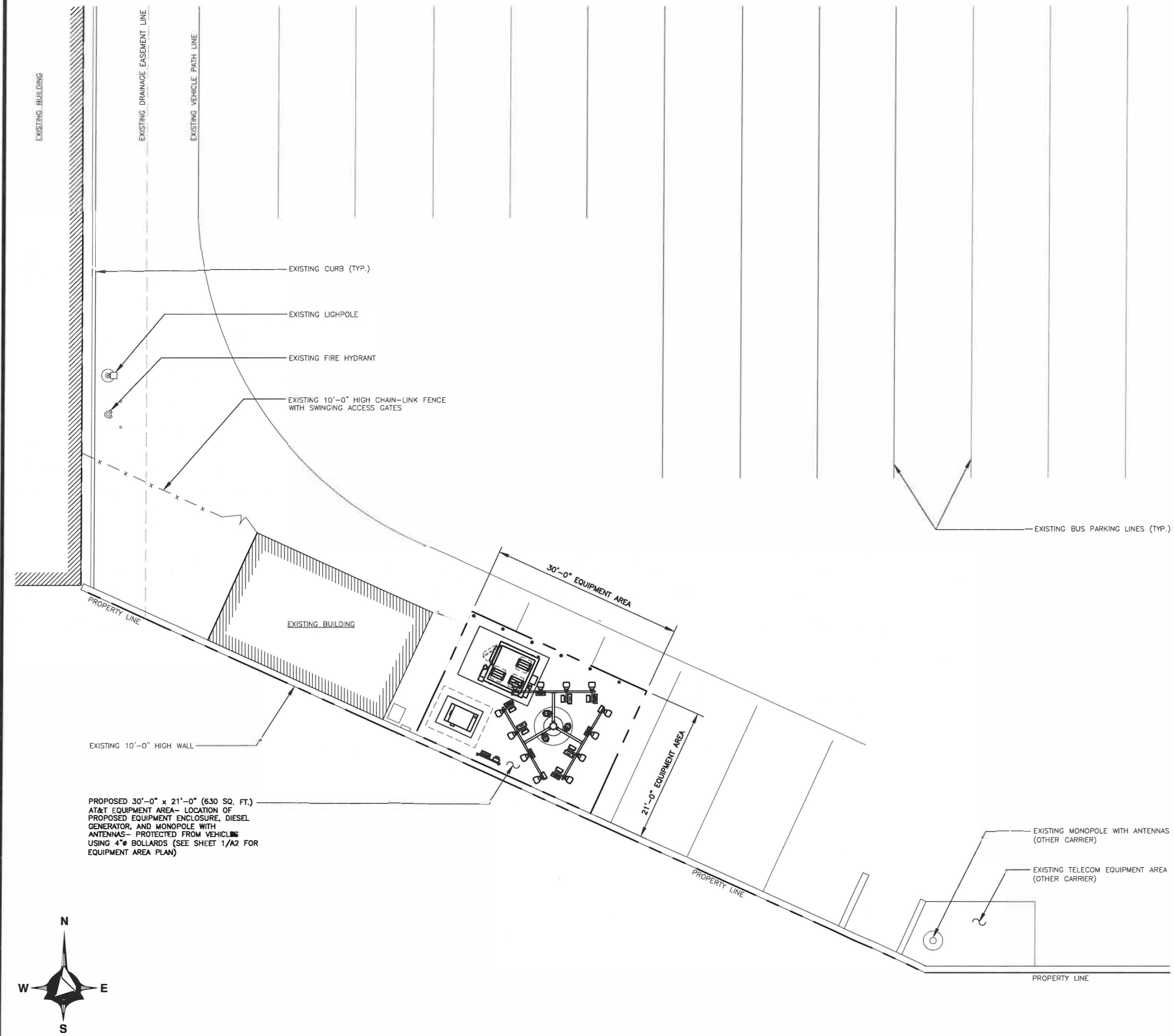
The initial financial impact of the AT&T Mobile cell-site rental agreement will be an augmentation of \$45,000 per year in funds for the agency's operating budget. This amount will increase five (5) percent annually for the term of the agreement.

Recommendation

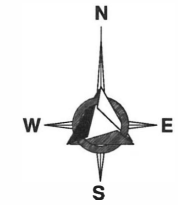
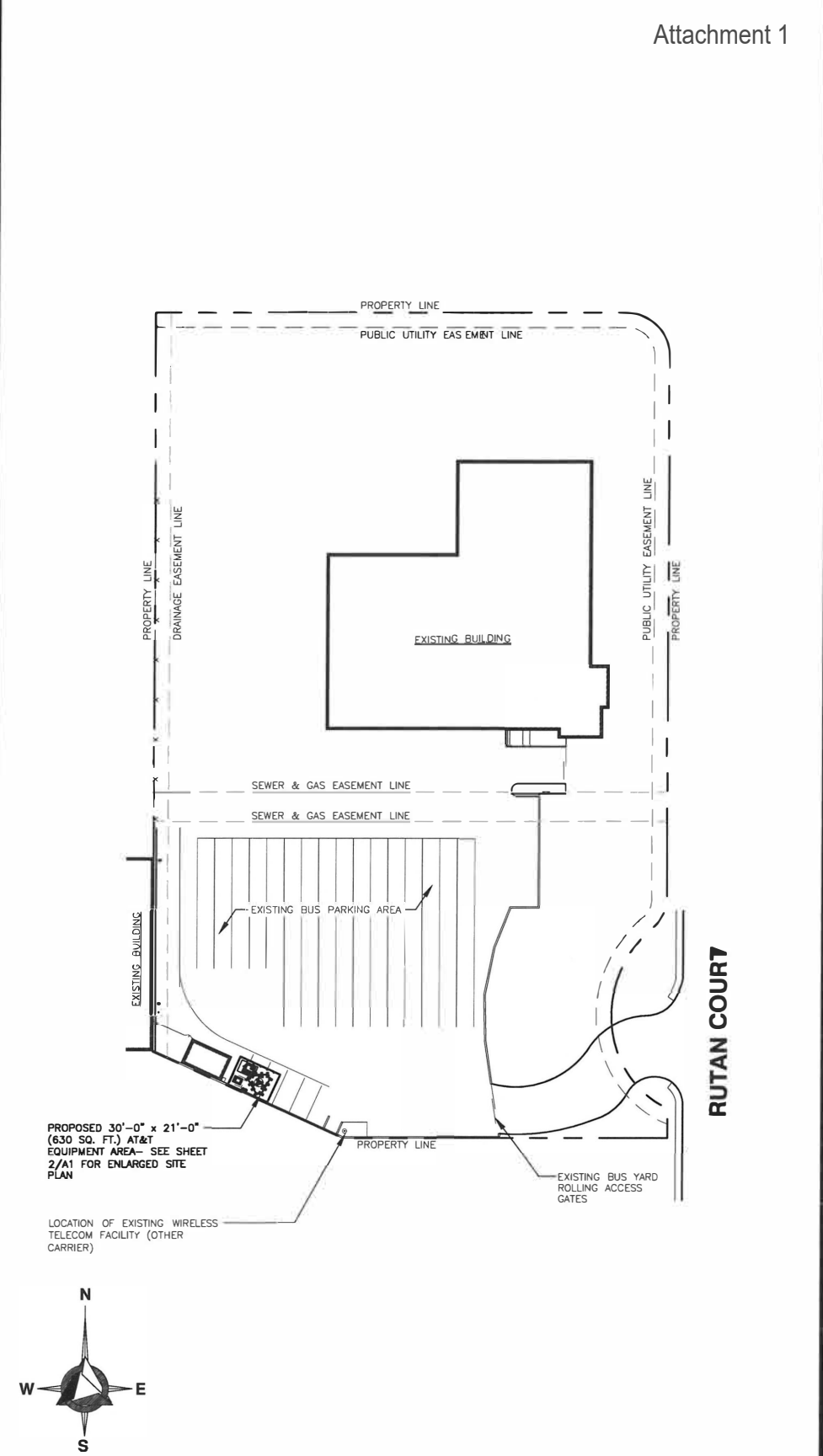
No action required at this time- Staff is requesting guidance on the deal points for the proposed AT&T mobile cell-site at LAVTA Administration and Maintenance Facility.

Attachments:

1. Drawing of cell-site location and appearance
2. Inventory of cell-sites and rents in the area



ENLARGED SITE PLAN



OVERALL SITE PLAN

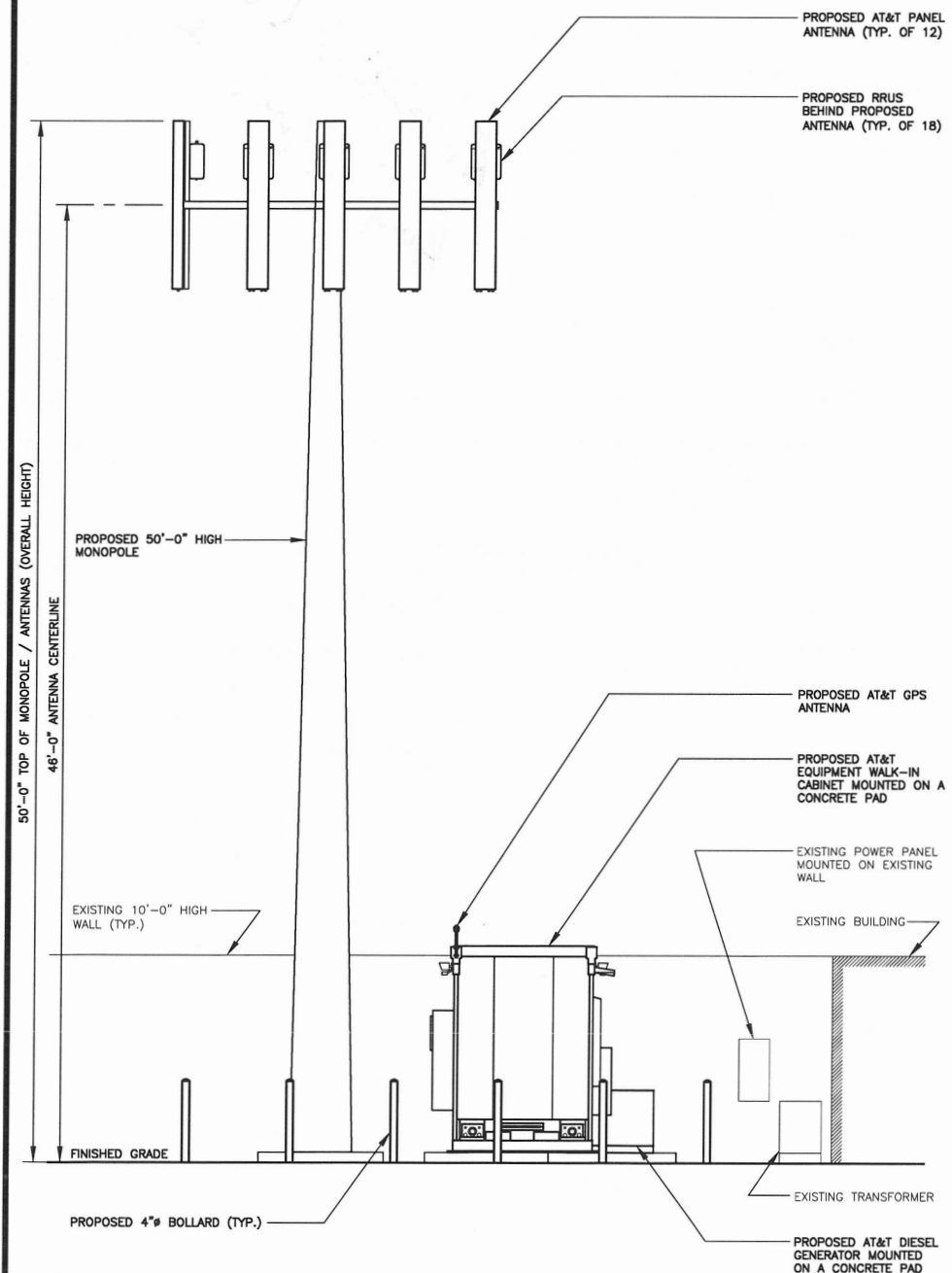

5001 EXECUTIVE PARKWAY, 4W750D
SAN RAMON, CA 94583

WHEELS LAVTA
CCL02511
1362 RUTAN COURT
LIVERMORE, CA 94551

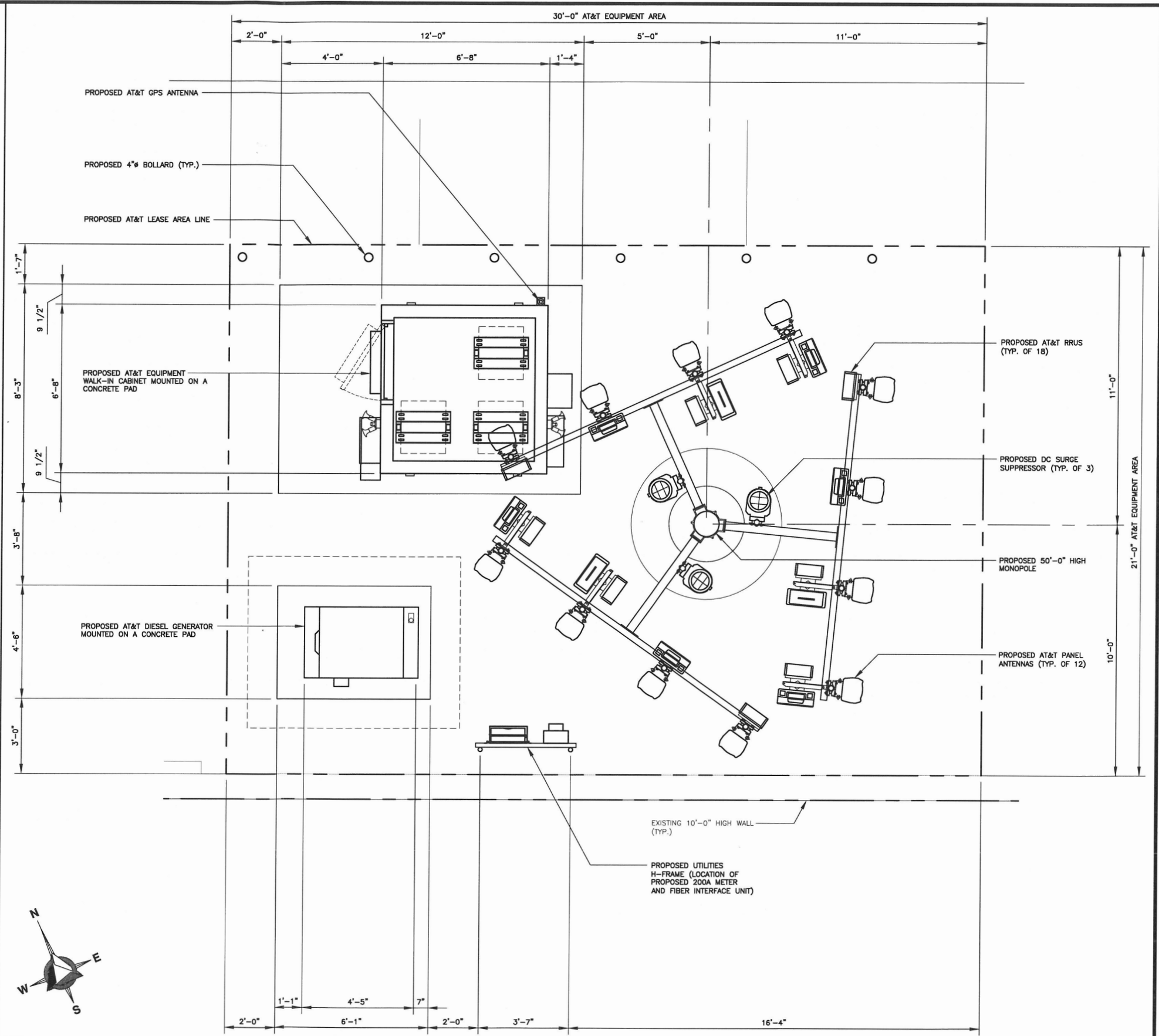

DELTA GROUPS
ENGINEERING, INC.
CONSULTING ENGINEERS
5635 WEST LAS POSITAS, SUITE 403
PLEASANTON, CA 94588
TEL: (925) 468-0115 FAX: (925) 468-0355

REV.	DATE	DESCRIPTION	BY	CHK
1	12/11/17	ISSUED FOR CONCEPT DESIGN	ND	JK
2	1/15/18	ISSUED FOR CONCEPT DESIGN	HT	

SHEET TITLE	
OVERALL & ENLARGED SITE PLANS	
SHEET	DGE NO.
A1	P17AN007
	SITE NAME
	WHEELS LAVTA



NORTH ELEVATION



EQUIPMENT AREA PLAN

 5001 EXECUTIVE PARKWAY, 4W750D SAN RAMON, CA 94583	WHEELS LAVTA CCL02511 1362 RUTAN COURT LIVERMORE, CA 94551	 DELTA GROUPS ENGINEERING, INC. CONSULTING ENGINEERS 5635 WEST LAS POSITAS, SUITE 403 PLEASANTON, CA 94588 TEL: (925) 468-0115 FAX: (925) 468-0355	REV.	DATE	DESCRIPTION	BY	CHK	SHEET TITLE EQUIPMENT AREA PLAN & NORTH ELEVATION SHEET A2 DGE NO. P17AN007 SITE NAME WHEELS LAVTA
			1	12/11/17	ISSUED FOR CONCEPT DESIGN	ND	JK	
			2	1/15/18	ISSUED FOR CONCEPT DESIGN	HT		

Inventory of Cell-Sites in Area

Current Monthly Rent	Escalator	Site Name
\$4,275	3%	Cingular Wireless-City of Livermore (premium location on hill)
\$3,887	3%	ATTM-Spectrum (I-580 & Greenville)
\$3,887	3%	ATTM-Crown Castle (south Livermore)
\$3,215	3.5%	GTE-City of Livermore (City Hall)
\$3,078	5%	T-Mobile-LAVTA
\$2,622	3%	ATTM-Dublin Water District
<u>\$2,097</u>	2%	ATTM-CCATT (Vasco Rd)
Avg \$3,294		

AGENDA

ITEM 6

EXECUTIVE DIRECTOR'S REPORT

February 2019

Near Future Strategic Planning

In March, we will be releasing a Request for Proposals (RFP) for Strategic Planning Services. There will be two components to the RFP. Part One will be the Tri-Valley Hub Network Integration Study, which is funded and a requirement of the State that is tied to the Dublin Parking Garage TIRCP grant. The study will identify opportunities for coordinated megaregional, regional and local bus services at the future Tri-Valley Hub.

Part Two of the RFP will include both a Short Range Transit Plan (SRTP) and a Long Range Transit Plan (LRTP) for LAVTA. The SRTP and LRTP are partially (50%) funded through a grant from the Alameda County Transportation Commission (ACTC).

Proposers will be given the option of submitting proposals on the entire RFP or on either of the components individually. Issuing a single RFP but reserving the ability to award the two components as a combined contract or as separate contracts gives LAVTA flexibility in evaluating the proposals. This strategy also provides potential proposers the opportunity to demonstrate the cost efficiencies that might be possible with a single award.

At the present time, we anticipate bringing a recommendation to the Board this summer. The anticipated timeline for the planning studies is in the 18-24 month range.

Shared Autonomous Vehicle Project

Staff continues to work with BART on the storage and charging infrastructure for the shared autonomous vehicle project. The work has been authorized and is scheduled for completion with BART paying for the construction and installation of the charging infrastructure, as well as the ongoing utility costs to charge the SAV. Additionally, staff is working to install a wireless charger at the site. Discussion with GoMentum to transfer the contract continue and staff estimates a draft agreement for LAVTA Board consideration in the near future.

Development and Submission of Grants for Parataxi and Go Dublin

Staff has submitted two grant proposals for ACTC 2020 discretionary grant consideration. The first grant is \$139,391 for the LAVTA ParaTaxi program to be funded over 5-years. The second grant is for \$86,240 to implement a debit card program for ParaTaxi where individuals can load funds on the debit card and have the 85% reimbursement from LAVTA for ParaTaxi rides automatically applied.

Finally, staff is working with the Bay Area Air Quality Management District on the development of a grant to fund Go Dublin, the innovation partnership between LAVTA and Transit Network Companies (TNCs) in Dublin. Recently, Uber has join forces with MV to provide accessible vehicles for Uber in Dublin, which allows LAVTA's Go Dublin project to have reliable accessibility for all users. Staff continues to work with innovative ideas, such as a near future concierge program for passengers using Go Dublin without access to a smartphone and anticipates ridership growth with program. Citywide, ridership continues to grow in Dublin on the LAVTA bus routes and with the Go Dublin program.

Attachments

1. Management Action Plan w/Updates

FY2019 Goals, Strategies and Projects

Last Updated – February 20, 2019

MANAGEMENT ACTION PLAN (MAP)

Goal: Service Development

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Provide routes and services to meet current and future demand for timely/reliable transit service**
2. Increase accessibility to community, services, senior centers, medical facilities and jobs
- 3. Optimize existing routes/services to increase productivity and response to MTC projects and studies**
- 4. Improve connectivity with regional transit systems and participate in Valley Link Project**
5. Explore innovative fare policies and pricing options
6. Provide routes and services to promote mode shift from personal car to public transit

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Short/Long Range Transit Plan	<ul style="list-style-type: none"> RFP Award of Contract 	DP	Projects/ Services	Mar 2019 May 2019	→ New project 2019.	
Network Integration Study	<ul style="list-style-type: none"> RFP Award of Contract 	DP	Projects/ Services	Mar 2019 May 2019	→ New project 2019. Requirement of Dublin Parking Garage.	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> Award of Contract Public Outreach Approval of Recommendations 	ED	Projects/ Services	Nov 2016 Jun/Nov 2017 Jun 2019	→ Nelson/Nygaard awarded contract. Public meetings held in June. LAVTA Board presentation made in September. Second round of workshops completed in November. City of Pleasanton analyzing data. <u>Met with City in early January. Discussions continuing with City. Update to Committees in March.</u>	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Fare Study	<ul style="list-style-type: none"> Draft Fare Study Public Hearings Board Approval 	PD	Projects/ Services	May 2017 Sept 2018 Oct 2018	→ Draft Fare Study for fixed route complete. F&A reviewed in May. Decision made to hold study results to see ridership trends on fixed route and paratransit study fare recommendations. Public Hearings held in September. Board approved in October. Implemented in January.	X X X
Hacienda Pass	<ul style="list-style-type: none"> Review Pass Program Work with Hacienda on Improving the Program 	ED	Finance/ Admin	Oct 2019 Jun 2019	→ Initial correspondence and meeting with Hacienda held. Upcoming meeting in February.	
Transit Signal Priority Upgrade Project in Rapid Corridors	<ul style="list-style-type: none"> Engineering Work Finish Project 	DP	Projects/ Services	Oct 2017 Jun 2019	→ Grant by TVTAC approved. Board approved MOU with Pleasanton. Board approved engineering contract with Kimley Horn. <u>Waiting on 100% plans w/comments from cities incorporated. Expect install of equipment in summer of 2019.</u>	
Go Dublin Discount Program	<ul style="list-style-type: none"> Explore use of Uber WAV Secure additional funding Develop long-term strategy 	ED	Projects/ Services	Nov 2018 Jun 2019 Jun 2019	→ Program continuing into FY2019. <u>Uber & MV implemented Uber WAV in Dublin in December (MV provides wheelchair accessible rides through Uber). Final planning for Go Go Grandparent happening for concierge service if customer doesn't have a smart phone. Legal reviewing concept of VISA debit cards with no loading fees through Walmart as option for those without a credit card. Grant application being prepared for AQMD to consider funding for Go Dublin and potential expansion of program.</u>	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Dublin Service Plan	<ul style="list-style-type: none"> Explore use of articulated buses 	DP	Projects/ Services	Mar 2019	→ Nelson/Nygaard looking at merits of LAVTA operating articulated buses. <u>Report received. Final questions/answers being made/received. Anticipate discussion with committees in March.</u>	
SAV Project	<ul style="list-style-type: none"> Complete storage facility/electrical Work through first set of tests Seek long-term funding for project 	CM	Projects/ Services	Mar 2019 Jun 2019 Jun 2019	→ BART working on storage and electrical. <u>Negotiations held with GoMentum to determine path to testing/program success. RFP being reviewed by legal for future program management.</u>	
Advanced Intelligent Intersection Project	<ul style="list-style-type: none"> Install equipment on buses Evaluate performance of project 	CM	Projects/ Services	Jun 2019 Jun 2020	→ City of Dublin funded. MOU approved between City and LAVTA. <u>Working through FCC issues on the project.</u>	
Install and Upgrade Video System on Vehicles	<ul style="list-style-type: none"> Install video cameras on paratransit vehicles Upgrade 20 video systems on Wheels buses 	ED	Projects/ Services	Jun 2019 Mar 2019	→ <u>Staff installed demo video system in paratransit vehicle. Awaiting completion of 90 day trial. Working on wireless download capability of equipment.</u> → 20 buses upgraded with new video systems	X
Amendment with MTM for Paratransit Services	<ul style="list-style-type: none"> Amend MTM contract to potentially require on-site dispatches 	ED	Finance & Admin	March 2019	→ Staff working on contract amendment. . <u>Potential contract amendment going to Committee in March for consideration.</u>	

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
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Goal: Marketing and Public Awareness

Strategies (those highlighted in bold indicate highest Board priority)

- 1. Continue to build the Wheels brand image, identity and value for customers**
2. Improve the public image and awareness of Wheels
3. Increase two-way communication between Wheels and its customers
- 4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system**
5. Promote Wheels to New Businesses and residents

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Website Upgrades	<ul style="list-style-type: none"> More fully develop Better Way to BART section of website 	PD	Projects/ Services	Jun 2019	→ Project under development with Celtis.	
App Development	<ul style="list-style-type: none"> Mobile Ticketing App Improve integration on CityMapper Mobile Ticketing in Transit and CityMapper 	PD	Projects/ Services	April 2019	→ Working with City Mapper and Transit apps on requirements for integration of mobile ticketing. Creating RFP for mobile ticketing. In final evaluation period. Report to Board in <u>April</u> on mobile ticketing app strategy.	
LAVTA Rebranding Project	<ul style="list-style-type: none"> Bus stop sign replacement with new branding. 	PD	Projects/ Services	Jun 2019	→ Replace bus stop signs throughout service area with newly branded bus stop signs. Replace stencil stops with bus stop signs. Spring/early summer project.	
Individualized Marketing	<ul style="list-style-type: none"> Award Contract Marketing Review of Results 	PD	Projects/ Services	May 2019 Aug/Sept 2019 Nov 2019	→ Targeting Pleasanton's high density housing areas along Rapid near BART. <u>RFP to be advertised in March. Board to consider award in May for a fall 2019 implementation.</u>	

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
N Canyons Parkway Rapid Bus Stop Project	<ul style="list-style-type: none"> • Begin planning/engineering work • Improvements to site • Relocation of shelters 	FD	Projects/ Services	May 2017 Jun 2018 Aug 2018	→ FTA grant to upgrade stops in this corridor to Rapid style. Engineering work done. Bids came in high. Board rejected all bids. Bid re-advertised. Board awarded project in November. Construction completed.	X X X
Pleasanton SmartTrips Corridor Rapid Bus Stop Project	<ul style="list-style-type: none"> • Engineering work • Award of construction contract • Finish project 	FD	Projects/ Services	Nov 2017 <u>May 2019</u> <u>Aug 2019</u>	→ ACTC grant received to upgrade stops in this corridor to Rapid style. Board awarded engineering to Kimley Horn in November. Bus shelter type is next step. Project award in April. <u>Awaiting 100% design incorporating city comments.</u>	
Replace Shelters Past Useful Life That Are On Livermore Routes	<ul style="list-style-type: none"> • Identify shelters • Demo/Install 	FD	Projects/ Services	Nov 2016 Apr 2018	→ Shelters identified. 10 shelters delivered. <u>MV to demo eight shelters and construct/install 8 shelters in March and April.</u>	X
<p><i>Goal: Regional Leadership</i></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> 1. Advocate for local, regional, state, and federal policies that support mission of Wheels 2. Support staff involvement in leadership roles representing regional, state, and federal forums 3. Promote transit priority initiatives with member agencies 4. Support regional initiatives that support mobility convenience 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Valley Link	<ul style="list-style-type: none"> • Provide staff support 	ED	Projects/ Services	Jun 2019	→ Staff continuing to provide support. Agency working on Phase II of Feasibility Report and environmental work/30% design of Valley Link. MTC approved \$10.1M request in September. <u>Phase II and Environmental work underway. To be completed in summer of 2019. Key issues include UP agreement, I-580 planning, BART connection, track planning to speed up train, governance and funding.</u>	
Dublin Parking Garage	<ul style="list-style-type: none"> • Complete grant paperwork • Procure consultant for inter-regional express bus service planning as per Caltrans grant requirement. 	ED	Projects/ Services	Jun 2019	→ Staff meeting with County and Caltrans and CalSTA to support the project. Ground breaking held. <u>Grant work on track. County finishing EIR work and will report to County Board in March. Scope of work approved by CalSTA/Caltrans for megaregion express bus study. RFP to be advertised in March</u>	X
Calendar Year Legislative Plan	<ul style="list-style-type: none"> • Creation of Legislative Plan and review/approval by the Board and provide support for key legislation. 	ED	Finance/ Admin	Feb 2019	→ F&A committee looked at draft legislative plan in January 2019 and Board approved in February.	X
<p>Goal: Organizational Effectiveness</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> 1. Promote system wide continuous quality improvement initiatives 2. Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service 3. Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity 4. HR development with focus on employee quality of life and strengthening of technical resources 5. Enhance and improve organizational structures, processes and procedures to increase system effectiveness 6. Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ViewPoint Software	<ul style="list-style-type: none"> Staff to complete development of software ViewPoint w/Trapeze. 	ED	Projects/ Services	April 2019	→ Met with Trapeze. <u>Trapeze trained on new software and making final adjustments to templates required by contract and dealing with log-in issues.</u>	
Explore Quality of Life Opportunities for Workforce	<ul style="list-style-type: none"> Explore opportunities to enhance quality of life to retain workforce 	FD	Finance/ Admin	Jun 2019	→ RFP to be released in Apr/May to have <u>on call assistance for organizational</u>	
Continue Planning of Atlantis Operating & Maintenance Facility	<ul style="list-style-type: none"> Review previous conceptual planning and recommendations. 	FD	Finance/ Admin	Apr 2019	→ Currently LAVTA is out of office space/bus parking space. Review of plans to take place in late fall early spring for recommendations to the Board in April.	
<p>Goal: Financial Management</p> <p>Strategies (those highlighted in bold indicate highest Board priority)</p> <ol style="list-style-type: none"> 1. Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions 2. Explore and develop revenue generating opportunities 3. Maintain fiscally responsible long range capital and operating plans 						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
FY18 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> Complete financial audit and all required reporting to Board, local, regional and state agencies. 	DF	Finance/ Admin	Nov 2018	→ Audit performed. No findings. Board reviewed in November.	X

AGENDA

ITEM 7

LAVTA COMMITTEE ITEMS - February 2019 - June 2019

Projects & Services Committee

February

	Action	Info
Minutes	X	
Proposed AT&T Cell-Site at LAVTA		X
MTM Contract Amendment	X	

March

	Action	Info
Minutes	X	
Quarterly Operations		X
Mobility Forward Draft Recommendation	X	
SAV Update		X
Articulated Bus Study		X
SmartTrips Phase II Summary		X
Alameda County Fair Service	X	

April

	Action	Info
Minutes	X	
Draft Fall Service Changes	X	
DAR Customer Satisfaction Survey		X
Mobility Forward Final Recommendation	X	

May

	Action	Info
Minutes	X	
Fall Service Changes (effective August)	X	
Quarterly Operations		X

June

	Action	Info
Minutes	X	
WAAC Appointments	X	
Fixed Route Customer Satisfaction		X
Marketing Work Plan	X	