

Quarterly Project Report

Center for Transportation Studies

Project Title: FY20 MCOTA Outreach Support

Quarter: January 01 - March 31, 2020

CTS Project # : 2020025

Contract # : 1003325

Work Order # : 117

Project Authorization Date : 7/26/2019

Project Expiration Date: 6/30/2020

Principal Investigator

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Funding Source(s):

Minnesota Department of Transportation

AL: Jake Rueter

CTS PL Annette Fritze

Task Update:

1 FY20 website updates and maintenance

Task Description: For this task, the following activities will take place:

Upload new information from the Council or members

Update the site with information from the regional coordinating organizations: RTCCs and TCAPs

Migrate the site to the Drupal content management system

Review other state transit coordination and related websites for materials to add to the website

Update home page with new information as it is available

Review external links to make sure that they are still active

Ensure the website meets Federal and state accessibility standards

Update website within 2 business days of requests unless development of new content is required

Review usage logs to see which pages are being accessed by users

Provide usage reports to the sponsor on a quarterly basis

Deliverables : Quarterly reports, detailing updated web pages and web usage reports.

Task Budget : \$11,923.00

Task Due Date : 6/30/2020 (Calculated)

Date Delivered :

Date Approved : (CTS received task approval)

Task Approved : No

Progress:

Regular content updates were made to the CoordinateMNTransit.org website, including monthly MCOTA meeting information. In addition, added content for each Regional Transportation Coordinating Council (RTCC) page. For the January-March quarter, the site received 1,153 visits and 2,904 pageviews. The Regional Transportation Coordination Councils, the MCOTA page, and the home page were the most popular content areas. Began the process for obtaining input for the web redesign.

% Task Complete: 60

2 Write and edit the Councils 2019 annual report for the Minnesota legislature

For this task, CTS will work with a Council committee and MnDOT staff to write the annual report for the Minnesota legislature. This will be a 20-25 pp. document with highlights of activities from the past year. Input from the committee, as well as meeting minutes from the past year, will be the basis for the report.

Deliverables : Annual report for the legislature

Task Budget : \$5,134.00

Project Title: FY20 MCOTA Outreach Support

Quarter: January 01 - March 31, 2020

Task Update:

Task Due Date : 1/15/2020 (*Calculated*)
Date Delivered : 12/13/2019
Date Approved : 1/31/2020 (*CTS received task approval*)
Task Approved : Yes
Progress:

% Task Complete: 100

3 FY20 MCOTA meeting assistance

Attend monthly MCOTA meetings in order to provide task updates, understand task needs, and facilitate discussions as needed. Prepare meeting agendas for review by MCOTA staff, determining topics through monthly conference calls and coordinating with presenters as requested.

Write minutes for each meeting, submitting them electronically to the TL within 10 business days.

Deliverables : Quarterly reports listing agendas and minutes for MCOTA monthly meetings

Task Budget : \$12,435.00

Task Due Date : 6/30/2020 (*Calculated*)

Date Delivered :

Date Approved : (*CTS received task approval*)

Task Approved : No

Progress:

For this quarter, the agendas for each meeting (Jan. 22, Feb. 26, and March 25) were planned and drafted in advance of each meeting, presentations were arranged, and meeting notices were emailed to MCOTA members, staff, and presenters. The March 25 meeting was canceled due to COVID-19 response impacts. The minutes from the January meeting is complete and posted (the February meeting minutes will be reviewed by the Council in its April meeting.

% Task Complete: 66

4 FY20 MCOTA quarterly stakeholder communications

Solicit content from MCOTA members and staff each quarter, especially the Communications Committee

Edit content and put into e-mail format, send for review, and send to stakeholders

Maintain mailing list

Summarize results like open rate, click-through rate, and most popular stories in each issue to share with MCOTA members

Deliverables : Quarterly reports detailing quarterly e-mails, related updates on website, and mailing list maintenance

Task Budget : \$5,767.00

Task Due Date : 6/30/2020 (*Calculated*)

Date Delivered :

Date Approved : (*CTS received task approval*)

Task Approved : No

Progress:

An MCOTA email update was approved at the February meeting, with one addition. It was sent to the mailing list on March 24. Topics included: 1) MCOTA strategic plan, 2) leadership changes, 3) TCAP updates, 4) MCOTA annual report, 5) public comment on STS provider rules, and 6) upcoming MCOTA meetings.

% Task Complete: 50

5 MCOTA Strategic Plan Workplan

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Task Update:

Develop detailed recommendations and a workplan for MCOTA's Strategic Plan
Meet with MCOTA members individually to review the plan and get their ideas and reactions
Present the final recommendations at a MCOTA meeting (likely September)

Deliverables : Final report and executive summary containing detailed recommendations and workplan

Task Budget : \$5,220.00

Task Due Date : 10/30/2019 (*Calculated*)

Date Delivered : 11/6/2019

Date Approved : 1/31/2020 (*CTS received task approval*)

Task Approved : Yes

Progress:

% Task Complete: 100

Future Plans:

Problems Encountered/Actions Taken:

Students:

Name

E-Mail

Degree Program

Degrees

Graduation Date