

## **Attention!!!**

Please note that the January 23, 2012 PAPCO meeting will be from 1 to 3:30 p.m. at 1333 Broadway, Suite 300. Please plan your transportation accordingly. The agenda packet is enclosed.

If you have any additional questions, please contact Naomi at (510) 208-7469.

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## Paratransit Advisory and Planning Committee Meeting Agenda

Monday, January 23, 2012, 1 to 3:30 p.m.

### Meeting Outcomes:

- Make a recommendation on the funding formula.
- Discuss the Gap Policy.
- Make a recommendation on the annually renewed Paratransit Coordination Contract.
- Receive a report from East Bay Paratransit (EBP) on the Customer Survey and Interactive Voice Response (IVR) Gap grant.
- Receive quarterly reports from Alameda and Hayward.

1:00 – 1:12 p.m. **1. Welcome and Introductions**

Sylvia Stadmire

1:12 – 1:15 p.m. **2. Public Comment**

Public

I

1:15 – 1:20 p.m. **3. Approval of November 28, 2011 Minutes**

Sylvia Stadmire

[03 PAPCO Meeting Minutes 112811.pdf](#) – Page 1

A

1:20 – 1:35 p.m. **4. Recommendation on the Funding Formula**

PAPCO and Staff

[04 Memo on Funding Formula.pdf](#) – Page 9

*PAPCO members will receive a report from the Joint Funding Formula Subcommittee and determine a recommendation for the Alameda CTC Board regarding the pass-through funding formula.*

A

1:35 – 2:00 p.m. **5. Discussion on Gap Policy**

Staff

*PAPCO members will review prior Gap funding priorities and begin to discuss priorities for the current year and ongoing Gap funding.*

I

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- |   |   |   |
|---|---|---|
| 2:00 – 2:10 p.m.<br>Staff   | <b>6. Recommendation on Annually Renewed Paratransit Coordination Contract</b><br><i>06 Progress Report FY 10/11.pdf – Page 15</i>  | A |
| 2:10 – 2:40 p.m.<br>EBP Staff                                     | <b>7. Report from EBP on the Customer Survey and the IVR Web-based Scheduling Software Gap Grant</b><br><i>EBP staff will report on the Customer Survey and the IVR grant project.</i>  | I |
| 2:40 – 2:55 p.m.<br>Hayward Staff                                 | <b>8. City of Hayward Quarterly Report</b>  | I |
| 2:55 – 3:10 p.m.<br>Alameda Staff                                 | <b>9. City of Alameda Quarterly Report</b>  | I |
| 3:10 – 3:20 p.m.<br>PAPCO   | <b>10. Member Reports on PAPCO Mission, Roles, and Responsibilities Implementation</b><br><i>10 PAPCO Calendar of Events.pdf – Page 19</i><br><i>10A PAPCO Appointments.pdf – Page 21</i><br><i>10B PAPCO FY11-12 Work Plan.pdf – Page 23</i>                                       | I |
| 3:20 – 3:25 p.m.<br>Rev. Carolyn Orr<br>and Harriette<br>Saunders | <b>11. Committee Reports</b><br>A. East Bay Paratransit Service Review Advisory Committee (SRAC)<br>B. Citizens Watchdog Committee (CWC)  | I |
|   | <b>12. Mandated Program and Policy Reports</b><br><i>12 WAAC Minutes 090711.pdf – Page 27</i>   | I |
| 3:25 – 3:30 p.m.<br>Staff   | <b>13. Information Items</b><br>A. Mobility Management<br><i>13A ATI Definition of Travel Training.pdf – Page 31</i><br>B. Outreach<br>C. CWTP-TEP Status Update/Input<br><i>13C CWTP-TEP Overview.pdf – Page 33</i><br><i>13C1 Regional SCS-RTP CWTP-TEP Process.pdf – Page 35</i> | I |

**14. Draft Agenda Items for February 27, 2012 PAPCO** |

- A. Gap Policy Recommendation
- B. Transit Accessible Seat Signage Discussion
- C. Conflict of Interest and Ethics Discussion
- D. Gap Grant Reports – Shuttle
- E. TAC Report
- F. Summary Report of Gap Grants
- G. Quarterly Education and Training
- H. 2012 Annual Mobility Workshop Brainstorm

3:30 p.m.

**15. Adjournment**

*Key: A – Action Item; I – Information/Discussion Item; full packet available at [www.alamedactc.org](http://www.alamedactc.org)*

**Next Joint PAPCO/TAC Meeting:**

Date: February 27, 2011

Time: 1 to 4 p.m.

Location: Alameda CTC Offices, 1333 Broadway, Suite 300, Oakland, CA 94612

**Next PAPCO Meeting:**

Date: March 26, 2012

Time: 1 to 3:30 p.m.

Location: Alameda CTC Offices, 1333 Broadway, Suite 300, Oakland, CA 94612

**Staff Liaisons:**

John Hemiup, Senior Transportation  
Engineer  
(510) 208-7414  
[jhemiup@alamedactc.org](mailto:jhemiup@alamedactc.org)

Naomi Armenta, Paratransit Coordinator  
(510) 208-7469  
[narmenta@alamedactc.org](mailto:narmenta@alamedactc.org)

**Location Information:** Alameda CTC is located in Downtown Oakland at the intersection of 14<sup>th</sup> Street and Broadway. The office is just a few steps away from the City Center/12<sup>th</sup> Street BART station. Bicycle parking is available inside the building, and in electronic lockers at 14<sup>th</sup> and Broadway near Frank Ogawa Plaza (requires purchase of key card from [bikelink.org](http://bikelink.org)). There is garage parking for autos and bicycles in the City Center Garage (enter on 14<sup>th</sup> Street between Broadway and Clay). Visit the Alameda CTC website for more information on how to get to the Alameda CTC: <http://www.alamedactc.com/directions.html>.

**Public Comment:** Members of the public may address the committee regarding any item, including an item not on the agenda. All items on the agenda are subject to action and/or change by the committee. The chair may change the order of items.

**Accommodations/Accessibility:** Meetings are wheelchair accessible. Please do not wear scented products so that individuals with environmental sensitivities may attend. Call (510) 893-3347 (voice) or (510) 834-6754 (TTD) five days in advance to request a sign-language interpreter.



## Paratransit Advisory and Planning Committee Meeting Minutes Monday, November 28, 2011, 1 p.m., 1333 Broadway, Suite 300, Oakland

Attendance Key (A = Absent, P = Present)

### Members:

<u>P</u> Sylvia Stadmire, Chair	<u>P</u> Sandra Johnson- Simon	Hendrickson
<u>P</u> Will Scott, Vice-Chair	<u>P</u> Gaye Lenahan	<u>P</u> Michelle Rousey
<u>P</u> Aydan Aysoy	<u>P</u> Jane Lewis	<u>P</u> Clara Sample
<u>P</u> Larry Bunn	<u>P</u> Jonah Markowitz	<u>P</u> Harriette Saunders
<u>A</u> Herb Clayton	<u>P</u> Betty Mulholland	<u>A</u> Maryanne Tracy- Baker
<u>P</u> Shawn Costello	<u>P</u> Rev. Carolyn Orr	<u>A</u> Esther Waltz
<u>P</u> Herb Hastings	<u>P</u> Sharon Powers	<u>P</u> Renee Wittmeier
<u>P</u> Joyce Jacobson	<u>P</u> Vanessa Proee	<u>P</u> Hale Zukas
	<u>P</u> Carmen Rivera-	

### Staff:

<u>P</u> Matt Todd, Manager of Programming	<u>P</u> Krystle Pasco, Paratransit Coordination Team
<u>P</u> John Hemiup, Senior Transportation Engineer	<u>P</u> Vida LePol, Acumen Building Enterprise, Inc.
<u>A</u> Jacki Taylor, Program Analyst	<u>P</u> Vida LePol, Acumen Building Enterprise, Inc.
<u>P</u> Naomi Armenta, Paratransit Coordinator	<u>P</u> Cathleen Sullivan, Nelson/Nygaard

### 1. Welcome and Introductions

Sylvia Stadmire called the meeting to order at 1:05 p.m. The meeting began with introductions and a review of the meeting outcomes.

**Guests Present:** Jennifer Cullen, Senior Support Program of the Tri-Valley; Andrew Belmont, Alzheimer's Services of the East Bay; Mike Kessler, Satellite Housing; Reba Knickerbocker, BORP; Chris Mullin; Leslie Simon, Center for Independent Living; Jeff Weiss, Bay Area Community Services

## **2. Public Comments**

There were no public comments.

## **3. Approval of October 24, 2011 Minutes**

*Herb Hastings moved that PAPCO approve the Joint TAC PAPCO October 24, 2011 and PAPCO Meeting minutes as written. Sharon Powers seconded the motion. The motion carried unanimously (21-0).*

## **4. Review of the Draft Mid-year Report Form**

Naomi Armenta reported on the draft revised Mid-year Report Form. She stated that the Measure B paratransit fund recipients are required to submit one electronic version of the report to the Alameda CTC for mid-year reporting. She said the new deadline is February 1, 2012, and the report form will be ready in January 2012. Naomi asked that members send comments to her on the form by December 5, 2011.

*Members provided the following input:*

- Members stated that the maximum of 255 characters was not enough room for all the information. Staff stated that it may be possible to change it from 255 to 550 characters.
- A member stated that she likes the qualitative report versus quantitative, because the quantitative report always has a lot of wrong information in it.

## **5. Convening of Funding Formula and Gap Policy Joint Subcommittee**

Naomi Armenta said that determining the funding formula for non-mandated programs is one of PAPCO's primary responsibilities, and the current formula expires on June 30, 2012. She asked members to volunteer to be appointed to the Joint Funding Formula and Gap Policy Subcommittee meeting scheduled for December 5, 2011. Naomi said all PAPCO members appointed to this subcommittee will review technical information related to the funding formula and Gap Policy.

The following members volunteered to participate:

- Herb Hastings
- Joyce Jacobson
- Sandra Johnson-Simon
- Jane Lewis



- Jonah Markowitz
- Betty Mulholland
- Rev. Carolyn M. Orr
- Vanessa Proee
- Carmen Rivera-Hendrickson
- Michelle Rousey
- Harriette Saunders
- Will Scott
- Sylvia Stadmire
- Hale Zukas

#### **6. Discussion on the Funding Formula and Gap Policy**

Naomi introduced the discussion on the funding formula and Gap Policy. She stated that staff is asking PAPCO to review the current formula for the distribution of Measure B funds for non-mandated paratransit services. She informed members that the purpose of this discussion is to review the current formula and to brainstorm ideas for developing a new formula that will determine the allocation of funds beginning in fiscal year 2012-2013 (FY 12-13).

Naomi and Cathleen Sullivan gave a presentation on the funding formula and current formula factors and explained that the Measure B Expenditure Plan provides funds for non-mandated services, aimed at improving mobility for seniors and people with disabilities. They explained the funding allocations and said the three principle issues to discuss are age, income, and disability, and the discussion was intended to determine whether age, income, and disability continue to be issues the formula should address and to discuss the validity of the data sources to support each element.

#### *Questions/feedback from the members:*

- A member stated that not all people 18 and older receive Supplemental Security Income (SSI), many people are not accounted for, and the percentages in the formula are not equal or adequate to provide services for the people who need them. Staff stated that the formula is not perfect, and that is why we are working on the new formula.
- Are people with a separate income not eligible? Staff stated that the intent is to count people with disability who also earn income. Another

member stated that many people receive Social Security Disability Insurance (SSDI) monthly benefits and not SSI.

Cathleen introduced the discussion on age, income, and disability. She stated that a lot of data is no longer available and posed the question: Since there is no accurate and reliable data source for disability, can age data be a surrogate?

*Members provided the following input:*

- A member expressed her concern about missing a lot of people with the new formula, because age, income, and disability do not account for everybody.
- Several members focused their comments on age and disability:
  - Disability covers a large range of people 65 and over with limited income.
  - A lot of cities have programs that cover people ages 70 and above.
  - The weighting should start at 80.

Cathleen stated that the Implementation Guidelines set the lower limits for programs to offer services at 70, but we could set it at 70, 79, or 80-plus and still weight it at 1.5, given that many individuals over 80 have disabilities and have a greater need for paratransit services.

- Members also asked about geographic equity, varying costs of living, and population/city growth. For example, North County has not had growth, but East County has had considerable growth. Several senior centers have opened up in East County but were not counted in the 2000 U.S. Census. Members also wanted to consider income, because people in low-income areas need the services the most. Staff asked members if they think income should be considered, the majority of them said yes.
- Members wanted clarification on “weighted.” Staff gave an example that if 10 people live in Oakland and are over the age 70, and three of those people are over the age of 80, we will count them as six, instead of three.

- Is there is a way to determine whether people at age 70 or 80 need more services? Staff said we do not have that data; the subcommittee members will talk about the data at their upcoming meeting.

Cathleen stated that Alameda CTC has been considering allocating funding at the planning area level for programs that serve a planning area versus for programs that just serve one city. She said Alameda CTC would like to integrate some of the current Gap grant programs into planning areas. She asked if PAPCO members think Alameda CTC should allocate a portion of funds for optional use for planning-area-level programs, and distribute the balance to city programs, and should this be optional or mandatory?

- *Members provided the following input:*
  - Members expressed concern that this will be unfair to certain areas of the county, because some of the programs have already been cut.
  - Who will be the final decision-maker for all these programs, staff or the cities? Staff stated that members would approve these during the program plan process, and the Commission will approve the final decision.
  - Members stated that cities should be the ones to decide what they want to use their money for, because some cities want their bus routes back due to cut backs, and some need infrastructure improvements before we look at new programs.

## **7. Report from EBP on the Interactive Voice Response (IVR)**

### **Web-based Schedule Software Gap Grant**

East Bay Paratransit (EBP) and AC Transit were unable to attend this meeting and postponed their report to the next meeting.

## **8. Member Reports and PAPCO Mission, Roles, and Responsibilities**

### **Implementation**

Harriette Saunders reported that she attended a silent auction at the Claremont Hotel to raise money for breast cancer awareness. She also attended training for Service Review Advisory Committee and learned about legal issues.

Carmen Rivera-Hendrickson reported that she volunteered for the City of Oakland Thanksgiving Luncheon, and over 2,000 people attended. She has also

attended several outreach programs; she is working with a lot of people who need services and do not know where to go. She also reported that BART is inviting all members to its Accessibility Taskforce Reception on Wednesday, December 14, 2011 at 3 p.m. at the Kaiser Center. She said she is working with the general manager to serve the needs of people with disabilities on BART.

Vanessa Proee reported that she went to the Abilities Expo in San Jose.

Jonah Markowitz reported that he helped a rider connect to 311 and 511.

Michelle Rousey reported that she went to the College of Alameda Programs and Services for Students with Disabilities and went to Alta Bates.

Sylvia Stadmire reported that BART is getting about 80 new seats, and the process will be complete next year. She also attended a meeting regarding state budget cuts. She said she received a letter stating the IHSS cuts will occur on December 1st, 2011. There is a waiver, and those who did not receive it should request it so they don't get the 20 percent cut. Sylvia also reported that UC Berkeley's School of Public Health selected her as one of 30 outstanding senior volunteer leaders to receive the 2012-2013 California Senior Leaders Award. She will receive a \$500 check to direct to an organization of her choice. The celebration and training event will be at the Waterfront Plaza Hotel in Oakland at Jack London Square on February 24-25, 2012.

## **9. Committee Reports**

- A. Sharon Powers reported that she attended a SRAC meeting, and the attendees discussed putting the transportation sales tax measure on the ballot. They talked about money being tight, and the difficulty of putting the tax measure on the ballot, unless we can prove that it will be beneficial to everybody and not just to some. BART is also asking for more money, and others are concerned about having enough funding for programs for seniors and people with disabilities.
- B. Citizens Watchdog Committee (CWC) – Harriette Saunders reported that there is a subcommittee meeting on Wednesday from 10 a.m. to 2 p.m., and she invited all members to attend.

## **10.Mandated Program and Policy Reports**

PAPCO members were asked to review these items in their packets.

## **11.Information Items**

### **A. Mobility Management**

Naomi stated that Alameda CTC received a New Freedom Grant for mobility management.

### **B. Outreach – Krystle Pasco said no outreach programs are scheduled, and she encouraged members to do phone outreach and let her know of senior centers, etc that might need more materials. She also asked members to email her about any outreach events coming up.**

### **C. CWTP-TEP Status Update/Input**

Matt Todd reported that Alameda CTC will modify both the Countywide Transportation Plan (CWTP) and the Transportation Expenditure Plan (TEP) based on comments received. The goal is to present a draft of both plans to the Commission at its retreat on December 16, 2011.

### *General questions:*

- Will the TEP reduce Measure B money for seniors? How can members make comments about the plans or bring issues to the Commission?  
Staff stated that members should send letters or an email to Alameda CTC before December 7, 2011.

## **12.Draft Agenda Items for January 23, 2011**

- A. Recommendation on Annually Renewed Paratransit Coordination Contract
- B. Funding Formula and Gap Policy Recommendation
- C. Gap Grant Reports – Travel Training
- D. Summary Report from EBP – Customer Survey Report
- E. Quarterly Report from Alameda and Hayward

## **13.Adjournment**

The meeting adjourned at 3:15 p.m.

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## MEMORANDUM

**To:** Paratransit Advisory and Planning Committee

**From:** Paratransit Coordination Team

**Date:** January 9, 2012

**Subject:** Funding Formula Recommendation

### Background

According to the Measure B Expenditure Plan, funds are provided “for non-mandated services, aimed at improving mobility for seniors and people with disabilities. These funds are provided to the cities in the County and to Alameda County based on a formula developed by PAPCO.”

The initial funding formula was adopted in 2003 and the current version will be expiring in June 2012. In November and December 2011, PAPCO and TAC reviewed the current formula used for the distribution of Measure B funds and discussed options for a new funding formula. On December 5, 2011 a Joint PAPCO/TAC Subcommittee developed a new formula to determine the allocation of funds beginning in FY12-13, and is forwarding that recommendation to PAPCO.

### Funding Formula Factors

#### Measure B Distribution of Funds

10.45% of Measure B funds go to specialized transportation for seniors and people with disabilities (per the 2000 Expenditure Plan). These are distributed as follows:

- 5.63% allocated to mandated paratransit services
- 3.39% allocated to non-mandated paratransit services
- 1.43% allocated to Gap Program

The 3.39% allocated to non-mandated paratransit services is distributed to the planning areas as follows:

- North County = 1.24%
- Central County = 0.88%
- South County = 1.06%
- East County = 0.21%

These allocations were determined as part of the negotiations to craft the 2000 sales tax expenditure plan for Measure B. These are set and cannot be changed, that means funds from a planning area *may not be transferred* to another area. The PAPCO formula only allocates funding to the cities *within* each planning area, as described below.

## **Current PAPCO Funding Formula for Distribution within Planning Areas**

When the funding formula was developed, PAPCO intended to address the following key elements: age, income, and disability. Five factors are used to determine how much funding each city receives from the planning area total:

1. Individuals 5-15 with any type of disability
  2. Individuals 16+ with go-outside-home disability \*
  3. Individuals 65-79
  4. Individuals 80+
  5. Supplemental Security Income (SSI) recipients 18 and older
- \* Individual has a physical, mental, or emotional condition lasting 6 months or more that makes it difficult to go outside the home alone (e.g. to shop or visit a doctor's office)*

Factors 1 through 4 come from Census 2000. The source for Factor 5 was Social Security Administration data made available annually. However, this SSI data has not been available since 2006 due to privacy concerns. Therefore those figures have held constant since 2006. Under the current formula, only one factor (individuals 80 and older) is weighted. The total 80+ population in each city is multiplied by 1.5 to place added emphasis on this factor, given that many individuals over 80 have disabilities, and therefore have greater need for paratransit services.



Data is compiled at the zip code level to determine funding allocations.

## **Proposed Funding Formula**

The new proposed funding formula is meant to address 3 areas of concern that impact a community's need for accessible transportation:

- Age
- Disability
- Income

The formula includes 3 factors:

- Seniors age 70-79
- Seniors age 80+ (weighted times 1.5)
- Low-income households earning less than or equal to 30% of Area Median Income (in the current proposal, this is calculated as <\$20,000 annually)

Ideally, a separate factor for each area of concern would have been included. Unfortunately, reliable data relating to disability is not available. All potential sources have been reviewed by staff and were presented for Subcommittee consideration. Each of these sources has a significant fault. Therefore, after much discussion, the Subcommittee recommended using age as a proxy for disability. We will continue to monitor available sources of data and, if appropriate, will review and revise the formula.

The recommended funding formula is presented in the table at the end of this memo. The source data is presented as well as the resultant percentage distribution of funds and the change from the current formula.

This funding formula would take effect on July 1, 2012. The committee proposes that the formula remain in effect for no more than 5 years. The age data is obtained from the most reliable source, Census 2010, so it is proposed that those factors be held steady for the 5 year period. Income data is obtained from the American Community Survey. As this data is supplemented annually, the sample will presumably improve. Therefore the committee proposes updating this factor annually.

Both Committees and the Subcommittee held extensive discussions and reviewed multiple data options to determine the best formula. More detail regarding the discussions and remaining concerns will be provided at the January 23<sup>rd</sup> PAPCO meeting.

Source:	Census 2010			ACS 2009 5-yr Place Estimates
	Age 70-79	Age 80+	Age 80+ times 1.5	HH earning <\$20,000
Alameda	3,858	3,186	4,779	3,391
Albany	683	552	828	770
Berkeley	4,935	3,655	5,483	8,229
Emeryville	444	211	317	1,076
Oakland	16,907	12,963	19,445	34,932
Piedmont	634	436	654	82
Oakland TOTAL	17,541	13,399	20,099	35,014
NORTH COUNTY	27,461	21,003	31,505	48,480
Hayward	5,957	4,297	6,446	5,813
Ashland	691	473	710	1,297
Cherryland	473	383	575	677
Castro Valley	3,096	2,807	4,211	2,126
Fairview	467	371	557	192
San Lorenzo	1,175	1,070	1,605	852
Hayward TOTAL	11,859	9,401	14,102	10,957
San Leandro	4,449	4,067	6,101	3,431
CENTRAL COUNTY	16,308	13,468	20,202	14,388

Age 70-79 + Age 80+ times 1.5 + HH earning <\$20,000	% of Planning Area Total beginning FY 12/13	% of Planning Area Total in Current Formula	% Change from Current Formula *
12,028	11.19%	11.83%	-0.64%
2,281	2.12%	2.07%	+0.05%
18,647	17.35%	13.76%	+3.59%
1,837	1.71%	1.82%	-0.11%
71,284			
1,370			
72,654	67.62%	70.51%	-2.89%
107,446	100.00%	100%	
18,216			
2,698			
1,725			
9,433			
1,216			
3,632			
36,918	72.53%	72.19%	+0.34%
13,981	27.47%	27.81%	-0.34%
50,898	100.00%	100%	

\* Staff speculates that significant changes (e.g. Oakland) may be attributable to population shifts.

Source:	Census 2010			ACS 2009 5-yr Place Estimates
	Age 70-79	Age 80+	Age 80+ times 1.5	HH earning <\$20,000
Fremont	9,393	5,655	8,483	4,423
Newark	2,072	977	1,466	957
Union City	3,203	2,002	3,003	1,935
<b>SOUTH COUNTY</b>	<b>14,668</b>	<b>8,634</b>	<b>12,951</b>	<b>7,315</b>
Sunol	56	20	30	18
Pleasanton	3,168	1,884	2,826	1,234
<b>Pleasanton TOTAL</b>	<b>3,224</b>	<b>1,904</b>	<b>2,856</b>	<b>1,252</b>
Dublin	1,508	576	864	667
Livermore	3,303	2,161	3,242	2,379
<b>LAVTA TOTAL</b>	<b>4,811</b>	<b>2,737</b>	<b>4,106</b>	<b>3,046</b>
<b>EAST COUNTY</b>	<b>8,035</b>	<b>4,641</b>	<b>6,962</b>	<b>4,298</b>

Age 70-79 + Age 80+ times 1.5 + HH earning <\$20,000	% of Planning Area Total beginning FY 12/13	% of Planning Area Total in Current Formula	% Change from Current Formula *
22,299	63.83%	61.98%	+1.85%
4,495	12.87%	13.47%	-0.60%
8,141	23.30%	24.56%	-1.25%
<b>34,934</b>	<b>100.00%</b>	<b>100%</b>	
104			
7,228			
<b>7,332</b>	<b>38.00%</b>	<b>38.29%</b>	<b>-0.29%</b>
3,039			
8,924			
<b>11,963</b>	<b>62.00%</b>	<b>61.71%</b>	<b>+0.29%</b>
<b>19,295</b>	<b>100.00%</b>	<b>100%</b>	

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## **Paratransit Coordination Team Activity Report for Fiscal Year 2010/11**

Since October 2002, Nelson\Nygaard has provided Measure B paratransit coordination services. This fiscal year was our ninth year of providing services. This document summarizes the major activities of the Measure B Paratransit Coordination Team for Fiscal Year 2010/11.

The Nelson\Nygaard team consists of a number of consultants with extensive expertise in the field of paratransit, accessible transportation, and senior mobility. Members who comprise the core Measure B Paratransit Coordination Team include:

- Bonnie Nelson (Principal, Nelson\Nygaard), coordination team oversight
- Naomi Armenta (Nelson\Nygaard), Alameda County Paratransit Coordinator
- Cathleen Sullivan (Associate Project Manager, Nelson\Nygaard), project manager and technical support
- Rachel Ede (former Senior Associate, Nelson\Nygaard), project manager and technical support (no longer on the FY 11/12 Paratransit CoordinationTeam)
- Richard Weiner (Principal, Nelson\Nygaard), technical team and support for Coordination and Mobility Management Planning
- Krystle Pasco (Acumen), Education and Outreach Specialist (Nelson\Nygaard subcontractor)
- Emily Ehlers (Associate, Nelson\Nygaard), technical team member and Provider Toolkit maintenance
- Adina Ringler (Associate Project Planner, Nelson\Nygaard), technical team member and Provider Toolkit maintenance
- Joey Goldman (Principal, Nelson\Nygaard), informational material development and Access Alameda website maintenance
- David Koffman (Principal, Nelson\Nygaard), technical team member and accessible transportation expert

Our goal has been and will continue to be to provide high quality service to the Alameda CTC (formerly ACTIA), PAPCO, TAC, paratransit consumers, and the Commission's partners throughout the county and region. The coordination team is committed to ensuring PAPCO meets their mandate as defined in the Expenditure Plan, that key information flows between PAPCO and TAC, that PAPCO and TAC have a big picture perspective through periodic technical

sharing, discussion and an annual mobility workshop, that consumers are aware of the services being provided through Measure B, that the appropriate accountability of the expenditure of these funds is accomplished through careful analysis of reporting, and that innovative and effective Gap programs are put in place.

Our completed major activities for the last fiscal year (July 1, 2010 – June 30, 2011) are organized below based on the Nelson/Nygaard contract scope approved by the Board in the previous fiscal year.

### **Meeting Preparation, Facilitation and Coordination**

- **Implement PAPCO, TAC, and PAPCO/TAC Joint Meetings, Senior and Disabled Summits, and Subcommittees**
  - Planned, supported, prepared packets and did staff research for 34 Measure B Paratransit meetings, including PAPCO meetings, TAC meetings, Joint meetings of PAPCO and TAC, and Subcommittee Meetings
- **Support for PAPCO Goals Process and Subcommittees**
  - Facilitated committee through Goal development process and development of draft and final Work Plan
  - Helped committee track progress through Work Plan throughout year and included in packet
- **Implement Annual Workshop**
  - Carried out the 2010 Workshop “Planning for Progress” which was attended by around 100 people from all over the Bay Area
  - Planned, provided support, prepared materials, arranged outside speakers, conducted staff research and facilitated workshop sessions
  - Publicized workshop regionally to over 300 individuals and organizations
  - Developed and distributed post-Workshop newsletter to all participants and paratransit stakeholders in the County

### **Program Management and Review**

- **Semi-annual Analysis of Performance of all Paratransit Programs**
  - Analyzed, prepared and presented Mid Year and Year End program performance summary reports including highlights of key issues, descriptive tables, comparison of expenditures, balance fund reserve amounts and service and expenditure trends
  - Worked with staff to merge Year End reports into Compliance Reports

- **Analysis of Annual Plans from each Provider**
  - Analyzed, coordinated and facilitated two program review meetings and 13 program applications for Measure B funding for fiscal year 2011/12 in early May

### **Grant Fund Coordination and Administration**

- **Facilitate Paratransit Coordinating Council Role in 5310 Funding Process**
  - Attended meetings at MTC for 5310 process planning and kept staff and stakeholders informed on updates
  - Completed outreach to potential applicants in Alameda County
  - Held subcommittees to do scoring on 5310 applications
- **Grant Support Services**
  - Worked with staff and committees to extend grant funding for essential grants in absence of Gap Call

### **Outreach and Information**

- **Identify and Attend Events**
  - Conducted or attended approximately 24 outreach meetings (meeting target of at least 2 events per month), including presentations to churches, health fairs, disability coalitions, senior centers, etc.
  - Attended other Advisory Committee meetings
  - Created quarterly Outreach Plans
  - Responded to all “hotline” calls within 24 hours.

### **Technical Assistance**

- **General Technical Support**
  - Provided technical research and support for various PAPCO/TAC meeting items and questions
  - Assisted Alameda CTC staff with a financial analysis of Paratransit programs
- **Update Provider Toolkit**
  - Updated provider toolkit

### **Coordination and Mobility Management Planning**

- **Facilitated multiple countywide meetings and 1-2 meetings in each planning area**

- Created meeting packets summarizing demographics, services provided, and key discussion points for each planning area
- Developed report summarizing outcomes of meeting processes, including identification of pilot projects

### **Management of Alameda CTC Mobility Programs**

- **Maintained and expanded Hospital Discharge Transportation Program**
- **Communicated with Sites with Priority Paratransit Waiting Areas**
- **Managed South County Taxi Program, including reports and quality assurance**
- **Managed Wheelchair Scooter Breakdown Transportation Service (WSBTS)**

### **Project Management**

- **Development of a detailed implementation schedule**
- **Coordinated appropriate “check in” and planning meetings**



## PAPCO Calendar of Events for January 2012 thru March 2012

### Full Committee Meetings

- **Regular TAC monthly meeting:**  
Tuesday, January 10, 2012, 9:30 to 11:30 a.m., Alameda CTC
- **Regular PAPCO monthly meeting:**  
Monday, January 23, 2012, 1 to 3:30 p.m., Alameda CTC
- **Regular TAC monthly meeting:**  
Tuesday, February 14, 2012, 9:30 to 11:30 a.m., Alameda CTC
- **PAPCO/TAC Joint meeting:**  
Monday, February 27, 2012, 1 to 4 p.m., Alameda CTC
- **Regular PAPCO monthly meeting:**  
Monday, March 26, 2012, 1 to 4 p.m., Alameda CTC

### Outreach

Meeting Date	Event Name	Meeting Location	Time
1/19/12	Central County Transportation Form	Hayward City Hall 777 B Street Hayward CA	6:30 – 8:30 p.m.
2/24/12	United Seniors of Oakland and Alameda County 21st Annual Convention	The Cathedral of Christ the Light 2121 Harrison Street Oakland, CA	9 a.m. – 4 p.m.
3/16/12	Senior Transit Fair	Pleasanton Senior Center 5353 Sunol Blvd. Pleasanton, CA	10 a.m. – 1 p.m.

You will be notified of other events as they are scheduled. For more information about outreach events or to sign up to attend, please call (510) 208-7467.

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## CURRENT PAPCO APPOINTMENTS

### Appointer

- AC Transit
- BART
- LAVTA
- Union City Transit
- City of Berkeley
- City of Emeryville
- City of Dublin
- City of Fremont
- City of Hayward
- City of Livermore
- City of Oakland; Councilmember Rebecca Kaplan
- City of Piedmont
- City of Pleasanton
- City of Union City
- Supervisor Wilma Chan
- Supervisor Nadia Lockyer
- Supervisor Keith Carson
- Supervisor Nate Miley
- Supervisor Scott Haggerty

### Member

- Hale Zukas
- Harriette Saunders
- Esther Waltz
- Larry Bunn
- Aydan Aysoy
- Joyce Jacobson
- Shawn Costello
- Sharon Powers
- Vanessa Proee
- Jane Lewis
- Rev. Carolyn M. Orr
- Gaye Lenahan
- Carmen Rivera-Hendrickson
- Clara Sample
- Sylvia Stadmire
- Renee Wittmeier
- Herb Clayton
- Michelle Rousey
- Jonah Markowitz
- Will Scott
- Betty Mulholland
- Sandra Johnson Simon
- Herb Hastings
- Maryanne Tracy-Baker

## VACANCIES

Vacancies are on hold, pending adoption of new appointment structure. If you have any questions, please contact Naomi at (510) 208-7469.

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## PAPCO Work Plan FY 2011-12

PAPCO activities throughout the year will be guided by PAPCO Goals and Bylaws. The PAPCO Chair or Vice Chair will report to the Alameda CTC Board every month.

<b>Topic: PAPCO Development and Outreach</b>		
<b>Goal: Continue PAPCO's development as an informed and effective community advisory committee; accomplish outreach in a variety of ways in all areas of the County</b>		
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>
All members to participate in at least one Outreach activity – write an article, speak at another meeting, visit Senior Centers, and/or attend an event		<b>x</b>
Assist in distributing information materials – Access Alameda in different languages (Spanish, Chinese, Tagalog, Vietnamese, Farsi)		
Assist in distributing information materials – Fact Sheets on Aging, etc		
Assist in publicizing AccessAlameda.org website		
Monitor PAPCO appointments and vacancies		<b>x</b>
Staff will continue to be available to help draft talking points or articles for members		<b>x</b>

<b>Topic: Mobility Management Planning Process</b>			
<b>Goal: Learn about and contribute to Alameda County's Mobility Management Process</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Provide recommendation to Board on New Freedom Mobility Management Grant in September	x		
Provide recommendation to Board on Coordination and Mobility Management Planning Pilots in September	x		
Receive a report from TAC at Joint meetings on efforts October February April	x		
Review materials regarding Mobility Management provided in meeting packet			x

<b>Topic: Planning and Policy Efforts</b>			
<b>Goal: Stay informed on and contribute to Alameda County/Regional planning efforts and policy discussions</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Receive updates and provide input on Countywide Transportation Plan and Transportation Expenditure Plan Development		x	
Participate in TEP Input in October	x		
Receive reports from MTC and Regional issues/events		x	
Receive regular summaries of Transit Access Reports		x	
Staff will continue to forward opportunities for comments and participation via email		x	

<i>Topic: Fiduciary Oversight</i>			
<b>Goal: Continue fiduciary oversight over pass-through and grant funding</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Receive update on revised pass-through Mid-Year reporting format at November Meeting	x		
Receive reports from extended Gap grants at Meetings September October November		x	
Receive report from LAVTA on American Logistics contract provision in April			
Hold a fiduciary training and finance subcommittee meeting in April			
Continue to evaluate pass-through and grant programs and expenditures			

<i>Topic: Sustainability</i>			
<b>Goal: Identify ongoing funding needs for paratransit and future gap funding</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Participate in discussion on Implementing Guidelines	x		
Participate in discussion on funding formula		x	
Participate in discussion on ongoing Gap Policies		x	

<i>Topic: Customer Service</i>			
<b>Goal: Participate in driver training and serve as a resource to providers; and facilitate communication and resolution of consumer complaints</b>			
<b>Actions</b>	<b>Completed</b>	<b>In-Progress</b>	
Continue to be available to assist in East Bay Paratransit Driver Training		<b>x</b>	
Continue to be available to assist in East Bay Paratransit Secret Rider Program and Complaints Board		<b>x</b>	
Continue to be available to assist in LAVTA with Driver Training and related items		<b>x</b>	
Ensure that taxi providers have access to resources such as pocket guides from Easter Seals Project ACTION		<b>x</b>	

<i>Members' Other Committees/Activities</i>	
PAPCO members appointed to SRAC	• To be completed after survey
PAPCO members appointed to WAAC	• To be completed after survey
Other Committees/Advisory Boards	• To be completed after survey



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

**WHEELS Accessible Advisory Committee**  
**Meeting**

**DATE:** Wednesday, September 7, 2011

**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore, CA

**TIME:** 3:32 p.m.

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**MINUTES**

**1. Call to Order**

Chair Carmen Rivera-Hendrickson called the meeting to order at 3:34 pm.

Members present:

Herb Hastings – Alameda County Representative  
Jane Lewis – Dublin Representative  
Russ Riley – Livermore Representative  
Carmen Rivera-Hendrickson – Pleasanton Representative  
Pam Deaton – Social Services Representative  
Jennifer Cullen – Social Services Representative  
Joan Helen Hall – Alameda County Alternate  
Shawn Costello – Dublin Alternate  
Lee Serles – Livermore Alternate  
Shawn Ebersole – Pleasanton Alternate

Staff Present:

Paul Matsuoka, LAVTA  
Jeff Flynn, LAVTA  
Kadri Kulm, LAVTA

Larry Alge, ALC  
James Warrick, ALC  
Ron Caldwell, ALC  
Andrea Cornn, ALC  
Carlos Rangel, ALC

Members of the Audience:

Esther Waltz – LAVTA’s PAPCO Representative  
Mary Hummel – Dial-A-Ride rider, Livermore resident

2. **Citizens’ Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**  
No comments.

3. **Minutes of July 6, 2011 Meeting of the Committee**  
Amended Minutes Approved: Riley/Serles

4. **Discussion about BART Signage Improvements**  
Carmen presented the new proposed BART car designs and asked for committee members’ feedback.

5. **Dial-A-Ride Services Update – Comments and Questions**  
LAVTA staff gave a report on ALC start-up, and ALC management staff was there to answer committee members’ questions. LAVTA staff reported on their visit to St. George, Utah where ALC’s call center is located. ALC start-up did not go flawlessly and the initial problem categories included not having addresses for all common Tri-Valley locations, on-time performance, interagency transfers with other ADA providers, and interface with Pleasanton Paratransit. However, corrections were quickly put in place, the common location addresses were quickly obtained, and the second full week of service showed OTP performance better than the last months the prior contractor provided the service. LAVTA staff will continue to monitor service quality as part of staff’s on-going supervision of the contractor’s work.

6. **Revising WAAC Term Limits**

The committee discussed member-initiated proposals to change the by-laws to eliminate term limits and to make the alternate members into full-voting members. This item will be brought back for voting at the next WAAC meeting.

**7. Stroller Policy Update**

The Committee reviewed the proposed stroller policy and voted to support the policy change.

Approved: Serles/Costello

**8. Alameda County Fair Report**

Staff gave an update on Route 8 direct service to Alameda County Fairgrounds during the fair. Route 8 ridership during the fair was up by over 50% on the weekdays and over 200% on weekends.

**9. New Freedom Grant Update**

Staff informed the committee on recent submissions of New Freedom grant applications for Bus Stop Improvements and Para-Taxi.

**11. Adjournment**

The Chair Herb Hastings adjourned the meeting at 5:17 pm

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## **DEFINITION OF TRAVEL INSTRUCTION**

### **Introduction**

The Association of Travel Instruction (ATI) is an organization founded to promote travel instruction for individuals with disabilities and seniors, and to offer educational and professional development to practitioners of travel instruction. This organization, incorporated in 2001, grew out of a grant to develop competencies for the practice of teaching individuals with disabilities and seniors to travel independently using public transportation. ATI was the first such organization dedicated to improving access to travel training for individuals with disabilities and seniors while supporting and advocating for the providers of their practice.

The initial definition of travel training reflects the programs developed in the 1960s and 1970s. The focus of travel training in these programs was to teach individuals with significant developmental disabilities how to travel safely and independently in the community, using public transportation. To this end travel training was defined as one-to-one, short-term, intensive, comprehensive instruction in the skills necessary to travel safely and independently on public transportation. This definition was sufficient until some years after the passage of the Americans with Disabilities Act (ADA) in 1990. The ADA mandated that public transportation systems be accessible to individuals with disabilities, and the development of paratransit systems for those individuals who were not able to access or use the public transportation system.

The purpose of travel training is the provision of instructional services and supports to persons with disabilities, seniors, and other individuals who need assistance to use transportation independently. The increasing number of such individuals who want, and need, to develop independent travel skills and/or maintain their independent mobility in the community has created a demand for travel training services. The range of providers of travel instruction services now includes public transit agencies, school systems, non-profit agencies, adult service provider agencies, senior centers, rehabilitation centers, and independent living centers. It became obvious to ATI that the definition of travel training needed to be re-considered to reflect the expanded purpose of travel training and the range of services offered by the provider agencies to meet the needs of students/clients they serve.

## Definition

ATI considers travel instruction to be the professional activity of teaching individuals with disabilities and seniors how to access their environment and community and use public transportation independently. The practice of travel instruction as provided by a professional travel trainer requires knowledge of human development and behavior, travel-related concepts and skills, public transportation services, the natural and built environment, paths of travel, and the interaction of these dynamics. The *Competencies for the Practice of Travel Instruction and Travel Training (Easter Seals Project ACTION)* provides guidance to the competencies that are essential for the practitioner. Travel instruction practice as characterized by ATI includes the professional application of a code of ethics, guiding principles, methods, strategies, and emerging best practices.

Travel instruction is the array, continuum, or family of services offered to individuals with disabilities, seniors, and others who need assistance to increase their mobility and travel on public transportation independently. It includes a variety of plans, methods and strategies used by professional travel trainers to increase the independent travel skills of the people they serve. It is understood that individuals may require different travel instruction services during their lifetime as their needs change. Specific services included in the ATI definition of travel instruction are:

- Transit Orientation
  - Group or individual activity conducted for the purpose of explaining the transportation systems; options and services available to address individual transportation needs; use of maps and schedules as resources for trip planning; fare system, use of mobility devices while boarding, riding, and exiting; vehicular features; and benefits available.
- Familiarization
  - Individual or small group trip activity to facilitate use of transportation systems with a travel trainer accompanying experienced traveler(s) on a new mode of transportation or route to point out/explain features of access and usability.
- Travel Training
  - One-to-one short-term instruction provided to an individual who has previously traveled independently and needs additional training or support to use a different mode of travel, a different route, mode of transit, or travel to a new destination ; or
  - One-to-one comprehensive, specially designed instruction in the skills and behaviors necessary for independent travel on public transportation provided to an individual who does not have independent travel concepts or skills to go from point of origin of trip to destination and back.



## Countywide Transportation Plan Update and Transportation Expenditure Plan Development Overview

The Alameda CTC is in the process of updating the Alameda County Countywide Transportation Plan (CWTP), a 20-year plan that lays out a strategy for addressing transportation needs for all users in Alameda County and feeds into the Regional Transportation Plan. The Alameda CTC is also developing a new Transportation Expenditure Plan (TEP) concurrently with the CWTP.

The following committees are involved in the CWTP-TEP development process:

**Steering Committee:** Comprised of 13 members from the Alameda CTC including representatives from the cities of Berkeley, Emeryville, Hayward, Livermore, Newark, Oakland, Pleasanton, and Union City, as well as Alameda County, BART and AC Transit. Mayor Mark Green of Union City is the chair and Councilmember Kriss Worthington of Berkeley is the vice-chair. The purpose of the Steering Committee is to lead the planning effort, which will shape the future of transportation throughout Alameda County. To view the meeting calendar, visit <http://www.alamedactc.org/events/month/now>.

Staff liaisons:

- Tess Lengyel, Deputy Director of Policy, Public Affairs, and Legislation, (510) 208-7428, [tlengyel@alamedactc.org](mailto:tlengyel@alamedactc.org)
- Beth Walukas, Deputy Director of Planning, (510) 208-7405, [bwalukas@alamedactc.org](mailto:bwalukas@alamedactc.org)

**Technical Advisory Working Group (TAWG):** Comprised of agency staff representing all areas of the County including planners and engineers from local jurisdictions, all transit operators in Alameda County, and representatives from the park districts, public health, social services, law enforcement, and education.

*continued*

The purpose of the Technical Advisory Working Group is to provide technical input, serve in an advisory capacity to the Steering Committee, and share information with the Community Advisory Working Group. To view the meeting calendar, visit <http://www.alamedactc.org/events/month/now>.

Staff liaisons:

- Beth Walukas, Deputy Director of Planning, (510) 208-7405, [bwalukas@alamedactc.org](mailto:bwalukas@alamedactc.org)
- Saravana Suthanthira, Senior Transportation Planner, (510) 208-7426, [ssuthanthira@alamedactc.org](mailto:ssuthanthira@alamedactc.org)

**Community Advisory Working Group (CAWG):** Comprised of 27 members representing diverse interests throughout Alameda County including business, civil rights, education, the environment, faith-based advocacy, health, public transit, seniors and people with disabilities, and social justice. The purpose of the Community Advisory Working Group is to provide input on the Countywide Transportation Plan and the Transportation Expenditure Plan to meet the multi-modal needs of our diverse communities and businesses in Alameda County, serve in an advisory capacity to the Steering Committee, and share information with the Technical Advisory Working Group. To view the meeting calendar, visit <http://www.alamedactc.org/events/month/now>.

Staff liaisons:

- Tess Lengyel, Deputy Director of Policy, Public Affairs, and Legislation, (510) 208-7428, [tlengyel@alamedactc.org](mailto:tlengyel@alamedactc.org)
- Diane Stark, Senior Transportation Planner, (510) 208-7410, [dstark@alamedactc.org](mailto:dstark@alamedactc.org)





## Memorandum

**DATE:** December 19, 2011

**TO:** Alameda County Technical Advisory Committee (ACTAC)

**FROM:** Beth Walukas, Deputy Director of Planning  
Tess Lengyel, Deputy Director of Policy, Public Affairs and Legislation

**SUBJECT:** Review of Countywide Transportation Plan (CWTP) and Transportation Expenditure Plan and Update on Development of a Sustainable Community Strategy (SCS)/Regional Transportation Plan (RTP)

### Recommendation

This item is for information only. No action is requested.

### Summary

This item provides information on regional and countywide transportation planning efforts related to the updates of the Countywide Transportation Plan and Sales Tax Transportation Expenditure Plan (CWTP-TEP) as well as the Regional Transportation Plan (RTP) and the development of the Sustainable Community Strategy (SCS).

### Discussion

Ten separate committees receive monthly updates on the progress of the CWTP-TEP and RTP/SCS, including ACTAC, the Planning, Policy and Legislation Committee (PPLC), the Alameda CTC Board, the CWTP-TEP Steering Committee, the Citizen's Watchdog Committee, the Paratransit Advisory and Planning Committee, the Citizen's Advisory Committee, the Bicycle and Pedestrian Advisory Committee, and the Technical and Community Advisory Working Groups. The purpose of this report is to keep various Committee and Working Groups updated on regional and countywide planning activities, alert Committee members about issues and opportunities requiring input in the near term, and provide an opportunity for Committee feedback in a timely manner. CWTP-TEP Committee agendas and related documents are available on the Alameda CTC website. RTP/SCS related documents are available at [www.onebayarea.org](http://www.onebayarea.org).

### January 2012 Update:

This report focuses on the month of January 2012. A summary of countywide and regional planning activities for the next three months is found in Attachment A and a three year schedule for the countywide and the regional processes is found in Attachments B and C, respectively. Highlights at the regional level include release of draft Project Performance and Targets Assessment results, draft Scenario Analysis results and the beginning of the discussion about tradeoffs and investment strategies. At the county level, highlights include the release of the draft Transportation Expenditure Plan for approval by the Alameda CTC Board at its January meeting and submittal of draft CWTP projects and programs to MTC for development of the Preferred SCS and transportation network.

### *1) SCS/RTP*

MTC released draft results of the project performance and targets assessment in November 2011 followed by the draft scenario analysis results on December 9, 2011. ABAG continued work on the One Bay Area Alternative Land Use Scenarios. Comment letters are being prepared by Alameda CTC staff and will be distributed to the committees as they are available. MTC and ABAG will use the results of the project performance and targets assessment along with the results of the scenario analysis to begin framing the discussion about tradeoffs and investment strategies that will ultimately result in the selection of a preferred land use and transportation scenario. This scenario will be evaluated February 2012 and results released in March 2012.

### *2) CWTP-TEP*

At the December 16, 2011 Commission retreat, staff presented the Administrative Draft CWTP, revised project and program list, draft CWTP evaluation results and second draft Transportation Expenditure Plan. After receiving extensive public comment on the draft Transportation Expenditure Plan, the Commission directed staff to set up a meeting between an ad hoc committee made up of members of the CWTP-TEP Steering Committee and specific advocacy groups to discuss aspects of the expenditure plan. These meetings will be held by mid-January in order to prepare and distribute the Draft Transportation Expenditure Plan for Steering Committee review. At its January meeting, the Steering Committee is anticipated to recommend that the Commission approve the Transportation Expenditure at its meeting the same day. Once approved the Transportation Expenditure Plan will be taken to each city council and the Board of Supervisors for approval by May 2012. Both the Draft Transportation Expenditure Plan and the CWTP will be brought to the Commission in May/June 2012 for approval so that the Board of Supervisors can be requested at their July 2012 to place the Transportation Expenditure Plan on the ballot on November 6, 2012.

### *3) Upcoming Meetings Related to Countywide and Regional Planning Efforts:*

<b>Committee</b>	<b>Regular Meeting Date and Time</b>	<b>Next Meeting</b>
CWTP-TEP Steering Committee	Typically the 4 <sup>th</sup> Thursday of the month, noon Location: Alameda CTC offices	January 27, 2012 March 22, 2012 May 24, 2012
CWTP-TEP Technical Advisory Working Group	2 <sup>nd</sup> Thursday of the month, 1:30 p.m. Location: Alameda CTC	January 12, 2012 March 8, 2012 May 10, 2012
CWTP-TEP Community Advisory Working Group	Typically the 1 <sup>st</sup> Thursday of the month, 2:30 p.m. Location: Alameda CTC	January 12, 2012* March 1, 2012 May 3, 2012  Note: The January CAWG meetings will be held jointly with the TAWG and will begin at 1:30.
SCS/RTP Regional Advisory Working Group	1 <sup>st</sup> Tuesday of the month, 9:30 a.m. Location: MetroCenter, Oakland	January 3, 2012 February 7, 2012 March 7, 2012
SCS/RTP Equity Working Group	2 <sup>nd</sup> Wednesday of the month, 11:15 a.m. Location: MetroCenter, Oakland	January 11, 2012 February 8, 2012 March 7, 2012

<b>Committee</b>	<b>Regular Meeting Date and Time</b>	<b>Next Meeting</b>
SCS Housing Methodology Committee	Typically the 4 <sup>th</sup> Thursday of the month, 10 a.m. Location: BCDC, 50 California St., 26 <sup>th</sup> Floor, San Francisco	February 23, 2012
One Bay Area Public Outreach One meeting per County	Time and Location 6:00 PM; City of Dublin Civic Center	January 11, 2012

### **Fiscal Impact**

None.

### **Attachments**

Attachment A: Summary of Next Quarter Countywide and Regional Planning Activities  
Attachment B: CWTP-TEP-RTP-SCS Development Implementation Schedule  
Attachment C: OneBayArea SCS Planning Process (revised October 2011)

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## Summary of Next Quarter Countywide and Regional Planning Activities (January 2012 through March 2012)

### Countywide Planning Efforts (CWTP-TEP)

The three year CWTP-TEP schedule showing countywide and regional planning milestone schedules is found in Attachment B. Major milestone dates are presented at the end of this memo. During the January 2012 through March 2012 time period, the CWTP-TEP Committees will be focusing on:

- Coordinating with ABAG and local jurisdictions to provide comments on the Alternative Land Use Scenarios for the Sustainable Communities Strategy (SCS);
- Preparing and submitting comments to MTC on the project performance and targets assessment and scenario evaluation results;
- Coordinating with the local jurisdictions and ABAG to develop a draft Alameda County Locally Preferred SCS to test with the financially constrained transportation network in Spring 2012;
- Responding to comments on the Administrative Draft and releasing the Draft CWTP;
- Refining the financially constrained list of projects and programs for the Draft CWTP;
- Refining the countywide 28-year revenue projections consistent and concurrent with MTC's 28-year revenue projections;
- Presenting the Draft CWTP and Draft TEP to the Steering Committee and Commission for approval; and
- Seek jurisdiction approvals of the Draft TEP.

### Regional Planning Efforts (RTP-SCS)

Staff continues to coordinate the CWTP-TEP with planning efforts at the regional level including the Regional Transportation Plan (MTC), the Sustainable Communities Strategy (ABAG), Climate Change Bay Plan and amendments (San Francisco Bay Conservation and Development Commission (BCDC)) and CEQA Guidelines (Bay Area Air Quality Management District (BAAQMD)).

In the three month period for which this report covers, MTC and ABAG are or will be:

- Framing the tradeoff and investment strategy discussion and developing policy initiatives for consideration;
- Refining draft 28-year revenue projections;
- Finalizing maintenance needs and Regional Programs estimates; and
- Conducting public outreach.

Staff will be coordinating with the regional agencies and providing feedback on these issues, through:

- Participating on the MTC/ABAG Regional Advisory Working Group (RAWG);
- Submitting local transportation network priorities through the CWTP-TEP process; and
- Assisting in public outreach.

### Key Dates and Opportunities for Input<sup>1</sup>

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The key dates shown below are indications of where input and comment are desired. The major activities and dates are highlighted below by activity:

*Sustainable Communities Strategy:*

Presentation of SCS information to local jurisdictions: Completed  
Initial Vision Scenario Released: March 11, 2011: Completed  
Draft Alternative Land Use Scenarios Released: Completed (released August 26, 2011)  
Preferred SCS Scenario Released/Approved: March/May 2012

*RHNA*

RHNA Process Begins: January 2011  
Draft RHNA Methodology Adopted: July 2012  
Draft RHNA Plan released: July 2012  
Final RHNA Plan released/Adopted: April/May 2013

*RTP*

Develop Financial Forecasts and Committed Funding Policy: Completed  
Call for RTP Transportation Projects: Completed  
Conduct Performance Assessment: Completed  
Transportation Policy Investment Dialogue: November 2011 – April 2012  
Prepare SCS/RTP Plan: April 2012 – October 2012  
Draft RTP/SCS for Released: November 2012  
Prepare EIR: December 2012 – March 2013  
Adopt SCS/RTP: April 2013

*CWTP-TEP*

Develop Alameda County Locally Preferred SCS Scenario: May 2011 – May 2012  
Call for Projects: Completed  
Administrative Draft CWTP: Completed  
Preliminary TEP Program and Project list: Completed  
Draft TEP Released: January 2012  
Draft CWTP Released: March 2012  
TEP Outreach: January 2011 – June 2012  
Adopt Final CWTP and TEP: May/June 2012  
TEP Submitted for Ballot: July 2012

Calendar Year 2010

Task	2010											FY2010-2011	2010
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	
Alameda CTC Committee/Public Process													
Steering Committee			Establish Steering Committee	Working meeting to establish roles/responsibilities, community working group	RFP feedback, tech working group	Update on Transportation/Finance issues	Approval of Community working group and steering committee next steps	No Meetings		Feedback from Tech, comm working groups	No Meetings	Expand vision and goals for County ?	
Technical Advisory Working Group								No Meetings		Roles, resp. schedule, vision discussion/ feedback	No Meetings	Education, Trans statistics, issues, financials overview	
Community Advisory Working Group								No Meetings		Roles, resp. schedule, vision discussion/ feedback	No Meetings	Education: Transportation statistics, issues, financials overview	
Public Participation								No Meetings			Stakeholder outreach		
Agency Public Education and Outreach	Information about upcoming CWTP Update and reauthorization												
Alameda CTC Technical Work													
Technical Studies/RFP/Work timelines: All this work will be done in relation to SCS work at the regional level						Board authorization for release of RFPs	Pre-Bid meetings	Proposals reviewed	ALF/ALC approves shortlist and interview; Board approves top ranked, auth. to negotiate or NTP		Technical Work		
Polling													
Sustainable Communities Strategy/Regional Transportation Plan													
Regional Sustainable Community Strategy Development Process - Final RTP In April 2013			Local Land Use Update P2009 begins & PDA Assessment begins						Green House Gas Target approved by CARB.	Start Vision Scenario Discussions			
												Adopt methodology for Joint/Housing Forecast (statutory target)	
												Adopt Voluntary Performance Targets	

Task	2011					June	FY2011-2012					2011			
	January	February	March	April	May		July	August	Sept	Oct	Nov	Dec			
Alameda CTC Committee/Public Process															
Steering Committee	Adopt vision and goals; begin discussion on performance measures, key needs	Performance measures, cost guidelines, call for projects and prioritization questions; initial vision scenario discussion	Review workshop outcomes, transportation issue papers, programs, finalize performance measures, land use discussion, call for projects update	Outreach and call for projects update (draft list approval); project and program packaging, county land use	Outreach update, project and program screening outcomes, call for projects update; project and program packaging, county land use, financials, committed projects	No Meetings	Project evaluation outcomes; outline of CWTP; TEP Strategies for project and program selection	No Meetings	1st Draft CWTP, TEP potential project and program packages, outreach and polling discussion	Meeting moved to December due to holiday conflict	Review 2nd draft CWTP; 1st draft TEP				
	Comment on vision and goals; begin discussion on performance measures, key needs	Continue discussion on performance measures, cost guidelines, call for projects, briefing book, outreach	Review workshop outcomes, transportation issue papers, programs, finalize performance measures, land use discussion, call for projects update	Outreach and call for projects update; project and program packaging, county land use	Outreach update, project and program screening outcomes, call for projects update; TEP strategic parameters, land use, financials, committed projects	No Meetings	Project evaluation outcomes; outline of CWTP; TEP Strategies for project and program selection	No Meetings	1st Draft CWTP, TEP potential project and program packages, outreach and polling discussion	Review 2nd draft CWTP; 1st draft TEP, poll results update	No Meetings				
Community Advisory Working Group	Comment on vision and goals; begin discussion on performance measures, key needs	Continue discussion on performance measures, cost guidelines, call for projects, briefing book, outreach	Review workshop outcomes, transportation issue papers, programs, finalize performance measures, land use discussion, call for projects update	Outreach and call for projects update; project and program packaging, county land use	Outreach update, project and program screening outcomes, call for projects update; TEP strategic parameters, land use, financials, committed projects	No Meetings	Project evaluation outcomes; outline of CWTP; TEP Strategies for project and program selection	No Meetings	1st Draft CWTP, TEP potential project and program packages, outreach and polling discussion	Review 2nd draft CWTP; 1st draft TEP, poll results update	No Meetings				
	Public Workshops in two areas of County: vision and needs; Central County Transportation Forum	Public Workshops in all areas of County: vision and needs		East County Transportation Forum			South County Transportation Forum	No Meetings		2nd round of public workshops in County; feedback on CWTP; TEP; North County Transportation Forum	No Meetings				
Agency Public Education and Outreach	Ongoing Education and Outreach through November 2012														
Alameda CTC Technical Work															
Technical Studies/RFP/Work timelines: All this work will be done in relation to SCS work at the regional level	Feedback on Technical Work, Modified Vision, Preliminary projects lists					Work with feedback on CWTP and financial scenarios									
	Conduct baseline poll									Polling on possible Expenditure Plan projects & programs					
Sustainable Communities Strategy/Regional Transportation Plan															
Regional Sustainable Community Strategy Development Process - Final RTP In April 2013			Release Initial Vision Scenario	Detailed SCS Scenario Development			Release Detailed SCS Scenarios	Technical Analysis of SCS Scenarios; Adoption of Regional Housing Needs Allocation Methodology	SCS Scenario Results/and funding discussions			Release Preferred SCS Scenario			
	Discuss Call for Projects		Call for Transportation Projects and Project Performance Assessment	Project Evaluation			Draft Regional Housing Needs Allocation Methodology								
Develop Draft 25-year Transportation Financial Forecasts and Committed Transportation Funding Policy															



Task		2012													
		January		February	March	April	May	June	July	August	Sept	Oct	November		
Alameda CTC Committee/Public Process															
Steering Committee	Full Draft TEP, Outcomes of outreach meetings	Finalize Plans	Meetings to be determined as needed	Adopt Draft Plans	Adopt Final Plans	Expenditure Plan on Ballot							VOTE: November 6, 2012		
Technical Advisory Working Group	Full Draft TEP, Outcomes of outreach meetings	Finalize Plans	Meetings to be determined as needed										VOTE: November 6, 2012		
Community Advisory Working Group	Full Draft TEP, Outcomes of outreach meetings	Finalize Plans	Meetings to be determined as needed										VOTE: November 6, 2012		
Public Participation			Expenditure Plan City Council/BOS Adoption										VOTE: November 6, 2012		
Agency Public Education and Outreach	Ongoing Education and Outreach Through November 2012 on this process and final plans												Ongoing Education and Outreach through November 2012 on this process and final plans		
Alameda CTC Technical Work															
Technical Studies/RFP/Work timelines: All this work will be done in relation to SCS work at the regional level	Finalize Plans														
Polling					Potential Go/No Go Poll for Expenditure Plan										
Sustainable Communities Strategy/Regional Transportation Plan															
Regional Sustainable Community Strategy Development Process - Final RTP in April 2013	Approval of Preferred SCS, Release of Regional Housing Needs Allocation Plan	Begin RTP Technical Analysis & Document Preparation		Prepare SCS/RTP Plan										Release Draft SCS/RTP for review	

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# Plan Bay Area Planning Process: Phase 2 Detail\*

Revised October 2011

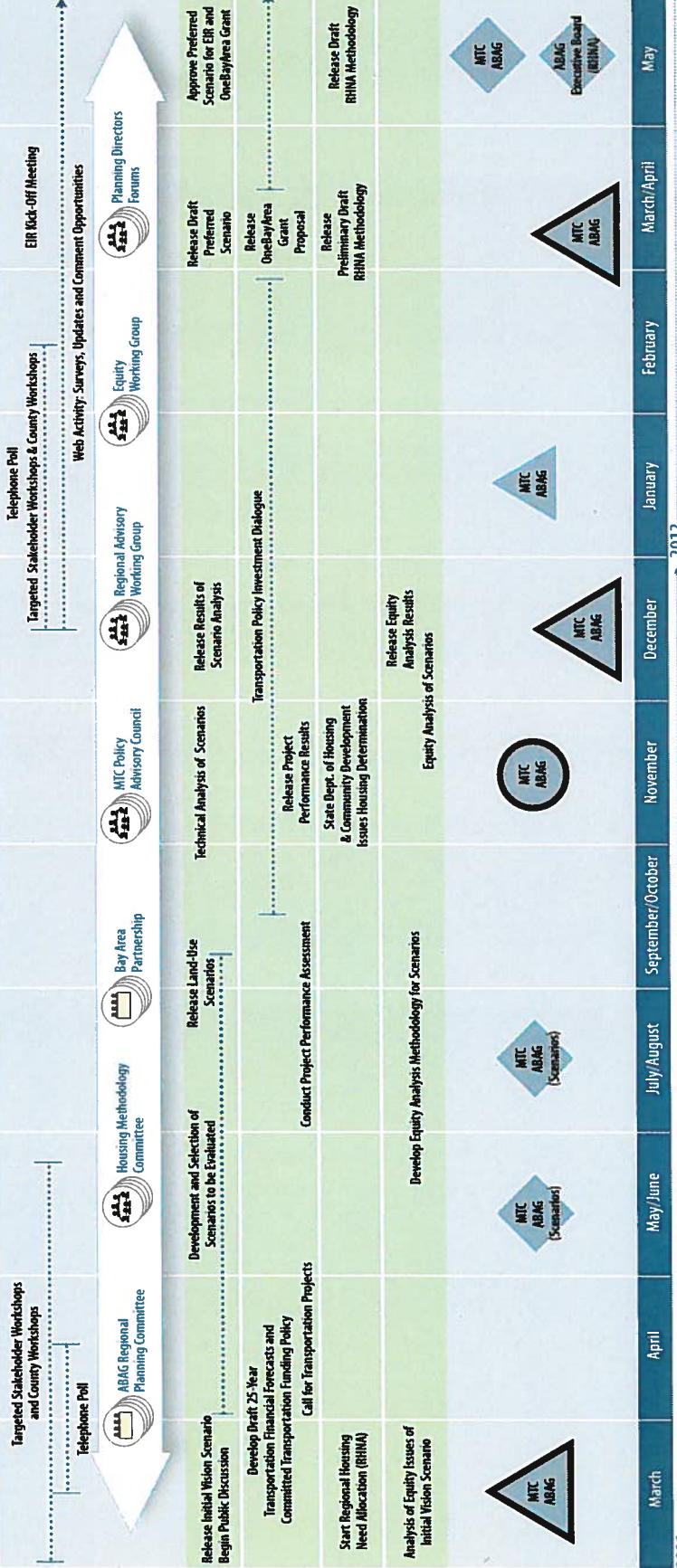
Phase 2: Scenario Planning, Transportation Policy and Investment Dialogue

Local Government and Public Engagement

## BayArea Plan

- Phase Two Actions/Decisions:
- Initial Vision Scenario
  - Financial Forecasts
  - Scenarios
  - RHNA Methodology
  - Preferred Scenario

- Scenario Planning
- Transportation Policy and Investment Dialogue
- Regional Housing Need Allocation
- Equity Analysis



\*Subject to change

Policy Board Actions

Meeting for Discussion/ Public Comment

JOINT meeting of the ABAG Administrative Committee and the MTC Planning Committee for Discussion/Public Comment

Document Release

JOINT document release by ABAG and MTC

ABAG - ABAG Administrative Committee

MTC - MTC Planning Committee

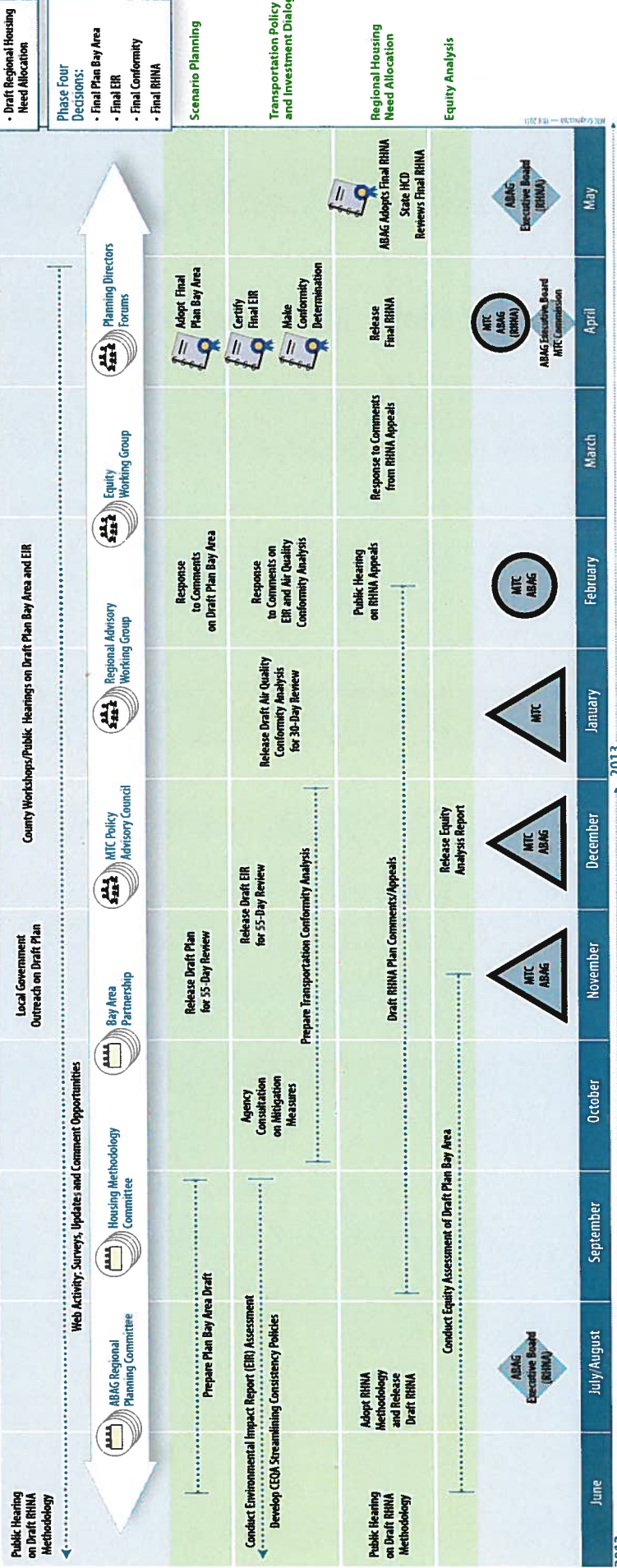
For more information on key actions and decisions and how to get involved, visit [OneBayArea.org](http://OneBayArea.org)

## Plan Bay Area Planning Process: Phases 3 & 4 Details for 2012-2013\*

Revised October 2011

Phase 3: Regional Housing Need Allocation (RHNA), Environmental/Technical Analyses and Draft Plans

Phase 4: Plan Adoption



**Phase Three Actions/Decisions:**

- Draft Plan Bay Area
- Draft EIR
- Draft Regional Housing Need Allocation

**Phase Four Decisions:**

- Final Plan Bay Area
- Final EIR
- Final Conformity
- Final RHNA

Scenario Planning

Transportation Policy and Investment Dialogue

Regional Housing Need Allocation

Equity Analysis

\*Subject to change

Policy Board Actions

Meeting for Discussion/ Public Comment

ABAG Executive Board (RHNA)

ABAG - ABAG Administrative Committee

ABAG - MTC Planning Committee

Document Release

Decision

JOINT document release by MTC, ABAG and MTC

For more information on key actions and decisions and how to get involved, visit [OneBayArea.org](http://OneBayArea.org)