



# Bicycle and Pedestrian Advisory Committee

## Meeting Agenda

Thursday, May 31, 2012, 5:30 to 8:00 p.m.

### Meeting Outcomes:

- Approve recommendations on Countywide Discretionary Fund (CDF) grant project amendment requests: Bicycle Safety Education Program and Tri-City Senior Walk Clubs
- Discuss Cycle 5 of the CDF Bicycle and Pedestrian Grant Program
- Receive a first-year report on the BART Bicycle Accessibility Task Force activities
- Receive a status update on the Countywide Pedestrian and Bicycle Plan Updates
- Receive a status update on Alameda CTC's Complete Streets approach and MTC's One Bay Area Grant Program requirements
- Hold the BPAC annual organizational meeting: Review the Fiscal Year 2011-2012 (FY 11-12) meeting schedule and BPAC Bylaws, and elect BPAC officers
- Receive an update on the Countywide Transportation Plan/Transportation Expenditure Plan and hear other staff reports

5:30 – 5:35 p.m. Midori Tabata	<b>1. Welcome and Introductions</b>	
5:35 – 5:40 p.m. Public	<b>2. Public Comment</b>	I
5:40 – 5:45 p.m. Midori Tabata	<b>3. Approval of April 12, 2012 Minutes</b> <i><u>03 BPAC Meeting Minutes 041212.pdf – Page 1</u></i>	A
5:45 – 6:20 p.m. Staff	<b>4. Approval of CDF Grant Project Amendment Requests: Bicycle Safety Education Program and Tri-City Senior Walk Clubs</b> <i><u>04 Memo A09-0025 A09-0026.pdf – Page 9</u></i> <i><u>04A EBBC Bike Safety Ed ProgressReport.pdf – Page 11</u></i> <i><u>04B EBBC Bike Safety Extension Request.pdf – Page 19</u></i> <i><u>04C Fremont Walk Clubs Summary Recommendations.pdf – Page 21</u></i> <i><u>04D Fremont Walk Clubs Progress Report.pdf – Page 27</u></i>	A
6:20 – 6:30 p.m. Staff	<b>5. Update on Cycle 5 of the CDF Grant Program</b>	I
6:30 – 6:45 p.m. Jon Spangler	<b>6. Update from BART Bicycle Accessibility Task Force Appointee</b>	I

6:45 – 6:50 p.m. Staff	<b>7. Status of Countywide Pedestrian and Bicycle Plan Updates</b>	
6:50 – 7:10 p.m. Staff	<b>8. Update on Complete Streets: Alameda CTC Approach and MTC Requirements</b>	
7:10 – 7:40 p.m. Staff	<b>9. Organizational Meeting:</b> <b>A. BPAC Action Log FY 11-12</b> <u><a href="#">09A BPAC Action Item Log FY11-12.pdf</a></u> – Page 41 <b>B. Presentation on Alameda CTC’s Bike/Ped Work Program for FY 12-13</b> <b>C. BPAC FY 12-13 Meeting Calendar</b> <u><a href="#">09C BPAC Calendar FY12-13.pdf</a></u> – Handout at meeting <b>D. Review Bylaws (action, if needed)</b> <u><a href="#">09D Memo BPAC Bylaws.pdf</a></u> – Page 43 <u><a href="#">09D1 Current BPAC Bylaws.pdf</a></u> – Page 45 <b>E. Election of BPAC Officers for FY 12-13</b> <u><a href="#">09E Memo BPAC Officer Roles and Elections.pdf</a></u> – Page 53	A
7:40 – 7:55 p.m. Staff	<b>10. Countywide Transportation Plan/Transportation Expenditure Plan Update, and Other Board Actions/Staff Reports</b> <u><a href="#">10 CWTP-TEP Overview.pdf</a></u> – Page 55 <u><a href="#">10A Memo Regional SCS-RTP CWTP-TEP Process.pdf</a></u> – Page 57	
7:55 – 8:00 p.m. BPAC Members	<b>11. BPAC Member Reports</b> <u><a href="#">11 BPAC Roster.pdf</a></u> – Page 71 <u><a href="#">11A BPAC Schedule FY11-12.pdf</a></u> – Page 73	
8:00 p.m.	<b>12. Meeting Adjournment</b>	

**Next Meeting:**

Date: July 12, 2012

Time: 5:30 to 7:30 p.m.

Location: 1333 Broadway, Suite 300, Oakland, CA 94612

**Staff Liaisons:**Beth Walukas, Deputy Director  
of Planning

(510) 208-7405

[bwalukas@alamedactc.org](mailto:bwalukas@alamedactc.org)Rochelle Wheeler, Countywide Bicycle and  
Pedestrian Coordinator

(510) 208-7471

[rwheeler@alamedactc.org](mailto:rwheeler@alamedactc.org)

**Location Information:** Alameda CTC is located at 1333 Broadway 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.org/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.

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**Alameda CTC Bicycle and Pedestrian Advisory Committee Meeting Minutes  
Thursday, April 12, 2012, 5:30 p.m., 1333 Broadway, Suite 300, Oakland**

Attendance Key (A = Absent, P = Present)

Members:

- P Midori Tabata, Chair
- P Alex Chen
- P Lucy Gigli
- A Jeremy Johansen
- P Preston Jordan

- A Glenn Kirby
- P Diana LaVigne
- P Tom Van Demark
- P Ann Welsh
- P Sara Zimmerman

Staff:

- P Beth Walukas, Deputy Director of Planning
- P Rochelle Wheeler, Bicycle and Pedestrian Coordinator

- P Vivek Bhat, Senior Transportation Engineer
- P Vida LePol, Acumen Building Enterprise, Inc.

**1. Welcome and Introductions**

Midori Tabata, BPAC Chair, called the meeting to order at 5:30 p.m. The meeting began with introductions and a review of the meeting outcomes.

**Guests Present:** John Beutler; Paul Keener, Alameda County Public Works Agency (ACPWA); Jumana Nabti, SwitchPoint Planning

**2. Public Comment**

There were no public comments.

**3. Approval of December 15, 2011 Minutes**

*Preston Jordan moved to approve the December 15, 2011 minutes as they appeared in the meeting packet, and Tom Van Demark seconded the motion. The motion carried unanimously (8-0).*

**4. Countywide Pedestrian and Bicycle Plan Updates: Status**

Rochelle Wheeler gave an update on the status of the Countywide Pedestrian and Bicycle Plan updates. She stated that staff and the consultant team have been working on the implementation chapters for each plan. The current timeline is to release the draft Pedestrian and Bicycle Plans, with the implementation chapters, for public review and comments in late June, and to receive BPAC feedback on these draft plans at their July meeting. Alameda CTC will incorporate all comments in August, and then in September, staff will bring the final drafts to BPAC to make a recommendation that the Commission adopt them in September.

Rochelle also gave a brief update on the upcoming grant call for projects that will be a bundled grant program and include Measure B Countywide Discretionary Funds (CDF); Vehicle Registration Fee (VRF) funds, which generates about \$500,000 a year for bicycle and pedestrian improvements; and bicycle/pedestrian funds from the One Bay Area Grant (OBAG) program. The MTC is distributing OBAG regional funds to the counties to implement many different projects including bicycle and pedestrian, and local streets and roads projects. The current MTC draft OBAG program allocates \$61 million to Alameda County, for a four year period. The Alameda CTC Board will determine how much of this amount is allocated toward bicycle and pedestrians projects. The OBAG program also includes a local complete streets policy requirement. MTC will finalize the OBAG program, including funding amounts and policy requirements, in May 2012.

Alameda CTC has started to do preliminary work on its own complete streets policy requirements for Alameda County jurisdictions, which are included in the Master Funding Agreements between local jurisdictions and Alameda CTC, and govern the Measure B and VRF pass-through funding. Staff will bring future recommendations regarding the combined bicycle/pedestrian grant cycle to the committees and the Commission, as well as keep the BPAC informed about the development of the complete streets policy and requirements.

Questions/input from the members and staff responses:

- Will Alameda CTC bring the recommendation on the distribution of the OBAG funds to the BPAC to review? Beth stated that it would.
- Do the local Complete Streets ordinances need to be in place before a call for projects is issued? Beth stated that ideally they would be, but that may not be possible, depending on when the MTC ordinance requirement is, and when the final list of projects must be submitted to MTC.
- Will the Complete Streets requirement change the scope of what BPAC does? Beth said that she does not know the answer, but she will bring back information on the issue to the next meeting.
- Can staff provide background information on the Complete Streets requirements from the state and MTC? Rochelle stated that regarding MTC's requirements, if a local jurisdiction would like to receive regional funds, the jurisdiction would have to have an adopted Complete Streets ordinance in place. For state funds, the requirement is that local jurisdictions add complete streets to their general plan the next time they update their circulation element. Rochelle said Alameda CTC's Complete Streets requirement is that a policy must be adopted by June 30, 2013. Staff will bring more information on Complete Streets to the BPAC in the coming months for discussion.

## **5. Countywide Transportation Plan/Transportation Expenditure Plan Update, and other Board Actions/Staff Reports**

*Countywide Transportation Plan/Transportation Expenditure Plan Update:*

Beth gave a presentation on the Countywide Transportation Plan (CWTP) and draft Transportation Expenditure Plan (TEP). Beth stated that the CWTP is a long-range planning document that allocates funding for transportation investment in Alameda County through

2040. The plan specifies federal, state, as well as funding from the Transportation Expenditure Plan, which is a large part of the funding sources. Alameda CTC has coordinated development of the CWTP with MTC's Regional Transportation Plan, and for the first time, Alameda CTC has also coordinated the plan with development of a Sustainable Communities Strategy (SCS), which integrates transportation and land use. The CWTP is updated every four years.

Beth stated that the total estimated funding available to Alameda County increased from \$6.8 to \$9.5 billion as a result of the TEP call for projects and programs that resulted in over \$30 billion in "need." Beth described how the CWTP includes new performance measures and key benefits, access improvements, greenhouse gas (GHG) reductions, congestion relief, and safer bicycle and pedestrian routes. Ten city councils have approved the TEP, and staff will bring both the draft CWTP and the final Transportation Expenditure Plan, along with the ordinance to place it on the ballot, to the Commission in May 2012 for approval. Alameda CTC will request that at June 5, 2012 meeting, the Board of Supervisors place the TEP on the November 6, 2012 ballot for approval by voters.

Questions/input from the members and staff responses:

- A member asked for clarification regarding Tier 1 and Tier 2 projects. Beth stated that Tier 1 projects are assumed to be fully funded and are ready for construction, and Tier 2 projects are in project development. Vision projects are not yet started.
- A member asked for further explanation of the PowerPoint slide on greenhouse gas (GHG) reductions from the CWTP. Beth stated that there is a certain amount of GHG reduction that occurs due to cleaner vehicles and fuel, which the county cannot count toward its goals.
- A member requested clarification on the per-capita GHG emission reductions, and stated that total GHG emissions would increase if population increases. Beth stated that this is true and that it is one of the strongest criticisms of the per-capita GHG emission goal.
- A member asked if the BPAC's role would expand to include reviewing the pass-through bike/ped funding and the local streets and roads funding dedicated to bike/ped projects, if the TEP passes. This will be a very large pot of money, and he would like to see the BPAC have some oversight over it. Beth stated that this would need to be discussed, if the TEP passes.

#### *Other Board Actions/Staff Reports*

Rochelle reported on the groundbreaking for the Alamo Canal Regional Trail Project on April 9, 2012 and said it was a well-attended event. The project is expected to be completed this year, and the grand opening will be in October 2012.

Rochelle also reported on the BikeMobile viewing on Thursday, April 26, 2012 in downtown Oakland. She also mentioned that Bike to Work Day will take place on May 10, 2012 with events and energizer stations around the county.

Rochelle reminded members of the transit representative vacancy, and that Alameda CTC is specifically looking for someone from District 1 to balance the BPAC geographic representation. The agency would like to receive applications before the May Board meeting. She said applications are available and if members know an interested candidate, they should let her know.

#### **6. Transportation Expenditure Plan Communication Toolkit**

Beth distributed the Transportation Expenditure Plan (TEP) Communication Toolkit and informed the group that the purpose of the toolkit is to serve as a reference guide to help BPAC members share information about Alameda CTC and the 2012 TEP. She said the toolkit also contains materials that will help members successfully engage stakeholders in learning about the TEP.

Question/input from the members and staff responses:

- With the recession, why was the 60 percent of the half-cent sales tax revenues dedicated to programs hurt more than the 40 percent dedicated to capital projects? Beth stated that she would look into this question, and bring a response back to the BPAC at its next meeting.

#### **7. Presentation on 2012 Bicycle/Pedestrian Count Report with 2011 Count Data**

Rochelle distributed and made a presentation on the Preliminary Draft Pedestrian and Bicycle Manual Count Report. She stated that Alameda CTC has been conducting annual bicycle and pedestrian counts since 2008 at locations throughout the county, and the 2011 counts took place in September and October at 63 locations. Alameda CTC counts bicyclists and pedestrians in an effort to assess countywide trends, planning area trends, acquire timely data, improve transportation modeling, assess return on investments, and understand collision rates in walking and bicycling.

Rochelle said the report was developed by adding the new 2011 data to the existing data and illustrating the trends over time. She said overall, the data continues to show a trend of increasing walking and bicycling in the county.

In general, the BPAC provided positive feedback on the report. Questions/input from the members and staff responses:

- Why doesn't the Alameda CTC count on weekends and in the morning? Rochelle stated that the agency has counted these periods in the past. They are not unimportant, but are a lower priority. There are also automated counters in place owned by both Alameda CTC and the East Bay Regional Park District that count bikes and pedestrians 24 hours a day, 7 days a week. This information will be incorporated into future reports. Staff has heard this comment before and it will be addressed further under the next agenda item.
- Please clarify what collision data is used. Rochelle reported that it comes from local police departments and is compiled by the California Highway Patrol, in the Statewide Integrated Traffic Records System (SWITRS).

- The SWITRS collision data will not cover all collisions, including some where bicyclists are hospitalized. Rochelle said it will be noted in the report that SWITRS does not include unreported collisions.
- The possible reduction in pedestrian collision rates is a significant piece of information and should be included in the Executive Summary. Rochelle said it would be added.
- It would be helpful to track the count trends against gas prices and population, to put the data in context. Rochelle said the population changes would be added, and that staff will add the gas price data if it is easily available.

Rochelle asked members to provide any additional comments on the report to her by April 30, 2012.

#### **8. 2012 Countywide Pedestrian and Bicycle Manual Count Program**

Rochelle reported that Alameda CTC is planning to conduct the annual bicycle pedestrian counts in fall 2012. She stated that approximately \$15,000 in funding will cover the cost for counting at 50 locations, and MTC will cover the costs for 13 additional locations through its regional count program, for a total of 63 sites, as has been done in the past.

In an effort to respond to input received from the BPAC, the Alameda County Technical Advisory Committee (ACTAC) and the Commission in 2011, as well as input from local jurisdictions, staff are revisiting the count locations, as well as possibly counting at a higher number of count sites and counting on weekends. At a future BPAC meeting, staff will prepare a funding level recommendation for the 2012 count program and a revised list of count locations to reflect the input received. At this meeting, Rochelle requested feedback on the various funding options presented in the staff report.

Input from the members:

- Support for counting at more sites.
- It would be fine to count less often, perhaps every two years, but have more targeted data plan and analysis of the data.
- Support for weekend counts, possibly focused on both recreational and shopping trips.
- No support for decreasing frequency, for the price of the counts, and compared to other Alameda CTC programs, it is relatively inexpensive. The concern is that rain, or other variables, could create “bad data” which would mean data would be available even less frequently. This data is too important to count less frequently. (Multiple BPAC members voiced this opinion.)
- Include sites that show access to transit, including buses and BART. This could help determine the effectiveness of programs such as Safe Routes to Transit
- Morning counts, particularly in school areas, should be added. They can be very different from the afternoon counts at schools. (Multiple BPAC members voiced this opinion.)

Midori ended the discussion, due to the late hour, but encouraged further discussion when this item returns to the BPAC.

### **9. Review of TDA Article 3 Projects**

Paul Keener of the Alameda County Public Works Agency (ACPWA) gave a presentation on the Transportation Development Act (TDA) Article 3 projects for the next funding period. He said BPAC is being requested to review the projects submitted by the ACPWA for the unincorporated parts of the county, for funding in fiscal Year 2012-2013. He said the TDA Article 3 funding source, administered by MTC, is an annual funding source for local agencies to use for bicycle and pedestrian projects. He reviewed the three projects that were described in the BPAC memo.

Questions/input from the members and staff responses:

- A member encouraged the ACPWA to be sensitive to using correct design standards when the projects are designed. He has seen projects that are installed incorrectly.
- How wide will the Fairmount bicycle lanes be? Paul said he does not have the design with him, but that he can provide this information.
- Why did some cities like Alameda, Piedmont, and Emeryville not submit projects for funding? Paul said they are allowed to roll over funds, to build up funding for a larger project

### **10. CDF Cycle 3 and 4 Grants: Semi-annual Progress Reports**

(This item was moved up on the agenda, and discussed after item #3.) Rochelle Wheeler introduced Vivek Bhat, Senior Transportation engineer at Alameda CTC, who is now managing grant project administration and working with the project sponsors. Rochelle stated that the progress reports, for the period ending December 31, 2011, for all Cycle 3 and 4 active Countywide Discretionary Fund Bicycle and Pedestrian Grant Projects were included in the BPAC packet, and that Vivek Bhat was available to answer any questions.

Questions/input from the members and staff responses:

- Alamo Canal Trail Project:
  - Preston asked for further information on this project: number of bids received and names of bidders; engineer's estimate; lowest bid; and construction start and end dates. Vivek stated that the project is scheduled to begin construction in May 2012, and that he would request responses to the remaining questions from the project sponsor and provide these to BPAC members.
- Lakeshore/Lake Park Avenue Completes Streets Project:
  - Similar questions were asked regarding the number of bids and project timeline. Vivek will also follow-up with this project sponsor and report back to BPAC.
- Bicycle Safety Education Program:
  - Members asked about additional performance metrics, including the average number of attendees for each class type and cost per attendee. Rochelle and Vivek said the project sponsor, the East Bay Bicycle

Coalition, is working on providing additional information for the BPAC's next meeting, and that the Alameda CTC will request this information from them.

#### **11. BPAC Members Reports**

Preston stated that a member of the Albany Strollers and Rollers had designed and produced a cling decal for the inside of car windows to remind drivers to look for bicycles before opening their car doors. Anyone can order these stickers at [checkforbikes.org](http://checkforbikes.org).

Lucy said the City of Alameda is working on a prioritized list of all transportation projects, from all city plans, for the City to use for future grant and other call for projects.

Midori informed members of the East County Transportation Forum in Dublin on April 19, 2012, and encouraged all members to attend. She also announced that, at the next BPAC meeting, members will nominate and elect the chair and vice chair.

#### **12. Meeting Adjournment**

The meeting adjourned at 8 p.m.

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## MEMORANDUM

**Date:** May 24, 2012

**To:** Countywide Bicycle and Pedestrian Advisory Committee

**From:** Vivek Bhat, Senior Transportation Engineer  
Matt Todd, Manager of Programming

**Subject:** **Approval of Countywide Discretionary Funding (CDF) Grant Extension requests; Bike Safety Education Program and Tri-City Senior Walks Club**

### Recommendations

It is recommended that the Countywide Bicycle and Pedestrian Advisory Committee (BPAC) make a recommendation to the Commission to extend two existing Measure B grant-funded programs for one year, from June 30, 2012 to June 30, 2013, and to authorize additional Measure B grant funding as follows: Bike Safety Education Program (up to \$100,000) and Tri-City Senior Walks Club (up to \$28,000).

### Summary

Staff is recommending that two of the currently operating CDF grant-funded programs receive a one year time extension, with additional funding to continue operations at the current levels: the Bicycle Safety Education program (operated by the East Bay Bicycle Coalition) for up to \$100,000 and the Tri-City Senior Walk Clubs (operated by the City of Fremont) for up to \$28,000.

### Discussion

The Bicycle Safety Education program (operated by the East Bay Bicycle Coalition) and the Tri-City Senior Walk Clubs (operated by the City of Fremont) were allocated CDF grants in the last funding cycle (Cycle 4). Both these programs were originally scheduled to end on June 30, 2011. At the May 2011 meeting, the Alameda CTC Commission extended grant funding for both of these programs through June 30, 2012. The Bike Safety Program was granted an extension of up to \$100,000 and the Tri-City Walk Club Program was granted an extension of up to \$25,000. Both these grant extensions were supported by the BPAC.

**Bicycle Safety Education:** The current grant program provides bicycle safety education classes through a variety of classroom and on-road classes primarily to adults and also to some children. The program operates throughout the county. The current grant program status and performance measures, as of December 31, 2011, can be seen in Attachment A1.

On March 23, 2012, the EBBC requested a one year extension and proposed a scope of work for the next fiscal year (see Attachment A2). Because this is considered a program that provides a core service of bicycle safety education to county residents, staff recommends extending the program for one year with up to \$100,000 in CDF funds. The proposed level of funding is consistent with last year's grant extension recommended by the BPAC and approved by the Alameda CTC Board in May 2011. While the Board authorized up to \$100,000 in FY 11/12, \$44,983 in Measure B funds were allocated which was combined with \$55,017 in grant funds rolled over from the initial bicycle safety education grant, totaling a \$100,000 program for the fiscal year.

**Tri-City Senior Walk Clubs:** This program, originally approved under cycle 4 funding , proposed to establish 12 walking clubs that teach seniors in the Fremont, Newark and Union City area, safe walking skills and encourage them to walk more through a 16-week course. Last year the program was extended for a year and six new walking courses were offered, expanding the program to a total of 20 walking courses offered. This program has been highly successful over the past 2.5 years of operations. (See Attachment A3 for Summary Report and Recommendations of the Program and Attachment A4 for the current progress report.) Staff has confirmed that the project sponsor (City of Fremont) would like to continue the program in the upcoming fiscal year. Staff recommends extending the program for one year with up to \$28,000 in CDF funds.

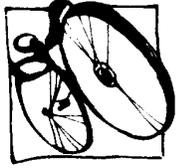
Staff has been working with the City of Fremont to determine what would be offered in this fourth year of funding. The project sponsor would add an additional eight walking clubs, bringing the total to 28 clubs over a four year period.

### **Next Steps**

The grant extension requests will be presented to the Programs and Projects Committee and Alameda CTC Board in June. BPAC's recommendations will be included in the staff report.

### **Attachments**

- A. Bicycle Safety Education Program: Progress Report
- B. Bicycle Safety Education Program: Year 4 Funding Request
- C. Summary Report and Recommendations for Tri-City Senior Walk Clubs Program
- D. Progress Report for Tri-City Senior Walk Clubs Program



# EAST BAY BICYCLE COALITION

P.O. BOX 1736 OAKLAND CALIFORNIA 94604  
BERKELEY BIKE STATION 2208 SHATTUCK AVE

## ACTIA BICYCLE/PEDESTRIAN COUNTYWIDE DISCRETIONARY FUND GRANT PROJECT PROGRESS REPORT

**PROJECT PROGRESS REPORT NUMBER:** 1

**REPORTING PERIOD:** From: Jul 1, 2011 To: Dec 31, 2011

**PROJECT SPONSOR:** East Bay Bicycle Coalition

**PROJECT TITLE:** Bicycle Safety Education Program

**ACTIA PROJECT No:** A09-0025

### **STATUS**

Grant extended through June 30, 2012. Status: current

v

### **ANTICIPATED ACTIONS (In Next Reporting Period)**

Continue conducting classes, including additional classes in spanish and chinese

### **SCHEDULE CHANGES**

- The project remains on schedule, as shown in Attachment B of the Agreement.

The project schedule has been revised and a Grant Amendment Request to reflect the proposed changes will be submitted shortly.

### **SCOPE CHANGES**

The project description is unchanged, and is the same as shown in Attachment A of the Agreement.

- X The scope of the project has been modified and a Grant Amendment Request to reflect the proposed changes will be submitted shortly.

**BUDGET**

The Task Budgets, as shown in Attachment C of the Agreement, are essentially unchanged.

- X Changes are proposed to the Task Budgets. A Grant Amendment Request to reflect the proposed changes is being finalized.

**EXPENDITURES**

A Request for Reimbursement is included with this Progress Report.

- X No Request for Reimbursement is included with this Progress Report. (If checked, then complete one of two check boxes below.)

**GENERAL**

- X At this time we anticipate no problems on the project.

**PUBLICITY**

- X Updated and accurate project information is included, with a link to ACTIA's website, at the following web address: [www.ebbc.org/safety](http://www.ebbc.org/safety)

An article which highlighted this Project was published on the following date(s) in the publication(s) listed:

**SIGNALS**

- X Signal modifications are not part of the Project.

Signal modifications are part of the Project.

Considered Included (please check the appropriate box)

Audible Pedestrian Signals

Adjustable Pedestrian Timing

Emergency Vehicle Pre-Emption

**CONTRACT REPORTING**

Form attached (required for Project Progress Report No.'s 2 and 4).

X Form not required (Project Progress Reports No.'s 1 and 3).

**PERFORMANCE MEASURES**

There are no Performance Measures for this project.

X There are Performance Measures for this project and they are finalized and in the process of approval.

**ATTACHMENT D  
PROJECT PERFORMANCE MEASURES**

**Project Performance Measures:** Table D-1 describes what outcome-based performance measure you plan to evaluate to ensure that the project/program is meeting its objectives.

<b>Performance Measures Table D-1</b>	<b>ORIGINAL AGREEMENT TARGET</b>	<b>2009-2011 ACTUAL TOTAL</b>	<b>REPORTING PERIOD 5</b>	<b>TOTALS TO DATE</b>	<b>REVISED GOALS</b>
Number of all Day 1, Adult Bicycle Safety Classes	24	36	7	43	52
Number of attendees at all Day 1, Adult Bicycle Safety Classes	600	717	160	877	1005
Number of all Day 2, Adult Bicycle Safety Classes	8	9	1	10	13
Number of attendees at all Day 2, Adult Bicycle Safety Classes	280	171	36	207	239
Number of all Day 1, Adult Bicycle Safety Classes taught in Spanish	4	2	0	2	5
Number of attendees at all Day 1, Adult Bicycle Safety Classes taught in Spanish	60	2	0	2	32
Number of all Day 1, Adult Bicycle Safety Classes taught in Chinese	2	0	0	0	2
Number of attendees at all Day 1, Adult Bicycle Safety Classes taught in Chinese	30	0	0	0	20
Number of Family Cycling Clinics	8	10	2	12	16
Number of attendees at all Family Cycling Clinics	160	366	52	418	564
Number of How-to-Ride-a-Bike Classes	6	2	2	4	4
Number of attendees at all How-to-Ride-a-Bike Classes	80	33	11	44	63
Number of Train-the-Trainer Sessions	5	4	1	5	6
Number of trained trainers	25	48	13	61	68
Number of Brown Bag Lunches	20	18	3	21	31
Number of attendees at all Brown Bag Lunches	300	280	49	329	475
Number of Kids Bike Rodeos	21	17	4	21	25
Number of attendees at all Kids Bike Rodeos	2450	914	380	1294	1394

Alameda CTC Bicycle/Pedestrian Countywide Grant Fund Program  
A09-0025 Cycle 5

Number of integrated Police Department citation diversion programs	1 program	0	1	1	1 program
Number of opt-in Police Department citation diversion programs	10 programs	10	10	20	12 programs
<b>Total Classes (Original Agreement):</b>	<b>98</b>	<b>98</b>	<b>20</b>	<b>118</b>	<b>154</b>
<b>Total Attendees (Original Agreement):</b>	<b>3985</b>	<b>2531</b>	<b>701</b>	<b>3232</b>	<b>3860</b>

<b>Class Type</b>	<b>Location</b>	<b>Date</b>	<b>Attendance</b>
<b>Family Cycling Workshop</b>			
	Fremont	10/1/11	32
	Alameda	10/23/11	20
<b>How to Ride A Bike</b>			
	Fremont	10/1/11	6
	Alameda	10/23/11	5
<b>Kids Bike Rodeo</b>			
	Fremont	8/6/11	100
	Alameda	9/17/11	70
	Oakland	9/24/11	150
	Oakland	10/22/11	60
<b>Lunchtime Commute Workshop</b>			
	Emeryville	7/18/11	35
	Hayward	8/31/11	15
	Fremont	11/3/11	34
<b>Teen class</b>			
	Alameda	11/6/11	36
<b>Traffic Skills 101 Classroom Workshop</b>			
	Union City	7/12/11	10
	Berkeley	7/30/11	35
	Oakland	8/17/11	24
	Albany	8/28/11	17
	Hayward	9/3/11	21
	Berkeley	9/29/11	4
	Berkeley	10/3/11	5
	Oakland	10/19/11	22
	Berkeley	10/27/11	13
	Berkeley	11/7/11	29
	Pleasanton	11/10/11	14
	Alameda	11/13/11	15
	Berkeley	12/5/11	20
<b>Traffic Skills 101 Road Class</b>			
	Berkeley	9/10/11	36
<b>Train the Trainer</b>			
	Oakland	9/17/11	13
<b>Total:</b>			<b>841</b>

**Bicycle Safety Education Program  
July 1- Dec 31, 2011 Update  
Alameda CTC**

Table D-1 shows, in the Columns entitled "Reporting Period 5" and "Added Classes," the classes we conducted during this reporting period. The "Reporting Period 5" classes are the classes funded through this Alameda CTC grant. The "Added Classes" are additional classes we taught with funding from the following sources: Kaiser Permanente, UC Berkeley Police, a private grant, and Novartis. We are still finalizing the contract and performance measures for this reporting period. Our next Progress Report will report against these measures.

Overall this past Summer and Fall 2011, the East Bay Bicycle Coalition put on nine Traffic Skills 101 Classroom Workshops in English with 231 participants, one Road Classes with 36 participants, three lunchtime commute workshops for businesses with 84 participants, two Family Cycling Workshop with 88 parents and kids, two How to Ride a Bike clinics with 24 kids, and four kids bike rodeos with 380 kids from Washington in Alameda and Sequoia in Oakland Elementary Schools as well as Fremont Festival of the Arts and Pedalfest in Oakland. The bulk of our school bike rodeos will take place in April and May 2011 as we cluster the dates into 2-3 week blocks to secure hiring instructors. In 2011 we will begin sending out feedback forms for the bike rodeos in order to ensure kids are learning essential bike safety skills in a fun setting.

**Additional Family Cycling Workshops and Bike Rodeos:**

At the end of the Summer we received word that Safe Routes to School would be funding our Bicycle Safety Education Program for an additional 4 Family Cycling Workshops and 6 after school Bike Rodeos. This allows the Program to conduct a new high total of 7 Family Cycling Workshops and 13 School Bike Rodeos.

**Police Diversion:**

The following police departments have been participating for over two years now in our opt-in program handing out tear sheets with bike safety class information: Alameda, Livermore, Pleasanton, Dublin, Fremont, Newark, Union City, UC Berkeley, Richmond, Berkeley, Richmond and El Cerrito.

We began a diversion training with the UC Berkeley Police Department on campus in September 2011. The UC Campus police issue vehicle citations in excess of \$200 to bicycle riders who do not dismount in the marked dismount zone on campus as well as citations for other illegal and unsafe violations. Citation holders have the option to attend a 2-hour Traffic Skills course offered twice a month and taught by the EBBC to reduce the fine to \$50. This program has been very successful. 4 classes were taught to 72 students. Classes in November, December were only once a month due to the school holiday schedule.

A county wide police diversion program has been in the works for several months. We have been able to identify several other cities and counties that use the program and have documented the administrative process. Santa Cruz, Livermore and Huntington Beach. The City of Alameda's Police Chief, Mike Noonan has expressed interested in implementing the program due to the sharp increase of bicycle accidents in the last year. With the help of BikeAlameda, we plan to have a meeting with the Alameda County District Attorney, Nancy O'Malley to gain her support to implement the program at a County wide level. If approved we will begin with a pilot program in the City of Alameda with the plan to demonstrate to the Alameda Courthouse the success and importance of a county wide bicycle diversion program. If achieved the EBBC would begin work with all of the Police Departments in Alameda County to ticket unsafe cyclists and give them the option to come to the bike education class to reduce the fine while gaining bicycle safety education.

**Bicycle Instructor Update:**

This February we have three new instructors getting certified to teach Spanish and Cantonese and Mandarin for the East Bay Bicycle Coalition. We will work with these instructors to help schedule and promote the classes in their native tongue this Spring and Summer. With native speakers, we foresee a much stronger attendance at our Spanish classes than the last cycle. We also will be offering new helmets to both Spanish and Chinese class attendees.

We also hosted a Train-the-Trainer workshop in September. For many new instructors this was an opportunity to practice their speaking skills with feedback from more experienced instructors. We discussed first-aid training for instructors that teach the road class. We are currently researching Red Cross classes for our next Instructor training. The goal of these workshops is to keep our instructor pool current and large enough to sustain regular bicycle safety classes throughout the county on a regular basis. Another goal is to get more trainers up to speed on doing kids bike rodeos, lunchtime bike commute workshops and other types of programs that don't necessarily require that instructors be certified.

In January, our Education Director along with four other LCI's attended a new 12-hour bicycle Education program in order to continue teaching the most interesting and relevant bike safety to our students possible.

**Review and looking ahead:**

We've increased the amount of Family Cycling Workshops, Kids Bike Rodeos and Lunchtime Commute Workshops with good attendance numbers. Our one Road class conducted had a record high of 36 attendees and we will schedule the other three in the Spring, Summer and early Fall when bicycle interest and attendance is at its highest. On January 26th a 30 minute bike safety radio story aired on KALW. The story was Bonnie Wehmann, the EBBC Education Director taking the reporter out on a bike ride around the Lake Merritt area similar to a road class ride. The story promotes our classes offered. We continue to evaluate what best to offer for maximum turnout numbers.

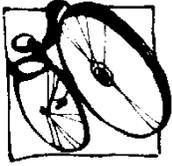
With our Traffic Skills presentation translated to traditional Chinese and Spanish, Chinese and Spanish instructors getting certified in February, and a free helmet giveaway we feel we are well prepared to begin teaching to a new audience of respectable numbers this Spring and Summer.

The approved funding from Safe Routes to School for additional Family Cycling Workshops and Kids Bike Rodeos is exciting for us to teach more kids in Alameda County than ever before.

The EBBC added another full time employee who has worked part-time on the bike safety program. We continue to pursue funding to expand to Contra Costa County. Due to this expansion we have hired another intern to work on bike safety two days a week. Robert Prinz, an LCI as well as a strong bicycle advocate for the East Bay has accepted our offer and will begin his internship in February.

Overall we continue to grow numbers and expand programs on the bike safety front.

Look for the schedule of classes at [www.ebbc.org/safety](http://www.ebbc.org/safety).



# EAST BAY BICYCLE COALITION

*Working for safe, convenient and enjoyable bicycling for all people in the East Bay*

March 23, 2012

Vivek Bhat  
Senior Transportation Engineer  
Alameda County Transportation Commission  
1333 Broadway, Suite 300  
Oakland, CA 94612

Re: Extension of Bicycle Safety Education Program A90-0025 for 2012 – 2013 Grant Year

Dear Vivek,

I am following up on your conversations with Dave Campbell on extending our current contract beyond the expiration of the current grant cycle on June 30, 2012, for an additional year. We propose a new year of funding from July 1, 2012 to June 30, 2013 at the same level of funding of \$100,000 per year.

We have committed funding through Safe Routes to School for Kids Bike Rodeos and Family Cycling Workshops for Alameda County. We also anticipate the renewal of contracts with University of California Berkeley and California State University East Bay Hayward for additional Traffic Skills 101 classes and Lunchtime Commute Workshops. Based on this funding we propose offering the following classes/programs for the 2012-2013 grant year:

### Bicycle Safety Education Programs proposed for Alameda County July 2012 to June 2013

Program:	Proposed ACTC funding	Other committed funding	Anticipated funding	Total Programs
Traffic Skills 101 Classroom (3.5 hrs)	22		4	26
Traffic Skills 101 Classroom (2 hrs)	0		14	14
Traffic Skills 101 Road Courses	6		1	7
Lunchtime Commute Workshops (1 hr)	15		8	23
How to Ride a Bike	3			3
Family Cycling Workshops	5	4		9
Train the Trainer	2			2
Skillz Drills Rodeos	4	6		10
Mock City Rodeo	3			3
<b>Total Programs</b>	<b>60</b>	<b>10</b>	<b>27</b>	<b>97</b>

**Total Program Budget \$ 100,000 \$ 30,000 \$ 9,500 \$ 139,500**

Thank you for your help in extending our contract for the 2012-2013 grant year.

Sincerely,

Renee Rivera  
Executive Director

Bicycle Safety Education Programs proposed for Alameda County July 2012 to June 2013

Alameda CTC Proposed Programs and Targets 2012-2013

Bicycle Safety Education Program									
Performance Measure	Attendees Target	Proposed # of Programs	Other Committed Attendees	Other Committed Programs	Anticipated Funding Attendees	Anticipated Funding Programs	Total Attendees	Total Programs	
Day 1, Adult Bicycle Safety Classes (English, Spanish and Chinese) 3.5 hour class	300	22	0	0	0	0	300	22	
Day 1, Adult Bicycle Safety Classes (English) 2 hour class	0	0	0	0	168	14	168	14	
Day 2, Adult Bicycle Safety Road Classes 5.5 hour class	90	6	0	0	15	1	105	7	
Number of attendees at all Family Cycling Workshops	125	5	100	4	0	0	225	9	
Number of attendees at all How-to-Ride-a-Bike Classes	30	3	0	0	0	0	30	3	
Number of trained Bike Instructors	30	2	0	0	0	0	30	2	
Number of attendees at all Lunchtime workshops	180	15	0	0	80	8	260	23	
Number of attendees at all Kids Skillz Drills Bike Rodeos	140	4	210	6	0	0	350	10	
Number of attendees at all Kids Mock City Bike Rodeos	5	3	0	0	0	0	180	3	
Totals	895	60	310	10	263	23	1648	93	
Total Program Budget	\$100,000		\$30,000		\$9,500		\$139,500		



April 2, 2012

Vivek Bhat  
Alameda County Transportation Commission (Alameda CTC)  
1333 Broadway, Suite 300  
Oakland, CA 94612  
510.208.7454 (Direct)

Dear Mr. Bhat:

This letter is a follow-up to my telephone conversation with you last week regarding a request for continued funding of the Tri-City Senior Walk Club Program (Alameda CTC Agreement # A09-0026) for Fiscal Year 2012 – 2013. The City of Fremont is requesting an extension of our current agreement with the Alameda CTC and an additional \$28,000 to fund program activities for next fiscal year.

With the additional funding the City of Fremont in conjunction with our community program partner, Generations Community Wellness, will implement eight (8) sixteen week Walk This Way Program sessions and provide support and continuing education for the team of peer leaders who are facilitating weekly, alumni group sessions for program graduates.

Attached please find the program's summary report and recommendations for the BPAC and CTC staff to consider in evaluating the request for service agreement extension and additional funding.

Please feel free to contact me at (510) 574-2033 or via email ([sfong@fremont.gov](mailto:sfong@fremont.gov)) if there are any questions related to this request. I plan to be present for the BPAC meeting on April 12th.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shawn Fong".

Shawn Fong  
Program Manager

## **TRI-CITY WALK THIS WAY PROGRAM**

### **SUMMARY REPORT AND RECOMMENDATIONS**

The Tri-City Senior Walk Clubs program, currently implemented as the Tri-City Walk This Way Program, is in its third year of operation. The Program is a collaboration between the City of Fremont and Generations Community Wellness, a non-profit organization whose mission focuses on promoting physical fitness for all age groups, including older adults.

The Walk This Way Program currently uses a 16 week curriculum. Older adults at each program site meet weekly with a certified fitness instructor for a 90 minute session that includes an educational discussion, warm up exercises, walking, games that promote balance, coordination, strength, flexibility and brain fitness, and cool down exercises. The curriculum is broken down into four major sections:

- 1) How to improve physical fitness, including endurance, balance, strength and flexibility;
- 2) How good nutrition plays a critical role in living a healthy lifestyle;
- 3) How physical activity is directly tied to the prevention and management of chronic health conditions; and,
- 4) How walking is one mode of travel and how community mobility is dependent on pedestrian safety, driving safety, accessible community transportation options for seniors and persons with disabilities, and infrastructure design that meets the needs of pedestrians and bicyclists as well as drivers.

During the eighth or ninth week of the program, the fitness instructor leads the class on a walk to a farmers market or local grocery store for an educational session on nutrition/healthy eating and pedestrian safety.

Feedback from the participants has been extremely positive with 100% of participants rated their overall experience of the Walk This Way Program as “excellent” or “good”. Over 90% of participants improved their fitness level over the course of the program. (For more details, please refer to survey and assessment results included in past progress reports).

To date, the Walk This Way Program has accomplished the following:

- 17 program sessions of the Walk This Way Program have been completed, including 2 program sessions that were specifically targeted to ethnic minority communities (one Chinese/Mandarin-speaking and one Afghan/Farsi-speaking). Sessions have an average of 20 participants.

- 4 Program sessions are currently underway at the Newark Silliman Center, Union City Kennedy Center, Fremont Centerville Community Center and Fremont Centerville Presbyterian Church.
- Peer leaders were recruited and trained and are now leading Walk This Way Alumni Groups (continuing program for graduates of the 16-week program session) at the following locations: Newark Senior Center, Fremont Senior Center, Union City Senior Center, Afghan Elderly Association and Tropics Mobile Home Park in Union City.
- An “alumni” Walk This Way special healthy living celebration event was held in January 2012, in which 86 program graduates attended and learned new exercises, including strength training exercises with exercise bands.

### **SUMMARY OF LESSONS LEARNED**

The Walk This Way Program model we are currently employing has been extremely successful at helping older adults start and maintain a physical activity program that focuses on not just walking but an inclusive framework of exercise, nutrition and walking, including “pleasure” walking and walking as a mode of travel.

Because the program takes a holistic view of health and community mobility for older adults, we have also seen high participation in other programs that are promoted alongside our Walk This Way Program. Participants have participated in such “adjunct” programs as:

- Older Driver Safety Workshops
- Travel Training Workshops: Two-day workshops with classroom instruction that covers topics such as the use of Clipper Cards, planning transit trips, and accessibility features of transit and a field outing on the bus and BART to gain first-hand experience of using transit.
- Transit Adventure Program: Outings on transit to interesting community destinations such as the de Young Museum, the Tech Museum, Santa Clara Convention Center, San Francisco Ferry Building, Oakland Museum and Chinatown, etc. These outings involve walking to transit and building familiarity with multiple transit systems, including: AC Transit, BART, MUNI, VTA , Oakland/Alameda Ferry, UC Berkeley Bear Transit, Stanford University Marguerite Shuttle.
- Clipper Card Outreach Events

Although the base 16-week program has been very successful, we have encountered a few challenges along with way. These challenges and some of our solutions are outlined below:

### **Managing different fitness levels among program participants**

We promote the Walk This Way Program as a low-intensity, beginner-level fitness program, however over the years we have encountered vast differences in program participants' functional abilities and their corresponding fitness levels. This wide range of fitness levels presents a difficulty in teaching a class that can be challenging for all participants yet maintains a level of safety for all. Given the challenge of different fitness levels, it has been essential to have a certified fitness instructor that leads the class safely through the various exercises, can identify when participants are having difficulty and/or not performing exercises with the proper techniques, and can modify exercises based on the abilities of the participants.

Although we had a certified fitness instructor for our 16-week initial program, it was still necessary to set a minimum functional level for seniors to participate. Teaching a fitness class to seniors comes with inherent risks that result from the myriad of issues that many seniors face as they age, namely, decreased muscle strength, diminished balance and chronic conditions that make walking/exercise more difficult. Setting minimal functional level criteria was critical for ensuring that participants were matched to a program that was structured meet their abilities. The minimal functional level criteria was tied to the two assessments that we conduct at the beginning of every new program session: all participants must be able to complete a timed quarter mile walk within 7 minutes and must be able to complete 7 chair stands within 30 seconds. Seniors who do not meet these criteria are referred to other community exercise programs that meet their needs.

### **Providing program for limited English speaking participants**

At the first ethnic program site with primarily Mandarin-speaking seniors, it was difficult to teach the class, even with the help of participants who were providing interpretation assistance. The following factors made for complicated and difficult program implementation: the class being taught in English with interpretation, program materials not being available in the participants' native language, no designated group leader from within the ethnic group and the cultural differences in approaches and attitudes towards exercise and healthy living. When we provided our next Walk This Way Program to an ethnic community, we employed the following strategies:

- We recruited a program site where educational and outreach activities were already taking place – the Afghan Elderly Association's weekly program for seniors in Fremont.

- We identified key paid staff that would not only provide interpretation assistance but would become peer leaders after the formal, instructor-led program was completed.
- Given our ability to embed our classes in an existing program with formal staff support, we were more attuned to cultural issues and could effectively set up a structure to continue alumni, staff-led classes for program graduates.

### **Recruiting peer leaders for continuing alumni groups**

Recruiting peer leaders was much more difficult than we originally imagined. Finding older adults who were retired was the easy part, but many of those seniors had no interest in committing to lead a weekly alumni class and many felt that such a class required a certified fitness instructor. Having alumni groups that are open to program graduates only ensures that the participants have already received sound instruction in exercise techniques and have progressed beyond their original fitness levels thereby providing a level of comfort to peer leaders who are not formally trained as fitness instructors.

Additionally, limiting the alumni groups to program graduates helps to keep the size of the alumni program manageable. Some program graduates choose to continue their physical activity programs on their own or take a higher intensity fitness class. Those that like the camaraderie and support of the group class are often motivated to seek out an alumni group to participate in. This self-selection process coupled with the program graduate's familiarity with the program model and their knowledge of their own strengths and limitations makes the job of teaching these alumni classes easier and the recruitment of the peer leaders much more successful.

After our first round of program sessions in 2009, we able to recruit one volunteer peer leader who took charge of the Fremont and Newark alumni groups and one peer leader who took charge of the Tropics mobile home park. Eventually we were able to recruit one leader for the Union City alumni group. Having just one peer leader was not reasonable for each group, given the lack of a leader substitute for vacations/illnesses and potential leader burnout.

We are now employing a strategy of recruiting a team of four volunteer peer leaders to lead each alumni group and have been able to institute those teams for the Fremont and Newark Alumni groups. Additionally, we are holding quarterly peer leader meetings where we provide support and continuing education to the peer leaders. In order to recognize the efforts of the peer leaders, we have instituted a yearly Walk This Way Alumni event that serves the dual purpose of re-invigorating our alumni groups' goals around fitness and community mobility and recognizing the volunteer efforts of the peer leaders.

We are currently trying to develop additional volunteer roles for the Walk This Way Program, such as monthly walk leaders for trail walks. We are hoping to have these additional opportunities implemented in the next fiscal year.

### **OUTLOOK FOR PROGRAM SUSTAINABILITY**

Although there were initial discussions with the BPAC about having Peer Leaders lead the entire program in the future, it is clear from our experience that senior participants in our Walk This Way Program have benefitted greatly from an initial 16-week program that is led by a certified fitness instructor followed by an opportunity to participate in peer-led weekly, on-going sessions. The current model provides a safe and comprehensive way to engage seniors in fitness, healthy living and community mobility issues.

The City of Fremont requests additional funding to continue our Walk This Way Program in the cities of Fremont, Newark and Union City, using the current model. The Walk This Way Program is a small monetary investment that pays off dividends in maintaining the mobility of older adults in our community.

### **SUGGESTIONS FOR PROGRAM REPLICATION COUNTYWIDE**

The Walk This Way Program model is structured in such a way that allows easy replication to different parts of Alameda County. The key components to making replication successful include having a single entity, like the City of Fremont that is charged with the outreach and oversight of the program, and a community partner, like Generations Community Wellness, that has the knowledge base and expertise in delivering fitness programs to all ages, including older adults. Centralized program outreach and oversight ensures curriculum and program implementation integrity.

The City of Fremont is open to providing technical assistance to any organization looking to implement the Walk This Way Program model. We are currently working with Generations Community Wellness to provide technical assistance for possible program replication in Santa Clara County in the near future.

Generations Community Wellness is based in Santa Clara County but has expressed a desire in helping to replicate the Walk This Way Program model in other parts of Alameda County should the Alameda CTC wish to pilot the project in other geographic areas.



pedestrian safety.

- Assessments conducted with each participant at the following intervals: Day 1, Week 8 and Week 16. Assessments included number of chair stands completed for a timed interval, amount of time taken to complete ¼ mile walk (one with long strides and one with march and side steps).
- Program participants also attended supplemental programs that were coordinated by City of Fremont staff. These programs included:

*Nutrition Education Classes*

*Travel Training Workshops*

*Transit Adventures Program*

- Continue to provide support and training as needed for the peer leaders who are facilitating weekly walking program in Fremont, Newark and Union City for graduates of the previous Walk This Way sessions.
- Program surveys were completed at the end of the 16 week program. A summary of survey responses is included at the end of this report.

#### **ANTICIPATED ACTIONS (In Next Reporting Period)**

- Continue outreach to potential senior groups and walking club sites.
- Revise program curriculum and workbook, if needed, based on program participant feedback.
- Implement three Walk This Way program sessions during Spring 2012.
- Continue evaluation of the Walk This Way program.

#### **SCHEDULE CHANGES**

- The project remains on schedule, as shown in Attachment B of the Agreement.
- The project schedule has been revised and a Grant Amendment Request to reflect the proposed changes is attached for review and approval.

#### **SCOPE CHANGES**

- The project description is unchanged, and is the same as shown in Attachment A of the Agreement.
- The scope of the project has been modified and a Grant Amendment Request to reflect the proposed changes is attached for review and approval.

**BUDGET**

- The Task Budgets, as shown in Attachment C of the Agreement, are essentially unchanged.
- Changes are proposed to the Task Budgets. A Grant Amendment Request to reflect the proposed changes is attached for review and approval.

**EXPENDITURES**

A Request for Reimbursement is included with this Progress Report. *Request for reimbursement for services rendered during this reporting period was mailed under separate cover by the City of Fremont’s Finance Department.*

No Request for Reimbursement is included with this Progress Report. *(If checked, then complete one of two check boxes below.)*

A Request for Reimbursement was submitted within the last six months, on this date: *(enter date here)*

No Request for Reimbursement has been submitted within the last six months for the following reason(s): *(enter reasons here)*

**GENERAL**

At this time we anticipate no problems on the project.

We anticipate problems in the following area(s) and would appreciate any assistance you could offer: *(enter description of any areas of concern and type of assistance requested here)*

We anticipate problems in the following area(s) but do not feel we need your assistance at this time: *(enter description of any areas of concern here)*

**PUBLICITY**

Updated and accurate project information is included, with a link to ACTIA’s website, at the following web address: *(enter web address here)*

<http://www.fremont.gov/BusinessDirectoryII.aspx?lngBusinessCategoryID=39>

<http://www.generationswellness.org/aging/walkthisway.htm>

<http://www.penipress.com/2010/11/04/more-seniors-using-public-transportation-or-walking-thanks-to-fremont-classes-video/>

An article which highlighted this Project was published on the following date(s) in the publication(s) listed: *(enter dates and the names of any publications here)*

Tri-City Voice, August 23, 2011, p. 24

**SIGNALS**

Signal modifications are not part of the Project.

Signal modifications are part of the Project.

Considered    Included    *(please check the appropriate box)*

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<input type="checkbox"/>	<input type="checkbox"/>	Audible Pedestrian Signals
<input type="checkbox"/>	<input type="checkbox"/>	Adjustable Pedestrian Timing
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Vehicle Pre-Emption

**CONTRACT REPORTING**

Form attached (required for Project Progress Report No.'s 2 and 4).

Form not required (Project Progress Reports No.'s 1 and 3). Entity with contract is a non-profit corporation.

**PERFORMANCE MEASURES**

There are no Performance Measures for this project.

There are Performance Measures for this project. A completed Performance Measures Report (Table D-1 from the grant agreement) is attached to this report.

## PROJECT PERFORMANCE MEASURES REPORT

**Project Performance Measures:** Table D-1 describes what outcome-based performance measures are being evaluated to ensure that the project/program is meeting its objectives.

<b>Table D-1: Performance Measures Report</b>		
<b>No.</b>	<b>Performance Measure</b>	<b>Progress/Activity this Period</b>

1	<p><b>Number of program sessions completed</b></p> <p>6 sessions by 6/30/10</p> <p>12 sessions by 6/30/11</p> <p>17 sessions by 12/31/11</p> <p>20 sessions by 6/30/12</p>	<p><b>4 sessions started in 7/09 and met for 20 weeks:</b></p> <ul style="list-style-type: none"> <li>- Newark Senior Center, Mondays, 9 – 10:30</li> <li>- Tropics Mobile Home Park (Union City) Tuesdays, 8 – 9:30</li> <li>- Fremont Senior Center, Thursdays, 8:30 – 10</li> <li>- Fremont Senior Center, Thursdays, 10 – 11:30</li> </ul> <p><b>2 sessions started in 4/10 and met for 16 weeks:</b></p> <ul style="list-style-type: none"> <li>- Wisteria Place (Union City), Fridays, 9 – 10:30</li> <li>- Fremont Community Center, Thursdays, 10 – 11:30</li> </ul> <p><b>2 sessions started in 7/10 and met for 16 weeks:</b></p> <ul style="list-style-type: none"> <li>- Afghan Elderly Association (Fremont) Wednesdays, 12 – 1:30</li> <li>- Fremont Senior Center, Thursdays, 10 – 11:30</li> </ul> <p><b>3 sessions started in 9/10 and met for 16 weeks:</b></p> <ul style="list-style-type: none"> <li>- Kennedy Center (Union City), Wednesdays, 9:30 – 11</li> <li>- Fremont Teen Center, Fridays, 10 – 11:30</li> <li>- Silliman Center (Newark), Tuesdays, 1 – 2:30</li> </ul> <p><b>3 sessions started in 3/11 and met for 16 weeks:</b></p> <ul style="list-style-type: none"> <li>- Kennedy Center (Union City), Wednesdays, 9:30 – 11</li> <li>- Centerville Community Center (Fremont) Fridays, 9:30 – 11</li> <li>- Silliman Center (Newark), Tuesdays, 1 – 2:30</li> </ul>
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2	<p><b>Level of program participant satisfaction</b></p> <p>Achieve satisfaction rating of “excellent” or “good” on at least 90% on participant surveys of program experience</p>	<p>86% of participants surveyed during reporting period rated their overall program experience as “excellent”. 14% rated their program experience as “good”.</p> <p>100% of participants surveyed during reporting period said they would recommend the program to others.</p>
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## Results from Walk This Way Program

### Fall 2011 Program Sessions

#### UNION CITY (KENNEDY COMMUNITY CENTER)

##### Wednesday@ 9:30-11am:

- 100% of the participants increased their number of chair stands from Day 1 to the conclusion of the program.
- 100% of the participants decreased the amount of time it takes to walk the ¼ mile walk from Day 1 to the conclusion of the program.

#### FREMONT (FREMONT COMMUNITY CENTER)

##### Thursday@ 9:30-11 am:

- 100% of the participants increased their number of chair stands from Day 1 to the conclusion of the program.
- 100% of the participants decreased the amount of time it takes to walk the ¼ mile walk from Day 1 to the conclusion of the program.

#### FREMONT (CENTERVILLE PRESBYTERIAN CHURCH)

##### Friday@ 9:30-11 am:

- 100% of the participants increased their number of chair stands from Day 1 to the conclusion of the program.
- 100% of the participants decreased or remained the same for the time it takes to walk the ¼ mile walk from Day 1 to the conclusion of the program.

## WALK THIS WAY

### PROGRAM EVALUATION (n=37)

**1. How would you rate your overall experience of the Walk This Way Program?**

Excellent	Good	Fair	Poor
34 - 92%	3 - 8%		

**2. How would you rate the instructor who ran this program?**

Excellent	Good	Fair	Poor
33 - 89%	4 - 11%		

**3. Would you recommend this program to others?**

Definitely	Maybe No
36 - 97%	1 - 3%

**4. This program improved my overall health and well being:**

A lot	Quite a bit	Moderately	Slightly	Not at all
25 - 68%	10 - 27%	2 - 5%		

**5. This program helped me to increase my walking:**

A lot	Quite a bit	Moderately	Slightly	Not at all
22 - 59%	11 - 30%	4 - 11%		

**6. This program helped me to increase my fruit and vegetable intake:**

A lot	Quite a bit	Moderately	Slightly	Not at all
17 - 46%	15 - 41%	3 - 8%	2 - 5%	

**7. This program helped me understand how to live a more healthy lifestyle:**

A lot	Quite a bit	Moderately	Slightly	Not at all
28 - 76%	7 - 19%	2 - 5%		

**8. This program increased my understanding of how exercise can decrease risks for or manage chronic health conditions:**

A lot	Quite a bit	Moderately	Slightly	Not at all
30 - 81%	6 - 16%		1 - 3%	

**9. This program increased my knowledge about pedestrian safety:**

A lot	Quite a bit	Moderately	Slightly	Not at all
23 - 62%	10 - 27%	3 - 8%	1 - 3%	

**10. This program increased my knowledge about driving safety:**

A lot	Quite a bit	Moderately	Slightly	Not at all
20 - 54%	10 - 27%	5 - 14%	2 - 5%	

**11. This program increased my knowledge about alternative transportation resources in the community:**

A lot	Quite a bit	Moderately	Slightly	Not at all
21 - 57%	9 - 24%	4 - 11%	2 - 5%	1 - 3%

**12. What sections of the program workbook did you find MOST useful?**

- How to exercise by myself.
- All of it.
- It was all useful.
- How to do the exercises.
- Recipes.
- Fiber, fruits and vegetables and the value of each of these.
- Opening exercises.
- The whole book is so interesting.
- The section on nutrition and value of eating fruits and vegetables.
- Nutrition, healthy eating, work and exercise program.
- The various exercises and nutrition sections.
- Recipes. Road Safety. Exercises. In fact, every section.
- Different types of walking.
- All sections were useful.
- Exercises.
- All of them were useful.
- Physical activity section.
- Nutrition section.
- Pretty much everything.
- All sections.
- The different exercises and nutrition sections.
- Section on diabetes and osteoporosis and osteoarthritis.
- The variety of activities.
- All sections done good to me.
- Enjoyed all parts of it, especially section on nutrition.

- Lesson 3 – physical activity and exercise.
- For myself, all of them were very useful.
- Looking at food labels. Safety and transportation sections. Different types of walking.
- The website references. Great material, linked with other sites that were brand new to me.
- Everything in the book was very useful.

**13. What sections of the program workbook did you find LEAST useful?**

- Can't recall – walking safety.
- I didn't find anything that wasn't useful.
- Nutrition section.
- None.
- None.
- Driving section.
- Everything was good.
- Bicycle exercise – bad for my back.

**14. Please tell us what you liked most about this program and the activities you participated in:**

- Activities were moderate and comfortable for my joints.
- Everything was excellent.
- Different usage of leg muscles by using different types of steps.
- All of it.
- Taught me a lot about eating healthy.
- Camaraderie.
- Enjoyed the fun activities and camaraderie with instructor and fellow attendees.
- The vim and vigor of all.
- I participated in everything and like the games the most.
- Very excellent instructor and very good, easy exercises. Very good classmates.
- The chair exercises.
- Awareness in all walks of life.
- Friendly activities.

- Good workout and friendly atmosphere.
- Everything!!
- The exercises and the information on activities and nutrition.
- All the activities are excellent! I am planning to follow the program when this session is over.
- Games!
- All exercises I think help our body move safely. Fun games are very good to get to know each other and learn more life experiences from each other.
- The group activities and the music!
- There was so much variety in the exercises and types of walking!!
- The instructor was very good.
- Social – games – exercise.
- I liked the games and the exercises.
- I really liked our instructor, Trinh.
- The exercises and games – most of all the dedication of the instructor and the other support staff.
- All were very useful.
- The exercises, warming up sessions, playing and mixing with unknown people.
- Learning new exercises and ways to walk to strengthen leg muscles.
- Games. Interaction with people I met in class. Learned different types of walks! They're fun!
- The facilitator Trinh, is a true professional. The music helped the progression of the exercises.
- The instructor, his knowledge and his smile.
- The exercises.
- All of it.
- All of the exercises.
- The instructor and all the activities.
- Should be longer.
- The trainer was very good – enthusiastic. I liked the exercises, games and lectures.

**15. What suggestions do you have for improving the program?**

- More classes to keep it running.
- Keep up the good work!
- I think I'd like to learn more over a longer period of time.
- Keep the program going!
- Keep Trinh as the instructor.
- Carry on – add new games to not let the leader get bored.
- More help learning everyone's names.
- More walking during the class.

- Nothing to improve.
- Don't have any suggestions at the moment.
- Keep it going!
- It's a nice program and should be continued.
- The program is very well organized. Continue to implement it as is.
- None, it's best as is.
- I feel that it should be informed to most of the aged people.
- This program should run actively and at least two to three times a week.
- Program has good structure currently.
- I have nothing to suggest – the program was well planned to improve our health condition.
- That it will be there forever.
- Keep up the program.
- Nothing in particular.
- Many more such programs!
- Have more information on nutrition. Add cooking classes and more on health issues.

**Alameda County Transportation Improvement Authority  
Bicycle and Pedestrian Advisory Committee**  
Fiscal Year 2011-2012 Record of Actions Taken

Meeting Date	Action Item	Motion Called By	Seconded By	Vote
7/26/2011	A motion to approve the June 9, 2011 minutes as they appeared in the meeting packet.	Glenn Kirby	Preston Jordan	The motion carried unanimously (7-0).
	A motion to approve the BPAC bylaws, with the amendments discussed (see July 26, 2011 meeting minutes).	Glenn Kirby	Preston Jordan	The motion carried unanimously (7-0).
	A motion to approve the BPAC meeting schedule for FY 11-12 as it appeared in the meeting packet.	Glenn Kirby	Lucy Gigli	The motion carried unanimously (7-0).
9/8/2011	Approval of the July 26, 2011 minutes was postponed for the next meeting due to the lack of a quorum.			
10/13/2011	A motion to approve the July 26, 2011 minutes as they appeared in the meeting packet and the September 8, 2011 minutes with the following change: Add on page 6, "... the Albany City Council approved the Draft Active Transportation Plan for environmental review."	Preston Jordan	Lucy Gigli	The motion carried unanimously (7-0).
12/15/2011	A motion to approve the October 13, 2011 minutes as they appeared in the meeting packet.	Ann Welsh	Lucy Gigli	The motion carried unanimously (5-0).

	A motion to approve the City of Fremont CDF Grant Amendment for the Irvington Area Pedestrian Improvements Project.	Preston Jordan	Lucy Gigli	The motion carried unanimously (5-0).
	A motion to approve the reallocation of Measure B CDF funds, as proposed by staff, and also use up to \$100,000 in CDF matching funds, if needed to fully fund the Alamo Canal Project.	Preston Jordan	Jeremy Johansen	The motion carried unanimously (5-0).
	A motion to approve the recommendation on 2012 Bike to Work Day funding.	Jeremy Johansen	Preston Jordan	The motion carried unanimously (5-0).
4/12/2012	A motion to approve the December 15, 2011 minutes as they appeared in the meeting packet.	Preston Jordan	Tom Van Deman	The motion carried unanimously (8-0).
5/31/2012	To be added after meeting			



## MEMORANDUM

**To:** Countywide Bicycle and Pedestrian Advisory Committee

**From:** Rochelle Wheeler, Countywide Bicycle & Pedestrian Coordinator  
Beth Walukas, Deputy Director of Planning

**Date:** May 24, 2012

**Subject:** **REVIEW OF BPAC BYLAWS**

### Recommendation

Staff recommends that the Countywide Bicycle and Pedestrian Advisory Committee (BPAC) review and approve the BPAC Bylaws (Attachment A), if any changes are recommended.

### Summary

Typically the BPAC reviews its bylaws at the organizational meeting, usually the last meeting of the fiscal year. It is a time for both staff and the BPAC to update the bylaws to reflect current practices and conditions, or to improve the committee functioning. This year's review is a standard yearly review, and BPAC members are welcome to suggest revisions as they see fit.

### Background

The Alameda CTC staff made substantial revisions to the bylaws in 2011, in order to reflect a new Committee structure and the new merged agency, and to make the bylaws consistent between all Alameda CTC committees. The BPAC reviewed the bylaws twice during last year's review process, and made two sets of changes before voting to approve them. The current bylaws (Attachment A) are attached.

Staff is suggesting only one change to the bylaws for this fiscal year: to add the current BPAC role of reviewing the Metropolitan Transportation Commission (MTC) Complete Streets Checklists. This has been added as a new section 2.2.4.

One item from the BPAC's second 2011 review of the bylaws remained unresolved. As noted in the July 26, 2011 BPAC meeting minutes:

"Preston Jordan also pointed out some redundancies regarding the Brown Act between Article 5.1 and Article 7.3. Namely, the first sentence of Article 5.1 is redundant and

should be omitted, since the Brown Act is referenced in Article 7.3. However, he stated that this change could be made when the BPAC reviews the bylaws next year.”

This change has not been made to the bylaws. The BPAC may consider this item during this year’s review.

Additionally, over the past two years during the bylaws review, the BPAC has discussed revising the name of the committee, possibly to the “Active Transportation Advisory Committee.” Some members feel this name is an improvement over “BPAC” since it describes the activity conducted (such as bicycling and walking) rather the devise used (i.e. bicycle). Others have stated that the term “active transportation” is not universally known or understood by all, whereas “BPAC” is an accepted term of art. At its June 2011 meeting the BPAC stated that it would re-consider the committee name issue the next time the BPAC bylaws were discussed by the committee.

**Attachments**

- A. Current BPAC Bylaws



## Bicycle and Pedestrian Advisory Committee Bylaws

### Article 1: Definitions

**1.1 Alameda County Transportation Commission (Alameda CTC).** The Alameda CTC or “Commission” is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency (“ACCMA”) and the Alameda County Transportation Improvement Authority (“ACTIA”). The 22-member Commission is comprised of the following representatives:

**1.1.1** All five Alameda County Supervisors.

**1.1.2** Two City of Oakland representatives.

**1.1.3** One representative from each of the other 13 cities in Alameda County.

**1.1.4** A representative from Alameda-Contra Costa Transit District (“AC Transit”).

**1.1.5** A representative from San Francisco Bay Area Rapid Transit District (“BART”).

**1.2 Alameda County Transportation Improvement Authority (ACTIA).** The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed responsibility for the sales tax.

**1.3 Appointing Party.** A person or group designated to appoint committee members.

**1.4 Bicycle and Pedestrian Advisory Committee (BPAC or “Committee”).** The Alameda CTC Committee that reviews all competitive applications submitted to Alameda CTC for the Bicycle and Pedestrian Safety funds, along with the development and updating of the Alameda Countywide Pedestrian and Bicycle Plans. Serving as the countywide BPAC, the Committee also provides input on countywide educational and promotional programs, and other projects of countywide significance.

**1.5 Brown Act.** California’s open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*

**1.6 Citizens Advisory Committee (CAC).** The Alameda CTC Committee that serves as a liaison group between the Alameda CTC and the members’ respective communities. Appointed by the ACTIA Board or the Commission, the CAC keeps the Commission informed of the progress of Measure B

programs and projects, and discusses and brings local community transportation concerns to the Commission, as well as provides feedback to members' respective communities.

**1.7 Citizens Watchdog Committee (CWC).** The Alameda Committee of individuals created by the ACTIA Board, as required by Measure B, with the assistance of the League of Women Voters and other citizens groups, and continued by the Commission. The Committee reports directly to the public and is charged with reviewing all expenditures of the agency. Citizens Watchdog Committee members are private citizens who are not elected officials at any level of government, nor individuals in a position to benefit in any way from the sales tax.

**1.8 Expenditure Plan.** The plan for expending Transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.

**1.9 Fiscal Year.** July 1 through June 30.

**1.10 Measure B.** The measure approved by the voters authorizing the half-cent sales tax for transportation services now collected and administered by the Alameda CTC and governed by the Expenditure Plan. The sales tax authorized by Measure B will be in effect for 20 years, beginning on April 1, 2002 and extending through March 31, 2022.

**1.11 Measure B Bicycle and Pedestrian Countywide Discretionary Fund ("Discretionary Fund").** A grant program developed to expand and enhance bicycle and pedestrian transportation in Alameda County, focusing on projects, programs and plans with countywide significance or demonstration programs/projects that could be applied countywide. The program is funded by a portion of the 5 percent Measure B set-aside for bicycle and pedestrian projects.

**1.12 Measure B Bicycle and Pedestrian Countywide Discretionary Fund Program Guidelines ("Program Guidelines").** Guidelines that lay out how the Discretionary Fund will be allocated and administered.

**1.13 Measure B Program.** Transportation or transportation-related program specified in the Expenditure Plan for funding on a percentage-of-revenues basis or grant allocation.

**1.14 Measure B Project.** Transportation and transportation-related construction projects specified in the Expenditure Plan for funding in the amounts allocated in the Expenditure Plan.

**1.15 Organizational Meeting.** The annual regular meeting of the BPAC in preparation for the next fiscal year's activities.

**1.16 Paratransit Advisory and Planning Committee (PAPCO).** The Alameda CTC Committee that meets to address funding, planning, and coordination issues regarding paratransit services in Alameda County. Members must be an Alameda County resident and an eligible user of any transportation service available to seniors and people with disabilities in Alameda County. PAPCO is supported by a

Technical Advisory Committee comprised of Measure B-funded paratransit providers in Alameda County.

**1.17 Planning Area.** Geographic groupings of cities and of Alameda County for planning and funding purposes. North County: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont; Central County: Hayward, San Leandro, unincorporated county (near Hayward); South County: Fremont, Newark, Union City; East County: Dublin, Livermore, Pleasanton, the unincorporated area of Sunol.

**1.18 Programmatic Funding.** Measure B funds distributed on a monthly basis based on population. Five percent of net Measure B revenues are dedicated to bicycle and pedestrian safety projects, and 75 percent of these funds are then distributed as pass-through Bicycle and Pedestrian Safety funds to the cities in Alameda County and to the County for bicycle and pedestrian projects, programs, and planning.

## **Article 2: Purpose and Responsibilities**

**2.1 Committee Purpose.** The BPAC purpose is to involve interested community members in the development and implementation of Alameda CTC's "Measure B Bicycle and Pedestrian Countywide Discretionary Fund" grant program, with the goal of creating a more successful program; and to contribute to the coordination and streamlining of bicycle and pedestrian planning, funding, and programming in Alameda County.

**2.2 Committee Roles and Responsibilities.** The roles and responsibilities of the Committee are to:

**2.2.1** Advise Alameda CTC staff and the Alameda CTC on the implementation of the Discretionary Fund, including the:

**2.2.1.1** Development of the scoring criteria and its weighting used to evaluate the applications.

**2.2.1.2** Recommendation to Alameda CTC on Grant Awardees in each funding cycle, which includes considering all equity criteria (modal, geographic, and project type).

**2.2.1.3** Evaluation of the Program Guidelines after each funding cycle.

**2.2.1.4** Review of the progress of funded projects.

**2.2.2** Advise Alameda CTC staff and the Alameda CTC on the development and updates of the Countywide Pedestrian and Bicycle Plans.

**2.2.3** Review the implementation of the pass-through Bicycle and Pedestrian Safety funds.

**2.2.4** Review and provide input on the Metropolitan Transportation Commission (MTC) Complete Streets Checklists for Alameda County projects.

**2.2.5** Serve as a review committee for other Alameda County public agencies, on request, on bicycle and pedestrian issues. The Committee's input will be provided directly to the public agency staff, will be strictly advisory, and will not be taken as a recommendation to the Alameda CTC. The Committee will consider requests for input on a case-by-case basis. If a quick decision is needed on whether to provide input or not, Alameda CTC staff will consult with the Committee chair to make this decision. This role may include, but is not limited to:

**2.2.4.1** Providing input to Alameda CTC Project Sponsors.

**2.2.4.2** Serving as the Alameda County Bicycle Advisory Committee (BAC) for Transportation Development Act (TDA) Article 3 Funding.

**2.3 Additional Responsibilities.** BPAC members are encouraged to do the following:

**2.3.1** Perform outreach regarding BPAC activities and Measure B funds. Examples of outreach may include attending a transportation fair, attending a meeting or event related to a grant-funded project, accompanying staff to Alameda CTC outreach presentations, or disseminating information at a local library, community center, or other public location.

**2.3.2** Participate in trainings and information-sharing events sponsored by the Alameda CTC, such as the Pedestrian and Bicycle Working Group meetings. This group, which has an open membership, consists of agency and nonprofit staff working to improve the bicycling and walking environment in Alameda County.

### Article 3: Members

**3.1 Number of Members.** The BPAC consists of 11 members. The intent is to have the BPAC represent both bicycling and pedestrian interests, to include representatives from all areas of the county, and to represent the variety of interests in bicycling and walking needs including the needs of seniors and children. In addition, the BPAC should represent Alameda County's diversity in age, income level, gender, ethnicity, and bicycling experience, to the greatest extent feasible.

**3.2 Appointment.** The Commission will make appointments in the following manner:

**3.2.1** One appointee per County Supervisor (five total).

**3.2.2** One appointee for each supervisorial district, selected by the Mayors' Conference (five total).

**3.2.3** One appointee representing transit agencies. Alameda CTC will lead the recruitment for this appointee, including noticing the general managers of all transit agencies that

receive Measure B funding. Alameda CTC staff will bring a final appointment recommendation to the Commission for approval.

**3.3 Membership Qualification.** Each member must be an Alameda County resident and be interested in improving the safety and convenience of bicycling and/or walking in the county. Public agency employees who are responsible for bicycle and pedestrian projects and/or programs and who work for an eligible agency likely to submit an application for the Discretionary Fund may not serve on the Committee. Any public agency or nonprofit employees appointed to the Committee shall recuse themselves from evaluating and voting to fund a project/program application from their agency or nonprofit organization.

**3.4 Membership Term.** Appointments shall be for two-year terms. There is no maximum number of terms a member may serve. Members shall serve until the Commission appoints their successors.

**3.5 Attendance.** Members will actively support committee activities and regularly attend meetings. Accordingly, members who miss more than half of the BPAC meetings per fiscal year, except as noted in Article 3.5.1, may be removed from the Committee. If an odd number of meetings occurs in a year, then the minimum attendance will be half of the total number of meetings, rounded up to the whole number. A member removed from the Committee may be reappointed by a Commissioner.

**3.5.1 Attendance Exception.** During a Discretionary Fund grant cycle evaluation period, when regular attendance is critical to making a solid funding recommendation, members must attend a minimum of 75 percent of the BPAC meetings or the position will be considered vacated.

**3.6 Termination.** A member's term shall terminate on the occurrence of any of the following:

**3.6.1** The member voluntarily resigns by written notice to the chair or Alameda CTC staff.

**3.6.2** The member fails to continue to meet the qualifications for membership, including attendance requirements.

**3.6.3** The member becomes incapable of continuing to serve.

**3.6.4** The member appointment is terminated by the Commission.

**3.7 Vacancies.** An appointing party shall have the right to appoint (subject to approval by the Commission) a person to fill the vacant member position. Alameda CTC shall be responsible for notifying an appointing party of such vacancy and for urging expeditious appointment of a new member, as appropriate.

#### Article 4: Officers

**4.1 Officers.** The BPAC shall annually elect a chair and vice chair. Each officer must be a duly appointed member of the BPAC.

**4.1.1 Duties.** The chair shall preside at all meetings and will represent BPAC before the Commission to report on BPAC activities. The vice chair shall assume all duties of the chair in the absence of, or on the request of the chair. In the absence of the chair and vice chair at a meeting, the members shall, by consensus, appoint one member to preside over that meeting.

**4.2 Office Elections.** Officers shall be elected by the members annually at the Organizational Meeting or as necessary to fill a vacancy. An individual receiving a majority of votes by a quorum shall be deemed to have been elected and will assume office at the meeting following the election. In the event of multiple nominations, the vote shall be by ballot. Officers shall be eligible for re-election indefinitely.

## Article 5: Meetings

**5.1 Open and Public Meetings.** All BPAC meetings shall be open and public and governed by the Brown Act. Public comment shall be allowed at all BPAC meetings. The time allotted for comments by a member of the public in the general public comment period or on any agenda item shall be limited at the discretion of the chair.

**5.2 Regular Meetings.** BPAC will hold up to eight meetings per year, coinciding with the various funding cycles, the updates to the Countywide Bicycle and Pedestrian Plans, and requests for input from public agencies. Annually, at the Organizational Meeting, the Committee shall establish the schedule of regular meetings for the ensuing year. Meeting dates and times may be changed and additional regular meetings scheduled during the year.

**5.3 Quorum.** For purposes of decision making, a quorum shall consist of at least a majority of the total number of members appointed at the time a decision is made. No actions will be taken at meetings with less than a majority present. Items may be discussed and information may be distributed on any item even if a quorum is not present.

**5.4 Special Meetings.** Special meetings may be called by the chair or by a majority of the members on an as-needed basis. Attendance at special meetings is not counted as part of members' attendance requirement. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Specialized meetings shall be concerned with studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time and location to be announced in the tabling motion. Notice of such meetings shall be given to all members at least 72 hours prior to such meetings and shall be published on the Alameda CTC's website and at the Alameda CTC office, all in accordance with the Brown Act.

**5.5 Agenda.** All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. Items for a regular meeting agenda may be submitted by any

member to the chair and committee staff. The Commission and/or Committee staff may also submit items for the agenda. Every agenda shall include provision for members of the public to address the BPAC. The chair and the vice chair shall review the agenda in advance of distribution. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties who request it. The agenda shall be posted on the Alameda CTC website and office and provided at the meeting, all in accordance with the Brown Act.

**5.6 Roberts Rules of Order.** The rules contained in the latest edition of “Roberts Rules of Order Newly Revised” shall govern the proceedings of the BPAC and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process and to the extent that these actions are consistent with these bylaws.

**5.7 Place of Meetings.** BPAC meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

## **Article 6: Subcommittees**

**6.1 Establishment.** The Committee may establish subcommittees when and as necessary or advisable to make nominations for office of BPAC, to develop and propose policy on a particular issue, to conduct an investigation, to draft a report or other document, or for any other purpose within the authority of the BPAC.

**6.2 Membership.** BPAC members will be appointed to subcommittees by the BPAC, on a voluntary basis, or by the chair. No subcommittee shall have fewer than three members, nor will a subcommittee have sufficient members to constitute a quorum of the BPAC.

## **Article 7: Records and Notices**

**7.1 Minutes.** Minutes of all meetings, including actions and the time and place of holding each meeting, shall be kept on file at the Alameda CTC office.

**7.2 Attendance Roster.** A member roster and a record of member attendance shall be kept on file at the Alameda CTC office.

**7.3 Brown Act.** All meetings of the BPAC will comply with the requirements of the Brown Act. Notice of meetings and agendas will be given to all members and any member of the public requesting such notice in writing and shall be posted at the Alameda CTC office at least 72 hours prior to each meeting. Members of the public may address the BPAC on any matter not on the agenda and on each matter listed on the agenda, pursuant to procedures set by the chair and/or the Committee.

**7.4 Meeting Notices.** Meeting notices shall be in writing and shall be issued via U.S. Postal Service, personal delivery, and/or email. Any other notice required or permitted to be given under these bylaws may be given by any of these means.

## **Article 8: General Matters**

**8.1 Per Diems.** Committee members shall be entitled to a per diem stipend for meetings attended in amounts and in accordance with policies established by the Alameda CTC.

**8.2 Conflicts of Interest.** A conflict of interest exists when any Committee member has, or represents, a financial interest in the matter before the Committee. Such direct interest must be significant or personal. In the event of a conflict of interest, the Committee member shall declare the conflict, recuse him or herself from the discussion, and shall not vote on that item. Failure to comply with these provisions shall be grounds for removal from the Committee.

**8.3 Amendments to Bylaws.** These bylaws will be reviewed annually, and may be amended, repealed, or altered, in whole or in part, by a vote taken at a duly-constituted Committee meeting at which a quorum is present.

**8.4 Public Statements.** No member of the Committee may make public statements on behalf of the Committee without authorization by affirmative vote of the Committee, except the chair, or in his or her place the vice chair, when making a regular report of the Committee activities and concerns to the Alameda CTC.

**8.5 Conflict with Governing Documents.** In the event of any conflict between these bylaws and the July 2000 Alameda County Transportation Expenditure Plan, California state law, or any action lawfully taken by the Alameda CTC, the conflicting provision in the Expenditure Plan, state law, the lawful action of ACTIA or the Alameda CTC shall prevail.

**8.6 Staffing.** Alameda CTC will provide all staffing to the Committee including preparation and distribution of meeting agendas, packets, and minutes; preparation of reports to the Alameda CTC Committees and Commission; tracking of attendance; and stipend administration.



## MEMORANDUM

**To:** Countywide Bicycle and Pedestrian Advisory Committee

**From:** Rochelle Wheeler, Countywide Bicycle & Pedestrian Coordinator  
Beth Walukas, Deputy Director of Planning

**Date:** May 24, 2012

**Subject:** **ELECTION OF BPAC OFFICERS**

### Recommendation

Staff recommends that the Countywide Bicycle and Pedestrian Advisory Committee (BPAC) elect a chair and vice chair for the upcoming 2012–2013 fiscal year.

### Summary

Per the current BPAC Bylaws, BPAC members must elect a chair and vice chair once per year. Elections are usually held at the last meeting before the beginning of the new fiscal year. This memo summarizes the roles and responsibilities of the chair and vice chair positions, should a member wish to run for one of these two positions. Currently, Midori Tabata is the Chair and Ann Welsh is the Vice Chair.

The applicable sections from the current BPAC Bylaws are included below.

**4.1 Officers.** The BPAC shall annually elect a chair and vice chair. Each officer must be a duly appointed member of the BPAC.

**4.1.1 Duties.** The chair shall preside at all meetings and will represent BPAC before the Commission to report on BPAC activities. The vice chair shall assume all duties of the chair in the absence of, or on the request of the chair. In the absence of the chair and vice chair at a meeting, the members shall, by consensus, appoint one member to preside over that meeting.

**4.2 Office Elections.** Officers shall be elected by the members annually at the Organizational Meeting or as necessary to fill a vacancy. An individual receiving a majority of votes by a quorum shall be deemed to have been elected and will assume office at the meeting following the election. In the event of multiple nominations, the vote shall be by ballot. Officers shall be eligible for re-election indefinitely.”

As noted above, the chair (or vice chair) is expected to attend the Alameda CTC Board meetings to report on any BPAC meetings or activities that have occurred since the last report to the Board. If there have been no recent BPAC meetings the chair does not need to attend the Board meeting. Currently the Board meetings take place at 2:30pm on the fourth Thursday of each month.



## 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 25-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. 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)

*continued*

**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:** May 24, 2012

**TO:** Alameda County Technical Advisory Committee

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

**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).

### June 2012 Update:

This report focuses on the month of June 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 adoption of the Combined Preferred Land Use and Transportation Investment Scenario and the One Bay Area Grant (OBAG) Program/Resolution 4035 by the MTC Commission and ABAG Executive Board and approval of the RHNA methodology and sub-regional housing shares by the ABAG Executive Board. At the county level, highlights include the approval of the Final Transportation Expenditure Plan and Ordinance and request by the Alameda CTC Commission to the Alameda County Board of Supervisors to place the Transportation Expenditure Plan on the November 2012 ballot. The Steering Committee also approved the Final Countywide Transportation Plan and recommended its approval to the Commission at its June 2012. Staff will present an update at the meeting on the status of all items.

#### *1) SCS/RTP/OBAG*

MTC and ABAG adopted the Combined Preferred Land Use and Transportation Investment Scenario and the One Bay Area Grant Program/Resolution 4035 on May 17, 2012 with a few changes. For the Preferred Scenario, \$70 million was redirected from the Smart Driving initiative to PDA Planning Grants for a total of \$170 million in TLC grants and \$660 million New and Small Starts reserve language was modified to the following:

The \$660 million New and Small Starts reserve, or a regional investment equivalent, is proposed to support transit projects that are located in or enhance transit service in the East and North Bay counties before additional investment policy commitments are considered for projects in San Francisco, San Mateo, and/or Santa Clara counties, provided that the proposed New Starts investment in the Peninsula counties actually is appropriated. All projects are subject to detailed alternatives assessment of all fundable and feasible alternatives, evaluation for cost-effectiveness and for performance against the TOD Policy. Projects seeking New Starts funding will be required to meet the FTA criteria in effect at that time.

There was discussion on this item about the EIR alternatives. The draft alternatives will be brought to the Joint MTC Planning and ABAG Administrative Committee on June 8, 2012 for discussion and for final approval on July 13, 2012. Both Boards will take action on approving the alternatives at another joint meeting of the MTC Commission and ABAG Executive Board on July 19, 2012.

For OBAG, both the MTC Commission and the ABAG Executive Board adopted the OBAG Program with the following changes:

- Added language to the PDA Planning Grant section that MTC will work with state and federal government to create private sector economic incentives to increase housing production;
- Added language to the PDA Investment and Growth Strategy section to extend the deadline to May 1, 2013 and recognize existing investment and growth strategies already adopted by counties as meeting the requirement if it satisfies the terms in Appendix A-6: PDA Investment and Growth Strategy;
- Added language to expand TLC eligibility to include projects that incentivize local PDA Transit Oriented Development Housing; and
- Added language to Appendix A-6 PDA Investment and Growth Strategy to extend and revise dates and state that MTC will consult with the CMAs and amend the scope of activities as necessary to minimize administrative workload and to avoid duplication of effort. These changes may result in specific work elements shifting to MTC and ABAG and will be formalized through a future amendment to the Appendix.

The ABAG Executive Board also approved the RHNA Methodology and will take further action at its meeting on July 19. Additional information on this item will be presented at the meeting.

**2) CWTP-TEP**

On May 24, 2012, the Alameda CTC, based on the CWTP-TEP Steering Committee recommendation, adopted the final Transportation Expenditure Plan and Ordinance and recommended that the Board of Supervisors place the TEP on the November 2012 ballot. The Transportation Expenditure Plan is being taken to each city council and the Board of Supervisors for approval by May 2012 as well as AC Transit and BART. As of the writing of this staff report, thirteen City Councils and the Board of Supervisors have approved the TEP: Fremont, Livermore, Union City, Emeryville, Hayward, San Leandro, Oakland, Piedmont, Albany, Dublin, Pleasanton, Newark, Alameda and the Alameda County Board of Supervisors. AC Transit and the BART Board also took action in support of the TEP. The TEP is included on all city council agendas through May. The Draft CWTP was presented to ACTAC and PPLC in April 2012 as well as BPAC. The Final CWTP was approved by the Steering Committee and forwarded to the Alameda CTC Commission for approval at its June 2012 meeting. Staff will provide additional information at the meeting.

**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	No meetings are scheduled at this time.
CWTP-TEP Technical Advisory Working Group	2 <sup>nd</sup> Thursday of the month, 1:30 p.m. Location: Alameda CTC	No meetings are scheduled at this time.
CWTP-TEP Community Advisory Working Group	Typically the 1 <sup>st</sup> Thursday of the month, 2:30 p.m. Location: Alameda CTC	No meetings are scheduled at this time.
SCS/RTP Regional Advisory Working Group	1 <sup>st</sup> Tuesday of the month, 9:30 a.m. Location: MetroCenter, Oakland	June 5, 2012 July 3, 2012
SCS/RTP Equity Working Group	2 <sup>nd</sup> Wednesday of the month, 11:15 a.m. Location: MetroCenter, Oakland	June 13, 2012 July 11, 2012
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	TBD
Joint MTC Planning and ABAG Administrative Committee	2 <sup>nd</sup> Friday of the month, 9:30 a.m. Location: MetroCenter, Oakland	June 8, 2012 July 13, 2012
Joint MTC Commission and ABAG Executive Board meeting	Special Joint Meeting Location: TBD	July 19, 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  
(June 2012 through August 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 June 2012 through August 2012 time period, the CWTP-TEP Committees will be focusing on:

- Requesting the Board of Supervisors to place the TEP on the November 6, 2012 ballot;
- Conducting outreach on the TEP;
- Coordinating with MTC and ABAG to meet OBAG requirements;
- Coordinating with MTC and ABAG to make the CWTP consistent with Preferred Scenario, if necessary.

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:

- Beginning the environmental review process and defining the EIR alternatives for Plan Bay Area/RTP/SCS.

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).

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

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

Draft Preferred SCS Released: Completed

Preferred SCS Scenario Released/Approved: Completed

*RHNA*

RHNA Process Begins: January 2011

Draft RHNA Methodology Adopted: July 2012

Draft RHNA Plan released: July 2012

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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

Release draft Transportation Investment Strategy: Completed

Prepare SCS/RTP EIR: May 2012 – October 2012

Release Draft RTP/SCS EIR: November 2012

Adopt SCS/RTP: April 2013

*CWTP-TEP*

Develop Alameda County Land Use Scenario Concept: Completed

Administer Call for Projects: Completed

Release Administrative Draft CWTP: Completed

Release Preliminary TEP Program and Project list: Completed

Adopt Final TEP: Completed

Obtain TEP approvals from jurisdictions: February – May 2012

Release Draft CWTP: Completed

Conduct TEP Outreach: January 2011 – June 2012

Adopt Final Draft CWTP and Final TEP: Completed

Submit TEP Ballot to County: July 2012

Countywide Transportation Plan and Transportation Expenditure Plan  
Preliminary Development Implementation Schedule - Updated 1/4/2012

Calendar Year 2010

Task	Meeting											
	2010						2011					
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<b>Alameda CTC Committee/Public Process</b>												
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												
<b>Alameda CTC Technical Work</b>												
Technical Studies/RFP/Worktimelines: 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												
<b>Sustainable Communities Strategy/Regional Transportation Plan</b>												
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 Jobs/Housing Forecast (Statutory Target)
												Projections 2011 Base Case
												Adopt Voluntary Performance Targets

Countywide Transportation Plan and Transportation Expenditure Plan  
Preliminary Development Implementation Schedule - Updated 1/4/2012

Calendar Year 2011

Task	2011					2012						
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<b>Alameda CTC Committee/Public Process</b>												
<b>Steering Committee</b>	Adopt vision and goals; begin discussion on performance measures, key needs	Performance measures, costs/guidelines, call for projects and prioritization questions, initial use scenario discussion	Review workshop outcomes, transportation issue papers, programs, finalize performance measures, and 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 final list to MTC, TEP parameters, and strategic use, financials, committed projects	No Meetings	Project evaluation outcomes, outline of CVWTP, TEP Strategies for project and program selection	No Meetings	1st Draft, CVWTP, TEP potential project and program packages, outreach and polling discussion		Meeting moved to December due to holiday conflict	Review 2nd draft CVWTP, 1st draft TEP
<b>Technical Advisory Working Group</b>	Comment on vision and goals; begin discussion on performance measures, key needs	Continue discussion of performance measures, costs/guidelines, call for projects, briefing book, outreach	Review workshop outcomes, transportation issue papers, programs, finalize performance measures, and 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 parameters, and strategic use, financials, committed projects	No Meetings	Project evaluation outcomes, outline of CVWTP, TEP Strategies for project and program selection	No Meetings	1st Draft, CVWTP, TEP potential project and program packages, outreach and polling discussion		Review 2nd draft CVWTP, 1st draft TEP, poll results update	No Meetings
<b>Community Advisory Working Group</b>	Comment on vision and goals; begin discussion on performance measures, key needs	Continue discussion of performance measures, costs/guidelines, call for projects, briefing book, outreach	Review workshop outcomes, transportation issue papers, programs, finalize performance measures, and 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 parameters, and strategic use, financials, committed projects	No Meetings	Project evaluation outcomes, outline of CVWTP, TEP Strategies for project and program selection	No Meetings	1st Draft, CVWTP, TEP potential project and program packages, outreach and polling discussion		Review 2nd draft CVWTP, 1st draft TEP, poll results update	No Meetings
<b>Public Participation</b>	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 CVWTP, TEP; North County Transportation Forum	No Meetings
<b>Agency Public Education and Outreach</b>												
<b>Alameda CTC Technical Work</b>												
<b>Technical Studies/RFP/Work</b>	Feedback on Technical Work, Modified Vision, Preliminary projects lists	Conduct baseline poll	Release Initial Visitor Scenario	Detailed SCS Scenario Development	Work with feedback on CVWTP and financial scenarios							
<b>Poling</b>												
<b>Sustainable Communities Strategy/Regional Transportation Plan</b>												
<b>Regional Sustainable Community Strategy Development Process - Final RTP in April 2013</b>	Discuss Call for Projects	Release Initial Visitor Scenario	Call for Transportation Projects and Project Performance Assessment	Project Evaluation			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
	Develop Draft 25-year Transportation Financial Forecasts and Committed Transportation Funding Policy											

Countywide Transportation Plan and Transportation Expenditure Plan  
Preliminary Development Implementation Schedule - Updated 1/4/2012

Calendar Year 2012

Task	2012											
	January	February	March	April	May	June	July	August	Sept	Oct	November	
<b>Alameda CTC Committee/Public Process</b>												
Steering Committee	Adopt TEP		Review polling questions, Update on TEP progress through councils, Review final draft CWTP		Adopt Final Plans	TEP to BOS to approve for placement on ballot	Expenditure Plan on Ballot					VOTE: November 6, 2012
Technical Advisory Working Group	Full Draft TEP, Outcomes of outreach meetings		Review polling questions, Update on TEP progress through councils, Review final draft CWTP		Review Final Plans							VOTE: November 6, 2012
Community Advisory Working Group	Full Draft TEP, Outcomes of outreach meetings		Review polling questions, Update on TEP progress through councils, Review final draft CWTP		Review Final Plans							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												
<b>Alameda CTC Technical Work</b>												
Technical Studies/RP/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							
<b>Sustainable Communities Strategy/Regional Transportation Plan</b>												
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									Release Draft SCS/RTP for review

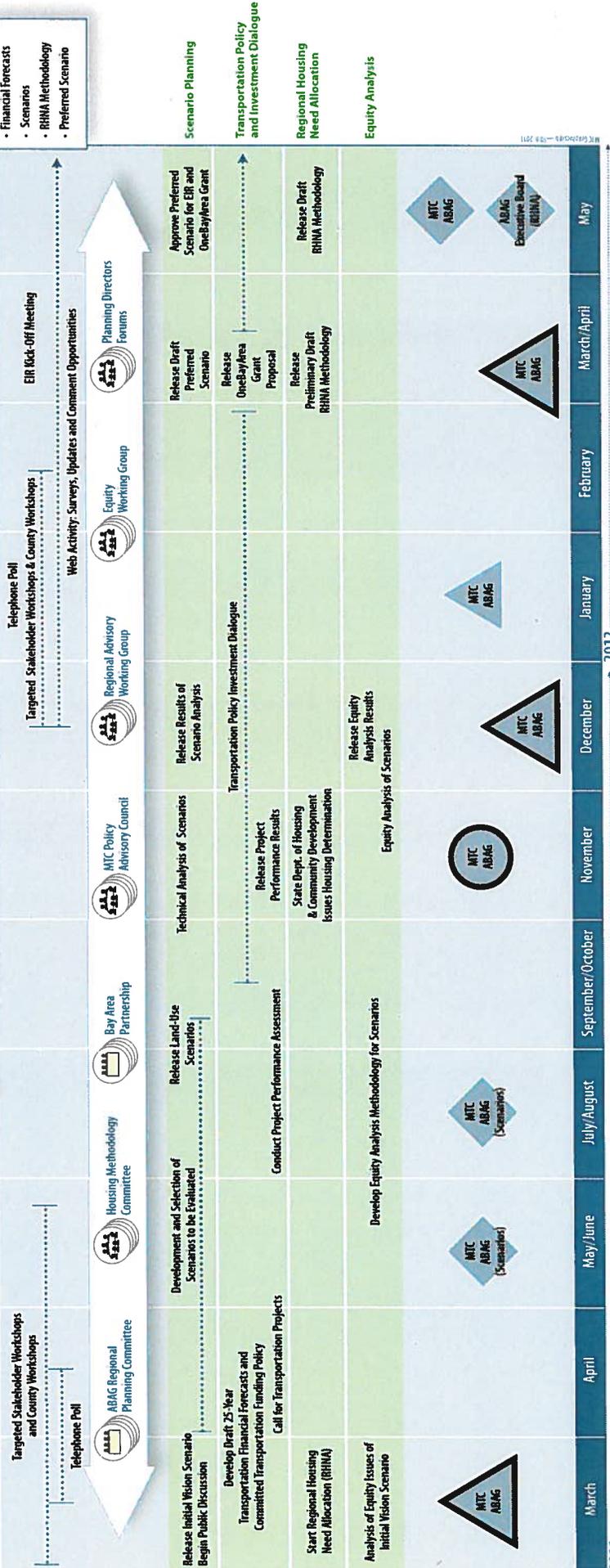
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# BayArea Plan

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

Revised October 2011

Phase 2: Scenario Planning, Transportation Policy and Investment Dialogue



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

Scenario Planning

Transportation Policy and Investment Dialogue

Regional Housing Need Allocation

Equity Analysis

Local Government and Public Engagement

Milestones

Policy Board Action

\*Subject to change

Policy Board 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)



**Attachment D Status for Development of Alameda County Compelling Case Letters for the RTP  
Projects**

RTP ID#	Project Title	Lead/Sponsor	Compelling case submitted?	Status
240216	Dumbarton Rail – Phase 2	Multi County/ SamTrans	Y	
22667	BART to Livermore: Full Extension	NA	N	Full extension is in CWTP Vision. Phase 1 is in Final Draft CWTP and submitted as RTP priority.
TBD (not 98139)	ACE Service Expansion	ACE	N	This was not a project submitted by ACE or Alameda CTC and it is not in the Draft CWTP. No compelling case needed for Countywide ROW Acquisition Program RTP ID # 98139.
22009	Capitol Corridor Service Frequency Improvements (Oakland to San Jose)	Capitol Corridor	N	Not fully funded in RTP at this time. Included in RTP and CWTP for project development only.
230101	Union City Commuter Rail Station + Dumbarton Rail Segment G Improvements	City of Union City	Y	
240062, 22776	SR 84/I-680 Interchange Improvements + SR 84 Widening (Jack London to I-680)	City of Pleasanton	Y	
240053	Whipple Road widening (Mission Boulevard to I-880)	City of Union City	N	Project will not go to construction in this cycle, in CWTP/RTP for project development only.

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Alameda County Transportation Commission  
Bicycle and Pedestrian Advisory Committee  
Roster and Attendance Fiscal Year 2011/2012

BPAC Meeting Date: April 12, 2012

	Suffix	Last Name	First Name	Appointed By	Term Began	Re- apptmt.	Term Expires	Mtgs Missed Since Jul '11*
1	Ms.	Tabata, Chair	Midori	Alameda County Mayors' Conference, D-4	Jul-06	Oct-11	Oct-13	0
2	Ms.	Welsh, Vice-Chair	Ann	Alameda County Mayors' Conference, D-1	Oct-09	Oct-11	Oct-13	0
3	Mr.	Chen	Alexander	Alameda County Supervisor Scott Haggerty, District 1	Oct-09	Jan-12	Jan-14	2
4	Ms.	Gigli	Lucy	Alameda County Supervisor Wilma Chan, District 3	Jan-07	Jan-09	Jan-11	1
5	Mr.	Johansen	Jeremy	Alameda County Mayors' Conference, D-3	Sep-10	Oct-11	Oct-13	0
6	Mr.	Jordan	Preston	Alameda County Supervisor Keith Carson, District 5	Oct-08	Sep-10	Sep-12	0
7	Mr.	Kirby	Glenn	Alameda County Supervisor Nadia Lockyer, District 2	Oct-03	Jan-10	Jan-12	3
8	Ms.	LaVigne	Diana	Alameda County Mayors' Conference, D-2	Jan-12		Jan-14	0
9	Mr.	Van Demark	Tom	Alameda County Supervisor Nate Miley, District 4	Oct-04	Jan-09	Jan-11	3
10	Ms.	Zimmerman	Sara	Alameda County Mayors' Conference, D-5	Feb-12		Feb-14	0
12		Vacancy		Transit Agency				

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Alameda County Transportation Commission  
**Bicycle and Pedestrian Advisory Committee**  
**Meeting Schedule for**  
**2011-2012 Fiscal Year**  
*Created: June 9, 2011*  
*Updated: May 23, 2012*

	<b>Meeting Date</b>	<b>Meeting Purpose</b>
1	July 26, 2011	<ul style="list-style-type: none"> <li>• Approval of Revised BPAC Bylaws and FY 11-12 Schedule</li> <li>• Countywide Pedestrian and Bicycle Plan Updates: Vision and Priority Capital Projects – Final Recommendation</li> <li>• Input on BART Bicycle Access and Parking Plan Update</li> <li>• Countywide Transportation Plan/Transportation Expenditure Plan Update</li> </ul>
2	September 8, 2011	<ul style="list-style-type: none"> <li>• Countywide Pedestrian and Bicycle Plan Updates: General Status Update</li> <li>• Update on CDF Grants: Sponsor Presentations (AC Transit Bus Bike Racks and Ashby BART /ERC) and Semi-annual Progress Reports</li> <li>• Presentation on Shifting Auto Trips to Walking/Biking by Bob Schneider, UC Berkeley</li> <li>• Report on Countywide Annual Bicycle and Pedestrian Counts</li> <li>• Countywide Transportation Plan/Transportation Expenditure Plan Update</li> </ul>
3	October 13, 2011	<ul style="list-style-type: none"> <li>• Input on Draft CWTP and TEP</li> <li>• Countywide Pedestrian and Bicycle Plan Updates: General Status Update</li> <li>• Input on Complete Streets Checklists</li> <li>• Alameda County Draft Bicycle and Pedestrian Plan Update for Unincorporated Areas</li> <li>• Update on CDF Grants: Sponsor Presentations (Iron Horse Trail Feasibility Study and Pleasanton Ped/Bike Plan)</li> <li>• Input on Measure B Master Funding Agreement Implementing Guidelines</li> <li>• Summary of Local Pass-Thru (75%) Expenditures (Bike/Ped summary only) (Info)</li> </ul>
4	December 15, 2011	<ul style="list-style-type: none"> <li>• Approve an amendment to the Irvington Area Pedestrian Improvements Bicycle and Pedestrian Countywide Discretionary Fund (CDF) grant</li> <li>• Approve reallocation of Measure B CDF funds for selected projects</li> <li>• Provide input on the Transportation Expenditure Plan and Countywide Transportation Plan (TEP and CWTP)</li> <li>• Provide input on Bike to Work Day and Ride into Life Campaign Evaluation</li> <li>• Approve recommendation on 2012 Bike to Work Day funding</li> <li>• Provide input on the Alameda County Draft Bicycle and Pedestrian Master Plan for Unincorporated Areas</li> </ul>

Alameda County Transportation Commission  
**Bicycle and Pedestrian Advisory Committee**

5	April 12, 2012	<ul style="list-style-type: none"> <li>• Countywide Pedestrian and Bicycle Plan Updates: Status (Info)</li> <li>• Present 2011 Bike/Ped Count Data &amp; 2012 Report (Info)</li> <li>• Input on approaches to 2012 counts (Info)</li> <li>• CDF Grants, Cycles #3&amp;4: Semi-Annual Progress Reports (Info)</li> <li>• Countywide Transportation Plan/Transportation Expenditure Plan Update (Info)</li> <li>• Presentation on TEP Communication Toolkit</li> <li>• Review TDA Article 3 Projects (Info)</li> </ul>
6	May 31, 2012	<ul style="list-style-type: none"> <li>• Countywide Pedestrian and Bicycle Plan Updates: Status (Info)</li> <li>• CDF Grant Extension requests: Bike Safety Ed Program and Tri-City Senior Walk Clubs (Action)</li> <li>• Discuss CDF Cycle 5 (info)</li> <li>• Discussion of Complete Streets: Alameda CTC approach and MTC requirements (Info)</li> <li>• Countywide Transportation Plan/Transportation Expenditure Plan Update (Info)</li> <li>• Report on Bike to Work Day (Info)</li> <li>• Review BART Bicycle Advisory Task Force appointment(s) – first year (Info)</li> <li>• Admin: Distribute BPAC Action Log: FY 11/12 (Info)</li> <li>• Admin: Presentation on Alameda CTC’s Bike/Ped Work Program for 12/13 (Info)</li> <li>• Admin: Plan Agendas for 12/13 BPAC Meetings (Info)</li> <li>• Admin: Election of Chair &amp; Vice-Chair for FY 12/13 (Action)</li> <li>• Admin: Review Bylaws (Action)</li> </ul>