

Attention!!!

Please note that the May 21, 2012 PAPCO meeting will be from 1 to 3:30 p.m. at 1333 Broadway, Suite 300. Please plan your transportation accordingly. This meeting will be the third Monday of the month, rather than the fourth, due to Memorial Day. The agenda packet is enclosed.

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

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Paratransit Advisory and Planning Committee Meeting Agenda

Monday, May 21, 2012, 1 to 3:30 p.m.

Meeting Outcomes:

- Provide an updated recommendation on the Coordination and Mobility Management Planning (CMMP) – Volunteer Driver Program
- Request membership on the Bylaws Subcommittee
- Make a recommendation to the Commission on Base Program and Minimum Service Level (MSL) funding
- Receive a report from East Bay Paratransit
- Receive a staff update and provide input on the Annual Mobility Workshop

1:00 – 1:12 p.m. Sylvia Stadmire	1. Welcome and Introductions	
1:12 – 1:15 p.m. Public	2. Public Comment	I
1:15 – 1:20 p.m. Sylvia Stadmire	3. Approval of April 23,2012 Minutes <i><u>03 PAPCO Meeting Minutes 042312.pdf – Page 1</u></i> <i><u>03A Joint PAPCO TAC Meeting Minutes 042312.pdf</u></i> – Page 9	A
1:20 – 1:35 p.m. Staff	4. Updated Recommendation on CMMP – Volunteer Driver Program <i><u>04 Memo Volunteer Driver Program.pdf – Page 13</u></i> <i>PAPCO members will receive updated information on the proposal for this program and determine an updated recommendation.</i>	A

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- | | | |
|---|--|---|
| 1:35 – 1:45 p.m.
Staff | 5. Bylaws Subcommittee Membership
<i><u>05 Bylaws Subcommittee Information.pdf</u> – Page 19</i>
<i>PAPCO will determine volunteers for a Bylaws Subcommittee. The subcommittee will meet on June 8th from 1 p.m. to 3 p.m. to review the PAPCO Bylaws and will forward a recommendation in June to the full PAPCO for any amendments to the Bylaws.</i> | I |
| 1:45 – 2:25 p.m.
Staff | 6. Base Program and MSL Funding Recommendation
<i><u>06 Program Plan Review Recommendation Summary.pdf</u> – Page 31</i>
<i><u>06A Minimum Service Level Request Memo.pdf</u> – Page 33</i>
<i><u>06B Minimum Service Level Request Summary.pdf</u> – Page 34</i>
<i>On May 4 and 7, the PAPCO Program Plan Review subcommittees reviewed Annual Program submittals and made funding recommendations on all. PAPCO will review the subcommittee recommendations and forward a recommendation to the Commission.</i> | A |
| 2:25 – 2:45 p.m.
Staff | 7. Report from East Bay Paratransit
<i>East Bay Paratransit staff will provide PAPCO with the Broker's Report.</i> | |
| 2:45 – 2:55 p.m.
PAPCO | 8. Member Reports on PAPCO Mission, Roles, and Responsibilities Implementation
<i><u>08 PAPCO Calendar of Events.pdf</u> – Page 37</i>
<i><u>08A PAPCO Appointments.pdf</u> – Page 39</i>
<i><u>08B PAPCO FY11-12 Work Plan.pdf</u> – Page 41</i> | I |
| 2:55 – 3:05 p.m.
Rev. Carolyn Orr
and Harriette
Saunders | 9. Committee Reports
A. East Bay Paratransit Service Review Advisory Committee (SRAC)
B. Citizens Watchdog Committee (CWC) | I |

10. Mandated Program and Policy Reports |10 Transit Correspondence – Page 4510A ESPA Etiquette Guide.pdf – Page 473:05 – 3:30 p.m.
Staff**11. Information Items** |

A. Mobility Management

11A Performance Measures Mobility Management tool.pdf – Page 49

B. Outreach

C. 2012 Annual Mobility Workshop Update

D. CWTP-TEP Status Update/Input

11D CWTP-TEP Overview.pdf – Page 5311D1 Regional SCS-RTP CWTP-TEP Process.pdf – Page 5511D2 Outreach Toolkits – Handout at meeting

E. Other Staff Updates

12. Draft Agenda Items for June 25, 2012 PAPCO |

A. Approval of Bylaws

B. Election of Officers for FY 12-13 (Chairman, Vice Chairman, SRAC, CWC)

C. Quarterly Report from Hayward

D. Annual Mobility Workshop Update

3:30 p.m.

13. Adjournment

Key: A – Action Item; I – Information/Discussion Item; full packet available at www.alamedactc.org

Next PAPCO Meeting:

Date: June 25, 2012

Time: 1 to 3:30 p.m.

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

Staff Liaisons:

John Hemiup, Senior Transportation Engineer

(510) 208-7414

jhemiup@alamedactc.orgNaomi Armenta, Paratransit Coordinator
(510) 208-7469narmenta@alamedactc.org

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

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

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



Paratransit Advisory and Planning Committee Meeting Minutes Monday, April 23, 2012, at 1:00 p.m., 1333 Broadway, Suite 300, Oakland

Attendance Key (A = Absent, P = Present)

Members:

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

Staff:

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

1. Welcome and Introductions

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

Guests Present: Tighe Boyle, Silver Ride; Pam Deaton, City of Pleasanton; Shawn Fong, City of Fremont; Kim Huffman, AC Transit; Isabelle Leduc, City of Albany; Hakeim McGee, City of Oakland; Gail Payne, City of Alameda; Elaine Welch, Senior Helpline Services; Jeff Weiss, Bay Area Community Services

2. Public Comments

There were no public comments.

3. Approval of March 26, 2012 Minutes

Gaye Lenahan moved that PAPCO approve the March 26, 2012 minutes as written. Esther Waltz seconded the motion. The motion carried unanimously (19-0).

4. Recommendation on CMMP – Volunteer Driver Program

Naomi Armenta reviewed the Volunteer Driver Program memo with PAPCO members and stated that Paratransit Coordination staff worked with Senior Helpline Services (SHS) to develop a new Coordination and Mobility Management Planning (CMMP) pilot program. SHS is a nonprofit senior services agency based in Lafayette, California and currently serves all communities in Contra Costa County.

She said in September 2011, PAPCO forwarded a recommendation to the Alameda CTC Board to allocate \$281,244 of CMMP funding for three specific projects. The proposed Volunteer Driver Pilot Program would include two areas in Alameda County.

Naomi stated that SHS would launch and operate a 12-month project to offer free, one-on-one, door-through-door, escorted rides for ambulatory seniors age 60 and older residing in Albany, Berkeley, Emeryville, and Oakland who are living at home and are unable to use other transportation modes. Senior Support Program of the Tri Valley will coordinate SHS volunteer driver resources with theirs to increase capacity at both agencies and provide seamless rides to clients between eastern Alameda County and central Contra Costa County.

Questions/feedback from the members:

- Is Piedmont included in this program? Staff said it could be added.
- What are the eligibility requirements since there are two other similar programs (and eligibility starts at age 70)? Staff stated that the requirements are similar, and both programs serve the neediest people.
- Who is SHS networking with in Oakland to ensure that the program serves the people who really need it? Staff stated that they are working with each city.
- How do the budgets compare? Staff stated that this is a start up program, and the annual budget is \$90,000 for next year. The budget

- for VIP Rides in the Tri-City area is \$90,000, and the budget for the Senior Support Program of the Tri-Valley is \$72,500 for next year.
- Members were concerned about the salaries for the project manager, executive director, two program coordinators, and a program assistant, and asked for the breakdown of direct costs in writing at the next meeting. Staff stated that they will need to sustain the Alameda County work by hiring new staff in fiscal year 2013-2014 (FY 13-14).

After a lengthy discussion, some members suggested that they needed more time to review the program in its entirety. Matt Todd suggested that if members like the programming concept, they could consider approving the program in concept for up to \$94,000, which will go through the committees and to the Board in concept, for approval, based on PAPCO's recommendation. Staff will return next month with more detailed information on the program.

Joyce Jacobson moved to approve staff's recommendations to approve a CMMP Pilot Volunteer Driver Program with a cap of \$94,000 in CMMP funding for the pilot Volunteer Driver Program, with the stipulation that Alameda CTC coordinate program eligibility with other programs. Esther Ann Waltz seconded the motion. The motion carried unanimously (19-0).

Naomi thanked members for their input and stated that if members require further clarification or have suggestions regarding the program, they should send them to her before the May PAPCO meeting.

5. Recommendation on Gap Grant Extension

Naomi Armenta reviewed the Gap Grant extension recommendation memo with members and asked PAPCO to recommend a one-year extension of 12 Gap Grants for \$965,690 out of the Paratransit Gap Grant funding. She said on March 6, 2012, current grant recipients were invited to apply for an extension of their grant and, where appropriate, supplemental funding.

Naomi stated that if voters approve the transportation sales tax measure in November 2013, it will provide new options for ongoing funding for some of these successful grants beginning in FY 13-14. She said an extension through FY 12-13 would bridge the gap until this potential new funding stream is available.

Questions/feedback from the members:

- Members asked why LAVTA requested an extension but not supplemental funding. Staff noted they must be planning to use another source for funding.
- Did the City of Alameda request an extension for its Medical Return Trip Improvement Program?. Staff stated that that is part of their base program and only organizations with active grants can ask for an extension of those grants.

Jonah Markowitz moved to approve staff's recommendations to fund the 12 Paratransit Gap Grant extensions with Measure B funds in the amount of \$965,690. Michelle Rousey seconded the motion. The motion passed unanimously (19-0).

6. City of Alameda Quarterly Report

Gail Payne from the City of Alameda gave a presentation on the City of Alameda Paratransit Program and gave PAPCO an update on the program reserve money, the shuttle service, the Medical Return Trip Improvement Program (MRTIP), the premium taxi service, and group trips. She stated that by the end of this fiscal year, the City's reserve balance will be down to \$30,000. She said the program will require more money to continue to operate.

Gail stated that the current new shuttle program also requires more money than its base funding. The shuttle costs over \$70,000 annually to operate. She informed members that the City has asked the city council to help them with the budget issues, and the city council is reviewing the programs and will vote on it May 1, 2012.

Questions/feedback from the members:

- What amount of funding would the City need to keep the program intact? Gail stated that the City does not know at this point.
- If the transportation sales tax measure does not pass, what programs will the City cut? Gail said she doesn't know. The Mr. TRIP shuttle is a necessary program, and perhaps the City will cut back on advertising.
- Gail stated that the survey shows that riders are willing to pay small fees to keep the program going.

7. City of Hayward Quarterly Report

This report was postponed due to staff illness.

8. Member Reports and PAPCO Mission, Roles, and Responsibilities Implementation

Jonah Markowitz informed the committee that he participated at an event at the North Berkeley Senior Center.

Carmen Rivera-Hendrickson informed the committee that Hale Zukas was honored on April 8, 2012, at 1 p.m. at the Ed Roberts Campus for his invaluable services in transportation. She said BART placed a plaque at the Ashby BART Station in his name.

Herb Hasting reported that buses will be able to stop at the main entrance of the gate during the Alameda County Fair.

Betty Mulholland informed members that the Oakland Commission on Persons with Disabilities is having a meeting regarding transit programs and all PAPCO members are invited.

Michelle Rousey reported that on Thursday, there is a Board of Supervisor's meeting at 6:30 p.m. regarding managing health care, and all PAPCO members are invited.

Shawn Costello reported problems with wheelchairs in buses. He stated that last week, he had to show the bus drivers how to secure the wheelchairs properly.

Sylvia reported that last week, she went to the California Senior Leader's meeting in Glendale, California,. She said there will be action on May 5, 6, and 7 with legislators. Sylvia also attended a meeting at Allen Temple Baptist Church in Oakland.

Will Scott reported that he attended the Alameda County Board of Supervisors meeting on April 23, under Supervisor Wilma Chan, regarding innovation on health care reform. He also reported that last week he attended a meeting in Sacramento regarding the Health Services Subcommittee meeting in regard to 21st-century related services.

9. Committee Reports

- A. East Bay Paratransit Service Review Advisory Committee (SRAC) – Rev. Carolyn Orr reported that meeting was postponed to next month.
- B. Citizens Watchdog Committee (CWC) – Harriette Saunders reported on the subcommittee meeting to review the CWC Annual Report draft content.

10. Mandated Program and Policy Reports

Sylvia asked members to review the attachments in their packets for more information.

11. Staff Updates

- A. Mobility Management
Naomi encouraged the committee to review the article titled “Can Travel Training Services Save Public Transportation Agencies Money?” on page 37 in the packet.
- B. Cathleen gave a progress update on planning for the ninth Annual Mobility Workshop. Alameda CTC has secured July 16th, 2012 at the Ed Roberts Campus for the workshop. The format includes a morning workshop introduction by Bonnie; an MTC representative will talk to members about the final recommendation of the Transit Sustainability Project (TSP); and Richard Weiner of Nelson\Nygaard will talk about hot topics in paratransit (e.g. the role of taxis, the dialysis crisis, and wheelchair rule changes). She also informed members that Karen Hoesch from Pittsburg Paratransit has been invited as a keynote speaker.

Cathleen said in the afternoon, the workshop could include a round-table forum on different outcomes of TSPs. Cathleen thanked members for their input, and requested that members share ideas on how to structure the day’s activities.

Questions/feedback from the members:

- A member suggested that staff keep in mind mobility concerns for seniors with medical and disability issues when setting up the tables. Staff stated that they are aware of mobility issues, and will allow for maximum moving space when setting up.

- Another member suggested having someone present about the new changes in Medi-Cal for seniors. Staff stated that they have not finalized the program but will consider this request.
- Some members were also concerned about the noise coming from equipment becoming intolerable for them. Staff said they will keep the sound and noise issues in mind.

C. Outreach Update: Krystle thanked members for helping out with the April 19, 2012 East County Transportation Forum at Dublin City Hall. She gave an update on the outreach events coming up that appear on page 23 of the agenda packet. She said if anyone is interested in attending any of these outreach events, to feel free to call, email or mention it to her during or after the PAPCO meeting.

- 4/26/12 – Senior Resource Fair, Albany Senior Center, 10 a.m. to 1 p.m.
- 5/3/12 – Senior Health and Wellness Resource Fair, Kenneth C. Aitken Senior and Community Center, 9 a.m. to 1 p.m.
- 5/5/12 – Cinco de Mayo Community Health Fair Ashland Community Center, 10:30 a.m. to 2:30 p.m.
- 6/28/12 – Senior Day at the Alameda County Fair, Alameda County Fairgrounds, 9 a.m. to 5 p.m.
- 7/12/12 – South County Transportation Forum, Union City Hall, 6:30 to 8:30 p.m.

Naomi reminded members about the Program Plan Review Subcommittee meeting scheduled for May 4 and 7. She said staff has finalized the schedule, and members should check the schedules for their assigned date and time.

12. Draft Agenda Items for May 21, 2012 PAPCO

- A. Base Program and MSL Recommendation
- B. Establishment of Bylaws and Subcommittee Membership
- C. Report from East Bay Paratransit – Broker /Claim Report
- D. Annual Mobility Workshop Update

13. Adjournment

The meeting adjourned at 2:50 p.m.

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**Alameda CTC Joint Paratransit Advisory and Planning
Committee and Paratransit Technical Advisory Committee
Meeting Minutes**

Monday, April 23, 2012 at 3:00 p.m., 1333 Broadway, Suite 300, Oakland

Attendance Key (A = Absent, P = Present)

TAC Members:

<u> A </u> Beverly Bolden	<u> P </u> Kim Huffman	<u> P </u> Gail Payne
<u> A </u> Melinda Chinn	<u> A </u> Jackie Krause	<u> A </u> Mary Rowlands
<u> A </u> Anne Culver	<u> P </u> Kadri Klm	<u> A </u> Mia Thibeaux
<u> P </u> Pam Deaton	<u> A </u> Kevin Laven	<u> P </u> Laura Timothy
<u> A </u> Louie Despeaux	<u> P </u> Isabelle Leduc	<u> A </u> Kelly Wallace
<u> A </u> Jeff Flynn	<u> A </u> Wilson Lee	<u> A </u> Mark Weinstein
<u> P </u> Shawn Fong	<u> P </u> Hakeim McGee	<u> A </u> Victoria Williams
<u> A </u> Brad Helfenberger	<u> A </u> Cindy Montero	<u> A </u> Leah Talley
<u> A </u> Karen Hemphill	<u> P </u> Joann Oliver	<u> A </u> David Zehnder

PAPCO Members:

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

Staff:

<u> P </u> Matt Todd, Manager of Programming	<u> P </u> Naomi Armenta, Paratransit Coordinator
<u> A </u> John Hemiup, Senior Transportation Engineer	<u> P </u> Cathleen Sullivan, Nelson/Nygaard

P Krystle Pasco, Acumen Building
Enterprise, Inc.

P Vida LePol, Acumen Building
Enterprise, Inc.

1. Welcome and Introductions

Paratransit Coordinator Naomi Armenta called the meeting to order at 3:03 p.m. The meeting began with introductions and a review of the meeting outcomes.

Guests Present: Tighe Boyle, Silver Ride; Elaine Welch, Senior Helpline Services (SHS); Jeff Weiss, Bay Area Community Services (BACS)

2. Public Comment

There were no public comments.

3. Fiduciary Training and Finance Subcommittee Status Report

Sylvia Stadmire reported that the Fiduciary Training and Finance Subcommittee met on April 13, 2012, from 1 to 4 p.m. at Alameda CTC, and 8 PAPCO members were in attendance.

Sylvia stated that the meeting was staffed by Naomi, Cathleen Sullivan, and Matt Todd, and the committee discussed PAPCO's fiduciary responsibilities in the current and draft Transportation Expenditure Plan, and the PAPCO Bylaws. She said the committee also reviewed the summary program information from the compliance year-end reports and Program Plan applications. Subcommittee members identified issues and questions for five program applicants: Albany, Berkeley, Emeryville, Fremont, and Oakland.

Sylvia thanked all members for their hard work and contributions to the subcommittee.

4. Quarterly Education and Training – LAVTA Report on American Logistics Transition

Kadri Külm, Paratransit Planning Coordinator of the Livermore Amador Valley Transit Authority (LAVTA), gave a presentation on LAVTA's transition to having American Logistics Company (ALC) provide Americans with Disabilities Act (ADA) paratransit services. She stated that WHEELS has a new business model and contracts with a company that subcontracts with community-based transportation providers. As the contractor, ALC provides reservations,

scheduling, dispatching, reporting, invoicing, insurance, customer service, and compliance with Federal Transit Administration regulations. WHEELS subcontractors provide drivers, vehicles, fuel, insurance, and maintenance.

Kadri said a recent survey showed an overall on-time performance rate of over 95 percent, complaints are less than one per 1,000 trips, the telephone response time is less than one minute, and accident rates are less than one per 100,000 miles.

Questions/feedback from the members:

- How many staff members at the call center are dedicated to the program? About six staff members.
- How much is the cost for a ride? \$25.
- How does ALC assist customers with speech/communication problems? Customers can make reservations on line or by phone. No problems related speech/communication problems have been reported.
- Has the number of complaints changed since ALC came aboard? Kadri stated that complaints were very high when new contractor took over, but now it's only about 1.5 per 1,000 trips.

5. Countywide Transportation Plan and Transportation Expenditure Plan Update

Matt Todd updated the committee on the regional and countywide efforts to create a Countywide Transportation Plan (CWTP) and Transportation Expenditure Plan (TEP). He reported that the TEP is moving along very well, 11 out of 15 city councils have approved the TEP. Both the Draft CWTP and the final TEP, along with the ordinance to be placed on the ballot, will be brought to the Commission in May 2012 for approval, and the Alameda CTC will request that at the Board of Supervisors' June 2012 meeting, it places the TEP on the November 6, 2012 ballot for approval by voters.

6. Draft Agenda Items for June 12, 2012, TAC Meeting

- A. Status Report on PAPCO Program Plan and Gap Recommendation
- B. Technical Exchange – Recurring Items

9. Adjournment

The meeting adjourned at 3:57 p.m.

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MEMORANDUM

To: Paratransit Advisory and Planning Committee

From: Paratransit Coordination Team

Date: May 10, 2012

Subject: Updated Staff Recommendation for Coordination and Mobility Management Planning (CMMP) Pilot – Volunteer Driver Program

Recommendation

PAPCO is requested to recommend to the Alameda CTC Board:

- Approve a CMMP Pilot Volunteer Driver Program with the addition of Piedmont and Alameda.
- Allocate \$100,000 of CMMP funding for the pilot Volunteer Driver Program.

Summary

In April 2012, PAPCO approved a Coordination and Mobility Management Planning (CMMP) Pilot – Volunteer Driver Program in concept, and with a budget of \$94,000. At that time, the committee asked that Piedmont be added to the pilot. In May 2012, staff asked Senior Helpline Services (SHS) to add Alameda to the pilot, and suggested an increased budget.

Background

PAPCO approved designation of \$500,000 of Special Transportation for Seniors and People with Disabilities Gap Funds (Discretionary Measure B Funds) for design and implementation of Coordination and Mobility Management Planning (CMMP) pilot projects during the FY10-11 Gap Grant funding cycle in

February 2011. In September 2011, PAPCO forwarded a recommendation to the Alameda CTC Board to allocate \$281,244 of the CMMP funding for three projects. \$218,756 in CMMP funds remained for future pilots or technical assistance for specific jurisdictions. PAPCO and staff had repeatedly indicated interest in implementing a volunteer driver program in North and/or Central County.

In April 2012, PAPCO approved a Coordination and Mobility Management Planning (CMMP) Pilot – Volunteer Driver Program in concept, and with a budget of \$94,000. At that time, the committee asked that Piedmont be added to the pilot. The committee also requested corrections to the budget, and clarifications on the outreach plan. In May 2012, staff asked Senior Helpline Services (SHS) to add Alameda to the pilot, and suggested an increased budget.

Service Parameters

Senior Helpline Services (SHS), a 501(c) (3) nonprofit senior services agency, based in Lafayette, California and currently serving all communities in Contra Costa County, proposes a pilot that would include two projects in Alameda County:

- Launch and operate a 12 month project offering free, one-on-one, door-through-door, escorted rides for ambulatory seniors (age 60 and older) residing in Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont, who are living at home and are unable to utilize other modes of transportation. These clients will be transported by screened, trained, volunteer drivers (age 25-75). Trips will be primarily for medical care and basic necessities, like grocery shopping. All rides will be arranged through the Senior Helpline Services office in Lafayette, but volunteer driver training will occur in Alameda County.
- Work with Senior Transportation of the Tri Valley to coordinate SHS volunteer driver resources with theirs in order to increase capacity at both agencies and provide seamless rides to clients between eastern Alameda County and central Contra Costa County.

Alameda County Pilot Projected Expenses for FY 2012/13

Personnel		
Executive Director	.50 FTE	\$40,000.00
Program Coordinator #1	.25 FTE	14,000.00
Program Coordinator #2	.20 FTE	11,200.00

Program Assistant	.25 FTE	10,000.00
Payroll Taxes		6,765.00
Total Personnel Expenses		\$81,965.00
Non-Personnel		
Office Supplies		\$1,090.00
Telephone/Internet		2,000.00
Postage		400.00
Volunteer Support/Training		7,000.00
Outreach/Marketing		860.00
Equipment Purchase/Rental		1,685.00
Staff Mileage/Parking		2,500.00
Insurance		2,500.00
Total Non-Personnel Expenses		\$18,035.00
TOTAL EXPENSES		\$100,000.00

Measure B Gap funds will be used for a portion of the salaries of the current SHS Executive Director, two Program Coordinators and a Program Assistant working on these projects. To free up adequate staff time for the Alameda County pilot, SHS plans to give up some less important projects in Contra Costa County, reallocate priorities, plan for smaller growth in Contra Costa County for one year, and also hire some new staff in FY 2013/14.

Comparison to Funding for Other Alameda County Volunteer Driver Programs: The Alameda CTC currently funds two volunteer driver programs in Alameda County through Gap funding. The City of Fremont VIP Rides Program was recently awarded \$90,000 and Senior Support Program of the Tri Valley was awarded \$72,500 for FY 2012/13. Per the data in PAPCO's funding formula, South County represents 21% of the County's population of seniors age 70 and above, East County 7%, and North County 44%. Given the larger eligible population, staff feels the larger budget for SHS is reasonable.

Start up and Initial Operations of the Alameda County Rides for Seniors Pilot

The Alameda County pilot will be operated using the present offices and staff in Lafayette. The Executive Director will serve as the Project Director, dedicating at least 50% of her time to this pilot for the first year, spending most of that time in Alameda County. She started the Rides for Seniors Program in Contra Costa County through the Senior Helpline Services

organization and will, where applicable, “duplicate” those efforts in Alameda County. She will establish and maintain contacts with key stakeholders including TAC and PAPCO members, senior centers, fellow Gap funding recipients, the Area Agency on Aging (including the Roundtable), local elected officials (including Alameda CTC Board members), and other identified “change agents” in the area in positions of influence and access. PAPCO members will be asked to help identify important stakeholders. The ED will also recruit and train volunteer drivers, and provide outreach for clients. Training will be provided in Alameda County. Once SHS has recruited, screened, and trained at least 10 volunteer drivers, they will begin outreach to potential clients. This will primarily be done through working with the key stakeholder group identified above.

Next Steps/Timeline

Upon approval of Measure B Gap funding, Senior Helpline Services will move forward with the two projects in the pilot described above in the timeline below.

<u>2012</u>	
July - September	<ul style="list-style-type: none"> • Add Alameda County project service areas to SHS website, brochures, volunteer recruitment & training and client outreach & intake materials. • Add capacity to current Rides for Seniors database for Alameda County rides scheduling, tracking, and reports as well as specific client and volunteer information. • Establish contacts, introduce the project, and begin to develop relationships with key stakeholders in project areas. • Begin recruiting, screening, and training volunteer drivers.
<u>2012</u>	
October-November	<ul style="list-style-type: none"> • Begin outreach to potential clients and enrollment. • Begin to schedule and give rides. • Continue recruiting, screening, and training volunteer drivers.

December	<ul style="list-style-type: none"> • Continue growth and operations of project in Oakland, Berkeley, Albany, and Emeryville. • Evaluate first 6 months of this project.
<u>2013</u>	
January-February	<ul style="list-style-type: none"> • Meet with Tri Valley Senior Transportation Program management regarding opportunities for shared volunteer driver resources between East Alameda County and Central Contra Costa County and establish a coordinated work plan. • Continue growth and operations of project in Oakland, Berkeley, Albany, and Emeryville.
March-April	<ul style="list-style-type: none"> • Continue both projects.
May	<ul style="list-style-type: none"> • Assess both projects with data collected including feedback from clients and volunteers, and decide on feasibility and value of continuation after end of pilot.
June	<ul style="list-style-type: none"> • Develop work plan for FY13/14 activities.

Future Plans

If the Alameda County Transportation Commission (Alameda CTC) and Senior Helpline Services (SHS) agree that the 12 month pilot has been a success and warrants continued operation, SHS will request further Measure B Gap funding from the Alameda CTC for Programs and Projects that Enhance Mobility Management in Alameda County to continue operations and consider expansion to other areas of Alameda County beginning in FY 2013/14. Also, SHS would want to discuss adding the call-in Transportation Information & Referrals service at that time for seniors and those trying to help them find an appropriate transportation provider in Alameda County, unless Alameda County is already offering this mobility management service. A Program Coordinator, dedicated to the Rides for Seniors program in communities of Alameda County, would be hired. This would reduce time and expense of the SHS Executive Director and other staff assigned to the pilot, although they would remain available to assist as needed. Additional staff could be added in the future as necessary.

Fiscal Impacts

The Recommendation includes \$100,000 from the approved CMMP program. The remaining CMMP program budget will be \$118,756.

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Bylaws Review Subcommittee

At the PAPCO meeting on May 21, 2012, PAPCO members will be asked to sign up to participate in the Bylaws Review Subcommittee. Below is background information to assist you in determining whether this is a subcommittee you are interested in volunteering for.

Background

According to Article 8.3 of the current PAPCO 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.”* Accordingly, a subcommittee is being convened to review the Bylaws and make a recommendation on any proposed changes. Due to the ACTIA/ACCMA merger, all of the community advisory committee Bylaws underwent an extensive review and revision in 2011, and no extensive changes are anticipated.

Review Process

The subcommittee will meet on June 8 at 1:00pm at the Alameda CTC to go over the Bylaws. If revised, the Bylaws will be mailed to PAPCO members in the June packet for action at the next PAPCO meeting. A spokesperson for the committee will report at the June 25 PAPCO meeting.

Responsibilities

All PAPCO members that are appointed to this subcommittee will be asked to review the bylaws at the end of this document and note any suggested changes. Accessible materials can be arranged for any member by request.

PAPCO Meeting Date

- Wednesday, June 8, 2012 from 1-3 at Alameda CTC. Lunch will be provided.

Per Diem

Since this is a standing subcommittee, PAPCO members will receive a per diem.



Paratransit Advisory and Planning 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 ADA Eligible Person. A person with disabilities who is eligible for Americans with Disabilities Act (ADA) paratransit services within the legal requirements of the ADA. The general definition of an ADA-eligible individual is a person who is unable, due to disability, to utilize regular fixed-route transit services.

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

1.5 Bicycle and Pedestrian Advisory Committee (BPAC). 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.

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

1.7 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.

1.8 Citizens Watchdog Committee (CWC). The Alameda CTC 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.

1.9 Consumer. Any individual who uses any public transportation services available in Alameda County for seniors and people with disabilities. Consumers may or may not be eligible for services mandated under the Americans with Disabilities Act.

1.10 Coordination/Gaps in Service Funds (Tier 1). Funds available under Measure B on a Countywide basis for gaps in the special transportation service network and/or for coordination among systems. These funds would be allocated by PAPCO to reduce differences in service that might occur based on the geographic residence of any individual needing special transportation services for seniors and people with disabilities, subject to approval by the Commission.

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

1.12 Fiscal Year. July 1 through June 30.

1.13 Mandated Services. Paratransit services mandated by the Americans with Disabilities Act (ADA), also known as “ADA Paratransit.” These services are provided by regular route transit operators, including AC Transit and BART, acting together as the East Bay Paratransit Consortium, as well as Union City Transit and LAVTA.

1.14 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.

1.15 Organizational Meeting. The annual regular meeting of the PAPCO in preparation for the next fiscal year’s activities.

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

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

1.18 Non-mandated Services. Special transportation services, including paratransit, that are not subject to the requirements of the Americans with Disabilities Act. In Alameda County, the non-mandated services that receive Measure B funds are provided by the cities and the County of Alameda. Examples of non-mandated services include, but are not limited to, shuttle service, taxi programs and special group trips.

1.19 Paratransit Advisory and Planning Committee (PAPCO or “Committee”). 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.

1.20 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.

1.21 Programmatic Funding. Measure B funds distributed on a monthly basis based on a distribution formula. Approximately 10.45 percent of net Measure B revenues are distributed to mandated and non-mandated specialized transportation services based on a formula developed by PAPCO and approved by the Commission.

1.22 Residents with Disabilities. Alameda County residents who have physical or mental impairments that substantially limit one or more of the major life functions—caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, working—of an individual. Residents with disabilities are ADA eligible if their disabilities prohibit them from using regular fixed route transit.

1.23 Special Transportation. Transportation services for seniors and people with disabilities, aimed at improving the mobility of seniors and people with disabilities by supplementing conventional fixed-route transit service. Examples of special transportation services may include, but are not limited to, paratransit, local senior shuttles, transportation to meal sites, and meal delivery.

1.24 Technical Advisory Committee (TAC). A committee of Measure B service providers, including both the providers of mandated services and the providers of non-mandated services. The Technical Advisory Committee will meet in joint session with PAPCO at least three times per year, and may meet independently at other times to discuss issues of relevance to service providers.

1.25 Tier 2 Funds. Additional funds that may be available for capital expenditures over the life of the sales tax measure. These funds are not guaranteed; however, should they become available, up to \$7.5 million dollars would be allocated to coordination of service gaps and special transportation for seniors and persons with disabilities. These funds would be allocated by PAPCO to reduce differences in service that might occur

based on the geographic residence of any individual needing specialized transportation services for seniors and people with disabilities, subject to approval by the Commission.

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The Committee purpose is to fulfill the functions mandated for the Committee in the Expenditure Plan and to advise the Alameda CTC on all special transportation matters.

2.2 Committee Roles and Responsibilities from Expenditure Plan. As defined by the Measure B Expenditure Plan, the roles and responsibilities of the Committee are to:

2.2.1 Determine the formula to be used to distribute funds for non-mandated services to the cities in Alameda County and the County of Alameda.

2.2.2 Allocate funds identified for coordination/gaps in service in Tier 1 of the Expenditure Plan, subject to approval of the Alameda CTC.

2.2.3 Allocate funds identified for capital expenditures for coordination/gaps in service in Tier 2 of the Expenditure Plan, assuming funds are available for allocation, subject to approval of the Alameda CTC.

2.3 Additional Responsibilities. Additional PAPCO member responsibilities are to:

2.3.1 Review mandated and non-mandated services for cost effectiveness and adequacy of service levels and to make recommendations to the Alameda CTC regarding the approval of requests for funding. In this capacity, the Committee may identify alternative approaches that will improve special transportation service in Alameda County.

2.3.2 Review performance data submitted by mandated and non-mandated special transportation service providers, with the objective of creating a more productive and effective service network, through better communication and collaboration of service providers.

2.3.3 Report annually to the Alameda CTC and all providers on the status of special transportation services. This report will include at a minimum service availability, quality, and improvements made as compared to the previous year.

2.3.4 Provide a forum for consumers to discuss common interests and goals in making recommendations affecting all special transportation services funded in whole or in part by Measure B funds in Alameda County.

2.3.5 Encourage coordination of special transportation and public transit services as they relate to seniors and individuals with disabilities in Alameda County.

2.3.6 Solicit information from consumers and the larger community on special transportation service needs and disseminate findings to consumers, the Alameda CTC, and other concerned individuals and agencies.

2.3.7 Participate in surveys and planning activities undertaken by various public agencies as they relate to seniors and individuals with disabilities in Alameda County.

2.3.8 Fulfill all responsibilities as the County Paratransit Coordinating Council (PCC), as assigned by the Metropolitan Transportation Commission, the County, the state or the federal government.

2.3.9 Perform outreach regarding PAPCO activities and Measure B funds at least once each fiscal year. Examples of outreach may include attending a transit fair or Transportation Forum, accompanying staff to Alameda CTC outreach presentations, or publishing an article in a local publication.

Article 3: Members

3.1 Number of Members. The PAPCO will consist of 23 members.

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

3.2.1 One member per County Supervisor (five total).

3.2.2 One member per City (14 total).

3.2.3 One member per Transit Agency—AC Transit, BART, LAVTA, and Union City.

3.3 Membership Qualification. Each member must be an Alameda County resident and a special transportation consumer.

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 are expected to actively support committee activities and regularly attend meetings. Accordingly, more than two absences in any fiscal-year period may be cause for removal from the Committee. However, a member removed from the Committee may be reappointed by a Commissioner.

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 passes away or otherwise 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 PAPCO shall annually elect a chair and vice chair. Each officer must be a duly appointed member of the PAPCO.

4.1.1 Duties. The chair shall preside at all meetings and will represent the PAPCO before the Commission to report on PAPCO activities. The chair shall serve as an ex-officio member of all committees except a nominating subcommittee (when the PAPCO discusses the chair position). In addition, if MTC convenes Paratransit Coordinating Council (PCC) meetings, the PAPCO chair or his/her designee will attend and report back to PAPCO on these meetings. 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.

4.3 Elected Representatives. PAPCO shall annually elect a representative to serve on AC Transit and BART's East Bay Paratransit Service Review Advisory Committee (SRAC). This representative will attend SRAC meetings, report on PAPCO activities to the SRAC, and report to the full membership of PAPCO on SRAC activities. PAPCO shall annually elect a representative to serve on Alameda CTC's Citizen's Watchdog Committee (CWC). This representative will attend CWC meetings, report on PAPCO activities to the CWC, and report to the full membership of PAPCO on CWC activities.

Article 5: Meetings

5.1 Open and Public Meetings. All PAPCO meetings shall be open and public and governed by the Brown Act. Public comment shall be allowed at all PAPCO meetings. Comments by a member of the public in the general public comment period or on any agenda item shall be limited to five minutes per item. In the discretion of the chair, the time limit may be increased or reduced, but not to less than two minutes.

5.2 Regular Meetings. The PAPCO will hold up to 10 meetings per year. Annually, at the Organizational Meeting, PAPCO shall establish the schedule of regular meetings for the ensuing year. Meeting dates and times may be changed during the year by action of PAPCO. On a quarterly basis, PAPCO is expected to meet jointly with the Technical Advisory Committee (TAC) of paratransit providers. TAC members will not

have voting privileges at these joint meetings, but will engage in all discussions and will present their point of view prior to any decision-making at those meetings.

5.3 Quorum. For purposes of decision making, a quorum shall consist of at least half (50 percent) plus one of the total number of members appointed at the time a decision is made. No actions will be taken at meetings with less than 50 percent plus one member 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 Committee. 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 PAPCO 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. PAPCO 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 PAPCO may establish subcommittees when and as necessary or advisable to make nominations for office of PAPCO, 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 PAPCO. The standing subcommittees are Bylaws, Fiduciary and Finance, Program Plan Review, and Section 5310.

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

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 PAPCO meetings 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 PAPCO on any matter not on the agenda and on each matter listed on the agenda, pursuant to procedures set by the chair and/or 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 these bylaws conflict with the 2000 Alameda County Transportation Expenditure Plan, California state law, or any action lawfully taken by ACTIA or the Alameda CTC, the conflicting provision in the Expenditure Plan, state law, or 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 per diem administration.

Program Plan Review Summary

Program	Measure B Base Funding Allocation	Other Funding*	Total Program Cost	Trips	Other Program Components	Program Plan Subcommittee Recommendation
City of Alameda	\$144,496	\$39,504	\$184,000	10,300	Scholarship	Recommend Approval of Base Funding
City of Albany	\$27,402	\$11,260	\$38,662	4,900	MOW	Recommend Approval of Base Funding
City of Berkeley	\$224,007	\$120,000	\$344,007	11,450	Scholarship	Recommend Approval of Base Funding
City of Emeryville	\$22,062	\$278,082	\$300,144	7,450	Scholarship, MOW	Recommend Approval of Base Funding
City of Fremont	\$704,309	\$23,770	\$728,079	18,500	MOW	Recommend Approval of Base Funding
City of Hayward	\$664,422	\$195,261	\$859,683	28,100	Scholarship, Travel Training, MOW	Recommend Conditional Approval – Monthly Written Report and correction of Budget
City of Newark	\$141,961	\$37,938	\$179,899	5,400	MOW	Recommend Approval of Base Funding
City of Oakland	\$872,804	\$139,395	\$1,012,199	23,500		Recommend Approval of Base Funding
City of Pleasanton	\$83,713	\$460,874	\$544,587	15,000		Recommend Approval of Base Funding
City of San Leandro	\$254,752	\$93,175	\$347,927	13,500		Recommend Approval of Base Funding
City of Union City	\$257,130	\$559,870	\$817,000	19,750		Recommend Approval of Base Funding
LAVTA	\$134,886	\$1,293,293	\$1,428,179	45,600		Recommend Approval of Base Funding Two members requested Conditional Approval
EBP	\$5,860,549 (AC - \$4,309,533 / BART - \$1,551,016)	\$30,802,513	\$36,663,062	769,787		Recommend Approval of Base Funding
TOTAL	\$9,392,493	\$34,054,935	\$43,447,428	973,237		

* MSL, Gap, Fares, Reserves, Gen Fund, etc

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MEMORANDUM

To: Paratransit Advisory and Planning Committee

From: Paratransit Coordination Team

Date: May 8, 2012

Subject: **Staff Recommendation for Minimum Service Level Funding Requests for FY 2012/13**

Recommendation

PAPCO is requested to recommend to the Alameda CTC Board approval for Minimum Service Level (MSL) funding for the City of Oakland in the amount of \$25,000 and the City of San Leandro in the amount of \$75,000.

Background

Minimum Service Level (MSL) grants were designated to help City-based programs meet Minimum Service Levels as defined by PAPCO in 2006. \$100,000 has been available annually and has been fully utilized most years beginning in 2006. Cities are reimbursed for approved expenses after the end of the Fiscal Year. This fund will be unnecessary after FY 12/13 because MSLs have been replaced by Implementing Guidelines. Please see a summary of both requests in Attachment (06B).

Fiscal Impacts

The Recommendation includes \$100,000 from Minimum Service Level (MSL) funding to be allocated from Gap funding.

Attachments

B. Minimum Service Level Request Summary

Attachment 06B: Minimum Service Level Request Summary

City of Oakland		City of San Leandro	
Amount requested	\$25,000	\$75,000	
MSL not being met	Who programs serve – Potential service cuts and a possible waiting list may be created.	Program Service Area – The Flex Shuttle operates within the City Limits. Consumers must travel throughout Alameda County for medical needs. Interim Service – Interim service is primarily requested for medical transportation.	
Measure B Base Program Funding 12/13	\$872,804	\$243,066	
Reserves and Net Revenues	<ul style="list-style-type: none"> • Entering year with no Reserves • Finishing year with no Net Revenue 	<ul style="list-style-type: none"> • Entering year with \$56,960 (allowable operating reserve is \$127,376) • Finishing year with \$45,005 	
Projected service through MSL grant	886 projected trips	1,500 projected trips	
Community-specific issues that impact ability to meet MSLs	The primary impacts have derived from the overall effects of the economic decline. City of Oakland General Funds are no longer available to our program and Measure B revenues are still less than peak operational service years. Therefore, our ability to sustain current	San Leandro has a wide range of services and amenities that allow riders to meet most life needs within the City limits, with the exception of medical care. The Flex Shuttle goes to San Leandro Hospital and medical office nodes. However, riders must travel throughout Alameda	

	City of Oakland	City of San Leandro
	service levels for our current clients will be compromised along with the potential inability to enroll new participants.	County to meet their medical needs at facilities such as Kaiser Hospital in Hayward, Union City and Oakland, and Eden Medical Center in Castro Valley.
Have you explored and documented other transportation options for seniors and people with disabilities provided by nonprofit organizations in your community that might also close this service gap?	No other same-day taxi and van service options have been identified. Local community transportation providers serve specific client bases; therefore, they are not a solution. East Bay Paratransit is a possible option for our dialysis riders; however, an influx of our clientele would be an unfair burden for EBP considering their current service demands and the rapid turn-around necessary to get our current clients registered and scheduled for transport to such a vital medical service.	Options include family, friends, taxi, AC Transit/BART, EBP and residential facilities that provide transportation. Many of our riders do not have family or friends that can take them to appointments. Alzheimer's Services and Stepping Stones provide transportation to their clients, but non-profit resources are limited. Some residential facilities provide transportation, but most do not. Many of our riders are not well enough to use public transportation.
If MSL gap funding was not available to meet this need, are other funding sources be available to meet this need?	There are currently no other funding sources to meet our needs. We would be forced to cut services and/or personnel service hours.	We would continue to seek other funding. In light of current City budget constraints it is not possible for the City to subsidize this service.

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PAPCO Calendar of Events for May 2012 through July 2012

Full Committee Meetings

- **Regular PAPCO monthly meeting:**
Monday, May 21, 2012, 1 to 3:30 p.m., Alameda CTC
- **Regular TAC monthly meeting:**
Tuesday, June 12, 2012, 9:30 to 11:30 a.m., Alameda CTC
- **Regular PAPCO monthly meeting:**
Monday, June 25, 2012, 1 to 3:30 p.m., Alameda CTC

Subcommittee Meetings

- **Program Plan Subcommittee 1:**
Friday, May 4, 2012, 10 a.m. – 5 p.m., Alameda CTC
- **Program Plan Subcommittee 2:**
Monday, May 7, 2012, 10 a.m. – 5 p.m., Alameda CTC
- **Bylaws Subcommittee:**
Friday, June 8, 2012, 1 – 3 p.m., Alameda CTC

Outreach

Meeting Date	Event Name	Meeting Location	Time
5/3/12	Senior Health and Wellness Resource Fair	Kenneth C. Aitken Senior and Community Center, 17800 Redwood Road in Castro Valley, CA	9 a.m. - 1 p.m.
5/5/12	Cinco de Mayo Community Health Fair	Ashland Community Center 1530 167 th Avenue San Leandro, CA 94578	10:30 – 2:30 p.m.
7/19/12	South County Transportation Forum	Union City Hall	6:30 – 8:30 p.m.

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

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CURRENT PAPCO APPOINTMENTS

Appointer

- AC Transit
- Alameda County
 - Supervisor Scott Haggerty, D-1
 - Supervisor Nadia Lockyer, D-2
 - Supervisor Wilma Chan, D-3
 - Supervisor Nate Miley, D-4
 - Supervisor Keith Carson, D-5
- BART
- LAVTA
- City of Alameda (Pending)
- City of Albany (Pending)
- City of Berkeley
- City of Dublin
- City of Emeryville
- City of Fremont
- City of Hayward
- City of Livermore
- City of Newark
- City of Oakland
- City of Piedmont
- City of Pleasanton
- City of San Leandro
- City of Union City
- Union City Transit

Member

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

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

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PAPCO Work Plan FY 2011-12

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

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

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

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

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

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

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

<i>Members' Other Committees/Activities</i>	
PAPCO members appointed to SRAC	<ul style="list-style-type: none"> To be completed after survey
PAPCO members appointed to WAAC	<ul style="list-style-type: none"> To be completed after survey
Other Committees/Advisory Boards	<ul style="list-style-type: none"> To be completed after survey

ATTACHMENT 8
Transit Correspondence

FTA Recommends Local Steps Before Filing Federal Complaint

The FTA's Office of Civil Rights is encouraging transit riders claiming discrimination under the ADA to go through the transit agency before filing a federal complaint. This request by the FTA is due to recent complaints in which the facts of the case could not be definitively determined. These cases included service animal issues and drivers' failure to announce stops. One complaint was against the Washington Metropolitan Area Transit Authority (WMATA) for refusing to transport a rider's service animal on its fixed-route bus system. However the FTA could not determine if the rider's dog met the ADA definition of a service animal. Following an investigation, it was found that rider and the rider's dog were allowed to board, and the driver was disciplined and re-trained. Another complaint against the Kansas City Area Transportation Authority (KCATA) was for failing to callout bus stops when the AVA system wasn't working properly. The FTA responded stating that the allegations were "general" and didn't provide substantial specific information to validate an ADA violation.

Letter from Mark A. Williams, Director, Ward IV to Hale Zukas

April 25, 2012

Dear Mr. Zukas,

Congratulations on your recent, well deserved recognition by BART and the Ed Roberts Campus! I would like to take this opportunity to extend my own appreciation for your advocacy on behalf of accessible bus transportation in the region.

In 1991, as a representative of the Center for Independent Living, you were one of the first advocates to go on record before our Board urging us to establish an Accessibility Advisory Committee. Since then, your dedication, perspective, knowledge of disabled access and leadership on the committee has been invaluable.

While there is always more to be done, I offer you my sincere appreciation for helping us remove barriers to public transit for the elderly and disabled.

Sincerely,



Mark A. Williams
Director, Ward IV

cc: Board of Directors, Accessibility Advisory Committee, David Armijo, General Manager, Mallory Nestor-Brush, Accessible Services Manager

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Common courtesies

- Emphasize the person, not the disability. Use person-first language, such as “a boy with a disability” instead of “a disabled boy” or “a woman who uses a wheelchair” instead of “a wheelchair-bound woman.”
- Avoid outdated terms such as “handicapped,” “crippled” or “elderly.”
- If you would like to offer assistance to someone with a disability, ask if she needs assistance before you act and listen to any instructions she may give.
- Consider environmental barriers when you are giving directions to a person who uses a wheelchair or assistive device. Consider distance and weather conditions, and alert him to physical obstacles, such as stairs, curbs and steep hills.
- Be considerate of the extra time it might take a person with a disability to speak or accomplish tasks. Let the person set the pace in walking and talking.

More than 54 million Americans with disabilities are traveling, working, attending school, shopping, and actively participating in their communities. Easter Seals Project ACTION is committed to helping all organizations, including transportation agencies, collaborate with the disability community to better serve customers with disabilities.

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Easter Seals Project ACTION offers additional, free resources and training on transit, motorcoach and taxi customer service; involving people with disabilities in the planning process; and disability sensitivity. Contact ESPA for more information.



Easter Seals Project ACTION
1425 K Street N.W. Suite 200
Washington, D.C. 20005
(800) 659-6428
(202) 347-7385 (TTY)
projectaction@easterseals.com
www.projectaction.org



Easter Seals Project ACTION is funded through a cooperative agreement with the U.S. Department of Transportation (U.S. DOT), Federal Transit Administration (FTA), and is administered by Easter Seals, Inc. This document is disseminated by ESPA in the interest of information exchange. Neither Easter Seals nor the U.S. DOT, FTA assumes liability for its contents or use thereof.

11/2011

Including People with Disabilities: Communication & Meeting Etiquette



PAPCO Meeting 05/21/12
Attachment 10A

Tips for courteously including people with disabilities in conversations, interviews and meetings.



In conversation

- Communicate with courtesy and respect. Identify yourself and provide your title, if appropriate. Shake hands when appropriate. Never make assumptions about a person's physical or mental abilities.
- When talking with someone who has a disability, speak directly to the person rather than through a companion who may be near.
- When talking with a person who uses a wheelchair, place yourself at eye level to spare you both stiff necks. Do not lean on a person's wheelchair—it is part of his personal space.
- Don't be embarrassed to use phrases such as "See you soon," or "I've got to run." These are common expressions and are unlikely to offend.
- Give whole, unhurried attention when talking to a person who has difficulty speaking. When necessary, ask questions that require short answers. Never pretend to understand what you do not. Repeat what you understand to clarify, and the person's reaction will guide you.
- When speaking through an interpreter to a person who is deaf or hard of hearing, speak directly to the person; do not converse with the interpreter.

Events & Meetings

- When planning events or meetings involving people with disabilities, inquire about their needs.
- The building, parking area, meeting space, restrooms, and water fountains should be accessible.
- If barriers exist, including entrance and doorway barriers, find a way to adapt the space or use another location.
- For meetings, consider whether the path of travel to and from the location, including connections to public transit, is suitable for pedestrians and accessible to pedestrians with disabilities.
- Allow circulation space for wheelchairs, make auditory accommodations and provide meeting materials in alternative formats prior to the meeting.
- Provide a certified sign language interpreter or captioner upon request.



Additional considerations

- When speaking with someone who is blind or has a visual impairment:
- Identify yourself and others who may be with you. Do not leave without letting the person know of your departure.
 - When offering to assist, allow the person to take your arm. This will help you to guide rather than propel or lead her.
 - When giving directions, use specifics such as "walk till the carpet ends and turn left" or "turn to your right and the door is 10 feet ahead on the right." Instructions can include identifying architectural elements that would provide orientation such as the number of doorways to pass or noticeable changes in the surface underfoot to reach the place that is being sought.
- When speaking with someone who is deaf or hard of hearing:
- Face the person to whom you are speaking and do not let objects obstruct his view.
 - Do not raise your voice—doing so distorts your lip movement and makes lip reading difficult.

PartnershipforMobilityManagement

Template for Performance Measures

Introduction

This template is for mobility management professionals to employ when developing performance measures, changing them, or analyzing those already in place. It is created as part of the Partnership for Mobility Management's year-long performance measures initiative in which we are hosting three webinars and conference workshops to give mobility management programs a framework and tools for effectively measuring all aspects of performance.

For information about the [Partnership for Mobility Management](#), go to page four or visit the [Partnership website](#).

What is in this document?

There are two tables, one is a teaching tool and the other may be used to develop performance measures, adjust them, and assess those being used.

1. TTI Study Table: This table is from the webinar [Performance Measures for Mobility Management](#), hosted on Feb. 9, 2012. It was developed by researchers who participated in the Texas Transportation Institute study [Performance Measures for Public Transit Mobility Management](#), showcased in the February webinar. This table illustrates broad categories of goals and measures, with characteristics and examples for each.
2. Performance Measures Template for Mobility Management Programs: This document provides categories for goals and different types of performance measures so that mobility management professionals can assess exactly what they are choosing to achieve and to measure. Not every box must be filled in. Most important is that the performance measures align with program goals and reflect the unique characteristics of the program.

Table #1 – TTI study table
(abbreviations are below table)

Goals	Types of Measure	Characteristics	Examples of Performance Measures
FI	Input	Used to identify human/capital resources to generate outputs and outcomes	<ul style="list-style-type: none"> Number of essential staff. Number of volunteer driver needed. Number of vehicles for DRT/fixed/flexible route services.
FI EA	Process	Measure products/service provided by agencies/organizations	<ul style="list-style-type: none"> Number of training workshops held for frontline employees and community members (travel training). Number of outreach community events for MM. Types of media used to promote MM.
FI	Outputs	Actual product or service provided, that is number of people carried in a community, total number of trips over a given time period.	<ul style="list-style-type: none"> Percent of population served. Use and awareness of single source call centers.
FI AL	Outcome	Assessment of actual versus preferred results of the agencies activities.	<ul style="list-style-type: none"> Number of passengers served and decrease in the number of trip denials. Awareness of service gaps and those decreased over time. Reduction in VMT at local/regional levels.
FI AL FS	Impact	Compare the direct and indirect of having MM versus not having MM	<ul style="list-style-type: none"> Increased accessibility and livability (through user surveys). Less traffic and congestion Reduction in dead heard miles. Increased transit oriented development.

FI – Focus on individual

AL - Accessibility and Livability

EA - Information and Referral (Education & Awareness)

FS – Financial Sustainability

Table #2 - Performance Measures Template for Mobility Management Programs

This form will enable a thoughtful development of performance measures and make clear exactly what is being measured. It is **not** intended that every space be filled in.

GOAL & TYPES OF TYPES OF MEASURES	QUANTITATIVE PERFORMANCE MEASURE(S)	QUALITATIVE PERFORMANCE MEASURE(S)	ANECDOTE/STORY: TO PAINT THE PICTURE
GOAL - Purpose of particular project			
INPUTS – Human/capital resources used to generate outputs and outcomes			
PROCESS – Measure products/service provided by agencies/organizations, such as meetings, training, outreach and promotion			
OUTPUT – Actual product or service provided, that is number of people carried in a community, total number of trips over a given time period, use and awareness of one-call/one-click service.			
OUTCOME – Assessment of actual versus preferred results of the agencies activities (i.e. Awareness of service gaps and those decreased over time, reduction in VMT at local/regional levels).			
IMPACT – Comparison of direct and indirect of having MM versus not having MM (i.e. increased accessibility and livability, less traffic and congestion, increased transit-oriented development, greater capacity for aging in place).			

PartnershipforMobilityManagement

The [Partnership for Mobility Management](#) is a joint effort of national organizations and mobility management professionals around the country that work with national, local, state and regional leaders and organizations to realize the possibilities of improving transportation options for all Americans wherever they live and to assist those especially in need of alternative transportation options.

Join the Partnership and Participate!

The Partnership is open for individual membership. Membership gives you a voice in the direction of the Partnership and provides a forum for exchange with mobility managers from around the country.

- [Partnership Membership Application](#) (Registration is through Cvent)
- After you join the Partnership, network and communicate with your peers and national staff at member organizations. We have a [LinkedIn Partnership for Mobility Management Group](#). Sign up and join our discussions about mobility management issues.

Our national members are:

- [American Association of State Highway and Transportation Officials](#) (AASHTO)
- [American Bus Association](#) (ABA)
- [Association for Commuter Transportation](#) (ACT)
- [American Public Transportation Association](#) (APTA)
- [Community Transportation Association of America](#) (CTAA)
- [Easter Seals Project ACTION](#) (ESPA)
- [Taxi, Limousine, and Paratransit Association](#) (TLPA)



Countywide Transportation Plan Update and Transportation Expenditure Plan Development Overview

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

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

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

Staff liaisons:

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

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

continued

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

Staff liaisons:

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

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

Staff liaisons:

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



Memorandum

DATE: March 23, 2012

TO: Alameda County Transportation 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.

April 2012 Update:

This report focuses on the month of April 2012. A summary of countywide and regional planning activities for the next three months is found in Attachment A and a three year schedule for the countywide and the regional processes is found in Attachments B and C, respectively. Highlights at the regional level include release of the draft Preferred SCS: The Jobs-Housing Connection Scenario by ABAG, the upcoming release of the transportation investment strategy by MTC, and the submittal of compelling case letters to MTC. At the county level, highlights include the release of the Draft

CWTP and an update on the Transportation Expenditure Plan Council approvals. Staff will present an update at the meeting on the status of all items.

1) SCS/RTP

MTC released draft results of the project performance and targets assessment in November 2011 followed by the draft scenario analysis results on December 9, 2011. Staff made comment on the results and revised project performance results were released on January 24, 2012. The project performance results categorized the highest and lowest performing projects based on benefit/cost and identified guidance for developing compelling case arguments for CMAs and project sponsors to submit to MTC in writing by March 15, 2012. Projects sponsors submitted compelling case letters for three of the seven Alameda County projects as shown in Attachment D. Regarding the SCS, the draft preferred land use scenario was released on March 9, 2012 to the Joint MTC Planning and ABAG Administrative Committee. Staff made a presentation to the Planning, Policy and Legislation Committee and the Commission and is following up with Alameda County planning directors to review the data and determine what it means for Alameda County. Comments are being developed by Alameda CTC to submit to ABAG by May 1. A letter will be forwarded to ACTAC when it is available. The draft Preferred SCS will be followed by MTC releasing the draft transportation investment strategy at its April 13 Joint Committee meeting. The final preferred scenario is scheduled to be adopted by MTC and ABAG in May 2012. Staff will provide additional information on the development of the compelling cases and the draft land use scenario at the meeting.

2) CWTP-TEP

On January 26, 2012, the Alameda CTC, based on the CWTP-TEP Steering Committee recommendation, adopted the final Transportation Expenditure Plan. 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, eight City Councils have approved the TEP: Fremont, Livermore, Union City, Emeryville, Hayward, San Leandro, Oakland and Piedmont. The TEP is included on all city council agendas through May. The Draft CWTP is being presented to all Alameda CTC Committees in April 2012. Both the Draft CWTP and the final Transportation Expenditure Plan, along with the ordinance which will also be placed on the ballot, will be brought to the Commission in May 2012 for approval so that the Board of Supervisors can be requested at one of their June 2012 meetings to place the Transportation Expenditure Plan on the November 6, 2012 ballot. Staff will provide additional information at the meeting.

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

Committee	Regular Meeting Date and Time	Next Meeting
CWTP-TEP Steering Committee	Typically the 4 th Thursday of the month, noon Location: Alameda CTC offices	May 24, 2012
CWTP-TEP Technical Advisory Working Group	2 nd Thursday of the month, 1:30 p.m. Location: Alameda CTC	May 10, 2012
CWTP-TEP Community Advisory Working Group	Typically the 1 st Thursday of the month, 2:30 p.m. Location: Alameda CTC	May 10, 2012* *Note: The May CAWG meeting will be held jointly with the TAWG and will begin at 1:30.

Committee	Regular Meeting Date and Time	Next Meeting
SCS/RTP Regional Advisory Working Group	1 st Tuesday of the month, 9:30 a.m. Location: MetroCenter, Oakland	April 3, 2012 May 1, 2012
SCS/RTP Equity Working Group	2 nd Wednesday of the month, 11:15 a.m. Location: MetroCenter, Oakland	April 11, 2012 May 9, 2012
SCS Housing Methodology Committee	Typically the 4 th Thursday of the month, 10 a.m. Location: BCDC, 50 California St., 26 th Floor, San Francisco	April 26, 2012
Joint MTC Planning and ABAG Administrative Committee	2 nd Friday of the month, 9:30 a.m. Location: MetroCenter, Oakland	April 13, 2012 May 11, 2012

Fiscal Impact

None.

Attachments

Attachment A: Summary of Next Quarter Countywide and Regional Planning Activities
Attachment B: CWTP-TEP-RTP-SCS Development Implementation Schedule
Attachment C: OneBayArea SCS Planning Process (revised October 2011)
Attachment D: Status for Development of Compelling Case Letters for the RTP Projects

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**Summary of Next Quarter Countywide and Regional Planning Activities
(April 2012 through June 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 April 2012 through June 2012 time period, the CWTP-TEP Committees will be focusing on:

- Coordinating with ABAG and local jurisdictions to comment on the draft preferred Sustainable Communities Strategy (SCS): the Jobs-Housing Connection scenario;
- Coordinating with project sponsors identified as low performing in MTC's Project Performance Assessment to present compelling case arguments at the April 13, 2012 Joint MTC Planning and ABAG Administrative Committee meeting;
- Responding to comments on the Draft CWTP;
- Refining the financially constrained list of projects and programs for the Draft CWTP to align with MTC's RTP;
- Seeking jurisdiction approvals of the Final TEP; and
- Presenting the Draft CWTP and the Final TEP to the Steering Committee for approval; and
- Requesting the Board of Supervisors to place the TEP on the November 6, 2012 ballot.

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:

- Receiving comments on the Draft Preferred SCS: The Jobs-Housing Connection Scenario (by May 1)
- Releasing the draft transportation investment strategy (April 13) and framing the tradeoff and investment strategy discussion and developing policy initiatives for consideration;
- Refining draft 28-year revenue projections; and
- Adopting the preferred land use and transportation scenario (May 2012).

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);
- Reviewing local transportation network priorities through the CWTP-TEP process; and
- Commenting on the Draft Preferred SCS: The Jobs-Housing Connection Scenario.

Key Dates and Opportunities for Input¹

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: April/May 2012

RHNA

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

RTP

Develop Financial Forecasts and Committed Funding Policy: Completed
Call for RTP Transportation Projects: Completed
Conduct Performance Assessment: Completed
Release Transportation Investment Strategy: November 2011 – May 2012
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: May 2011 – May 2012
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: May 2012
Submit TEP Submitted for Ballot: July 2012

Calendar Year 2010

Task	2010					FY2010-2011						
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Alameda CTC Committee/Public Process												
Steering Committee			Establish Steering Committee	Working meeting to establish roles/responsibilities, community working group	RFP feedback, tech working group	Update on Transportation/Finance issues	Approval of Community working group and steering committee next steps	No Meetings		Feedback from Tech, comm. working groups	No Meetings	Expand vision and goals for County ?
Technical Advisory Working Group								No Meetings		Roles, resp. schedule, vision discussion/ feedback	No Meetings	Education, Trans statistics, issues, financials overview
Community Advisory Working Group								No Meetings		Roles, resp. schedule, vision discussion/ feedback	No Meetings	Education: Transportation statistics, issues, financials overview
Public Participation								No Meetings			Stakeholder outreach	
Agency Public Education and Outreach												
Information about upcoming CWTP Update and reauthorization												
Alameda CTC Technical Work												
Technical Studies/RFP/Work timelimes: 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, short, to negotiate or NTP		Technical Work	
Polling												
Sustainable Communities Strategy/Regional Transportation Plan												
Regional Sustainable Community Strategy Development Process - Final RTP In April 2013			Local Land Use Update P2009 begins & FDA Assessment begins						Green House Gas Target approved by CARR.	Start Vision Scenario Discussions		
											Adopt methodology for Job/Housing Forecas (Statutory Target)	Projections 2011 Base Case
												Adopt Voluntary Performance

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

Calendar Year 2012

2012													
Task		January	February	March	April	May	June	July	August	Sept	Oct	November	
Alameda CTC Committee/Public Process													
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	
		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			Ongoing Education and Outreach through November 2012 on this process and final plans					
Alameda CTC Technical Work													
Technical Studies/RFP/Work timelines: All this work will be done in relation to SCS work at the regional level			Finalize Plans										
Polling						Potential Go/No Go Poll for Expenditure Plan							
Sustainable Communities Strategy/Regional Transportation Plan													
Regional Sustainable Community Strategy Development Process - Final RTP in April 2013		Approval of Preferred SCS, Release of Regional Housing Needs Allocation Plan		Begin RTP Technical Analysis & Document Preparation	Prepare SCSRTP Plan		Release Draft SCSRTP for review						

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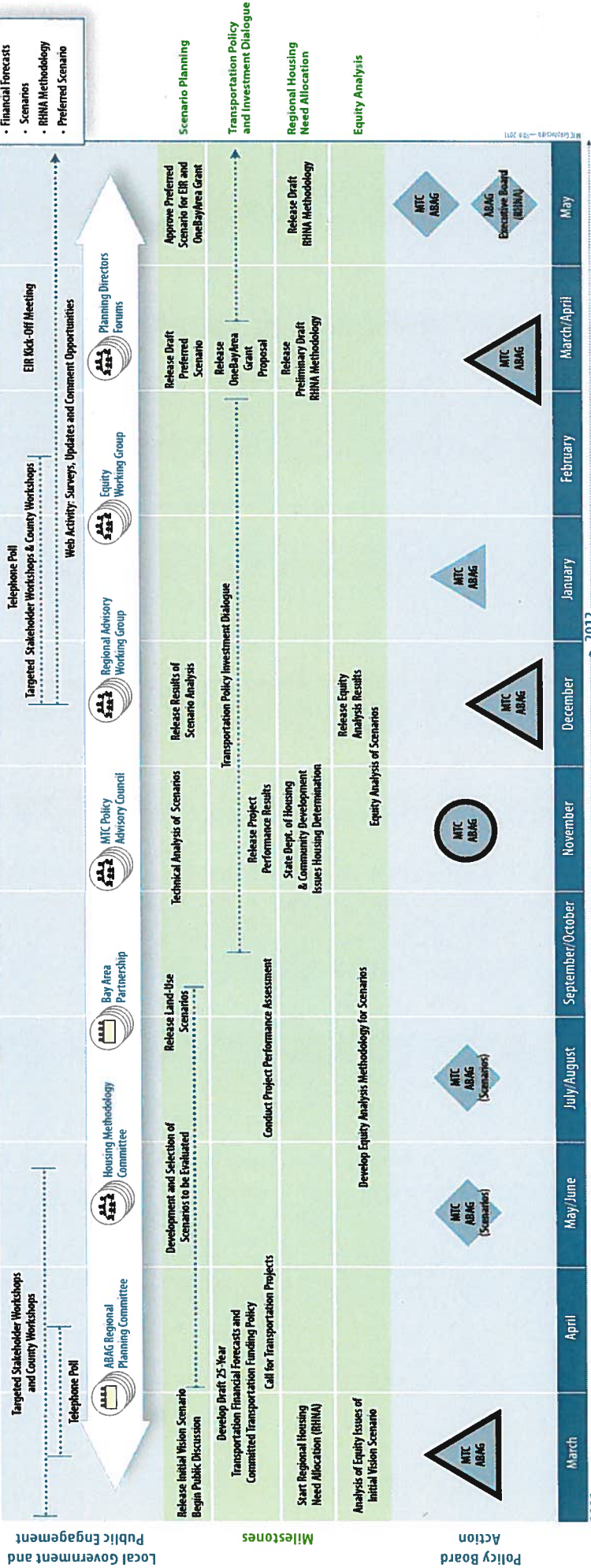
Plan Bay Area Planning Process: Phase 2 Detail*

Revised October 2011

Phase 2: Scenario Planning, Transportation Policy and Investment Dialogue

BayArea Plan

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



*Subject to change

Policy Board Actions

Meeting for Discussion/ Public Comment

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

Document Release

JOINT document release by ABAG and MTC

ABAG - ABAG Administrative Committee

MTC - MTC Planning Committee

For more information on key actions and decisions and how to get involved, visit OneBayArea.org

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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