



Paratransit Technical Advisory Committee Meeting Agenda

Tuesday, February 14, 2012, 9:30 to 11:30 a.m.
1333 Broadway, Suite 300, Oakland, CA 94612

Meeting Outcomes:

- Make a recommendation to PAPCO on Gap policy and guidelines
- Receive an update on the pass-through funding estimates
- Participate in planning for the 2012 Annual Mobility Workshop
- Exchange technical information

9:30 – 9:35 a.m. Naomi Armenta	1. Welcome and Introductions	
9:35 – 9:40 a.m. Public	2. Public Comment	I
9:40 – 9:45 a.m. Staff	3. Review of January 10, 2012 Minutes <i><u>03 TAC Meeting Minutes 011012.pdf – Page 1</u></i>	I
9:45 – 10:15 a.m. Staff	4. Gap Policy and Guidelines Recommendation <i><u>04 Memo Gap Policy and Guidelines.pdf – Page 7</u></i>	A
10:15 – 10:30 a.m. Staff	5. Update on Pass-through Funding Estimates	I
10:30 – 10:50 a.m. Staff	6. Planning for 2012 Annual Mobility Workshop	I
10:50 – 11:10 a.m. TAC	7. Technical Exchange A. Mobility Management B. Preparedness C. Ask a TAC Member D. Other Technical Exchange Items	I

- 11:10 – 11:25 a.m. **8. Information Items** |
- Staff A. CWTP-TEP Status Update/Input
08A CWTP-TEP Overview.pdf – Page 13
08A1 Regional SCS-RTP CWTP-TEP Process.pdf – Page 15
- TAC B. SRAC Update
- PAPCO Chair C. PAPCO Update
- TAC D. TAC Committee Member Announcements
- Staff E. Alameda CTC Staff Report
08E PAPCO Appointments.pdf – Page 29
- Staff F. Outreach
- G. Other Staff Updates
- 11:25 – 11:30 a.m. **9. Draft Agenda Items for Next Meeting** |
- Staff A. Confirm Program Plan Review Schedule
- B. Update on Hospital Discharge Transportation Service/Wheelchair Scooter Breakdown Transportation Service (HDTS/WSBTS)
- C. Technical Exchange
- 11:30 a.m. **10. Adjournment** |

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

Next TAC Meeting:

Date: April 10, 2012
 Time: 9:30 to 11:30 a.m.
 Location: Alameda CTC, 1333 Broadway, Suite 300, Oakland, CA 94612

Staff Liaisons:

John Hemiup, Senior Transportation Engineer (510) 208-7414 jhemiup@alamedactc.org	Naomi Armenta, Paratransit Coordinator (510) 208-7469 narmenta@alamedactc.org
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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.



Alameda CTC Paratransit Technical Advisory Committee Meeting Minutes Tuesday, January 10, 2012, 9:30 a.m., 1333 Broadway, Suite 300, Oakland

Attendance Key (A = Absent, P = Present)

Members:

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

Staff:

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

1. Welcome and Introductions

Paratransit Coordinator Naomi Armenta called the meeting to order at 9:40 a.m.
The meeting began with introductions and a review of the meeting outcomes.

Guests Present: Ron Caldwell, American Logistics Company (ALC); Jennifer Cullen, Senior Support Program of the Tri Valley; William Scott, Paratransit Advisory and Planning Committee (PAPCO)

2. Public Comment

There were no public comments.

3. Review of December 13, 2011 Minutes

TAC members reviewed the meeting minutes from December 13, 2011 and by consensus approved them as written.

4. Discussion on Gap Policy

Naomi Armenta introduced the discussion on the Gap Policy. She said the purpose of the discussion was to review the history and guidelines for allocating Gap Funds. The Measure B Expenditure Plan designates "Coordination/Gaps in Service" funding to be allocated by PAPCO to reduce differences that might occur based on the geographic area of any individual needing services. PAPCO has also identified priority projects and programs for

Gap funding that include implementing a range of services, filling emergency gaps, maximizing use of accessible transit, and expanding community education and information.

Questions and feedback from members:

- A TAC member asked what would happen to the \$100,000 available annually for Gap Grant Matching if the money wasn't used. Staff stated that the money would go back into the fund.

Cathleen gave a summary on the proposed funding categories, and informed members that Alameda CTC has developed a Transportation Expenditure Plan (TEP) that may go on the ballot in November 2012 and may increase the amount of funding for paratransit programs and projects. Regarding the current Gap funding, she said that after TAC reviews the Gap funding on January 10, 2012, the timeline is as follows:

- January 23 – PAPCO will review Gap funding.
- February 14 – TAC will review the Gap Guidelines.
- February 27 – PAPCO will make a recommendation on the Gap Guidelines.
- February or March – Alameda CTC will notify current recipients of an extension opportunity.
- March 31 – Gap proposals for fiscal year 2012-2013 (FY 12-13) extensions are due.
- May 21 – PAPCO will make a recommendation on the Gap extensions.
- June 28 – Alameda CTC Board will act on recommendation for Gap Guidelines and the FY 12-13 extension.

Questions and feedback from members:

- The TAC members asked if the timeline will be made available to all members. Yes, staff will email the timeline to all members.
- What if the new "big funding program" does not happen? Staff stated that the idea is to extend the current Gap Cycle 4 Grant for one more year and start to work on a comprehensive set of policies for the Gap Program, which could have double the funding if the new TEP passes.
- When will TAC members receive the financial projections? Staff stated that draft financial projections will come out in January or February 2012, and staff will send copies to members when available.
- Members expressed strong support of the Mobility Management program.
- A member wanted clarification on the programs and projects that enhance Mobility Management in Alameda County. Staff stated that according to the criteria, if a city has a countywide program or one that crosses travel areas or planning areas, or a volunteer driver program, these programs can qualify, whereas a one-year pilot program may simply be a city-based program. Staff also stated that Gap funds through the one-year pilot program are not necessarily to just fund ongoing city-based programs. The one-year pilot program is to test and see the program demand and to work out all the issues, so a base program can absorb it once the one year is over.

- A member said one thing that is missing is how we evaluate these programs for continued funding, and for cost-effective programs delivery. Staff stated there is a good matrix in travel training. She said if the money doubles for specific programs, we will have to do a lot of thinking about how to use the funding throughout the county and whether we want to do something to encourage more provision of service at the planning area level.
- Members expressed concerns about having to coordinate travel outside Alameda County. Staff stated that we could do countywide and cross-county programs if other counties pay for travel out of Alameda County.
- One member stated that we should clarify Mobility Management eligibility because transportation programs are provided by nonprofit programs, and she thinks Measure B pass-through fund recipients need to be included as well. Staff stated they are already included under other categories, and these have separate criteria, such as for a Measure B provider who provides travel training, a volunteer program, or a program that provides geographic equity.
- If a small agency makes a capital purchase or buys equipment, which category would this fall under, and would it be considered a pilot project? Staff stated that we could add this to the Matching category, and if the project is not eligible, it could be part of the one-year pilot program. Alameda CTC will have to handle these issues case by case.
- Members expressed concern about which capital projects and other projects fall under the one-year pilot, and suggested that Alameda CTC include provisions in the Gap Grant for vehicle purchases. Staff stated that those providers would be eligible to apply for the Gap Grant, regardless if their project was a new pilot or not, and Alameda CTC may fund some things through Mobility Management or through a different category.

Cathleen thanked all members for their feedback. She asked members if they support extending eligible Gap Cycle 4 grants for one more year and then adopting a Mobility Management focus in the future. *All TAC members agreed by consensus.*

5. Update on HDTS/WSBTS

Krystle presented the Hospital Discharge Transportation Service/Wheelchair Scooter Breakdown Transportation Service (HDTS/WSBTS) update. Krystle said the hospital discharge transportation usually occurs within one hour, and the service provides seven rides per month on average. The hospital staff gives the patient a voucher to pay for the ride, and the cost to the hospital is only \$5 per voucher. Eight facilities participate, and the service is at a minimum of one hospital in every single planning area in the county.

Krystle also explained the free services that Alameda CTC administers for two basic wheelchair/scooter breakdown situations:

- Countywide transportation service—a one-way ride home or to a repair facility—for people in mechanical or motorized wheelchairs or scooters in the event of a mechanical breakdown

- Service available to pick up a stranded wheelchair if someone is taken to the hospital in an emergency

She said staff has updated all promotional materials, including flyers, brochures and manuals. She urged members to call the toll-free number to request service or to contact her or Naomi Armenta for questions and/or assistance.

Questions and feedback from members:

- Are emergency vehicles dispatched from one central location? Staff stated she is not aware of where all vehicles are dispatched from, but she thinks unmarked vehicles are dispatched from San Leandro.
- Members expressed their concern about how long it takes to dispatch the emergency vehicles and asked if it's possible to send volunteer workers to wait with the person until the dispatchers get to him or her. Staff will look into that.
- Is the service available to residents of Contra Costa County, as long as they are picked up and dropped off within Alameda County? Yes, it is.
- Does Alameda CTC keep a record in our database of those who use the service, so you can suspend service if there is any misuse of it? Staff said the phone service provides some information, but Alameda CTC only receives misuse complaints from vendors.

Staff will come back to TAC with more information in April.

6. Technical Exchange

A. Mobility Management

None

B. Preparedness

None

C. Ask a TAC Member

None

D. Other Technical Exchange Items

None

7. Information Items

A. CWTP-TEP Status

Cathleen provided information on the 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). Cathleen updated members by informing them that the Alameda CTC Board is considering final

approval of the Final TEP on January 26, 2012. She stated that there is still time to provide your comments.

B. SRAC Update

None

C. PAPCO Update

None

D. TAC Committee Member Announcements

None

E. Alameda CTC Staff Report

None

F. Outreach

Krystle Pasco informed members that there will be Central County Transportation Forum on Thursday, January 19, 2012 at Hayward City Hall, and she invited all to attend. Krystle also reported on the following upcoming outreach events:

- 2/24/12 – United Senior of Oakland and Alameda County 21st Annual Convention
- 3/16/12 – Pleasanton Senior Center Senior Transit Fair

G. Other Staff Updates

None

8. Draft Agenda Items for Next Meeting

- A. Update on Pass-through Funding Estimates
- B. 2012 Annual Mobility Workshop Brainstorm
- C. Technical Exchange

9. Adjournment

The meeting adjourned at 11:25 a.m.

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MEMORANDUM

To: Paratransit Technical Advisory Committee

From: Paratransit Coordination Team

Date: February 1, 2012

Subject: Gap Policy and Guidelines

Beginning in January 2012, TAC and PAPCO were asked to discuss Gap policy and guidelines. Specifically, both committees were asked to consider Gap grant extensions for FY 12/13 and a comprehensive Gap policy to begin FY 13/14. The committees were asked to provide feedback on specific questions about the new gap policy and proposed categories for future gap funding. The issues that were discussed are summarized below. On February 23, 2012 PAPCO will be asked to provide a recommendation to the Alameda CTC Board.

Background

The Measure B Expenditure Plan designates 1.43% of revenue for "Coordination/Gaps in Service" funding. These funds are to be "allocated by PAPCO to reduce differences that might occur based on the geographic residence of any individual needing services." PAPCO has also identified Priority Projects and Programs for Gap Funding that included implementing a range of services, filling 'emergency' gaps, maximizing use of accessible transit, and expanding community education and information.

Current or Past Categories of Gap Funding

Competitive grant programs for Measure B providers and non-profits

Gap Cycles 1-4 awarded over \$10,900,000 to 52 grants, including capital projects and programs. Examples include:

- Shuttles
- Travel training
- Taxi programs
- Volunteer driver programs

A significant "lesson learned" from this effort is that pilots often have no sustainable funding stream, and therefore run the risk of needing indefinite renewals or cutting services that people have come to depend on.

Gap Grant Matching

Gap grant matching was designated for Measure B providers or non-profits to access matching funding to apply for grants (e.g. 5310). \$100,000 was available annually, but the fund has only been accessed twice:

- 2008 – \$60,000 in matching funds for a New Freedom Grant to expand travel training in South County
- 2011 – \$10,000 in matching funds for a New Freedom Grant to expand mobility management in Alameda County

Minimum Service Level Grants

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.

Stabilization

Stabilization funding was designated to fill gaps in revenue due to a low-performing economy and to help prevent Measure B providers from cutting services. Stabilization funds have been allocated twice.

- \$254,773 in 2003-2005
- \$820,000 in 2009-2011

Hospital Discharge Transportation Service and Wheelchair Scooter Breakdown

Transportation Service

Funding was designated for two small countywide transportation programs to meet small but urgent transportation gaps. These were originally funded through the Mobility Coordination Gap Grants administered by ACTIA. A \$50,000 annual contract is maintained to provide these two programs.

Consumer Resources

Gap funding has also been allocated by PAPCO for some of our consumer resources, including Access Alameda Guides and Wheelchair Scooter Breakdown Transportation Service materials.

Gap policy has been somewhat on an “as needed” basis for the first half of the measure. This flexibility in Gap funding has given PAPCO and ACTIA/Alameda CTC the ability to respond to changing needs. However, the County’s Paratransit program has grown and changed over time, and new realities necessitate a reconsideration of our approach to Gap grant funding. First, some categories of funding (e.g. MSL funding) are becoming obsolete. Second, PAPCO and the Alameda CTC have taken steps in recent years to increase coordination between programs and move more towards a mobility management approach in Alameda County. Finally, the need for a more sustainable approach to pilot projects must be addressed.

The following proposal was designed to address these needs.

Extension of Existing Cycle 4 Gap Grants

TAC and PAPCO were asked for initial feedback on a proposal to extend eligible Gap Cycle 4 grants for a third time to provide continued service in FY 12/13. These programs are providing valuable services to consumers throughout the County and depend on Gap funds to continue operating. It is hoped that a successful Measure B3 would provide new options for ongoing funding of some of these successful grants beginning in FY 13/14. An extension through FY12/13 would bridge the gap until this potential new funding stream can be tapped into.

Both committees expressed initial support for a third extension. Initial estimates indicate that this would cost between \$960,000 and \$1,000,000 of Gap funding.

Proposed criteria for eligible grants are:

- Applicants must be one of the 13 extended grants from FY 11/12 and must demonstrate that the program continues to address closing gaps in services for seniors and people with disabilities
- Applicant will be required to submit cost of operation for one year
- Programs should meet the following categories of priority:
 - Mobility management programs that directly increase consumer mobility – e.g. Travel Training
 - Trip Provision – Shuttles that are cost effective, lessen the burden on base programs, and provide a same-day option as part of a spectrum of services; Volunteer Driver Programs that do the same
 - Other programs that successfully fill an otherwise-unmet need
- Applicant will be required to submit past performance data and targets for FY 12/13
- Applicant will be required to address a future sustainable funding plan with Alameda CTC

Proposed Categories for Gap Funding

Programs and Projects that Enhance Mobility Management in Alameda County

Mobility management programs and projects should account for the majority of Gap funding. Both committees expressed a desire to develop improved performance metrics in order to better measure a project's cost effectiveness and make sure we are getting the most "bang for our buck".

Criteria for Funding:

- Programs/projects that enhance mobility management and coordination in Alameda County
- Emphasis on countywide or planning area level programs and projects
- Emphasis should be on projects and programs that do not fit a traditional transportation service model, but service provision that is coordinated at the planning area level or countywide will also be considered.

Examples:

- Travel Training
- Volunteer Driver Programs

- Information and Outreach

Eligible Recipients:

- Non-profits / community-based transportation providers
- Measure B providers (where project benefits the whole planning area or broader)
- Alameda CTC

Proposal for Initial Consideration:

- Two-year cycle beginning FY 13/14
- Competitive process that would run parallel to Program Plan Review
- If appropriate, ongoing funding could be designated for some programs in future cycles

One Year Pilots

The purpose of this category would be to provide assistance to providers in piloting a new program that does not meet the mobility management criteria above.

Criteria for Funding:

- Pilot programs that do not meet the mobility management criteria, i.e. benefit only a single city
- Proposals should be geared towards service provision
- Programs must have a sustainable funding plan after the first year (e.g. be absorbed into a base program or have alternative funding source)

Eligible Recipients:

- Measure B providers
- Non-profits / community-based transportation providers
- Alameda CTC

Proposal for Initial Consideration:

- Competitive process that would run parallel to Program Plan Review beginning FY 13/14

This proposal did not have full concurrence. One committee member expressed strongly that if a provider could afford to absorb a program after the first year, said provider did not need Gap funding to pilot the program. However, this would provide a pot of money for providers to test new service ideas to gauge their usefulness and popularity or to cover initial start-up costs that would not be ongoing.

Gap Grant or Capital Matching

The purpose of this category would be to allow Measure B providers or non-profits to access matching funding to apply for grants (e.g. New Freedom or 5310) or to obtain assistance in making a capital purchase (e.g. a vehicle or scheduling software).

Criteria for Funding:

- All applications, including those for capital expenditures, would require a match

Eligible Recipients:

- Measure B providers
- Non-profits / community-based transportation providers
- Alameda CTC

Proposal for Initial Consideration:

- \$75,000 available annually beginning FY 12/13
- Individual award maximum of \$25,000
- Requests to be evaluated by PAPCO as needed

Implementation Guidelines Assistance

The purpose of this category would be to help city-based programs meet the Implementation Guidelines that will become effective in FY 13/14. If Measure B3 passes, this assistance will likely not be necessary.

Eligible Recipients:

- Measure B providers

Proposal for Initial Consideration:

- \$50,000 available annually
- Requests to be submitted and evaluated during Program Plan Review beginning FY 13/14

Rainy Day Fund

The purpose of this category would be to fill gaps in revenue due to a low-performing economy and prevent Measure B providers from cutting services. Presumably unspent Gap funds could accumulate as a "Rainy Day Fund". It might be advisable to set a maximum for this fund in the future as funds accumulate.

Eligible Recipients:

- Measure B Providers

Hospital Discharge Transportation Service and Wheelchair Scooter Breakdown Transportation Service

The purpose of this category would be to fund two small countywide programs that fill small but urgent transportation gaps.

Eligible Recipients:

- Alameda CTC

Proposal for Initial Consideration:

- Retain \$50,000 annual allotment beginning FY 12/13

Other committee suggestions for all Gap funding include emphasizing cost effectiveness, using quantitative criteria where available to evaluate performance, being flexible in the proposed allocations, and creating a consolidated application.

Next Steps and Proposed Timeline

TAC members are being asked to provide concurrence on Gap Cycle 4 extension criteria for FY 12/13 and proposed Gap funding categories at their February 14 meeting. On February 23, 2012 PAPCO will be asked to provide a recommendation to the Alameda CTC Board.

- January 10 – TAC reviews Gap funding proposals
- January 23 – PAPCO reviews Gap funding proposals
- February 14 – TAC reviews Gap grant extensions and Gap policy
- February 27 – PAPCO makes recommendation on Gap grant extensions and Gap policy
- Feb-Mar – Notify current Gap grant recipients of extension opportunity
- March 31 – Gap grant proposals for FY 12/13 extension due
- May 21 – PAPCO makes recommendation on Gap grant extensions
- June 28 – Alameda CTC Board acts on recommendation for FY 12/13 Gap grant extensions



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: January 30, 2012

TO: ACTAC

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

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

Recommendation

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

Summary

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

Discussion

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

February 2012 Update:

This report focuses on the month of February 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 revised draft Project Performance and Targets Assessment results and the start of the needs and investment strategies and tradeoffs discussion. At the county level, highlights include the Commission adoption of the draft Transportation Expenditure Plan for approval

by the Alameda CTC Board at its January meeting and continued development of the draft CWTP, including input to MTC on the development of the Preferred SCS and transportation network.

1) SCS/RTP

MTC released draft results of the project performance and targets assessment in November 2011 followed by the draft scenario analysis results on December 9, 2011. 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 9, 2012. The MTC Planning and ABAG Administrative Committees will be reviewing and acting on the guidance at its meeting on February 17, 2012. Staff is preparing responses on the guidance requesting that inclusion of projects in the RTP consider more than just benefit/cost, but also consider existing policy commitments such as Resolution 3434 and local sales tax measure projects and the ability to meet the MTC/ABAG adopted performance targets that are sustainability based. Of the 31 low performing projects regionwide, 18 of them are transit, energy and lifeline specific. On the SCS, ABAG continued work on the One Bay Area Alternative Land Use Scenarios. Comment letters are being prepared by Alameda CTC staff and will be distributed to the committees as they are available. MTC and ABAG will use the results of the project performance and targets assessment along with the results of the scenario analysis to begin framing the discussion about tradeoffs and investment strategies that will ultimately result in the selection of a preferred land use and transportation scenario. This scenario will be evaluated in March 2012 and results released in April 2012 with an adoption of a preferred scenario still scheduled for May 2012.

2) CWTP-TEP

On January 26, 2012, the Alameda CTC, based on the CWTP-TEP Steering Committee recommendation, adopted the final Transportation Expenditure Plan. Since the December 16, 2011 Commission retreat, three ad hoc committee and one joint CAWG/TAWG meetings were held to respond to final comments on the draft Plan. The Transportation Expenditure Plan will be taken to each city council and the Board of Supervisors for approval by May 2012 per the schedule in Attachment C. Both the final Transportation Expenditure Plan and the draft CWTP will be brought to the Commission in May 2012 for approval so that the Board of Supervisors can be requested at their June 2012 meeting to place the Transportation Expenditure Plan on the ballot on November 6, 2012. Staff continues to work with MTC and ABAG in developing the SCS and RTP. The administrative draft CWTP will now be aligned and made consistent with the Transportation Expenditure Plan and a draft will be reviewed by the CAWG and TAWG and Steering Committee in March.

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	March 22, 2012 May 24, 2012
CWTP-TEP Technical Advisory Working Group	2 nd Thursday of the month, 1:30 p.m. Location: Alameda CTC	March 8, 2012 May 10, 2012
CWTP-TEP Community Advisory Working Group	Typically the 1 st Thursday of the month, 2:30 p.m. Location: Alameda CTC	March 8, 2012* May 10, 2012* *Note: The March and May CAWG

Committee	Regular Meeting Date and Time	Next Meeting
		meetings will be held jointly with the TAWG and will begin at 1:30.
SCS/RTP Regional Advisory Working Group	1 st Tuesday of the month, 9:30 a.m. Location: MetroCenter, Oakland	February 7, 2012 March 7, 2012 April 3, 2012
SCS/RTP Equity Working Group	2 nd Wednesday of the month, 11:15 a.m. Location: MetroCenter, Oakland	February 8, 2012 March 7, 2012 April 3, 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	February 23, 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: List of City Council meetings for TEP approval

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

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

Regional Planning Efforts (RTP-SCS)

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

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

- Framing the tradeoff and investment strategy discussion and developing policy initiatives for consideration;
- Refining draft 28-year revenue projections;
- Finalizing maintenance needs and Regional Programs estimates; and
- Developing the preferred land use and transportation scenario.

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

- Participating on the MTC/ABAG Regional Advisory Working Group (RAWG);
- Submitting local transportation network priorities through the CWTP-TEP process; and
- Commenting on the project performance and alternative land use scenarios results.

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 (released August 26, 2011)

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

Transportation Policy Investment Dialogue: November 2011 – April 2012

Prepare SCS/RTP Plan: April 2012 – October 2012

Draft RTP/SCS for Released: November 2012

Prepare EIR: December 2012 – March 2013

Adopt SCS/RTP: April 2013

CWTP-TEP

Develop Alameda County Locally Preferred SCS Scenario: May 2011 – May 2012

Call for Projects: Completed

Administrative Draft CWTP: Completed

Preliminary TEP Program and Project list: Completed

Final TEP Adopted: Completed

TEP approvals from jurisdictions: February – May 2012

Draft CWTP Released: March 2012

TEP Outreach: January 2011 – June 2012

Adopt Final CWTP and TEP: May/June 2012

TEP Submitted for Ballot: July 2012

Calendar Year 2010

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

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, 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	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 Methodoligy					
	Develop Draft 25-year Transportation Financial Forecasts and Committed Transportation Funding Policy											

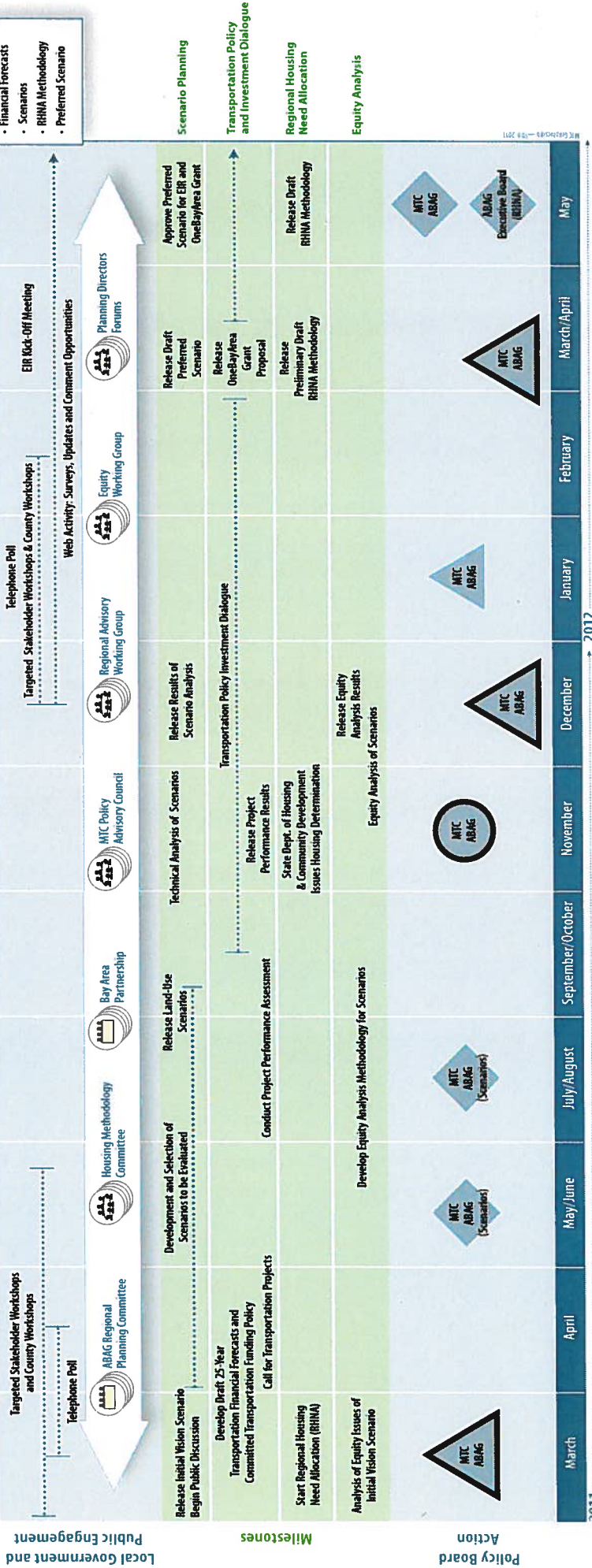
Task	2012						FY2011-2012				
	January	February	March	April	May	June	July	August	Sept	Oct	November
Alameda CTC Committee/Public Process											
Steering Committee	Adopt TEP		Review polling questions, Update on TEP progress through councils, Review final draft CWTP		Adopt Final Plans	TEP to BOS to approve for placement on ballot	Expenditure Plan on Ballot				VOTE: November 6, 2012
Technical Advisory Working Group	Full Draft TEP, Outcomes of outreach meetings		Review polling questions, Update on TEP progress through councils, Review final draft CWTP		Review Final Plans						VOTE: November 6, 2012
Community Advisory Working Group	Full Draft TEP, Outcomes of outreach meetings		Review polling questions, Update on TEP progress through councils, Review final draft CWTP		Review Final Plans						VOTE: November 6, 2012
Public Participation		Expenditure Plan City Council/BOS Adoption									VOTE: November 6, 2012
Agency Public Education and Outreach	Ongoing Education and Outreach Through November 2012 on this process and final plans						Ongoing Education and Outreach through November 2012 on this process and final plans				
Alameda CTC Technical Work											
Technical Studies/RFP/Work timelines: All this work will be done in relation to SCS work at the regional level	Finalize Plans										
Polling					Potential Go/No Go Poll for Expenditure Plan						
Sustainable Communities Strategy/Regional Transportation Plan											
Regional Sustainable Community Strategy Development Process - Final RTP in April 2013	Approval of Preferred SCS, Release of Regional Housing Needs Allocation Plan		Begin RTP Technical Analysis & Document Preparation	Prepare SCS/RTP Plan							Release Draft SCS/RTP for review

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Plan Bay Area Planning Process: Phase 2 Detail*

Revised October 2011

Phase 2: Scenario Planning, Transportation Policy and Investment Dialogue

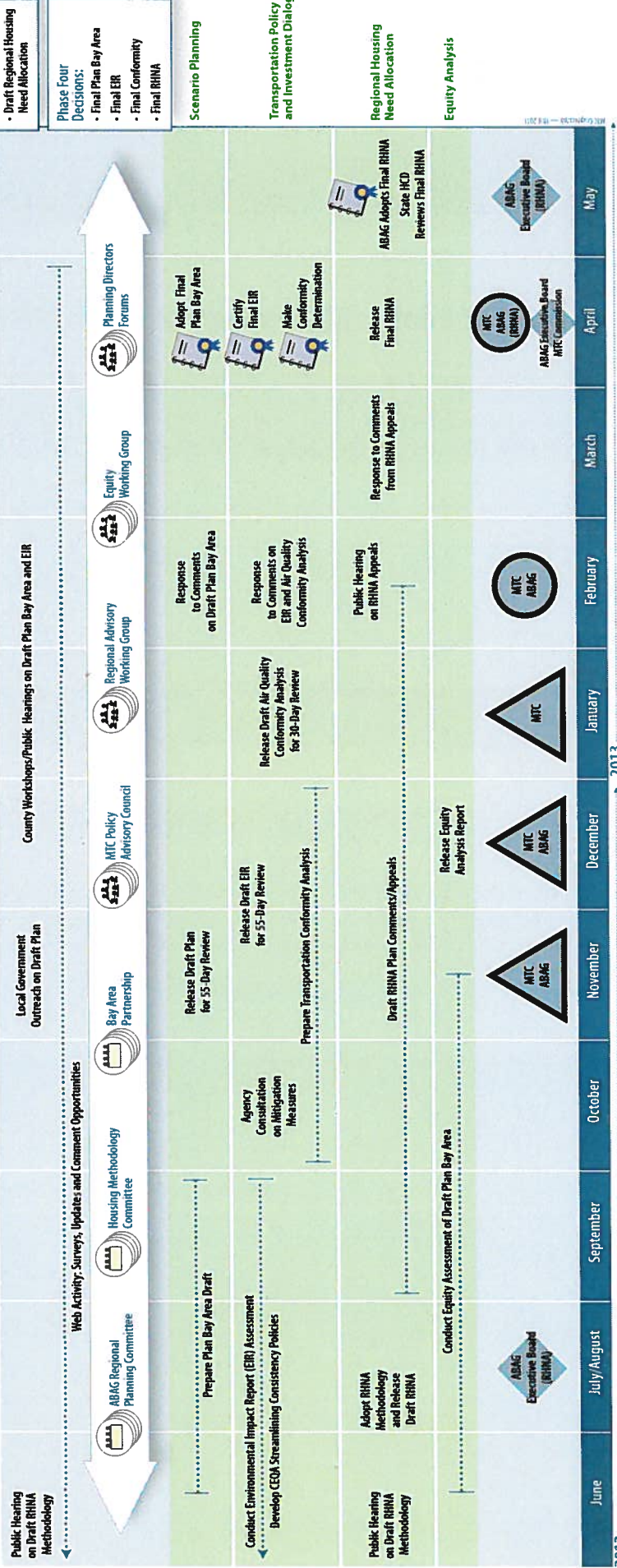


Plan Bay Area Planning Process: Phases 3 & 4 Details for 2012-2013*

Revised October 2011

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

Phase 4: Plan Adoption



*Subject to change

Policy Board Actions

Meeting for Discussion/ Public Comment

Document Release

JOINT document release by MTC-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

Calendar - City Council TEP Presentations

February 2012

Confirmed City Council Date	Proposed City Council Date	Meeting Time	Jurisdiction	Notes
2/7/2012		7:00 PM	City of Fremont	
2/13/2012		7:00 PM	City of Livermore	
2/14/2012		7:00 PM	City of Union City	
2/21/2012		7:00 PM	City of Hayward	
2/21/2012		7:00 PM	City of Emeryville	
2/28/2012		10:30 AM	City of Oakland - <i>Public Works Committee</i>	

March 2012

Confirmed City Council Date	Proposed City Council Date	Meeting Time	Jurisdiction	Notes
3/5/2012		7:00 PM	City of San Leandro	
3/6/2012		5:30 PM	City of Oakland	
	3/19/2012	7:30 PM	City of Piedmont	The clerk would like to wait until the new mayor is in place on February 21, 2012 before scheduling.
3/20/2012		7:00 PM	City of Alameda	
3/27/2012		10:00 AM	Board of Supervisors	

April 2012

Confirmed City Council Date	Proposed City Council Date	Meeting Time	Jurisdiction	Notes
4/2/2012		7:30 PM	City of Albany	
4/3/2012		7:00 PM	City of Dublin	
4/11/2012		5:00 PM	AC Transit	
4/12/2012		7:30 PM	City of Newark	
4/17/2012		7:00 PM	City of Pleasanton	
4/26/2012		9:00 AM	BART	

May 2012

Confirmed City Council Date	Proposed City Council Date	Meeting Time	Jurisdiction	Notes
5/1/2012		7:00 PM	City of Berkeley	

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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 at (510) 208-7469.

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