



DATE: March 18, 2019

TO: Paratransit Advisory and Planning Committee

FROM: Krystle Pasco, Assistant Program Analyst
Kate Lefkowitz, Associate Transportation Planner

SUBJECT: FY 2019-20 Paratransit Program Plan Review

Recommendation

PAPCO members will be asked to volunteer for appointments to the Program Plan Review subcommittees.

Summary

At the PAPCO meeting on March 25, 2019, members will be asked to volunteer for appointments to the Program Plan Review subcommittees. The subcommittees are scheduled to take place on Monday, April 22, 2019.

Background

Program Plan Review is a primary PAPCO responsibility that is assigned by the Commission. Article 2.3.1 of the Bylaws describe PAPCO's program plan responsibilities as the following: *"Review performance data of mandated and non-mandated services, including cost-effectiveness and adequacy of service levels, with the objective of creating a more cost-efficient, productive and effective service network through better communication and collaboration of service providers. In this capacity, the Committee may identify and recommend to the Alameda CTC*

alternative approaches that will improve special transportation service in Alameda County."

This year, PAPCO will be responsible for reviewing Measure B and BB Direct Local Distribution (DLD) funded paratransit programs totaling over \$26.2 million dollars. The Program Plan Review process will also incorporate a review of unspent fund balances and notable trends in revenues and expenditures. Program Plan Review consists of five subcommittees held over one day, and members can be appointed to one or more of these subcommittees. The subcommittees are primarily planning area focused and includes a separate subcommittee for East Bay Paratransit.

Subcommittee Selection Process

All subcommittees have a minimum membership of 3 members and a maximum of quorum (currently 10). The Chair will ask for volunteers and work with staff to appoint members, who will later be notified of their appointments via email, mail, or telephone. Any members not appointed may still attend the subcommittee meetings as audience members and participate in the discussion, but cannot vote or receive a per diem. Members are asked to complete the FY 2019-20 Program Plan Review Subcommittee Volunteer Form (Attachment A) to help the Chair and staff make appropriate appointments. The FY 2019-20 Program Plan Review schedule is also attached for reference (Attachment B).

Responsibilities

All PAPCO members that are appointed to these subcommittees will be requested to review the program plan materials sent prior to the meeting(s), attend the meeting(s), and work cooperatively with other members to develop recommendations. Accessible materials can be arranged for any member upon request.

Per Diem

The Program Plan Review subcommittees are identified in the PAPCO Bylaws as standing subcommittees, therefore, appointed PAPCO members are eligible to receive a per diem.

Fiscal Impact: Upon approval by PAPCO in June, the programming of Measure B and BB paratransit DLD funds will be presented to the Commission in late spring 2019. The funds will also be included in the agency's FY 2019-20 budget.

Attachments:

- A. FY 2019-20 Program Plan Review Subcommittee Volunteer Form
- B. FY 2019-20 Program Plan Review Schedule

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FY 2019-20 Program Plan Review Subcommittee Volunteer Form

Member Name: _____

I would like to be appointed to at least one of the Program Plan Subcommittees on Monday, April 22nd.

Yes No

Availability (select one):

- I am available all day.
 I am available all morning.
 I am available all afternoon.
 I am only available during the following times:

- | | |
|---|--|
| <input type="checkbox"/> 9:30 – 10:55 p.m. | <p>South County Subcommittee</p> <ul style="list-style-type: none"> • Cities of Fremont, Newark, and Union City |
| <input type="checkbox"/> 11:05 – 12:05 p.m. | <p>East Bay Paratransit Subcommittee</p> |
| <input type="checkbox"/> 12:20 – 1:20 p.m. | <p>East County Subcommittee</p> <ul style="list-style-type: none"> • LAVTA and City of Pleasanton |
| <input type="checkbox"/> 1:30 – 3:20 p.m. | <p>North County Subcommittee</p> <ul style="list-style-type: none"> • Cities of Alameda, Albany, Berkeley, Emeryville, and Oakland |
| <input type="checkbox"/> 3:40 – 4:45 p.m. | <p>Central County Subcommittee</p> <ul style="list-style-type: none"> • Cities of Hayward and San Leandro |

Materials:

- I would like my materials in a booklet.
 I would like my materials electronically.

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Paratransit Program Plan Review Subcommittee
Meeting Schedule
Monday, April 22, 2019

5.2B

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Abbreviated Schedule

9:30 – 9:35 a.m.	5 min	Welcome and Introductions
9:35 – 10:55 a.m.	1 hr, 20 min	South County Subcommittee
10:55 – 11:05 a.m.	10 min	Transition
11:05 – 12:05 p.m.	1 hr	East Bay Paratransit Subcommittee
12:05 – 12:20 p.m.	15 min	Transition and Lunch
12:20 – 1:20 p.m.	1 hr	East County Subcommittee
1:20 – 1:30 p.m.	10 min	Transition
1:30 – 3:20 p.m.	1 hr, 50 min	North County Subcommittee
3:20 – 3:40 p.m.	20 min	Transition
3:40 – 4:40 p.m.	1 hr	Central County Subcommittee
4:40 – 4:45 p.m.	5 min	Wrap Up
4:45 p.m.		Adjournment

Full Schedule

9:30 – 9:35 a.m.	5 min	Welcome and Introductions
South County Subcommittee		
9:35 – 9:40 a.m.	5 min	Program Plan Review Overview
9:40 – 9:45 a.m.	5 min	Public Comment
9:45 – 9:50 a.m.	5 min	Staff Summary
9:50 – 10:00 a.m.	10 min	City of Fremont
10:00 – 10:05 a.m.	5 min	Staff Summary
10:05 – 10:15 a.m.	10 min	City of Newark
10:15 – 10:20 a.m.	5 min	Staff Summary
10:20 – 10:30 a.m.	10 min	City of Union City
10:30 – 10:50 a.m.	20 min	Q&A

10:50 – 10:55 a.m.	5 min	Motion
10:55 – 11:05 a.m.	10 min	Transition

East Bay Paratransit Subcommittee

11:05 – 11:10 a.m.	5 min	Program Plan Review Overview
11:10 – 11:15 a.m.	5 min	Public Comment
11:15 – 11:20 a.m.	5 min	Staff Summary
11:20 – 11:30 a.m.	10 min	East Bay Paratransit
11:30 – 12:00 p.m.	30 min	Q&A
12:00 – 12:05 p.m.	5 min	Motion
12:05 – 12:20 p.m.	15 min	Transition and Lunch

East County Subcommittee

12:20 – 12:25 p.m.	5 min	Program Plan Review Overview
12:25 – 12:30 p.m.	5 min	Public Comment
12:30 – 12:35 p.m.	5 min	Staff Summary
12:35 – 12:45 p.m.	10 min	LAVTA
12:45 – 12:50 p.m.	5 min	Staff Summary
12:50 – 1:00 p.m.	10 min	City of Pleasanton
1:00 – 1:15 p.m.	15 min	Q&A
1:15 – 1:20 p.m.	5 min	Motion
1:20 – 1:30 p.m.	10 min	Transition

North County Subcommittee

1:30 – 1:35 p.m.	5 min	Program Plan Review Overview
1:35 – 1:40 p.m.	5 min	Public Comment
1:40 – 1:45 p.m.	5 min	Staff Summary
1:45 – 1:55 p.m.	10 min	City of Alameda
1:55 – 2:00 p.m.	5 min	Staff Summary
2:00 – 2:10 p.m.	10 min	City of Albany
2:10 – 2:15 p.m.	5 min	Staff Summary
2:15 – 2:25 p.m.	10 min	City of Berkeley
2:25 – 2:30 p.m.	5 min	Staff Summary

2:30 – 2:40 p.m.	10 min	City of Emeryville
2:40 – 2:45 p.m.	5 min	Staff Summary
2:45– 2:55 p.m.	10 min	City of Oakland
2:55 – 3:15 p.m.	20 min	Q&A
3:15 – 3:20 p.m.	5 min	Motion
3:20 – 3:40 p.m.	20 min	Transition

Central County Subcommittee

3:40 – 3:45 p.m.	5 min	Program Plan Review Overview
3:45 – 3:50 p.m.	5 min	Public Comment
3:50 – 3:55 p.m.	5 min	Staff Summary
3:55 – 4:05 p.m.	10 min	City of Hayward
4:05 – 4:10 p.m.	5 min	Staff Summary
4:10 – 4:20 p.m.	10 min	City of San Leandro
4:20 – 4:35 p.m.	15 min	Q&A
4:35 – 4:40 p.m.	5 min	Motion
4:40 – 4:45 p.m.	5 min	Wrap Up
4:45 p.m.		Adjournment

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