TO: BOARD OF DIRECTORS
THROUGH: PHILLIP A. WASHINGTON
CHIEF EXECUTIVE OFFICER

FROM: THERESE MCMILLAN
CHIEF PLANNING OFFICER

SUBJECT: POLICY ADVISORY COUNCIL FIRST-YEAR
ACCOMPLISHMENTS AND UPDATE

ISSUE
The Policy Advisory Council (PAC) was initiated in April 2017 and this is a report on
their first-year activities. A new meeting schedule and new membership configuration
to respond to the formation of the Arroyo Verdugo Communities Joint Powers Authority
is described in this report for the Board’s information.

DISCUSSION
The PAC was established in 2017 to provide insight and input on the Measure M Master
Guidelines document and the Long Range Transportation Plan (LRTP). The first official
PAC meeting occurred on April 5, 2017. The accomplishments and topics considered
by the PAC in its first year are included in Attachment A.

The PAC ensures an equal, representative voice for the following constituencies:
transportation consumers; transportation providers; and local jurisdictions. These
categories represent: those who use or are impacted by our complex transport system;
those who supply or regulate transportation infrastructure and services; and public
entities accountable to the needs of both consumer and provider constituencies.

PAC Meeting Schedule
PAC has met monthly their first year, with the exception of being dark in August 2017.
In addition, many representatives have participated in a variety of working group and
other outreach efforts. Based on feedback from the PAC regarding schedules and
agenda requests, the PAC will now meet quarterly, starting in June 2018. In between
the quarterly meetings, PAC representatives will continue to be offered topic-specific
working group meetings.

PAC Membership Changes
Another change pending for the PAC is an expansion of its membership. One reason
for this change is the creation of an Arroyo Verdugo Communities Joint Powers
Authority (AVCJPA) in 2018, which requested to be included in the PAC as an
additional jurisdiction category member. Another request is an expansion of the Elderly/Disabled representation in the consumers group to be split into two distinct representative seats: Older Adults and Individuals with Disabilities. The additional seat in the provider category would be for a public health representation. This health provider seat is being included because of the important role transportation plays on wellness, not only from an access to healthcare point of view, but also as it relates to contributing to healthy environment opportunities. Further, public health providers are appropriate partners to ensure that the transit-dependent have sufficient access to essential services. The result of these changes increases the PAC primary membership from 27 to 30. See Attachment B for pending changes.

NEXT STEPS
The next quarterly PAC meeting is on September 11, 2018. At that meeting the PAC will discuss appointing officers for the year, an updated work plan with any proposed changes, and other related topics. The revised membership structure would commence in September.

ATTACHMENTS
Attachment A – Policy Advisory Council First-Year Accomplishments
Attachment B – Policy Advisory Council New Membership Structure
Policy Advisory Council (PAC) First Year Accomplishments
Los Angeles County Metropolitan Transportation Authority

April 2018

Introduction

The Metro Policy Advisory Council (PAC) was established in early 2017 to review, comment, and provide input on the draft Measure M Guidelines (Guidelines), the Long Range Transportation Plan (LRTP), and other work plans and policy areas that the Metro PAC may request.

To ensure a balanced, representative voice of all constituencies in Los Angeles County, the PAC is comprised of transportation consumers, transportation providers, and jurisdictions with nine representatives each. In total, there are 27 representatives and 25 alternates on the PAC (52 total). Three members were selected to serve as officers to oversee the meetings. Each officer represents one of the three membership categories. For information on the roles and responsibilities of PAC representatives and a list of the current members, please visit https://www.metro.net/about/pac/.

Year 1 Accomplishments

The Metro PAC met 13 times since its inception last year. They have reviewed and discussed a variety of topics, ranging from the Measure M - Multi-Year Subregional Program (MSP) Guidelines to the Metro Equity Platform¹. The PAC also formed working group of members who met with Metro staff to provide detailed discussion and comments on the Measure M MSP Guidelines and Transit Oriented Communities (TOC) Policy. Below are some of the major accomplishments from the first year:

1. The Multi-Year Subregional Plan (MSP) Administrative Guidelines
2. The Measure M Administrative Guidelines
3. Transit Oriented Communities Working Committee input on non Board-adopted TOC policy
4. Reviewed and Commented on Draft Topical Framing Paper Outlines for the LRTP:
   a. Sustainability
   b. Highways and Parking
   c. Active Transportation
   d. Public Private Partnerships (P3)
   e. Travel Demand Management (TDM) & shared Mobility
   f. Goods Movement
5. Reviewed the Draft Metro Equity Platform
6. Participated in PAC Academy Courses
   i. Key State & Federal Regulations
   ii. Transp. Funding & Finance
   iii. Metro Project Delivery
   iv. Transit Operations & State of Good Repair

¹ See Appendix A
Appendix A

PAC Meeting Agenda Items

I. Thursday, February 2, 2017 – Measure M Policy Advisory Council Information Meeting
   1. Welcome
   2. Purpose and Contribution of the Policy Advisory Council
   3. Overview of Measure M and the Long Range Transportation Plan
   4. Role and Responsibilities of the Council Members
   5. PAC Officer Nomination Process
   6. Conclusion – Why Your Voices Are Important!
   7. Q & A

II. Wednesday, April 5, 2017 – Metro PAC April 2017 Meeting
   1. Welcome and Introductions – Therese McMillan, Chief Planning Officer
   2. Overview
      a. Roles and Responsibilities of the PAC
      b. Measure M Ordinance: Key Components
      c. Measure M Master Guidelines
   3. Discussion of Measure M - MSP Guidelines
   4. Public Comments
   5. Upcoming Meetings, Miscellaneous

III. Tuesday, May 2, 2017 – Metro PAC May 2017 Meeting
   1. Welcome Remarks
   2. Presentation of Key Issues by Officers
   3. Presentation of Survey Findings
   4. Breakout Sessions on MSP Guidelines
   5. Summary of Findings from Breakout Sessions and Next Steps
   6. Public Comment

IV. Tuesday, June 6, 2017 – Metro PAC June 2017 Meeting
   1. Welcome Remarks
   2. Revised Draft Measure M Guidelines and Responses to Comments
   3. Breakout Discussion by Constituency
   4. Summary of Findings from Breakout Discussions and Next Steps
   5. Final Comments, Future Business
   6. Public Comment

V. Tuesday, July 11, 2017 – Metro PAC July 2017 Meeting
   1. Introductions
   2. PAC Business and Minutes
      a. Adoption of 6/6/17 meeting minutes
      b. Election of officers
      c. 2017-2018 meeting schedule
      d. Work Plan – Administrative Procedures, LRTP, Other Items
   3. Measure M Guidelines
      a. Board Action – Attachment E
      b. Measure M administrative procedures
c. PAC subcommittee appointments and assignments
d. PAC Discussion Q/A

4. Break
5. LRTP Update
   a. Existing 2009 LRTP
   b. Conceptual approach to update
   c. Equity
6. LRTP Next Steps
   a. Scope of work/conceptual outline
   b. LRTP meeting and topics schedule
7. PAC Questions and Discussion
8. Strategic Plan Introduction from Office of Extraordinary Innovation

VI. Tuesday, September 12, 2017 – Metro PAC September 2017 Meeting
1. PAC Business and Minutes
2. PAC FY18 Work Plan
   a. Measure M Administrative Procedures
   b. LRTP
3. Administrative Procedures
   a. Identify working groups for MSP sub-topics
   b. Breakout into mixed groups for MSP discussion
   c. Reconvene and group report-outs
4. Next Steps and Adjournment

VII. Tuesday, October 3, 2018 – Metro PAC October 2017 Meeting
1. PAC Business and Minutes
2. Follow-up Discussion Work Plan
3. Sign-up sheet for policy paper discussions
4. LRTP
   a. Financial Forecast
   b. PAC Priorities for LRTP Discussions
   c. Acceleration/Deceleration
5. Measure M (60 min.)
   a. MSP 5-year Fund estimates
   b. Performance Metrics
   c. Community Engagement
6. Next Steps and Closing Remarks

VIII. Tuesday, November 7, 2017 – Metro PAC November Meeting
1. PAC Business and Minutes
2. MSP Administrative Guidelines
   • Overall Status/Update
   • Public Participation
   • Performance Metrics
   • Visionary Seed Funding
3. LRTP
   • Public Participation Plan
   • Upcoming LRTP items
   • Acceleration/Deceleration
IX. Tuesday, December 5, 2017 – Metro PAC December 2017 Meeting

1. PAC Business and Minutes
2. Measure M Administrative Guidelines
   a. Overall Status/Update
   b. MSP Administration
   c. Visionary Seed Funding
   d. 3% Local Contribution
   e. Next Steps/Remaining Work
3. LRTP
   a. Upcoming December LRTP items via forthcoming PAC Boxes
   b. Planning and Programming Committee Receive and File of Public Participation Plan

X. Tuesday, January 9, 2018 – Metro PAC January 2018 Meeting

1. PAC Business and Minutes
2. Measure M Administrative Guidelines
   a. Overall Status/Update
      i. MSP Administration
      ii. Other
   b. New Draft Administrative Procedures (June 2018 Completion)
      i. 2% Transit System Connectivity
      ii. 2% ATP
      iii. Street Car/Circulator
3. LRTP Policy Paper Outlines Intro
   a. Transit Oriented Communities (TOC)
   b. Public Private Partnerships (P3)
   c. Travel Demand Management (TDM) & Shared Mobility
   d. Goods Movement
4. Public Comment
5. Break-out Sessions by Policy Topic
   a. TOC
   b. P3
   c. TDM & Shared Mobility
   d. Goods Movement
6. Break-out Session Reports
7. Low Income Fare is Easy (LIFE) Program
8. SB-1 Status Report
9. Next Steps

XI. Tuesday, February 6, 2018 - Metro PAC February 2018 Meetings

1. PAC Business and Minutes
   a. Attendance
   b. March 13th Meeting Reminder
2. Transit Oriented Communities Working Committee Update
3. Equity Platform:
   a. Overview presentation
   b. Questions & Answers
   c. Breakout sessions
   d. Reports back
4. PAC Announcements
   a. PAC Academy (proposed courses)
1. Transp. Funding & Finance
2. Key State & Federal Regulations
3. Transit Operations & State of Good Repair
4. Metro Project Delivery
5. Interagency Partners (Who does what, e.g., TOC)

   c. Workshop MSP Admin. Procedures Implementation

5. Public Comment

XII. Tuesday, March 13, 2018 – Metro PAC March 2018 Meeting

1. PAC Business and Minutes
2. Transit Oriented Communities Working Committee Update
3. Measure M ATP 2% Admin. Procedures
4. Equity: (45 min)
   a. USC PERE Presentation: Measures Matter
   b. Q and A
5. PAC Announcements
   a. Upcoming PAC Academy Course
      i. Metro Project Delivery (March 14th, 1pm)
      ii. Transit Operations & State of Good Repair (April 10th, 9am)
      iii. Interagency Partners (Who does what, e.g., TOC – April 18th, 9am)
   b. Workshop MSP Admin. Procedures Implementation (March 22nd, 2pm)
6. Public Comment

XIII. Tuesday, April 3, 2018 – Metro PAC April 2018 Meeting

1. PAC Business and Minutes
2. Transit Oriented Communities Policy
   a. Working Committee Update
   b. Discussion: Key Questions
3. Equity Platform: Next Steps
4. Metro FY 2019 Budget Presentation
5. NextGen Busy Study Presentation
7. PAC Structure Reform and Approach – introductory discussion
8. PAC Announcements
   a. Telephone Town Hall – FY2019 Budget and NextGen Bus Study
   b. MSP 2% Working Group (April 5th, 9am)
   c. Upcoming PAC Academy Courses
      i. Transit Operation & State of Good Repair (April 10th, 9am)
      ii. Interagency Partners (Canceled)
9. Public Comment
## New Policy Advisory Council Membership Structure

<table>
<thead>
<tr>
<th>CONSUMERS</th>
<th>PROVIDERS</th>
<th>JURISDICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAC Chair</td>
<td>Transit Munis</td>
<td>County of LA</td>
</tr>
<tr>
<td>Students</td>
<td>CalTrans</td>
<td>City of LA</td>
</tr>
<tr>
<td>Enviro/Social Equity</td>
<td>Metrolink</td>
<td>San Gabriel COG</td>
</tr>
<tr>
<td>Enviro/Social Equity</td>
<td>Access Services</td>
<td>San Fernando Valley COG</td>
</tr>
<tr>
<td>Enviro/Social Equity</td>
<td>Ports</td>
<td>Gateway COG</td>
</tr>
<tr>
<td>Business</td>
<td>Airports</td>
<td>South Bay COG</td>
</tr>
<tr>
<td>Small Business Assn.</td>
<td>Federal</td>
<td>North County COG</td>
</tr>
<tr>
<td>Labor (Non-Metro)</td>
<td>Auto Club</td>
<td>Westside Cities COG</td>
</tr>
<tr>
<td>Older Adults*</td>
<td>Bike/Pedestrian</td>
<td></td>
</tr>
<tr>
<td>Elderly/Disabled</td>
<td>Infrastructure &amp; Programs</td>
<td>Las Virgenes/Malibu COG</td>
</tr>
<tr>
<td>Individuals with</td>
<td>Public Health*</td>
<td>Arroyo Verdugo COG*</td>
</tr>
<tr>
<td>Disabilities*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Changes/additions to the Policy Advisory Council membership*
## TOC Implementation Plan & Metrics - Development and Coordination Process

<table>
<thead>
<tr>
<th>Document</th>
<th>Core Function</th>
<th>Role of TOC PAC Working Group</th>
<th>Starting</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRTP Framework Paper</td>
<td>Will define the key TOC questions Metro should be asking and answering in the long term planning, delivery and operations of a multi-modal transit network. These questions/answers should tie directly to what data/metrics we are collecting for the TOC Implementation Plan</td>
<td>Finalize the questions, review draft and final LRTP Framework Paper</td>
<td>Jul-18</td>
<td>Dec-18</td>
</tr>
<tr>
<td>LRTP - Equity Module and Equity Performance Measures</td>
<td>This process will be developed through a PAC working group to define the &quot;Equity Gap&quot; which will lead to equity performance measures and implementation planning for the LRTP. This broader definition of the equity gap and related equity measures should inform TOC Metrics (TOC will be a large subset of this broader equity gap definition)</td>
<td>Considering engaging with the Equity Performance Measures PAC Working Group, otherwise Metro staff will share progress with TOC Working Group</td>
<td>Jul-18</td>
<td>Mar-19</td>
</tr>
<tr>
<td>TOC Metrics</td>
<td>Informed by TOC Policy, LRTP and Equity Performance Measures, and TOC LRTP Framework Paper, develop a core set of TOC metrics in two parts: (1) what Metro does directly, ie Joint Development, F/L mile plans, etc and (2) where Metro can enable/incentivize jurisdictions that we serve. Metrics to be rolled into the draft and final LRTP Equity Performance Measures presented to the Board in Spring 2019</td>
<td>Work with Metro staff and consultants to develop metrics</td>
<td>18-Nov</td>
<td>Mar-19</td>
</tr>
<tr>
<td>TOC Implementation Plan</td>
<td>Based on the TOC metrics, TOC Policy and LRTP TOC Framework Paper, develop the TOC Implementation Plan</td>
<td>Work with Metro staff to develop Implementation Plan</td>
<td>Mar-19</td>
<td>July 2019 (could be sooner or later, we have through Dec 2019)</td>
</tr>
<tr>
<td>TOC Annual Report</td>
<td>Develop the first TOC Annual Report, which will become the format for future reports</td>
<td>Review draft report</td>
<td>May-19</td>
<td>Aug-19</td>
</tr>
</tbody>
</table>
### TOC Implementation Plan & Metrics - Development and Coordination Timeline

<table>
<thead>
<tr>
<th>Document Development</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug</td>
<td></td>
</tr>
<tr>
<td>LRTP Framework Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LRTP - Equity Module and Equity Performance Metrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOC Metrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOC Implementation Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOC Annual Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>