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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 - s
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)

- i. Transp. Funding & Finance
 - ii. Key State & Federal Regulations
 - iii. Transit Operations & State of Good Repair
 - iv. Metro Project Delivery
 - v. Interagency Partners (Who does what, e.g., TOC)
 - b. Status: Meas. M Admin. Procedures
 - 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 Bus Study Presentation
- 6. Long Range Plan – Orientation & Context Module Outline
- 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

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

** Changes/additions to the Policy Advisory Council membership*

TOC Implementation Plan & Metrics - Development and Coordination Process

Document	Core Function	Role of TOC PAC Working Group	Starting	Completed By
L RTP Framework Paper	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	Finalize the questions, review draft and final L RTP Framework Paper	Jul-18	Dec-18
L RTP - Equity Module and Equity Performance Measures	This process will be developed through a PAC working group to define the "Equity Gap" which will lead to equity performance measures and implementation planning for the L RTP. 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)	Considering engaging with the Equity Performance Measures PAC Working Group, otherwise Metro staff will share progress with TOC Working Group	Jul-18	Mar-19
TOC Metrics	Informed by TOC Policy, L RTP and Equity Performance Measures, and TOC L RTP 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 L RTP Equity Performance Measures presented to the Board in Spring 2019	Work with Metro staff and consultants to develop metrics	18-Nov	Mar-19
TOC Implementation Plan	Based on the TOC metrics, TOC Policy and L RTP TOC Framework Paper, develop the TOC Implementation Plan	Work with Metro staff to develop Implementation Plan	Mar-19	July 2019 (could be sooner or later, we have through Dec 2019)
TOC Annual Report	Develop the first TOC Annual Report, which will become the format for future reports	Review draft report	May-19	Aug-19

TOC Implementation Plan & Metrics - Development and Coordination Timeline

	2018					2019							
Document Development	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
LRTP Framework Paper													
LRTP - Equity Module and Equity Performance Metrics													
TOC Metrics													
TOC Implementation Plan													
TOC Annual Report													