

access

PLANNING AND DEVELOPMENT COMMITTEE

Monday, January 23, 2023

12:30 p.m.

Webinar

Committee Members: L. Burner, Chair
A. Aguilar
M. Gombert

	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. GENERAL PUBLIC COMMENT	INFORMATION
3. CONSIDERATION TO APPROVE DIVERSITY, EQUITY AND INCLUSION RESOLUTION (page 5)	ACTION
4. CONSIDERATION TO APPROVE FY22 AUDIT (page 8)	ACTION
5. BUDGET UPDATE	PRESENTATION
6. CONSIDERATION TO APPROVE FY23 BUDGET AMENDMENT (page 9)	ACTION
7. CONSIDERATION TO APPROVE FY24 FUNDING REQUEST (page 11)	ACTION
8. ADJOURNMENT	ACTION

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three

(3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board committee meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board committee both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board committee members by staff or Board committee members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board committee during a Board committee meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon and (3) during the time allotted for general public comment. The exercise of the right to address the Board committee is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be further limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board committee cannot and will not respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the Board committee may direct staff to investigate and/or schedule certain matters for consideration at a future Board committee meeting and staff may respond to all public comments in writing prior to the next Board committee meeting.

Commitment to Civility

To assure civility in its public meetings, staff and the public are also encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. To achieve compliance with these Rules, Directors, staff, and the public are encouraged to:

- Create an atmosphere of respect and civility where Directors, staff, and the public are free to express their ideas;
- Establish and maintain a cordial and respectful atmosphere during discussions;
- Foster meaningful dialogue free of personal attacks;

- Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the Board;
- Recognize that it is sometimes difficult to speak at Board meetings, and out of respect for each person's feelings, allow others to have their say without comment, including booing, whistling or clapping; and
- Adhere to speaking time limit.

Alternative accessible formats are available upon request.

***NOTE**

NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, Board committee members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - board@accessla.org or 2) via US Postal mail by addressing it to - Access Services Board Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the correspondence. Comments must be submitted/received no later than 9:00 am on Monday, January 23, 2023 so they can be read into the record as appropriate.

The public may also participate via the Zoom webinar link, or by teleconference. Please review the procedures to do so as follows -

How to Provide Public Comment in a Board Meeting via Zoom

Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html. Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, or Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - <https://us06web.zoom.us/j/82793201677>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the Committee Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause audio feedback.
4. Please note that the "Chat" feature is an accessibility tool for comments on items by committee members and the general public attendees who need to use this tool. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any

point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown on video.

By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at:
https://accessla.org/news_and_events/agendas.html
2. You can also call in using the following information -
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1 253 205 0468
or +1 253 215 8782 or +1 346 248 7799 or +1 305 224 1968 or +1 309 205 3325
or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847
or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099
or +1 301 715 8592 or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833
548 0282 (Toll Free) or 877 853 5247 (Toll Free)
Webinar ID: 827 9320 1677
3. When the Committee Chair calls for the item on which you wish to speak, press *9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.
4. If you cannot use the "raise hand" feature, the please submit a written comment as outlined above.
5. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

JANUARY 17, 2023

TO: BOARD OF DIRECTORS

**FROM: ALVINA NARAYAN, MANAGER OF TRAINING AND COMPLIANCE
MATTHEW AVANCENA, DIRECTOR OF PLANNING & COORDINATION**

**RE: CONSIDERATION TO APPROVE DIVERSITY, EQUITY AND INCLUSION
RESOLUTION**

ISSUE:

At the request of the Board, staff has developed a draft Board Resolution on Diversity, Equity and Inclusion (DEI). Staff is seeking Planning and Development Committee feedback and approval of the DEI Resolution.

RECOMMENDATION:

Approve the attached Board Resolution on Diversity, Equity and Inclusion.

IMPACT ON BUDGET:

There is no impact on the budget.

BACKGROUND:

In October 2021 the Board of Directors approved and adopted the agency's first Diversity, Equity and Inclusion Plan. To further this commitment, the Board of Directors requested that Access staff develop a Board Resolution for Diversity, Equity and Inclusion to serve as a formal commitment to DEI principles.

DRAFT Board Resolution: Diversity, Equity and Inclusion

Whereas, as the governing body of Access Services, which provides ADA Complementary Paratransit Service in Los Angeles County, we are both responsible for ensuring compliance with the law and advancing equal opportunity, diversity, equity, and inclusion for the customers and agency we serve;

Whereas, it is our role as Board members to serve as stewards of an integrated and inclusive transportation system that provides superior ADA Complementary Paratransit service for people with disabilities to help them be full participants in society;

Whereas, in our roles as Board members, we must listen and learn from the community we serve to bring the importance of transit equity, inclusion and diversity to the forefront;

Whereas, we are committed to advancing diversity, equity and inclusion within our agency such that our workforce is representative of the communities we serve;

Now, therefore, be it resolved, that we, the Board of Directors of Access Services, hold ourselves accountable for engaging in the vital work of advancing diversity, equity and inclusion as individuals and as an agency;

Resolved, that we pledge to approach these efforts with humility, introspection, and respect, being mindful of the importance of listening to and learning from those we serve.

We understand that these measures depend on collaboration with all relevant stakeholders, including government, transportation partners, and the communities we serve. We pledge to continue to collaborate closely with national, state, and regional organizations focused on these issues;

Resolved, that our efforts to address Diversity, Equity and Inclusion in ADA Complementary Paratransit in Los Angeles County will include, but are not limited to:

1. Strengthening our commitment to our community and the values in the Civil Rights Act of 1964 and associated statutes, seeking to protect all people from discrimination based on race, color, religion, sex, sexual orientation, national origin, disability, or age, and seeking to advance those goals in the delivery of our programs and services, working with our business partners and community.
2. Renew our unwavering commitment to the Americans with Disabilities Act (ADA) civil rights law for people with disabilities.

3. Enhancing decision-making processes focused on advancing and incorporating diversity, equity and inclusion in all aspects of transportation, including, but not limited to policy development, project and program delivery, environmental justice, or in other areas, through robust public engagement processes, especially in historically underserved communities.
4. Assessing and improving contracting and procurement practices to remove barriers and create and advocate for equitable opportunities and maximum participation for minority individuals, veterans, people with disabilities, small businesses and Minority, Women and Disadvantaged Business Enterprises. Develop and implement opportunities for Disadvantaged Business Enterprises and Small Business Enterprises including other diverse businesses so that they may participate in the economic benefits derived from transportation investments.
5. Informing decision makers about the importance of equitable transportation appropriations for the benefit of all communities we serve, particularly the impacts to historically underserved and underrepresented communities.
6. Implement initiatives and efforts to continue diversifying the transportation industry workforce and engaging underrepresented groups. Create additional strategies to enhance recruitment, hiring, promotion, training, leadership development, and retention of and support for a workforce at all levels that reflects the communities we serve.
7. Ensuring staff are provided workforce development and other training opportunities to develop competencies and create accountability for promoting equity, diversity, and inclusion.

Adopted by the Access Services Board of Directors on XX February 2023

JANUARY 17, 2023

TO: BOARD OF DIRECTORS
FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR
RE: CONSIDERATION TO APPROVE FY22 AUDIT

ISSUE:

Access is required to conduct an annual audit of its financial records and present its findings to the Audit Committee. During the recent Board reorganization, the duties of the Audit Committee were assigned to the Planning and Development Committee.

RECOMMENDATION:

Approve the results of the audit conducted by BPM as presented in their audit dated January 18, 2023, which will be finalized at the end of January.

IMPACT ON BUDGET:

None.

ALTERNATIVES CONSIDERED:

No alternatives were considered, as an independent annual audit must be conducted.

BACKGROUND:

Access is required to conduct an independent audit annually. In addition, because Access receives federal funding, an additional audit titled the Single Audit, specifically targeted to audit Federal funding, is required. BPM was selected several years ago to perform audit services, including the Single Audit required for federal purposes.

BPM began the audit process in August 2022 and will finalize the audit in January 2023. The BPM audit plan was extensive. The audit plan called for meetings with staff, testing of functional expenses, journal entries as well as other compliance testing. BPM has made no findings or recommendations in these audits. The audit document is available for review as Attachment A.

JANUARY 17, 2023

TO: BOARD OF DIRECTORS

**FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION
HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR**

RE: CONSIDERATION TO APPROVE FY2022/23 BUDGET AMENDMENT

ISSUE:

Board approval is required for a budget amendment to accommodate the purchase and development of real estate in the Antelope Valley region.

RECOMMENDATION:

Authorize the increase of \$3,000,000 in the capital budget from \$33,782,327 to \$36,782,327.

IMPACT ON BUDGET:

The funds for the capital adjustment will be transferred from the Facilities Development and Construction Fund. The overall budget for FY23 will also increase to \$254,874,890.

ALTERNATIVES CONSIDERED:

None. The funds requested will support contracts that are necessary for the due diligence inspection in escrow along with the expected award of architectural and engineering contracts in FY23.

BACKGROUND:

With the exception of its leased eligibility facilities, Access Services relies on its contractors to provide suitable operating facilities to perform ADA paratransit services. While this has generally worked for the Agency since its inception, staff believes, for both economic and operational reasons, that the Agency must control, and ideally own, its own operating facilities to ensure that quality, consistent ADA paratransit services are provided over the coming decades.

In April 2022, the Board established a Facilities Development and Construction Fund and set aside funds for the purpose of developing and constructing operating facilities.

Subsequently, staff identified real property in the Antelope Valley for this purpose and received approval from the Board in November 2022 to enter into a disposition and development agreement with the City of Lancaster.

Accordingly, funds will need to be used to accommodate expenditures related to the purchase of the real property along with projected contracts to be issued in FY23. As these funds were not part of the approved FY23 budget, Board action is required to amend the budget to reflect these costs.

The expected contracts/expenditures that will begin in FY23 are as follows:

Architectural & Engineering Services: \$1,473,000
Construction Project Management Services: \$750,000
Land Acquisition Costs: \$664,508
Surveys: \$60,000
Other: \$52,492

JANUARY 17, 2023

TO: BOARD OF DIRECTORS
 FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR
 RE: CONSIDERATION TO APPROVE FY24 FUNDING REQUEST

ISSUE:

Access is required to provide an estimate for the Agency's Fiscal Year 2024 (FY24) budget needs to Metro for planning purposes by February 1, 2023.

RECOMMENDATION:

Authorize staff to submit a draft budget request for planning purposes in the amount of \$292,241,678 for FY24 to the Los Angeles County Metropolitan Transportation Authority (Metro).

IMPACT ON BUDGET:

The draft budget is comprised of the following elements (with a short description of each element below the table):

Total Operating Budget	\$249,828,158
Capital Program (Vehicles)	\$ 42,413,520
<i>Capital Program (Construction)</i>	<i>\$ 3,100,000</i>
<i>Capital Program Carry Forward</i>	<i>\$ 32,000,000</i>
Total FY24 Metro Budget Request	\$292,241,678
Total FY24 Budget - Inclusive of Capital Carry Forward	\$327,341,678

Total Operating Budget

The operating budget encompasses all operating expenditures that are usually presented in four (4) categories: Contract Operations and Management, Eligibility Determination, CTSA Function and Administration.

This draft budget is based on last year's HDR forecast for FY24 taken from its long range ridership estimates plus an anticipated increase in ridership of six percent (6%). Please note that the updated ridership forecast for FY24 has not yet been received. Staff anticipates that the draft ridership forecast will be available by mid-January and will revise the draft budget prior to the Access Board meeting scheduled for the month of February.

Capital Program

This portion of the budget is an anticipated request for additional funding to replace the growing number of vehicles that will need to be replaced in the upcoming fiscal year. Current projections indicate that well over half of the fleet will have over 250,000 miles, and an additional 16% of the fleet will be ready for replacement as they are expected to be over 200,000 but less than 250,000 miles. In total, Access should replace about 455 vehicles during FY24 in addition to any vehicles currently on order. Contractually, Access is required to replace most vehicles when they reach 250,000 miles.

Capital Program Carry Forward

This portion of the budget is the anticipated funding currently available for acquisition of vehicles which will likely not be spent by the end of fiscal year 2023. While purchase orders have been issued totaling about 210 units, the delivery of vehicles continues to be delayed due to issues entirely out of the Agency's control. Nonetheless, staff expects to receive between 100-150 vehicles by the end of June 2023. For planning purposes, the carryover amount is listed at the current amount available but will be adjusted and finalized before the final budget is submitted to the Board in June 2023.

ALTERNATIVES CONSIDERED:

No alternatives were considered as funding through the regional planning agency (Metro) is required to meet 100% of the expected demand for ADA transportation in Los Angeles County.

BACKGROUND:

FY 24 Budget Process

Staff has provided passenger demand, and a variety of other key data, to its third-party demand forecast developer, HDR. The resulting ridership demand projection will be utilized to develop a draft budget for next fiscal year (FY24). As discussed above, this budget will be refined in the coming months and brought back to the Board and its committees.