



## Board Report

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**PLANNING AND PROGRAMMING COMMITTEE  
JUNE 17, 2015**

**SUBJECT: FIRST/LAST MILE STRATEGIC PLAN**

**ACTION: RECEIVE AND FILE REPORT ON IMPLEMENTATION OF THE  
FIRST/LAST MILE STRATEGIC PLAN**

**RECOMMENDATION**

RECEIVE AND FILE report on implementation of the **First/Last Mile Strategic Plan**.

**ISSUE**

Metro Board Chair Garcetti requested staff provide an update regarding the implementation of the First/Last Mile Strategic Plan (Plan). This report details progress made to date since the adoption of the Plan.

**DISCUSSION**

Since the April 2014 Metro Board adoption of the First/Last Mile Strategic Plan, staff and local agency partners have made several strides in implementing first/last mile improvements.

**Background**

The Plan was adopted by the Metro Board of Directors in April 2014. The goals of the Plan are to expand the reach of transit through infrastructure improvements, maximize multi-modal benefits and efficiencies, and build on the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and the Metro Countywide Sustainability Planning Policy (CSPP). Based on these goals, the Plan established a planning methodology to identify and correct barriers to accessing transit. Metro staff reported to the Ad Hoc Sustainability Committee in October 2014 regarding proposed implementation concepts (see Attachment A).

**Award Recognition**

Since Board adoption, the Plan has received three awards recognizing the value and benefits of the Plan. In April 2015, the American Planning Association awarded Metro the "National Planning Excellence Award for a Best Practice;" this is the highest planning award in the country for this category. The American Planning Association particularly called out the ease of use of the document, its focus on safety, and its commitment to making Los Angeles County more sustainable. In June 2014, the Los Angeles Chapter of the American Planning Association awarded Metro the Award of

Merit under the Best Planning Practice Category.

In May 2014, Metro was awarded the President's Award at the Southern California Association of Governments (SCAG) Annual Sustainability Awards Ceremony for the First/Last Mile Strategic Plan. This is the highest award SCAG confers upon member jurisdictions and recognized the innovative nature of the Plan as well as its ability to be applied throughout Southern California.

#### Implementation Progress

To date, Metro and our local partners have accomplished the following:

- Secured grant funding for pilot projects at Duarte and Expo/Bundy Metro Rail Stations;
- Secured grant funding to conduct first/last mile planning along the Metro Blue Line;
- Prioritized first/last mile projects in the Call for Projects;
- Developed draft Wayfinding Signage Grant Pilot Program Guidelines for Board consideration;
- Launched the Metro Car Share Pilot Program; and
- Initiated the First/Last Mile Training Program.

#### First/Last Mile Pilot Stations

Staff reported in October 2014 that Duarte and Expo/Bundy pilot station projects were selected for funding in Cycle 1 of the State Active Transportation Program. The Arcadia Station was originally identified for funding in the 2011 Call for Projects and will receive its original funding commitment. Staff is working with Santa Monica City staff to fund the 17<sup>th</sup> Street/Santa Monica City College Station pilot project.

Status for funded pilot stations is as follows:

- The City of Duarte received the PS&E Program Supplement Agreement (Master Agreement) from the State on April 2, 2015. The City of Duarte signed the Master Agreement on May 21, 2015 and the State executed the agreement on May 21, 2015. Duarte received a copy of the agreement on May 27, 2015. At this time, Duarte is currently soliciting for professional service for the PS&E of the proposed improvement and way-finding signs.
- For Expo/Bundy, Los Angeles City staff has received allocation and obligated the preliminary engineering funds and started the design process. Los Angeles City staff has had an initial meeting with Councilman Bonin's office to discuss outreach efforts and some scope items. Los Angeles City staff expects to have preliminary construction documents prepared by late Fall 2015 and environmental clearance by Winter 2016, Right-of-Way Certification by March 2016, and allocation of construction funds in April for the June 2016 CTC meeting.

#### Metro Blue Line First/Last Mile Plan

Staff also submitted an ATP application to conduct first/last mile planning for all 22 Metro Blue Line Stations. The total budget for this planning effort is \$280,000. This planning effort was selected for funding from the regional portion of the ATP. This effort will utilize the methodology described in the Plan which includes detailed mapping as well as walking audits of station areas. Staff intends to test enhanced public engagement formats in order to learn about access issues at a local scale. Staff anticipates initiating the study in Winter 2015.

#### First/Last Mile Prioritization in the Call for Projects

First/last mile improvements have been incorporated into the 2015 Call for Projects, in response to the Board motion of April 2014. This includes a new evaluation criterion worth up to five (5) points which gives priority to those projects providing first/last mile access to the regional transit system. Call for Projects funded improvements will facilitate access to transit stations and eliminate access and safety barriers to transit facilities. Implementation of first/last mile improvements is flexible and will vary across Los Angeles County and the seven modes in the Call.

#### Metro Wayfinding Signage Grant Pilot Program

At the November 2014 meeting, the Board directed the Chief Executive Officer (CEO) to create a two-year pilot Wayfinding Signage Grant Program to implement components of the Plan. The Grant Program provides \$500,000 over two years, beginning in Fiscal Year (FY) 2015-16, to assist agencies in designing and implementing Wayfinding Signage systems that guide people to and from transit stations. Both years funding will be awarded during FY 2015-16. Since the Wayfinding Signage Grant Program is a two-year pilot program, an evaluation will be conducted at the end of the demonstration period to assess its needs and benefits. The Grant Program Guidelines are scheduled for Board consideration in a separate item in June 2015.

Additionally, Metro has developed Station Wayfinding Signage Guidelines to assist agencies who wish to develop signage and wayfinding improvements around Metro station areas. These guidelines were previously transmitted to agencies in December 2014 and posted on [http://www.metro.net/projects/call\\_projects](http://www.metro.net/projects/call_projects) under the Guidelines and Manuals section.

#### Car Share Pilot Program

At the July 2014 Metro Board Meeting, the Metro Board approved a motion from Chair Garcetti to initiate a car share pilot program. At the October 2014 Metro Board Meeting, the Metro Board approved a motion by Director O'Connor clarifying the intent of the original motion to allow for more than one operator and to integrate existing car share programs into the Metro Car Share Program. Staff prepared a briefing to the Board regarding our recommended approach to initiate a permit program which would lease parking spaces at Metro-owned park-and-ride lots to qualified car share operators.

To implement the permit program, Metro will provide assigned car share parking spaces at 10 stations. These assigned spaces are reserved for the car share service vehicles, and car share members can easily pick up an available vehicle at our parking facilities after they get off the transit system. Patrons can also return their vehicles at any car share locations or any car share allocated parking spaces at the Metro stations. This service will reduce single personal own car trips to and from the transit stations. ZipCar is the first care share provider to sign up for the Metro program. ZipCar is also a car share provider with a fleet that meets the California Air Resources Board's standard for a Ultra Low Emission Vehicle II or Super Ultra Low Emissions Vehicle.

#### Metro First/Last Mile Training Program

At the January 2015 Ad Hoc Sustainability Committee Meeting, staff provided a briefing to the Committee on the Metro First/Last Mile Training Program. The aim of this program is to conduct trainings for local agency staff and elected officials in the various subregions of Los Angeles on

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first/last mile issues, how to use the Plan, and how to develop a first/last mile project. Staff is awaiting budget authority to proceed with procuring professional services to develop a curriculum and facilitate the trainings. Staff anticipates starting the training program as soon as funding is available.

### **NEXT STEPS**

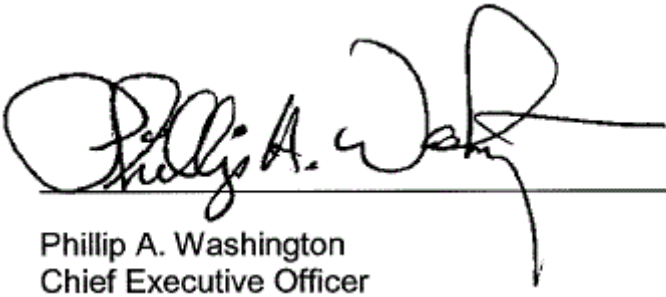
Staff will continue to support and implement the efforts described above. Staff will be returning to brief the Board regarding the status of the Metro Blue Line First/Last Mile Plan, Wayfinding Signage Grant Program, Car Share Pilot Program, and First/Last Mile Training Program as these projects and programs hit major milestones.

### **ATTACHMENTS**

Attachment A - First/Last Mile Strategic Plan Implementation Concepts  
Attachment B - Metro Car Share Pilot Program Locations

Prepared by: Steven Mateer, Transportation Planning Manager, (213) 922-2504  
Jacob Lieb, Sustainability Policy Manager, (213) 922-4132  
Diego Cardoso, Executive Officer, (213) 922-3076  
Cal Hollis, Managing Executive Officer, (213) 922-7319

Reviewed by: Martha Welborne, Chief Planning Officer



Phillip A. Washington  
Chief Executive Officer

**Table A-1:** First/Last Mile Strategic Plan Implementation Concepts

<b>Task</b>	<b>Subtask</b>	<b>Description</b>
1. Identify, plan, and scope additional pilot project locations	1.1 Deliver pilot projects	Work with successful ATP project sponsors to implement their projects
	1.2 Refine and develop remaining pilot stations	Complete planning work and rework ATP applications for funding
	1.3 Identify future pilot stations	Utilize existing funding sources to implement temporary (a.k.a. pop-up) first/last mile projects
2. Facilitate private-sector involvement including bike, car, and ride share services	2.1 Implement car share pilot program	Solicit bids for operating car share and initiate pilot program
	2.2 Implement permanent car share program	Incorporate lessons learned from pilot and implement at new park and ride facilities
	2.3 Study integration with technology	Study and report on infrastructure and technological barriers and opportunities for first/last mile solutions
	2.4 Integrate first/last mile improvements in joint-development	Where feasible, include physical linkages to stations
	2.5 Convene private sector workgroup	Workgroup would focus on additional areas for private sector involvement in meeting first/last mile goals and objectives

<b>Task</b>	<b>Subtask</b>	<b>Description</b>
3. Conduct first/last mile planning on existing transit lines	3.1 Conduct first/last mile planning for Metro Blue Line	Seek allocation/obligation of ATP funds. Procure consultant and deliver final product
	3.2 Seek additional planning funds to conduct first/last mile planning on Metro fixed-guideway lines	Identify and seek additional funding from ATP and other sources
	3.3 Seek funding to initiate a grant program for local jurisdictions to conduct first/last mile planning for non-fixed guideway transit service	Identify opportunities to create a Metro-sponsored grant program. Funding TBD
4. Develop guidelines and criteria for future Measure R transit projects	4.1 Include first/last mile planning into planning budget for second and third decade Measure R transit projects	Conduct first/last mile planning as part of alternatives analysis
	4.2 When feasible, include first/last mile improvements as design elements of approved second and third decade Measure R transit projects	Provide design criteria and specifications for first/last mile improvements
5. Evaluate and refine first/last mile planning methodologies	5.1 Conduct before/after studies of pilot stations	Measure and document impact of first/last mile improvements including ridership and safety factors
	5.2 Update first/last mile planning methodology	Update methodology to include socio-economic indicators
	5.3 Conduct first/last mile planning trainings for local jurisdictions and organizations	Host trainings for interested jurisdictions and organizations about applying the planning methodology

<b>Task</b>	<b>Subtask</b>	<b>Description</b>
6. Develop and identify funding need and sources	6.1 Include estimated cost for first/last mile planning for existing Metro fixed-guideway system	Create funding need matrix for conducting first/last mile planning of existing Metro fixed-guideway system
	6.2 Estimate first/last mile construction funding needs based on results of 3.1 and 3.2	Once planning is complete, prepare cost estimates for the total construction funding need
	6.3 Prepare a funding strategy for first/last mile build-out	Develop funding and financial plan for first/last mile improvements
	6.4 Identify funding for first/last mile improvements to second and third decade Measure R transit projects	Identify and seek eligible funding for first/last mile improvements from sources including any future local transportation funding mechanism



**Table B – 1: Metro Car Share Pilot Program Locations**

Location	Number of Spaces
Willow S. Lot	2
La Cienega / Jefferson	2
Lincoln / Cypress	2
Indiana Parking Lot	2
Pierce College	2
Van Nuys	2
North Hollywood S. Lot	2
Universal City N. Lot	2
Westlake / MacArthur Parking Lot	2
El Segundo Lot	2
<b>Total</b>	<b>20</b>