

Committee for Transit Accessibility

Wednesday, July, 9, 2008
1:00 PM

VTA Auditorium
3331 North First Street
San Jose, CA

AGENDA

NOTE: MEMBERS MAY TAKE ACTION ON ANY ITEM ON THIS AGENDA.

CALL TO ORDER

- 1. ROLL CALL**
- 2. INTRODUCTION OF AUDIENCE MEMBERS**
- 3. PUBLIC PRESENTATIONS:**

This portion of the agenda is reserved for persons desiring to address the Committee on any matter not on the agenda, within the Committee's jurisdiction. Speakers are **limited to 2 minutes**. The law does not permit Committee action or extended discussion on any item not on the agenda except under special circumstances. If Committee action is requested, the matter can be placed on a subsequent agenda. All statements that require a response will be referred to staff for reply in writing.

- 4. Minutes Approval - June 11, 2008**

BUSINESS REFERRED TO COMMITTEE BY THE BOARD OF DIRECTORS/GENERAL MANAGER

- 5. INFORMATION ITEM - Receive an Update from the Chief Operating Officer (Written Report) (Smith)**
- 6. INFORMATION ITEM - Receive the Mobility Options Program Update.**
- 7. INFORMATION ITEM - Discuss Public Presentations at Board Meetings.**
- 8. INFORMATION ITEM - Receive an Update on the Bus Stop Improvement Program (Written Report) (Unites)**

9. INFORMATION ITEM - Discuss the Committee Motion Tracking Report (Written Report) (Unites)
10. INFORMATION ITEM - Review the Committee Work Plan (Written Report) (Unites)
11. INFORMATION ITEM - Receive a Report on the Recommended Project Review Scores (Written Report) (Ledwitz)

REPORTS

12. **Receive the City of San Jose Disability Advisory Commission (DAC) Report.**
13. **Receive Board of Directors Report (Anthony Drummond)**
14. **Receive Committee Staff Report. (Verbal Report) (Williams)**
15. **Receive Chairperson's Report. (Verbal Report) (Morrow)**

OTHER

16. **Announcements**
17. **ADJOURN**



Date: June 26, 2008
 Current Meeting: July 9, 2008
 Board Meeting: July 9, 2008

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief Operating Officer, Donald A. Smith Jr.

SUBJECT: Update from the Chief Operating Officer

FOR INFORMATION ONLY

BACKGROUND:

The Chief Operating Officer provides the Committee for Transit Accessibility with an update on items of relevance to the CTA at each monthly meeting. In keeping with Chairperson Aaron Morrow's request to have agenda items in writing and in the agenda packet, we will make every effort possible to comply with his request. Since this report is timely and reflects up-to-the minute information, a written report for the agenda packet may not always be available.

DISCUSSION:

At the July 9th CTA Meeting, the Chief Operating Officer's report will include an update of the Light Rail Retrofit Project on the Guadalupe South Line.

Events that have occurred since the May CTA meeting:

Securement Demonstration

On June 11th a bus line instructor and a coach operator assisted Paulette Mulligan and Celeste Oda from Accessible Services with an ADA Securement Demonstration & Orientation for over 100 Hope Workshop clients at their downtown Parkmoor Avenue facility.

Spare the Air Day, June 19th

Thursday, June 19th was designated Spare the Air Day and featured free public transit throughout the Bay Area. It drew impressive ridership increases for VTA bus and light rail service.

VTA served an additional 10,675 riders on light rail (a 33.2% increase compared to Thursday, June 12) and 21,493 on our bus service (a 21% increase). System-wide, VTA ridership increased 23.9%.

Juneteenth Celebration

On Friday June 20th VTA celebrated Juneteenth, a traditional African-American celebration that signifies the end-of-slavery notification received in Galveston, Texas two and one-half years after President Lincoln signed the Emancipation Proclamation.

The employee-coordinated event attended by approximately 250 VTA employees was held at our North Operating Division and featured a program rich in cultural appreciation. VTA Board Member Forrest Williams was recognized for his exemplary career as a public servant and dedication to community. Speakers included Rick Callender, San Jose/Silicon Valley NAACP President, and Dr. Clyborne Carson, Stanford University Martin Luther King, Jr. Research & Education Institute.

Deputy Director Appointments

There are two promotions that have key roles in the Operations Division. Bill Capps has been appointed Deputy Director of Operations responsible for Bus and Light Rail Transportation, the Operations Control Center, Field Supervision, and Bus and Light Rail Technical Training. Bill has been with VTA 29 years, and most recently served as Manager of Service and Operations Planning. Bill replaces Samuel Lau, who left to join SF Muni at the end of February. Bill's knowledge and experience with all aspects of VTA Operations will certainly be assets in this position.

Jim Unites has been appointed Deputy Director of Operations responsible for Service and Operations Planning, Scheduling, Contract Services, Passenger Facilities, and Accessible Services. Jim retains his current responsibilities for Operations Planning Program and adds the responsibilities Bill Capps had as Manager of Service and Operations Planning as well as Accessible Services. Jim will serve as the staff liaison to the Committee for Transit Accessibility. Jim is a 23-year VTA employee, and his experience will be an asset in this new role.

Prepared By: Sandra Weymouth



Date: June 3, 2008
 Current Meeting: July 9, 2008
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief Operating Officer, Donald A. Smith Jr.

SUBJECT: Mobility Options Program Update

FOR INFORMATION ONLY

BACKGROUND:

In keeping with the broad goal of the Americans with Disabilities Act of 1990 (ADA), the Accessible Services Department has taken the lead to develop a Mobility Options Program (MOP) that will provide persons with disabilities and seniors, the skills to empower them to freely travel on public transportation in Santa Clara County.

An integral part of the MOP is the development of the Mobility Options Task Force which has held meetings on February 13, 2008 and April 22, 2008. Representatives from Hope Services, Outreach, San Andreas Regional Center, CTA and various VTA departments attended the meetings. This diverse group of individuals was brought together to create a collaborative Task Force to share experience, knowledge and ideas to ensure the success of the Mobility Options Program.

DISCUSSION:

At the May 7, 2008 meeting, CTA members inquired about the membership of the Mobility Options Task Force (MOTF) as well as an update on the Task Force's activities. The CTA received a presentation about the February 13, 2008 MOTF meeting on March 12, 2008. Notes from the April 22, 2008 MOTF and Travel Training Subcommittee (November 7, 2007 and December 12, 2007) meetings are attached.

Training Update:

On Monday, May 19, 2008, VTA's Travel Training Coordinator led a group travel training session with the 55+ Group of the Los Gatos Senior Center. The group of 11, used community bus, light rail and the regular city bus services to take a trip from the Los Gatos mountain area to the Japanese Garden at Kelly Park.

Prepared By: Camille C. Williams

The Mountain Area 55+ Program

May 31, 2008

Camille Williams, Manager
VTA Accessible Services Department
3331 North First Street, B-1
San Jose, CA 95134

Dear Ms. Williams,

Many thanks to VTA and Paulette Mulligan for assisting us on May 19 in our day long excursion using public transportation. Because of Paulette's excellent guidance and planning, we had a fabulous time and, more importantly, participants were amazed how public transportation could liberate them from the frustration of finding a parking spot -- as well as helping them to have access to the culture and entertainment in San Jose. In other words, I think you gained some converts!

For many older Mountain residents, the problem of accessible transportation looms large when conversation about the future crop up. Many have lived in this area their entire lives, and the thought of leaving is very painful. In this next year, we will be exploring this topic in more depth to see if we can come up with some conclusions. (A) If any of you folks at VTA have any information that would help us in our search, please mail it to me at the below address.

Thank you very much for your assistance.

Sincerely,



Lynnette Vega, Manager
The Mountain Area 55+ Program

208 E. Main Street
Los Gatos, CA 95030

cc: Paulette Mulligan
Donald Smith, Chief of Operations

CTA Travel Training Subcommittee
November 7, 2007 VTA River Oaks Auditorium
Planning Meeting Notes:

Attendees:

Linda Gallo
Sandra Gouveia
Katie Heatley
Aaron Morrow
Randy Tamez
Camille Williams

This is the first CTA Travel Training Subcommittee meeting (TTSC). Chair Tamez opened the meeting by stating the purpose of the subcommittee is to create a comprehensive travel training program that VTA can offer. The process of creating a program will include finding out what other agencies are doing. Chair Tamez mentioned that AC Transit had difficulties and successes with their program, Paratransit, Inc. provides travel training in the Sacramento area, and SamTrans provides mobility training in the neighboring county. Another important aspect of the program development is to look at local human service resources for travel/mobility training to find out what the environment is. We want to know what services they provide and how individuals become eligible for those services. We should compile a list of resources and report our findings back to the CTA. Katie Heatley of Outreach, VTA's paratransit broker, explained that Outreach had a travel training program that was funded by VTA from 1992 to 2002. The program did not provide mobility training, so many members of the vision impaired community could not participate. VTA's program should be offered to individuals with various disabilities and levels of skill. It should be equitable for everyone while understanding that there will be budgetary constraints. We should ensure that agencies do not transfer their travel/mobility training expenses to VTA's program. The program should focus on those who want to use the bus but have no options or very few options. Individuals should be properly screened during the application process to determine if they can or do receive travel/mobility training from other agencies. We want to make sure that this program will be available to all customers, not just those on paratransit.

Travel training should be added to the CTA workplan and subcommittee members will report back to the Committee. The next TTSC meeting is scheduled for Wednesday, December 12, 2007 from 3:15-4:30 PM in the River Oaks auditorium.

Notes prepared by Camille C. Williams

CTA Travel Training Subcommittee
December 12, 2007 VTA River Oaks Auditorium
Planning Meeting Notes:

Attendees:

Sandra Gouveia
Katie Heatley
Laura Michels
Aaron Morrow
Randy Tamez
Camille Williams

This is the second TTSC meeting. Laura Michels explained the educational, practicum and continuing education requirements to become a certified orientation and mobility specialist (COMS). There was discussion about the presentation at the October 2007 meeting regarding VTA's Mobility Options Program. The TTSC's concern is that individuals with vision and intellectual impairments need trainers with a higher skill set and educational background than most travel trainers have. As stated in the October 2007 memo, Accessible Services will contract mobility training for individuals with vision and intellectual impairments. The Chair asked what we can do to ensure that we have a comprehensive TT program. It was suggested that TTSC review the New Freedom Grant (NFG) to determine how they can best support it. The CTA will receive a copy of the NFG proposal before their next meeting. It was suggested that the NFG be added to the February agenda. The TTSC would provide their comments about the NFG and ask for comments from the rest of the CTA. It was also suggested that we invite all the agencies that provided letters of support for the NFG come to the TTSC meeting so that we could obtain their input. These agencies are Outreach, San Andreas Regional Center, Hope Services and the Council on Aging. We also need to invite agencies who are currently providing travel and mobility training to discuss best practices so that we avoid making any of their mistakes. Our community partners will also be invited so that we can discuss ways of making the program a success. The TTSC agreed to meet again in January.

Note: The January 9, 2008 TTSC meeting was canceled.

Notes prepared by Camille C. Williams

Mobility Options Task Force
Meeting Notes
Tuesday, April 22, 2008

Agenda

- | | | |
|----|--|-------------------|
| 1. | Introductions | 10:30 – 10:35 AM |
| 2. | Hope Services' People on the Move
Workshop Presentation | 10:35 – 10:50 AM |
| 3. | VTA's Travel Training
Workshop Presentation | 10: 50 - 11:05 AM |
| 4. | Update on VTA's Travel Training
Program | 11:05 – 11:10 AM |
| 5. | Security and Safety Concerns | 11:10 – 11:15 AM |
| 6. | Open Discussion | 11:15 - 11:30 AM |

Item 1.

Present:

Mark Bugna, VTA Transit Systems Safety Supervisor

Diana Fuzere, Hope Services Community Employment Manager

Linda Gallo, Los Gatos Senior Center, CTA Travel Training Subcommittee Member

Katie Heatley, President/CEO Outreach, CTA Travel Training Subcommittee Member

David Ledwitz, VTA Management Analyst

Paulette Mulligan, VTA Travel Training Coordinator

Shawna Reeves Nourzaie, Council on Aging Manager of Fair Lending Project for Seniors

Dorothy Reyes, VTA Customer Services Supervisor

Terry Russell, VTA/ATU Bus Operator

Mark Thomas, VTA Technical Training Supervisor

Bruce Turner, VTA Transportation Systems Safety Officer

Camille Williams, VTA Accessible Services Program Manager

Ron Wong, VTA Service and Operations Planning Engineering Technician

Item 2.

Diana Fuzere, Community Employment Manager, of Hope Services presented a report on Hope Services' participation in Easter Seal Project Action, People on the Move: Using All Transportation Options workshop. The workshop was extremely beneficial to Hope Services Staff in reinforcing the importance of fixed route services as a transportation option for people with disabilities. Staff is excited about applying the many things learned at this worthwhile workshop.

Diana handed out a print out from one of the workshop topics “Strategies for Increasing Fixed-Route Ridership” as well as other Easter Seals Project Action resource information.

Item 3.

Report from Paulette Mulligan, Accessible Services Representative and VTA’s Travel Training Coordinator, reported on her participation in Easter Seals Project Action Introduction to Travel Training workshop that was hosted by Tri-Met in Portland, Oregon. The report covered an overview of modules covered in the training, in both classroom and field settings. Presenters/Travel Trainers at the workshop were well respected in the field of travel training, and were from agencies that VTA Staff researched, and help to model and shape the design of the VTA Mobility Options Program.

Item 4.

Update on VTA’s Mobility Options Program included the application for, and success in securing, a New Freedom Grant which will aid in some of the funding for the Mobility Options Program. The Scopes of Services for Intellectual Impairments and Visual Impairments are complete. Upon receipt of the grant identification number, VTA’s Contracts Department will continue the process to post a Request for Proposals.

VTA Staff has begun community activities with community partners to promote the use of Public transportation to seniors and people with disabilities as an option to their transportation needs.

Due to the staff limitations and time involved with barrier research and path of travel research, travel training will begin in focused areas. Because of early interest in travel training by residents of Campbell and Los Gatos, the focus area will begin in those areas. At this point, there are 22 seniors identified as interested in travel training.

VTA’s Travel Training Coordinator completed a one-on-one travel training session for a gentleman who uses a motorized wheelchair. The training was successful, and the trainee continues to use fixed route several times a week. This trainee will be tracked by VTA staff for a year to monitor the effectiveness of his training.

VTA’s Accessible Services and Marketing staff have designed a flyer that was shared with one of our community partners, SC Health Dept. and the CHP Traffic Safety Program. The flyer will be used to provide information about independent travel until a brochure about the Mobility Options Program is created. Other materials for giveaways to travel training participants were shown to the task force. These giveaways also fall into the “Keep the Valley Green” theme that VTA is committed to.

Item 5.

Security and Safety Concerns: Mark Bugna, Transit Systems Safety Supervisor and Bruce Turner, Transit Systems Safety Officer, reported that VTA buses are very safe and are even designated as a “Safe Place.” As a safety measure, a VTA bus operator will

offer a “safe place” to any minor in need; including runaways, the homeless, the abused and/or neglected and victims of domestic violence. VTA buses are equipped with close circuit television cameras, which allow for monitoring as well as reviewing any situations that may occur on the bus. There are also cameras outside of the bus. The most prevalent crimes on buses tend to be fare evasion and graffiti. Bruce Turner reported that there are no trends showing that people with disabilities are less safe on a bus, then riders who do not have disabilities. Bruce also commented that VTA is proactive on safety issues. Mark Bugna explained that joint efforts between VTA’s Protective Services Department and local law enforcement agencies keep VTA’s customers safe. VTA contracts with the Sheriffs Department to provide transit police. San Jose Police Department can assist if necessary. This VTA/law enforcement agency cooperation provides VTA’s transit routes and facilities with 24/7 coverage throughout the Santa Clara County.

Item 6.

Open Discussion and Sharing: There was much sharing throughout this very productive meeting:

- Positive comments were made about Hope Services and VTA staff working collaboratively to identify and support candidates most likely to be successful in using fixed route services for some of their trips.
- Positive comments were made indicating Hope Services and Outreach’s willingness to help to identify mutual paratransit clients who would be likely candidates for successful travel training, enabling those clients the ability to use fixed route services for some of their trips currently being provided through the paratransit program.
- Hope Services is being proactive by educating their staff in understanding what ADA Paratransit is, as well as general aspects of the regulation including eligibility and service area criteria.
- There was a discussion on the importance of environmental and path of travel assessments as they relate to successful travel training;
- It was suggested that bus stop accessibility be taken into consideration during environmental assessments. Consider reprioritizing bus stop improvements based on results of environmental assessments.
- Question regarding VTA’s ability to provide photos of bus stops on their website. This option is currently not available but anyone needing photos of bus stops can contact Paulette Mulligan who will work with Ron Wong, to address their specific needs. Customer Service Information Representatives have access to bus stop photos and can describe a bus stop location to customers who call in. Google’s map website also has the ability to view locations but VTA does not know how current the photos are.

- It was suggested that VTA address safety and security concerns when giving presentations to promote the use of fixed route service to seniors as well as people with disabilities.
- Comments were made about the perception by seniors that “if they take the bus they will get their paratransit taken away. People don’t want to look to capable.” Potential trainees need to be made aware that travel training and their ability to use the bus for some of their trips is not going to disqualify them from ADA paratransit service. When the regulation was written, it was expected that some customers, particularly those who are determined to be conditionally eligible, would be able to use fixed route service for some trips.
- Comments were made regarding safety concerns for customers with developmental disabilities. It is not so much for their safety while on the bus, but there safety to and from the bus. People can report concerns or situations that may occur, to the bus operator, or a transit security officer. Anyone may use the Blue Phone at no cost. Blue Phones are located at some light rail platforms or transit stations. Some private company parking lots have Blue Phones to report concerns. Anyone may call 911 or County Communications at 408-299-2311 or 299-3233 to report any safety concerns.
- A SAFE PLACE includes any bus and train, Fire Station, and Police Department. Identifying SAFE PLACES in path of travel review is important. Include SAFE PLACES as part of ones travel training.
- Seniors are often afraid that they are going to hold up the bus because they are not able to move quickly and that the operator may get annoyed at them. It was suggested that presentations at senior centers include an operator who can reassure them that they are welcome on the bus and that the driver will give them the time they need to be seated.
- It was suggested that during travel training and presentations, customers also be given information as to what their responsibilities are as passengers using public transit.
- It was suggested that customers be given information on how to be a good witness, should they need to report incidents.
- It was suggested that incentives such as free tokens be given to seniors to motivate them to use the fixed route.

VTA Staff partners on the Mobility Action Task Force can support travel training partnerships by:

Transit Systems Safety Department that can provide safety/security information.

Customer Service Department that can provide trip plans and bus stop information to anyone that calls in.

Operations Division that can provide technical training information, bus/light rail operator input and bus stop information. Accessible Services, a department within Operations, can provide partnering training opportunities, presentations to seniors, presentations to community agency staff members, travel training to seniors and to people with physical disabilities with the ability to use fixed route services, pre-tethering of mobility devices to aid securement, on VTA buses.



Date: June 3, 2008
Current Meeting: July 9, 2008
Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief Operating Officer, Donald A. Smith Jr.

SUBJECT: Public Presentations at Board Meetings

FOR INFORMATION ONLY

BACKGROUND:

This item was added at the request of CTA Chairperson Aaron Morrow. Chairperson Morrow will report on this item. The attached letter was forwarded to the Board of Director's on May 15, 2008.

Prepared By: Camille C. Williams

From: Aaron Morrow [mailto:morrowa@pacbell.net]
Sent: Saturday, May 10, 2008 3:35 PM
To: Williams, Camille
Cc: Smith, Dan; Board.Secretary
Subject: CTA agenda items request

Hello all

Please add following discussion item for June 2008 CTA meeting.

Discussion Item: Public presentations placement for Valley Transportation Authority Board of Directors meeting

If you have any further questions or comments please feel free to contact me

Thank you chairperson

Aaron Morrow
PO Box 454
San Jose Ca 95103
morrowa@pacbell.net
408-592-4183

May 12, 2008

To: Vice Chairperson Dolly Sandoval

I would like to bring to your attention a concern that I have on behalf of the general public and the Committee for Transit Accessibility. As a member of the Committee for Transit Accessibility I have noticed since January 2008 the public presentation section of the Board of Directors has been relocated to the end of the agenda. Prior to January 2008 the public presentation section has always been located at the beginning of the agenda. I am concerned the relocation of this item creates an undue hardship for people with disabilities and seniors who have sensitive medical needs. Having individuals wait up to four hours in some cases to address The VTA Board of Directors could create the perception of impeding one's right of an open and transparent government process.

In the minutes of the April 3, 2008 VTA Board of Directors meeting (page 13 of 16) 28 Items of Concern and Referral to Administration. Board Member Kishimoto request that public presentations be moved back at the beginning of the board agenda.

Please consider moving this item back to its original position as it will create an equal level of access for both the general public people with disabilities and seniors to fully participate in the process

Thank you for allowing me to bring this to your attention I look forward to working with you and Chairperson Kniss to resolve this concern.

Thank you

Member Aaron Morrow

CC: Committee for Transit Accessibility

VTA Board of Directors

Dan Smith (chief operations officer)



Date: June 26, 2008
 Current Meeting: July 9, 2008
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief Operating Officer, Donald A. Smith Jr.

SUBJECT: Bus Stop Improvement

FOR INFORMATION ONLY

BACKGROUND:

At the March 12, 2008 CTA meeting member David Grant asked staff to provide a list of bus stops that will be improved for Americans with Disabilities Act of 1990 (ADA) accessibility. That information was sent to the Committee in a memorandum dated March 26, 2008. Member Grant then forwarded additional questions to the Board Secretary on April 3, 2008, and VTA staff subsequently answered to the Committee on April 30, 2008. VTA is now in receipt of more questions via an email from Member Grant through Chairperson Aaron Morrow dated May 22, 2008. Also at the May CTA meeting it was requested that an item on the bus stop accessibility program be placed on the July CTA agenda.

The following information will give the Committee, especially newer members, an overview of the entire program and will address current questions.

DISCUSSION:

General Program Information

Since the ADA was enacted in 1992, VTA has maintained a continuous capital program to upgrade bus stops to ensure accessibility, provide safe operations and improve the overall passenger environment. The program currently funds both concrete pads to repair the street at heavily used bus stops and accessibility improvements such as wider sidewalks, passenger waiting pads and curb cuts. Sometimes both type of improvements are completed at a bus stop at the same time, as it is more cost effective.

The main ADA requirement for new bus stop construction is to provide a minimum clear area of 5' wide (measured parallel to the street) and 8' deep to the maximum extent allowed by legal or site constraints. This area allows for deployment of a lift or ramp and access to the bus by a person using a mobility device. Accessible paths of travel to streets and sidewalks are also

required.

Overall, VTA has completed numerous accessibility projects to improve more than 450 bus stops throughout Santa Clara County at a cost of over \$4.1 million. A recent project completed in late 2007, included construction of 23 bus stop accessibility improvements from the list that CTA prioritized. The construction amount was \$132,000, or an average of \$5,739 per stop. Some other major bus stop improvement projects in recent years included the \$2.6 million Monterey Highway bus stop upgrade in the Cities of Gilroy, Morgan Hill, San Jose and Santa Clara County. This project added concrete passenger loading areas, curb cuts and sidewalk connections as well as passenger activated solar lights (with Braille and raised letter signage). Another project ensured that bus stops along Line 22 were accessible and operationally functional when articulated buses were placed into service.

Construction of new bus transit centers, such as the Mountain View, Gilroy, Great Mall, Alum Rock, Penitencia Creek, Winchester and Palo Alto transit centers have ensured accessibility at key transit hubs. The new DeAnza College bus stop project, to be completed this fall, will add two new sheltered stops inside the campus with direct accessible walkways. These are all either separate capital projects or constructed as part of VTA's light rail expansion program.

In addition, VTA staff reviews private developments as submitted by the cities in Santa Clara County for transit impacts and improvements. If the development is at a bus stop or a future bus stop location, staff requests that the developer include bus stop improvements as part of their project. The Cities and County of Santa Clara often reflect VTA comments as part of development conditions. It is estimated that about 20-30 bus stops are improved annually as part of private developments.

Providing access to bus stops throughout the county is a shared responsibility among VTA, cities, and the County. In general, cities and the County are responsible for funding and constructing sidewalks and curb cuts, crosswalks, and pedestrian crossing signals. The VTA Board of Directors annually approves pedestrian and bicycle project priorities for the Countywide Transportation Development Act Article 3 program as requested by the cities and County. Some cities do use these funds to construct new sidewalks and curb cuts. VTA is responsible for the bus stop and its amenities such as benches, shelters and signage.

Overall VTA has a very successful program of providing bus stop accessibility improvements. VTA has a total of 3,641 bus stops and 2,267 are considered ADA accessible. More importantly, **86%** of our passenger activity (ons and offs) occurs at accessible bus stops.

Public Input on Locations Needing Improvements

VTA solicits recommendations from interested parties regarding location and type of improvements needed to best utilize the available funds. To develop the current list of bus stops for accessibility improvements, VTA employed numerous outreach methods to enlist participation. This has included publishing a request in the VTA Take-One, a monthly newsletter distributed on bus and light rail vehicles; reviewing reports received from our Customer Services department; requesting information from VTA bus operators; sending a request letter to cities and community agencies; posting information on VTA's website; and

issuing a press release. In addition, at their November 9, 2005 meeting, VTA requested that CTA members provide staff with information on bus stops that might need accessibility improvements.

Using the input obtained from these outreach efforts and information taken from ridership reports and field surveys, staff developed a comprehensive list of ADA bus stop improvements that are incorporated into our capital program for bus stop improvements. VTA engineering construction staff will use this list to evaluate the feasibility of the recommended improvements for each bus stop, complete the design, determine the sequential order of the work, and then construct the improvements.

Current Project List

The project list currently has 145 bus stops identified for ADA improvements throughout Santa Clara County. The CTA reviewed this priority list at their March 8, 2006 meeting. The stops are prioritized in three categories with the highest priority given to the input received directly from the community and VTA passengers. The next priority is for stops identified from reports that show high lift or ramp use at a particular bus stop. The final group of stops was identified based on ridership. These locations typically have sidewalks but do not meet the ADA requirement of having sidewalks with a width of eight feet (8') at the bus stop.

In terms of project scheduling, the overall intention is to proceed with the stop improvements in the order listed. Stops lower on the list could get completed before stops higher on the list due to issues such as construction complexity, the ability to get property approvals and permits to build the stop, cost, and geographical location. Other stops not on the original list also can be improved to account for bus route modifications, changing field conditions, operator observations or new public input. New additions to the list can also affect existing priorities if they merit a higher-priority ranking.

As always, we encourage CTA members and our passengers to provide information about bus stops that need accessibility and other improvements. This allows VTA to focus our resources where they are most needed.

Project Costs and Funding

For Fiscal Years 2008 and 2009, the VTA Board of Directors approved a capital project, "Bus Stop Improvement Program" with a budget of \$678,641 for each year. VTA has received grants from the Federal Transit Administration (FTA) to fund 80% of the project, with the remaining 20% provided by VTA local funds. This program is to provide ADA accessibility improvements and pavement repairs at bus stops throughout the County. We plan on requesting additional funds for this program in the two-year budget that will be developed this winter.

The cost of each bus stop improvement varies depending on the work needed at each location. A typical ADA accessibility improvement at a single bus stop has a construction cost of about \$5,000 - \$6,000. A concrete bus pad for one stop has a construction cost of about \$30,000. Additional project costs include design, engineering, environmental and right of way clearances, permitting and construction administration and inspection.

FY08 and FY09 Implementation

As indicated above, VTA has a total of \$1.35 Million available in FY08 and FY09 to construct improvements at bus stops. Some of this work will be accessibility improvements, some will be in-street bus pads and some will be both. This summer VTA will be constructing 13 bus stop improvements at a total construction cost of \$379,656. VTA will spend approximately \$250,000 to improve ADA accessibility for eight of the bus stops. VTA operators identified most of the eight bus stops as needing improvements to assist current passengers and operations. One location was improved based on a direct passenger request. The Capitol Transit Center location had deteriorating pavement and sidewalks that needed replacement to provide safe, accessible bus stops. The more extensive work at this transit center plus adding concrete bus pads in the street at five of the eight stops increased the cost per stop for this construction.

VTA did receive lower than expected bids for this contract, leaving approximately \$250,000 available to design and construct additional bus stop accessibility improvements. These locations will be based on the priority list and other public input. This construction is scheduled for completion next summer. Also next summer, VTA will complete bus stop improvements using the \$678,641 in funds that became available for FY09. This will include both accessibility improvements from the priority list and bus pad improvements. VTA staff is currently developing the list of bus stops that will be completed with both of these funds. Input from CTA members on bus stops that might need improvements would be appreciated. An article in the August VTA Take-One will also ask passengers to provide input on bus stops needing improvements.

Prepared By: Jim Unites

BUS STOP ACCESSIBILITY PROJECT

#	City	Bus Stop Location	Improvement Requested	Status
Requests From Public				
1	Santa Clara-Sunnyvale	WB Homestead FS Kaiser driveway	General access improvement to Kaiser Hospital	Waiting for City to modify the traffic signal/intersection.
2	Mountain View	SB Shoreline FS Plymouth	Passenger Pad	COMPLETE
3	San Jose	GE plant, SB Monterey Highway NS Curnter	Add duckout when G. E. plant gets redeveloped	Conditioned Development to Improve, almost complete
4	Gilroy	SB Forest OP Walnut Lane	Wheelchair accessibility	Conditioned Development to Improve
5	Gilroy	WB 6th FS Railroad Ave.	Wheelchair accessibility	COMPLETE Bus Stop deleted 1/14/08
6	Cupertino	EB Homestead FS Tantau	Pad & sidewalk connection	No City sidewalks in area
7	San Jose	WB Moorpark OP Rebecca Way	Install concrete waiting pad	COMPLETE Bus Stop deleted 1/14/08
8	San Jose	WB Moorpark OP Hanann Dr.	Install concrete waiting pad	COMPLETE Bus Stop deleted 1/14/08
9	Los Altos	NB Grant Rd. FS Oak Ave.	Extend waiting pad	City requirements under review
10	Sunnyvale	NB Mary NS California	Wheelchair accessibility	COMPLETE Bus Stop deleted 1/14/08
11	Mountain View	EB California FS Rengstorff	Repair sidewalk	COMPLETE per site review
12	Palo Alto	EB El Camino Real FS California	Review sidewalk for visually impaired accessibility	COMPLETE per site review
13	San Jose	WB Alameda FS Taylor	Align artic doors with safe boarding area	COMPLETE Realigned bus stop sign
14	San Jose	NB 1st FS Tasman	Widen sidewalk	COMPLETE, shelter installed also
15	San Jose	WB Tasman FS 1st	Widen sidewalk	COMPLETE
16	San Jose	EB Tasman FS 1st	Widen sidewalk	Wide sidewalk 7 feet - low priority
17	San Jose	SB First St. FS River Oaks	Widen sidewalk	COMPLETE
Sites Generated From Wheelchair Ramp/Lift Use				
18	San Jose	NB Silver Creek FS Capitol	Widen Sidewalk	COMPLETE
19	San Jose	SB Capitol NS Silver Creek	Widen sidewalk & install pad & shelter	COMPLETE
20	Cupertino	SB De Anza FS Prospect	Check	COMPLETE Site review indicates OK
21	San Jose	WB Hamilton FS Meridian	Widen sidewalk	COMPLETE
22	San Jose	NB Leigh FS Curtner	Widen sidewalk	No right of way to widen, next to school, 6.5 feet sidewalk
23	San Jose	NB Toyon FS McKee	Widen sidewalk	Wide sidewalk 7.5 feet - low priority
24	San Jose	WB Williams FS Winchester	Widen sidewalk	Wide sidewalk 7 feet - low priority
25	San Jose	SB McLaughlin FS Capitol	Widen sidewalk	COMPLETE
26	Santa Clara	WB Pruneridge FS Kiely	Widen sidewalk	COMPLETE Bus Stop deleted 1/14/08
27	Gilroy	WB Monte Bello NS Santa Barbara	Install passenger waiting pad	Onhold No recent ridership reported
28	Mountain View	WB Rengstorff FS Middlefield	Widen sidewalk	COMPLETE
29	Sunnyvale	EB Tasman FS Lawrence	Widen sidewalk	COMPLETE No right of way to widen, next to soundwall
30	San Jose	SB Snell FS Baroni	Fill in planter strip	COMPLETE
31	Sunnyvale	SB Wolfe NS El Camino	Widen sidewalk	COMPLETE
32	Sunnyvale	NB Hollenbeck NS El Camino	Widen sidewalk	COMPLETE
33	San Jose	SB Meridian FS Hamilton	Widen sidewalk	COMPLETE
34	San Jose	NB Morrill FS Cropley	Widen sidewalk	COMPLETE Wide sidewalk 7.5 feet next to fence
35	Los Gatos	SB Los Gatos FS Chirco	Asphalt paving	Asphalt paving, improvements TBD
36	Los Altos	SB San Antonio OP Almond	Review for accessibility	COMPLETE per site review
37	Sunnyvale	SB Remington FS El Camino	Extend sidewalk	COMPLETE
38	Palo Alto	SB Hillview NS Arastradero	Extend sidewalk	COMPLETE
39	Palo Alto	NB Hillview FS Arastradero	Install Sidewalk	COMPLETE
40	San Jose	SB Senter FS Capital Expway	Extend sidewalk	Wide sidewalk 7 feet - low priority
41	San Jose	NB Senter FS Capital Expway	Extend sidewalk	Wide sidewalk 7.5 feet - low priority
42	Santa Clara	WB Blossom Hill NS Almaden Ex	Extend sidewalk	Wide sidewalk 7 feet - low priority
43	San Jose	NB De La Cruz FS Aldo	Extend sidewalk	COMPLETE
44	San Jose	NB Santa Teresa FS Bailey	Install passenger waiting pad	COMPLETE
45	San Jose	WB Brokaw FS Old Oakland	Extend sidewalk	Wide sidewalk 7 feet - low priority

BUS STOP ACCESSIBILITY PROJECT

#	City	Bus Stop Location	Improvement Requested	Status
46	San Jose	EB Brokaw FS Old Oakland	Extend sidewalk	Wide sidewalk 7 feet - low priority
47	Los Altos	SB El Monte NS Giffen	Widen sidewalk	COMPLETE Wide sidewalk 7.5 feet next to fence
48	Los Altos	NB El Monte FS Covington	Extend sidewalk	COMPLETE
49	Gilroy	EB 1st FS Santa Teresa	Install Sidewalk	COMPLETE Bus Stop deleted 1/14/08
Sites Generated Based on Ridership				
50	Mountain View	NB Truman NS Bryant	Install passenger waiting pad	Onhold High school issues with improvements
51	San Jose	NB King FS Las Plumas	Install passenger waiting pad	COMPLETE
52	Milpitas	NB Escula OP Milpitas H.S.	Extend passenger waiting pad	Extend passenger waiting pad
53	Mountain View	SB Truman NS Bruckner	Extent passenger waiting pad	Onhold Property owner issues
54	San Jose	SB Snell FS Baroni	Fill in planter strip	COMPLETE
55	San Jose	NB King NS Virginia	Fill in planter strip	COMPLETE
56	San Jose	EB McKee FS Rancho Verde	Repair damaged pad	Repair damaged pad
57	San Jose	NB McLaughlin FS Sunny	Fill in planter strip	COMPLETE per site review
58	Sunnyvale	NB Hollenbeck NS El Camino	Install passenger waiting pad	COMPLETE duplicate site to #31
59	San Jose	SB McLaughlin FS William	Install passenger waiting pad	COMPLETE
60	San Jose	NB King NS Biscayne	Fill-in remainder of planter strip at corner	COMPLETE
61	Cupertino	NB Stelling FS Pepper Tree	Install passenger waiting pad	Install Passenger pad back of sidewalk
62	Sunnyvale	NB Fair Oaks FS Old San Francisco	Install passenger waiting pad	COMPLETE
63	Sunnyvale	SB Bernardo FS Washington	Install passenger waiting pad	COMPLETE
64	Sunnyvale	SB Wolfe FS Homestead	Install passenger waiting pad	Curb behind walk will need to be relocated
65	San Jose	WB Senter FS Ezie	Verify planter filled in	COMPLETE per site review
66	San Jose	WB Julian OP 24th	Extend passenger waiting pad	COMPLETE
67	Santa Clara	EB Forest NS Monroe	Verify existing improvements	Verify existing improvements
68	San Jose	SB Monterey NS Goble	Extend passenger waiting pad	Install Passenger pad back of sidewalk
69	San Jose	WB Naglee FS Park	Verify improvements needed	COMPLETE per site review
70	Milpitas	EB Marilyn OP Berryessa	Install Passenger pad and retaining wall	Install Passenger pad back of sidewalk
71	Cupertino	NB Stelling NS Stevens Creek	Verify improvements needed	COMPLETE per site review
72	San Jose	SB Adrian OP Amador	Fill-in remainder of planter strip	Fill-in remainder of planter strip
73	San Jose	SB Monterey OP Edenvue	Verify improvements needed	COMPLETE per site review
74	Santa Clara	NB Monroe FS Belomy	Verify planter strip fill-in	COMPLETE per site review
75	San Jose	SB McLaughlin NS Appian	Verify planter strip fill-in	COMPLETE per site review
76	San Jose	WB Park NS Fremont	Verify improvements needed	Verify improvements needed
77	San Jose	SB 21st FS Bayshore	Install passenger waiting pad	COMPLETE Bus Stop deleted 1/14/08
78	Mountain View	SB Moffett FS Middlefield	Extend bench pad	Install Passenger pad back of sidewalk
79	Sunnyvale	NB Fair Oaks FS Caliente	Install passenger waiting pad	COMPLETE per site review
80	Santa Clara	NB De La Cruz NS Montague	Extend bench pad - install pax pad	Install Passenger pad back of sidewalk
81	San Jose	WB Hamilton FS Meridian	Install passenger waiting pad	COMPLETE duplicate site to #21
82	Sunnyvale	SB Kiely NS Homestead	Install passenger waiting pad	Install Passenger pad back of sidewalk
83	Sunnyvale	NB Sunnyvale FS McKinley	Install passenger waiting pad	Install Passenger pad back of sidewalk
84	San Jose	SB Senter FS Southside	Fill-in abandoned tree well in pad	Fill-in abandoned tree well in pad
85	San Jose	WB Rigoetto OP Othello	Install additional concrete in planter strip	COMPLETE per site review
86	Cupertino	NB Wolfe FS Pruneridge	Install passenger waiting pad	Install Passenger pad back of sidewalk
87	Santa Clara	SB De La Cruz NS Clyde	Install passenger waiting pad	Install Passenger pad back of sidewalk
88	San Jose	SB Bascom FS Naglee	Fill-in additional area in planter strip	Fill-in additional area in planter strip
89	Sunnyvale	WB Washington NS Carson	Fill-in additional area in planter strip	Fill-in additional area in planter strip
90	San Jose	EB Hamilton OP Eden	Install passenger waiting pad	Install Passenger pad back of sidewalk
91	San Jose	EB Moorpark NS Thornton	Install passenger waiting pad	Install Passenger pad back of sidewalk
92	San Jose	WB Curtner FS Leigh	Remove Junipers, fill-in planter strip	COMPLETE per site review

BUS STOP ACCESSIBILITY PROJECT

#	City	Bus Stop Location	Improvement Requested	Status
93	San Jose	NB Oakland OP Fox	Install passenger waiting pad	Install Passenger pad back of sidewalk
94	Cupertino	SB Stelling OP Pepper Tree	Install passenger waiting pad	Install Passenger pad back of sidewalk
95	Sunnyvale	NB Wofle MD El Camino Real	Install passenger waiting pad	Install Passenger pad back of sidewalk
96	Cupertino	EB McClellan MD Stelling	Repair concrete in planter strip	Repair concrete in planter strip
97	San Jose	NB Lincoln NS Minnesota	Lengthen concrete pad in planter strip	Lengthen pad in planter strip
98	Sunnyvale	NB Hollenbeck FS Fremont	Install passenger waiting pad	Install Passenger pad back of sidewalk
99	Milpitas	WB Calaveras FS Temple	Install passenger waiting pad	Install Passenger pad back of sidewalk
100	San Jose	WB Senter FS San Ramon	Check for accessibility	COMPLETE per site review
101	Mountain View	EB Middlefield FS Charleston	Install passenger waiting pad	Install Passenger pad back of sidewalk
102	Gilroy	SB Princevalle FS 10th - GIL	Install passenger waiting pad	Install Passenger pad back of sidewalk
103	Sunnyvale	SB Fair Oaks FS Bryan	Extend right of way	Extend pad if possible
104	Sunnyvale	NB Fair Oaks FS Arques	Install passenger waiting pad	Install Passenger pad back of sidewalk
105	San Jose	EB Hedding FS Coleman	Fill-in planter strip	Fill-in planter strip
106	San Jose	SB Educational Park NS Las Plumas	Install passenger waiting pad	Install Passenger pad back of sidewalk
107	Sunnyvale	SB Sunnyvale OP McKinley	Install passenger waiting pad	Install Passenger pad back of sidewalk
108	San Jose	SB McLaughlin FS Capitol	Install passenger waiting pad	COMPLETE duplicate site to #25
109	Sunnyvale	NB Fair Oaks NS Evelyn	Install passenger waiting pad	Install Passenger pad back of sidewalk
110	Santa Clara	EB Aldo FS Lafayette	Install passenger waiting pad	Install Passenger pad back of sidewalk
111	Mountain View	NB Rengstorff FS San Ramon	Install passenger waiting pad	Install Passenger pad back of sidewalk
112	San Jose	WB Hamilton FS Eden	Install passenger waiting pad	Install Passenger pad back of sidewalk
113	Campbell	EB Campbell FS Union	Install Passenger pad/Extend pad	Install Passenger pad back of sidewalk
114	San Jose	SB Berona FS Alfred	Install passenger waiting pad	Install Passenger pad back of sidewalk
115	Mountain View	NB Miramonte OP Madison	Install passenger waiting pad	Install Passenger pad back of sidewalk
116	Mountain View	EB Middlefield OP Ellis	Install passenger waiting pad	Install Passenger pad back of sidewalk
117	Sunnyvale	NB Mathilda FS San Aleso	Install passenger waiting pad	Install Passenger pad back of sidewalk
118	Sunnyvale	NB Fair Oaks FS Duane	Install passenger waiting pad	Install Passenger pad back of sidewalk
119	San Jose	SB Lunday FS Townsend	Install passenger waiting pad	Install Passenger pad back of sidewalk
120	San Jose	NB White NS Easthills	Install passenger waiting pad	Install Passenger pad back of sidewalk
121	Santa Clara	NB Bowers FS Monroe	Install passenger waiting pad	Install Passenger pad back of sidewalk
122	San Jose	EB Hostetter FS Grovetree	Fill-in additional area in planter strip	Fill-in additional area in planter strip
123	San Jose	EB Curtner OP Little Orchard	Install passenger waiting pad	Install Passenger pad back of sidewalk
124	Mountain View	NB Rengstorff NS Leghorn	Install passenger waiting pad	Install Passenger pad back of sidewalk
125	Sunnyvale	WB Washington FS Leota	Fill-in additional area in planter strip	Fill-in additional area in planter strip
126	San Jose	SB McLaughlin OP Candia	Fill-in additional area in planter strip	Fill-in additional area in planter strip
127	San Jose	SB Snell NS Calero	Fill-in additional area in planter strip	Fill-in additional area in planter strip
128	San Jose	WB Rigoletto FS Brahms	Fill-in additional area in planter strip	Fill-in additional area in planter strip
129	Morgan Hill	SB Hale FS Llagas	Morgan Hill future development check back	Morgan Hill future development site
130	Cupertino	NB Stelling FS McClellan	Install passenger waiting pad	Install Passenger pad back of sidewalk
131	Sunnyvale	SB Hollenbeck MD The Dalles	Install passenger waiting pad	Install Passenger pad back of sidewalk
132	Sunnyvale	NB Sunnyvale NS Central	Lengthen concrete pad	Lengthen concrete pad
133	Sunnyvale	EB Duane OP San Luisito	Install passenger waiting pad	Install Passenger pad back of sidewalk
134	Santa Clara	SB Monroe FS Warburton	Lengthen concrete pad	Lengthen concrete pad
135	Santa Clara	NB De La Cruz FS Mathew	Install passenger waiting pad	Install Passenger pad back of sidewalk
136	San Jose	SB Leigh NS Curtner	Fill-in additional area in planter strip	Fill-in additional area in planter strip
137	San Jose	WB Hillsdale NS Summercreek	Install passenger waiting pad	Install Passenger pad back of sidewalk
138	San Jose	SB San Felipe MD Paseo De Arboles	Fill-in Planter Strip	Fill-up Planter Strip
139	San Jose	SB Hillview MD Coyote Hill	Install passenger waiting pad	Install Passenger pad back of sidewalk
140	Mountain View	WB California FS Mariposa	Install passenger waiting pad	Install Passenger pad back of sidewalk

BUS STOP ACCESSIBILITY PROJECT

#	City	Bus Stop Location	Improvement Requested	Status
141	Cupertino	WB Stevens Creek FS Peninsula	Extend passenger waiting pad	Install Passenger pad back of sidewalk
142	Saratoga	WB Saratoga OP Park	Install passenger waiting pad	Install Passenger pad back of sidewalk
143	San Jose	SB Senter FS Baltic	Fill-in planter strip	Fill-in planter strip
144	San Jose	WB Easthills NS White	Install passenger waiting pad	Install Passenger pad back of sidewalk
145	San Jose	NB Bernal FS Via Serena	Install passenger waiting pad	Install Passenger pad back of sidewalk
	Legend			
NB	North Bound			
SB	South Bound			
EB	East Bound			
WB	West Bound			
FS	Far Side			
NS	Near Side			
OP	Opposite			
<i>Original List finalized at March 2006 CTA meeting.</i>				



Date: June 26, 2008
Current Meeting: July 9, 2008
Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief Operating Officer, Donald A. Smith Jr.

SUBJECT: CTA Motion Tracking Report

FOR INFORMATION ONLY

BACKGROUND:

The CTA requested that their motion tracking report be added to the agenda as a standing item. Due to the size of the document, CTA members asked that the form be separated into motions that are current and archived motions. Staff separated the document; both forms are included for CTA review. The last update to the report was June 11, 2008. Committee for Transit Accessibility members also requested that both the current and archived motion tracking reports be included in their monthly agenda packets.

DISCUSSION:

The CTA passed the following motion at their June 11, 2008 meeting:

Motion/Second/Carried: Grant/Slack

To request that the Board of Directors amend the \$15.00 policy for 5 rides not a fixed number because when the amount was originally \$3.00 that was equal to 5 rides, it should be just that you could withdraw your balance up to 5 rides. If it's a Board policy for them to adopt, I'd like to send that up for at least their consideration.

Prepared By: Camille C. Williams

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
December-06	C T A action referred to Customer Service.	4. Accessible Services Customer Comment Summary Information	Motion, Second, Carried (Morrow/Rhodes) to recommend that it be standard practice when V T A Customer Service representatives receive a call from a customer regarding a complaint the customer would be asked if they would like a call back, if "yes" then Customer Service calls the customer back with a resolution within 30 days.	Staff forwarded this request to Customer Service staff.
December-06	C T A action referred to Board of Directors.	11. Board of Directors Report	Motion, Second, Carried (Rhodes/Julian) to recommend that the CTA Committee present Ex-Officio Board Liaison Cindy Chavez with a Certificate of Appreciation at the December 14, 2006 Board of Directors Regular Meeting for her diligent work on CTA and V T A Board of Directors.	The General Manager and Board Vice Chairperson Chu presented the award at the December 2006 Board of Director's meeting to Chairperson Chavez and acknowledged her assistance and contributions as CTA Board Liaison Ex-Officio Member. CTA Chairperson Morrow thanked Chairperson Chavez on her leadership and for crafting a new Paratransit Program.
November-06	C T A action referred to M T C staff..	10. Technology in Transit	Motion, Second, Carried (Tamez/Morrow) on a vote of 11 Ayes to 0 Noes to 1 Abstention to support a motion to the V T A Board of Directors to look into including paratransit services into the TransLink Program System. Members Eljas abstained.	MTC staff presented a report on the Translink Program at the January 2007 CTA meeting and noted the CTA's comments regarding the inclusion of paratransit.
November-06	C T A action referred to staff..	11. Operator Training	Motion, Second, Carried (Tamez/Jensen) that the CTA Committee request that V T A provide written material presentations and not verbal presentations.	Recommendation forwarded to staff. Staff will aim to prepare written reports for presentations to the CTA. However, some situations may require verbal reports.
October-06	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
September-06	Staff responded to C T A request.	9. CTA Member Tamez electronic mail (e-mail) of July 8, 2006	Motion, Second, Carried (Tamez/Gouveia) that CTA requests that the V T A Board of Directors investigate V T A's accounting methods, practices, and cost accounting as it relates to accessible services, paratransit and National Transit Database (NTD) reporting.	Staff presented detailed information about the NTD Audit at the January 2007 CTA meeting.
August-06	C T A action referred to C M P staff..	10. 2005 - 2006 V T A Passenger Survey	Motion, Second, Carried (Morrow/Grant) on a vote of 10 Ayes to 0 Noes to 1 Abstention to recommend that the next On-Board Survey create a question that targets persons with disabilities with a sense of sensitivity. Member Julian abstained.	Staff forwarded this request to Congestion Management Program Transportation Planning staff.
July-06	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
June-06	Staff responded to C T A request.	8. National Transit Database (NTD) Reporting and Paratransit Services	Motion, Second, Carried (Tamez/Gouveia) to motion that Given that V T A receives funding for their programs from different sources, it is a fundamental need of this business to segregate changes to assure proper billing to their programs. It is unacceptable that V T A has just now acquired sound accounting methodologies in 2005 to prevent improper cost allocation and erroneous reporting of their financial data to the federal government. Therefore, the historical changing must have been accurate. Given that the historical charging must have been accurate, please provide CTA with a headcount report, indicating the position and salary (names may be withheld) of each of the individuals charging Paratransit to total the dollar amount in question. Fiscal Year 2005 is an acceptable starting point.	Staff presented NTD/Financial Reporting information at the September 2006 CTA meeting.
June-06	Staff responded to C T A request.	9. FY 2006 Third Quarter Transit Operations Performance Report (July 1, 2005 - March 31, 2006)	Motion, Second, Carried (Grant/Rhodes) to motion that V T A provides the Committee with the system cost per total hours of the other local transit agencies as a basis.	Staff presented this information at the October 2006 CTA meeting.
June-06	Staff responded to C T A request.	9. FY 2006 Third Quarter Transit Operations Performance Report (July 1, 2005 - March 31, 2006)	Motion, Second, Carried (Eljas/Tamez) to make a motion that the Committee requests that Mr. Burns create a small forum of individuals from CTA and V T A to change the culture of how people are viewed in the disabled and paratransit community.	Discussion about the formation of the recommended committee will be placed on the March 2007 CTA agenda.
May-06	C T A action referred to Board of Directors.	10. Chronology of Events Leading to Small-Capacity Vehicle Agreement with the Amalgamated Transit Union (ATU)	Motion, Second, Carried (Tamez/Morrow) to make a motion to the Board of Directors that they require V T A to bring all service changes, program changes, or improvements to the CTA Committee before they move forward.	Recommendation forwarded to General Manager and Executive Staff. The Board received recommendation when the CTA unapproved minutes were submitted to the Board as a CTA report in their June 2006 Board packet.
April-06	C T A action referred to Board of Directors. Staff responded to C T A request.	4. Board of Directors Report	Motion, Second, Carried (Jensen/Rhodes) to recommend that staff provide the Committee the information to bring paratransit in-house, including an accounting of all-meeting dates, minutes, records of meeting room reservations, etcetera, especially the discussions held with ATU Local 265 Executive Board. Copies of grant requests for the purchase of vehicles between the dates of 2003 to the present will also be provided to the Committee. Additionally, CTA would like a copy of the timeline, as requested by Board Member Chavez from Mr. Tucker in one week's time. This should include discussions, memos, and teleconferences within all V T A departments that were involved in the efforts to look at bringing paratransit in-house. This timeline should be distributed to CTA Members via electronic format and mail.	Staff provided a report to the May 2006 CTA meeting and the Board of Directors documenting the chronology of events leading to the agreement with the ATU to implement small capacity vehicle operations and V T A's partnership with Outreach.

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
April-06	C T A action referred to Board Chair and Board Secretary..	5X. RFP for Organizational and Financial Assessment Consulting Services	Motion, Second, Carried (Tamez/Gouveia) to recommend that the CTA Committee be included in the RFP process.	Staff provided request to Board Secretary's Office to forward to Board Chair. Committee chairs sat on the technical evaluation committee to select the consultant for the Organizational and Financial Assessment.
March-06	C T A action referred to staff..	8. Transportation Supervisor Information	Motion, Second, Carried (Grant/Julian) to recommend that V T A reinstate the 800-telephone number for customers to call to report non-operating lifts.	Effective August 1, 2006, telephone number 1-800-922-4321 was activated for after hours calls regarding downed lifts.
February-06	Staff responded to C T A request.	9. Bus Mobility Device Securement Policy	Motion, Second, Carried (Grant/Rhodes) to recommend that V T A will provide a detailed Securement and Americans with Disabilities Act (ADA) awareness sensitivity training demonstration to CTA.	Staff provided a presentation to the May 2006 CTA meeting about V T A Operator training programs.
January-06	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
December-05	C T A action referred to Board of Directors.	9. Paratransit Eligibility Certification Program Modifications	Motion, Second, Carried (Morrow/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to endorse the Paratransit Eligibility Certification Program Modifications.	At the April 2006 Board meeting, the Board approved the Paratransit Eligibility Certification Program Modifications to be implemented July 2006.
November-05	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
October-05	C T A action referred to Board of Directors. Staff responded to C T A request.	11. Bus Mobility Device Securement Training Program	Motion, Second, Carried (Bruntz/Morrow) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend to V T A Board of Directors to develop and implement an educationally sound assessment plan to field test operators on ADA compliance.	Referred to Board in Minutes. V T A training staff will be invited to future CTA meeting to discuss operator training program. Staff provided a presentation to the May 2006 CTA meeting about V T A Operator training programs. V T A training staff provided monthly and quarterly reports to the CTA throughout FY 07. Several CTA members sat in operator training classes. Due to the increased need for bus operators, the training department has increased their operator training schedule and will report to the CTA on an as needed basis.
September-05	C T A action referred to Board of Directors.	Nominating Committee for Second Vice Chairperson for 2005	Motion, Second, Carried (Marcillet/Rhodes) on a vote of 12 Ayes, to 0 Noes, to 0 Abstentions to elect David Grant for CTA Second Vice Chairperson for 2005.	The following is unrelated to the motion but was added for information only: Adam Byrnes represented V T A Board Vice Chairperson Cindy Chavez at the September 7, 2005 CTA meeting. Vice Chairperson Chavez gave a verbal report at the October 6, 2005 V T A Board about the September 7, 2005 CTA meeting.
August-05	C T A action referred to Board of Directors.	Receive the Bus Mobility Securement Device Demonstration	Motion, Second, Carried (Morrow/Bruntz) on a vote of 9 Ayes, to 2 Noes, to 0 Abstentions to recommend that CTA accept the recommendations stated by V T A staff and Securement Subcommittee team with the caveat that CTA Securement Subcommittee Task Force remain intact for at least one-year after implementation of the Mobility Securement Policy to monitor and address issues related to the implementation of the Mobility Securement Policy. Members Grant and Stahl opposed.	At the Sept 05 Board meeting - Board authorized the General Manager to execute a contract with Nor-Cal Mobility, Inc., the lowest responsible and responsive bidder, contingent upon a successful demonstration to satisfy technical requirements of the contract, for the purchase and installation of 831 bus mobility device restraint kits (two kits per bus, one curbside and one street side) for V T As active bus fleet of 415 buses, the cost per bus for this purchase and installation contract is \$1,447 for a total cost of \$600,383. At the April 06 Board meeting - Board adopted the proposed policy to require all mobility device users, such as wheelchair and scooter users, to ride with their devices secured on V T A buses. The policy will have an effective date of January 1, 2007.

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
July-05	C T A action referred to Board of Directors.	Discuss Paratransit Fares	Motion, Second, Carried (Jensen/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend ADA Paratransit Service be removed from the Farebox Recovery Ratio Policy and considered independently even though ADA allows for the increase, the fare increase is not required.	At the July 21, 2005 Board Committee of the Whole, Staff reported the CTA's recommendation to revise the current fare policy that links the Paratransit Fare at two times the Adult bus cash fare. No Board action was taken.
July-05	C T A action referred to Board of Directors.	Discuss Disability Services and NovaCare Contracts (requested by CTA at 5/11/05 meeting)	Motion, Second, Carried (Morrow/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend sending cancellation notices to Eligibility Program contractor Disability Services Orthopaedic Hospital and to the Appeals Program contractor NovaCare prohibiting the extension of these contracts beyond June 2006 and initiate process with CTA to design and improve the Eligibility Program to help select a new Eligibility Certification contractor and scope of work to be operative by July 1, 2006.	At the July 21, 2005 Board Committee of the Whole, Staff advised the Committee of the Whole of the CTA's recommendation to send cancellation notices to Disability Services Orthopaedic Hospital to cancel their contract and the second recommendation was to initiate a phone interview process as soon as possible. No Board action was taken.
July-05	C T A action referred to Board of Directors.	Discuss Disability Services and NovaCare Contracts (requested by CTA at 5/11/05 meeting)	Motion, Second, Carried (Morrow/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend as soon as possible to initiation of a phone interview for those remaining clients who have not yet been through the recertification process, which will make the process more convenient, more timely, and reduce costs to recertify existing clients and eliminate the need to provide transportation to the in-person interview. Any recertifying client who wishes an in-person interview will be provided that option and free transportation.	At the July 21, 2005 Board Committee of the Whole, Staff advised the Committee of the Whole of the CTA's recommendation to send cancellation notices to Disability Services Orthopaedic Hospital to cancel their contract and the second recommendation was to initiate a phone interview process as soon as possible. No Board action was taken.
May-05	C T A action referred to Board of Directors.	Review/File the FY 05 3rd Quarter Paratransit Services Performance Report	Motion, Second, Carried (Grant/Stahl) on a vote of 11 Ayes, to 0 Noes, to 1 Abstention to recommend to terminate the contract with Orthopaedic Hospital and NovaCare and allow OUTREACH to conduct the Paratransit Eligibility Certification Program Process. Member Michels abstained.	At the July 21, 2005 Board Committee of the Whole, Staff advised the Committee of the Whole of the CTA's recommendation to send cancellation notices to Disability Services @ Orthopaedic Hospital to cancel their contract and second recommendation was to initiate a phone interview process as soon as possible. No Board action was taken.
May-05	C T A action referred to Board of Directors.	Review/Recommend to the Board proposed changes to the CTA Bylaws	Motion, Second, Carried (Julian/Rhodes) on a vote of 12 Ayes, to 0 Noes, to 1 Abstention to recommend the CTA Bylaws allow election of a Chairperson, Vice Chairperson, and a Second Vice Chairperson to conduct Committee business. Member Eljas abstained. Motion, Second, Carried (Stahl/Eljas) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend the CTA quorum be reduced to 9 Committee Members.	On August 4, 2005: Motion, Second, Carried (McHugh/Williams) to amend the bylaws for the Committee for Transit Accessibility (CTA) to (1) add a Second Vice Chairperson, (2) add a V T A Board of Directors member as a non-voting ex-officio member, and (3) reduce the number of affirmative votes needed to pass an item to 9 from the current 11, which is a majority of the total membership. At the September 1, 2005 V T A Board of Directors Regular Meeting Vice Chairperson Chavez volunteered to serve as Ex-Officio Non-Voting Board Liaison to CTA. Vice Chairperson Chavez has identified Adam Byrnes, staff aide representing Cindy Chavez to attend CTA Meetings and provide a report to Vice Chairperson Chavez. Vice Chairperson Chavez will serve as Ex-Officio Non-Voting Board Liaison to CTA and will provide a report to V T A Board of Directors at V T A Board of Directors Regular Meetings.

Archived Summary of CTA Motions

March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
March-05	C T A action referred to staff..	Receive presentation by Disability Services @ Orthopaedic Hospital	Motion, Second, Carried (Rhodes/Julian) to recommend that any presentation provided to CTA include a written report and be distributed to the Committee in an appropriate amount of time to review the information.	Recommendation forwarded to General Manager and Executive Staff. The Board received recommendation when the CTA unapproved minutes were submitted to the Board as a CTA report in their April 05 Board packet.

**Current Summary of CTA Motions
January to November 2007**

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
June-08	Referral to the Transit Planning and Operations Committee.	12. Information Item-Discuss the Committee for Transit Accessibility Motion Tracking Report.	Motion,Second,Carried (Grant/Slack) Request that the Board of Directors amend the \$15.00 policy for 5 rides not a fixed number because when the amount was originally \$3.00 that was equal to 5 rides it should be just that you could withdraw your balance up to 5 rides. If it's a Board policy to for them to adopt, I'd like to send that up for their consideration.	The item will be referred to the Transit Planning and Operations Committee for their consideration.
May-08	Complete	7. Clarify that the quorum requirement is as set forth in Sect. 5.4 of the CTA Bylaws	Motion,Second,Carried (Grant/Morrow) to keep the current quorum requirement of 11 and voting requirement of 9. Change the voting requirement to permit 9 members, or a majority of the members present, whichever is greater, to pass an item, provided that if the number of votes approving any recommendations is less than a quorum, then the minutes of the meeting shall contain a notation that the item was passed by less then a majority of the total appointed membership. Require the CTA Chairperson to identify, during his/her verbal report to the Board, those recommendations that were approved by less than a quorum.	The Chair will need to identify, during his/her report to the Transit Planning and Operations Committee, those recommendations that were approved by less than a quorum. And a notation will need to be made in the minutes to reflect that the item was passed by less than a majority of the total appointed membership.
April-08	Referred to the Administration and Finance Committee	5. Receive a Report from the General Manager	Motion,Second,Carried (Morrow/Grant) to advise the Board of Directors to not approve the governance structure recommendation as it stands now. It was rushed and there needs to be more input from the committees and the public.	The comments made by the CTA, PAC and CAC were provided to the Administration and Finance Committee at their April 17, 2008 meeting.
February-08	Item added to CTA agenda as a standing item.	11. Discuss the Committee for Transit Accessibility Motion Tracking Report.	Motion,Second,Carried (Stahl/Julian) to receive information in all areas of concern by the Hay Group.	As requested by the CTA, the Organization and Financial Assessment has been added as a standing item to their agenda. Staff will give a presentation at the April 9, 2008 meeting.
November-07	Presented to the TP&O November 14, 2007.	8. Bus Service Plan and Impacts to ADA Paratransit Service Area	Motion,Second,Carried (Eljas/Morrow) to recommend that the CTA support Option 1 which is to continue the existing policy and practice to conform to ADA paratransit service area and charge a Service Area Surcharge for trips originating or ending outside the service area. Affected customers would be given a 90 day grace period from January 14, 2008, before paying the surcharge.	Staff presented the CTA's recommendation to the TP&O on November 14, 2007. The TP&O committee supported the CTA's position and forwarded the recommendation to the Board of Directors. At the December 13, 2007 Board meeting, the Directors approved the CTA recommendation under the Consent agenda.

**Current Summary of CTA Motions
January to November 2007**

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action
November-07	The recommendation was forwarded to executive management and the Transit Planning and Operations Committee.	11. Mainstreaming of Individuals with Disabilities into VTA.	Motion,Second,Carried (Morrow/Grant) to recommend that the Hay Group give a presentation to the CTA regarding the reorganization and the Accessible Services Department. November 7, 2007 Minutes: M/S/C (Morrow/Grant) to recommend to have the Hay Group restructure Accessible Services Department.
November-07	CTA Chair provided a report to the TP&O on November 14, 2007 advising that the CTA passed a motion regarding this item before the City of San Jose's DAC received a written response from VTA.	16. City of San Jose Disability Advisory Commission Report	Motion,Second,Carried (Grant/Stahl) to recommend that the CTA support the position of the San Jose DAC regarding the elimination of route 85. CTA Chair, Tamez, provided a report to the TP&O on November 14, 2007 explaining that the CTA took action to support the DAC's position regarding the elimination of route 85. The DAC did receive a written response from VTA after the November 7, 2007 CTA meeting. Timeline: Aug. 24, 07 Chair Tamez requested that the Admin & Finance Committee agendaize the Mainstreaming Memo. The item was referred to the TP&O. Sept. 5, 07 TP&O Chair Sandoval explained, in a letter, to Chair Tamez that the TP&O is the primary contact for the CTA and invited Chair Tamez to discuss any concerns to the TP&O. At the Oct. 18, 07 TP&O meeting Chair Tamez presented the a list of 13 CTA concerns. Dec. 12, 07 Chair Sandoval responded in writing to Chair Tamez; all CTA members were copied. Jan. 9, 08 Member Grant asked that Chair Sandoval's letter be included in the Feb. 13, 08 CTA packet.
October-07	Members Gallo, Gouveia, Julian, and Michels, and Ex-Officio Member Heatley as well as Chairperson Tamez were appointed to serve as volunteers for the Mobility Options Program Subcommittee.	9. Mobility Options Program	Motion,Second,Carried (Tamez/Slack) to recommend that a Mobility Options Program Subcommittee be established to look at the program in more detail and provide a comprehensive plan to C T A; and further, recommend that the Mobility Options Program Subcommittee meet once a month. The subcommittee will meet on a monthly basis and report back to the larger committee.
September-07	No Item	No Motions Made/Passed	No Motions Made/Passed

**Current Summary of CTA Motions
January to November 2007**

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
August-07	Referred to T P & O Committee	7. Hiring of Advisory Committee Members as Consultants or Employees	Motion, Second, Carried (Morrow/Julian) to recommend that if a member sits on V T A's Advisory Committee and plans to accept a consultant position then the member must relinquish their seat as a V T A Advisory Committee member.	Randy Tamez, CTA Chair, presented this item at the August Transit Planning and Operations (TP&O) meeting. The chair of the TP&O committee asked staff to come back with recommendations to address the issue of VTA compensating its committee members for services. Staff prepared a memo that was presented at the October TP & O meeting regarding this matter. TP&O took no action. Chair Sandoval will work with staff to develop recommended policy to bring back to TP&O and Board.
August-07	Staff will prepare motion tracking sheet and present at each C T A meeting.	10. Committee for Transit Accessibility (CTA) Motion Tracking Information	Motion, Second, Carried (Slack/Stahl) to recommend that every item tracked in the CTA motion tracking that the status report include: a) if it is going forward to the Board and b) if not, why.	Accessible Services staff will updated this report as action is taken on CTA motions and present to the CTA on a monthly basis. Effective September 2007, an additional column was added so that the status of the motion can be indicated on this form. At the request of the CTA, staff divided the report into current and archived versions and will continue to include both versions of the report in the monthly agenda packets.
July-07	Referred to T P & O Committee	6. Mainstreaming of Individuals with Disabilities into V T A	Motion, Second, Carried (Julian/Gouveia) to support Chairperson Tamez response to Agenda Item # 6. Mainstreaming of Individuals with Disabilities into V T A and forward the information to the Board of Directors.	Randy Tamez, CTA Chair, made a request to the Administration & Finance Committee (A&F) that this item be placed on their agenda. The Committee referred the item to the TP&O committee. The CTA chair presented a list of concerns to the TP&O at its October meeting.
July-07	CTA item will be agendized monthly.	6. Mainstreaming of Individuals with Disabilities into V T A	Motion, Second, Carried (Julian/Gouveia) to request that Mainstreaming of Individuals with Disabilities be placed on CTA's Regular Agenda as a reoccurring item to allow for Committee discussion and assist V T A to integrate working with individuals with disabilities into V T A as a whole.	Staff will agendize this item every month; however, information will only be provided if there is information to report.
July-07	CTA item will be agendized when the draft is complete.	8. Accessible Document Training	Motion, Second, Carried (Julian/Morrow) to recommend establishing an Accessible Document Training Subcommittee to attend Accessible Document Training and provide reports and updates to the CTA Committee.	VTA has several internal working groups addressing the issue of creating policy and training for accessible documents. The CTA received a presentation on VTA's Accessible Document Policy at its December 12, 2007 meeting. The Committee will provide comments to the policy at this January 9, 2008 meeting.
July-07	CTA item agendized monthly.	12. Chairperson's Report	On order of Chairperson Tamez, there being no objection, the Committee requested that City of San Jose DAC and City of Santa Clara ADA Reports be placed on CTA's Regular Agenda as standing reports.	Reports for the City of San Jose DAC and City of Santa Clara ADA committee was added to the CTA meeting agenda effective August 8, 2007.
June-07	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
May-07	C T A action referred to Board of Directors.	5. Recommended Biennial Budget for Fiscal Year 2008 and 2009	Motion, Second, Carried (Morrow/Julian) to review and recommend that the V T A Board of Directors approve the Recommended Biennial Budget for Fiscal Year 2008 and 2009.	The VTA Board of Directors approved the Biennial Budget for Fiscal Years 2008 and 2009. It was presented to the Board of Directors that members of the CTA endorsed the budget.

Current Summary of CTA Motions
January to November 2007

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
May-07	C T A action referred to Board of Directors.	6. Fare changes proposed for implementation in July 2007 and September 2007	Motion, Second, Carried (Julian/Eljas) to support the proposed fare changes and request V T A staff to look at reducing all fares especially for people with low income.	The VTA Board of Directors approved the fare reductions that were effective September 1, 2007. It was presented to the Board of Directors that members of the CTA endorsed this action and that they wanted deeper fare reductions.
May-07	C T A action referred to Board of Directors.	7. Project Priorities for the FY 2008 Countywide Transportation Development Act (TDA) Article 3 Program	Motion, Second, Carried (Julian/Rhodes) the Committee for Transit Accessibility cannot endorse the FY 2008 Transportation Development Act Article 3 project priorities due to lack of information provided to the committee.	This action was noted in the unapproved minutes from each advisory committee included on the Board of Directors monthly agenda.
April-07	Staff prepared report on this item for the C T A	5. V T A Organizational and Financial Assessment	MSC (Morrow/Grant) to provide CTA with a work plan for the contractual agreement between V T A and Karen Antion Consulting, LLC that would include Karen Antion's work history.	Staff presented an Organizational and Financial Assessment Work Plan for Implementation Support report at the CTA's June 13, 2007 meeting. Phase II of KAC Workplan was presented September 12, 2007.
March-07	C T A action referred to Board of Directors.	6. Bus Stop Location Annunciator Information Update	Motion, Second, Carried (Morrow/Stahl) to recommend that the Board of Directors review and reevaluate the contract as it pertains to the Best Practices to determine if the contractor has fulfilled the obligations toward V T A and V T A's customers.	Staff presented follow-up information about work being done with the annunciator system vendor to improve its functioning at the May 9, 2007 CTA meeting. The CTA's March 2007 minutes were presented at the April 7, 2007 Board of Director's meeting as an information item.
March-07	C T A action referred to Board of Directors.	10. Lifeline Transportation Program	Motion, Second, Carried (Julian/Morrow) on a vote of 11 Ayes to 0 Noes to 1 Abstention to review and recommend that the Board of Directors approve a revised scope and grant amount for the City of San Jose's Auto Repair Assistance Program (ARAP) in the amount of \$75,000 and issue a new Call-For-Projects (CFP) for the Lifeline Transportation Program. Second Vice Chairperson Rhodes abstained.	The CTA's March 2007 minutes were presented at the April 7, 2007 Board of Director's meeting as an information item.
February-07	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
January-07	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed



Date: June 26, 2008
 Current Meeting: July 9, 2008
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief Operating Officer, Donald A. Smith Jr.

SUBJECT: CTA Work Plan

FOR INFORMATION ONLY

BACKGROUND:

At its meeting of September 12, 2007, the CTA requested that the workplan be a standing item on the agenda. In addition to the updates shown below, the workplan was also revised to show completed items.

DICUSSION:

The following items have been updated:

- 1. CTA Bylaws:** The item was moved to the completed section. However, members of the committee requested that staff correct the motion. Staff listened to the recording and a transcript of the discussion as well as the motion regarding the Bylaws amendment is shown below. The motion as it was written in the memo of June 11, 2008 was correct.

Transcript taken from May 7, 2008 CTA meeting:

Member Grant's Discussion:

"...the second part is most important. If we have less than a quorum we can still take action on something, we can still take a vote, we can still tally up and say, you know we had 9 people here and it wasn't a quorum but still 8 out of the 9 people said that this is a bad idea or 8 out of 9 people said that's a good idea. That's the important part, okay? I don't think mincing numbers about whether we have 9, 11, 13 or 4 1/2, whatever we choose, that's the important part of this issue. That we are allowed to take action regardless of the number of people here to let what we thought go up, okay? That's what I'd like to see."

There is further discussion by CTA members. Chairperson Morrow defers back to Member Grant.

Member Grant States:

"I would like to make the motion basically that we keep the quorum, the 11 quorum, right? The 9 vote identical but basically we amend our bylaws that, that the voting requirements will be 9 or a majority of the members present whichever is greater to pass an item provided that if the number of votes approving any recommendation is less than a quorum, then the minutes of the meeting shall contain a notation that the item was passed by less than the majority of the total appointed membership, okay? And the second part would require the CTA chairperson to identify during his or her verbal report to the Board those recommendations that were approved by less than a quorum. Okay, so, basically the only part...we are not messing with any of the quorum requirements, we are basically just...okay, I'll end my motion. I'm elaborating, I just want to stop there."

Chairperson Morrow, seconded the motion. There is discussion.

Member Grant States:

"That seems to be the gist of it was that the majority of the members present took action even though it was less than a quorum, we decided that this was the will of the the majority. Okay, that's why I'm saying that, we have no power, we are an advisory committee to the Board. The Board can disregard, TP&O can disregard, we can advise, that's our responsibility and we are just giving advice. I think it comes across much stronger advice if the majority of the members took action and this is what we said, that's my feeling."

Chairperson Morrow called for the question.

The Board secretary read back the motion:

"The motion made by Member Grant is to keep the quorum as is and to change the voting requirement to permit 9 members or a majority of the members present whichever is greater to pass an item provided that if the number of votes approving any recommendation is less than the quorum then the minutes of the meeting shall contain a notation that the item was passed by less than a majority of the total appointed membership. And require the CTA chairperson to identify during his verbal report to the Board, those recommendations that were approved by less than a quorum."

2. **Disaster Preparedness:** The item was moved to the completed section.
3. **Google Trip Planner:** The item was moved to the completed section.

Prepared By: Camille C. Williams

CTA Approved Workplan

Current Items:

1. Talking signs to allow people with disabilities to use fixed route as independently as possible.
Status: The CTA received a presentation on the Dynamic Passenger “Real-time” Information project. The Committee was asked to provide locations along the Rapid 522 bus line that would be appropriate for DPI technology. Outreach, VTA’s paratransit broker, provided a list of suggested locations along the 522.
Agenda Date: November 7, 2007 / March 12, 2008
Category: Information
V T A Assignment: Technology, and Transportation Systems and Operations
2. Mobility and travel training as a subset of talking signs
Status: The CTA was given a presentation of VTA’s Mobility Options program. The CTA created a subcommittee that will meet on a monthly basis and report back to the larger committee every month. The subcommittee members are Randy Tamez, Katie Heatley, Linda Gallo, David Julian, Linda Gouveia and Laura Michels.
Agenda Date: October 10, 2007 / November 7, 2007 / monthly as needed
Category: Information and Discussion
V T A Assignment: Accessible Services
3. Joint partnerships with cities for walkable sidewalks for blind and wheelchair users with curb cuts.
Status: V T A’s Congestion Management Program published a Community Design and Transportation Best Practices Manual for Integrating Transportation and Land Use. The Community Design and Transportation Program and its manual were developed in partnership Santa Clara County, its cities and towns, developers, designers, community members and member agencies. The program has a strong emphasis on pedestrian environments, transit, street design, and the interrelationships with sites and buildings. Accessibility integration, to ensure that individuals with all levels of ability can easily traverse the pedestrian environment, is a component of this program.
Agenda Date: To Be Determined
Category: To Be Determined
V T A Assignment: Congestion Management Program

4. Farebox Technology

Status: At the January 9, 2008 CTA meeting, members requested that as VTA replaces its fareboxes, they consider purchasing fareboxes with technology that will gather information specific to travel patterns of individuals with disabilities.

Agenda Date: June 11, 2008

Category: Information

V T A Assignment: Accessible Services
5. Orientation/Workshop

Status: At the February 13, 2008 CTA meeting, members requested that staff provide an orientation for the committee as 7 new members have been added. The orientation will be provided by VTA staff over several meetings. CTA will have a half day orientation in June in addition to their regular meeting.

Agenda Date: March 12, 2008 / April 9, 2008

Category: Information

V T A Assignment: Accessible Services
6. Easter Seals Project ACTION Status Report on the Current Use of Wheelchairs and Other Mobility Devices on Public and Private Transportation

Status: At the February 13, 2008 CTA meeting, members discussed the issue of various types of mobility devices with various dimensions, many of them oversize, being used on public fixed route and paratransit services. Staff followed up with the consultant who participated in the study who advised that the results of the study will not be published until May or June 2008.

Agenda Date: May or June 2008 (tentative)

Category: Information

V T A Assignment: Accessible Services

Monthly Agenda Items:

1. Motion Tracking Spreadsheet

CTA members requested that staff provide a report to review and track motions. The motion tracking report that was presented at the August 8, 2007, meeting was revised and will be presented monthly to the committee. The CTA chair's report is a standing item on the TP&O committee's agenda. In addition to providing this report, the CTA chair was invited by the chair of the TP&O committee to speak to any issues related to the CTA at the October 18, 2007 meeting. At the October 2007 CTA meeting, committee members stated that they wanted the motion tracking report separated into current motions and archived motions. At the November 2007 meeting, CTA members advised that they wanted to continue to receive both the current and archived motion tracking reports in their packets.

2. Mainstreaming Individuals with Disabilities into VTA
At the September 12, 2007 meeting, the CTA requested that staff agendaize this item on a monthly basis even if staff does not have anything to report. Although CTA initially requested that staff mainstream individuals with disabilities into VTA, at the October 10, 2007 meeting, the CTA requested that staff not use the term “mainstreaming.” CTA will provide staff with their preferred terminology. Until then, staff will continue to use the term “mainstream.”
3. Workplan
4. Organizational and Financial Assessment
5. Monthly Ridership Report
6. Mobility Options Program

Completed Items:

1. Receive a presentation on the V T P 2035 Plan
Status: Staff gave a presentation at the December 12, 2007 meeting.
Agenda Date: December 12, 2007
Category: Information
V T A Assignment: Congestion Management Program
2. Paratransit service impacts due to COA
Status: Staff gave a presentation on the Bus Service Plan and Impacts to the ADA Paratransit Service Area. Staff asked CTA to choose between 2 options. CTA members passed a motion to support Option 1: Continue existing policy and practice to conform to ADA paratransit service area and charge a Service Area Surcharge for trips originating or ending outside the service area. The CTA motion allowed for a 90 day grace period from January 14, 2008, before imposing the surcharge. The Board of Directors approved the CTA’s recommendation on December 13, 2007. A follow up discussion at the April 9, 2008 meeting regarding Menlo Park paratransit service.
Agenda Date: November 7, 2007 and April 9, 2008
Category: Action
V T A Assignment: Accessible Services
3. Space Park Shelter
Status: Complete. The Chief Operations Officer gave verbal reports to the committee at their October 10 and November 7, 2007 meetings. A detailed written report was provided at the December 12, 2007 meeting. Staff advised that a customized shelter would be installed by the end of the year at the southbound Scott opposite of Space Park location. At the January 9, 2008 CTA meeting, CTA members thanked VTA staff for the installation.
Agenda Date: December 12, 2007

Category: Information

V T A Assignment: Operations-Service Planning

4. Origin-to-Destination Service

Status: CTA requested that staff provide a memo on this issue. At the December 12, 2007 meeting, staff provided a report on the regulatory history of the subject as well as information about the level of service provided by neighboring paratransit agencies; SamTrans and the East Bay Paratransit Consortium. The CTA chair asked that staff provide origin to destination information for paratransit providers in the entire Bay Area. A follow-up report was presented at the January 8, 2008 meeting. Accessible Services staff gathered information from the 18 Bay Area paratransit service providers. Of the 18, 17 provide either automatic door-to-door service or provide door-to-door upon request at the time the trip is scheduled.

Agenda Date: November 7, 2007 / December 12, 2007 / January 9, 2008

Category: Information

V T A Assignment: Accessible Services

Note: This item was requested by Chair Randy Tamez.

5. Analyze travel patterns of individuals with disabilities and senior citizens

Status: Staff provided a presentation to the CTA at the January 9, 2008 meeting. Staff provided information based on what they are able to obtain from the software. It was suggested by CTA members that as VTA's fareboxes are replaced, we consider new technology to gather customer information.

Agenda Date: January 9, 2008.

Category: Discussion

V T A Assignment: Operations Analysis, Reporting and Systems

6. South line Platform Retrofit Project

Status: At the November meeting the Chief Operations Officer, in his monthly report, informed the CTA that the TP&O committee would be considering the construction contract for the south line platform retrofit project. CMA gave a presentation on the status of the retrofit project at the January 9, 2008 meeting.

Agenda Date: January 9, 2008

Category: Information

V T A Assignment: Construction

7. Nominating Committee

Status: At the November 7, 2007 meeting CTA members selected their nominating committee. The nominating committee will provide names of officer candidates for the December officer elections. CTA members may also select nominations from the floor before the vote. Nominating committee members are Thomas Slack, Barbara Stahl, and David Grant. At the December 12, 2007 meeting, the nominating committee presented the slate of candidates: Chair, Randy Tamez; 1st Vice Chair, Aaron Morrow; 2nd Vice Chair, David Julian. Because the CTA did not have a quorum, officers could not be voted into office. The item will be carried over to the January 9, 2008 meeting. CTA Chair, Randy Tamez resigned Monday, January 7, 2008 and the First Vice Chair was

unable to attend, staff asked that the elections be deferred. Officers were elected at the February 13, 2008 meeting as follows:

Chair, Aaron Morrow

First Vice Chair, David Julian

Second Vice Chair, Emma Eljas

Agenda Date: November 7 / December 12, 2007 / January 9, 2008 / February 13, 2008.

Category: Action

V T A Assignment: Accessible Services

8. Fixed route training specific to bus stop issues which involves trip planning, travel training, etc. This item is related to item numbers 1 and 2 on the workplan. Because CTA members are on the Mobility Options Task Force, issues relating to travel training will be reported back to the CTA under workplan item number 2. This item was moved to completed items.

Status: CTA received a presentation on V T A's Mobility Options Program.

Agenda Date: October 10, 2007

Category: Discussion

V T A Assignment: Accessible Services

9. Receive a report on National Transit Database reporting.

Status: Completed

Agenda Date: April 9, 2008

Category: Discussion

V T A Assignment: Fiscal Resources

10. Appointment of 5310 Review Committee

Status: Staff provided a presentation on the Bay Area's Coordinated Public Transit Human Services Transportation Plan. A 5310 review committee will be appointed Spring 2008. The item was discussed at the April 9, 2008 CTA meeting. The following members were selected to serve on the LRC: Aaron Morrow, Connie Langford and Dilip Shah

Agenda Date: November 7, 2007 / April 9, 2008

Category: Action

V T A Assignment: Accessible Services

11. Change CTA Bylaws so that they are similar to the Policy Advisory Committee's Bylaws regarding the number of members that it will take to pass an item.

Status: This item was discussed at the February 13, 2008 CTA meeting and will be discussed again at the March 12, 2008 meeting as clarification about the CTA action is needed. Completed. The CTA passed a motion to keep the quorum at 11 and the voting requirement at 9 but the Chair will have to explain that an item was passed with less than a quorum and the minutes will have to be noted that an item was passed by less than a majority of the total appointed membership.

Agenda Date: February 13, 2008 / March 12, 2008 / April 9, 2008 / May 7, 2008

Category: Action

V T A Assignment: Accessible Services

12. Google Trip Planner

Status: Aaron Morrow, First Vice Chair, asked that the Google Trip Planner be added to the February or March 2008 agenda. The item will be presented at the May 7, 2008 meeting. Mr. Morrow had the following concerns:

1. Compatibility with Screen Readers
2. Pop up Blocker issues
3. Page layout functional purpose

Agenda Date: May 7, 2008 / June 11, 2008

Category: Information

V T A Assignment: Customer Service/Technology

13. Disaster Preparedness

Status: At the February 13, 2008 CTA meeting, members requested that disaster preparedness for individuals with disabilities be added to their workplan.

Agenda Date: May 7, 2008 / June 11, 2008

Category: Discussion

V T A Assignment: Accessible Services

Future Items:

1. Accessible bus stops, access to the bus stops, safety at the bus stops, etc. A photo of each bus stop and full descriptions should be up on the web site.
2. The calling of bus stops is still an issue and the CTA must have a better response from staff to ensure stops are and will be called.
3. Buses stopping at stops of all sizes
4. Being able to feel confident on the bus that the driver will call out stop at the requested destination.
5. CTA should get quarterly reports from the various functional areas at the V T A to know what is going on in Congestion Management with long range plans, with ITS (Intelligent Transportation System) planning; features in the Rapid Bus Transit that make it easy or hard for disabled persons to access, etc.
6. CTA wants to receive legislative reports.
7. Identify a lead staff person at V T A for implementing the Hay Report to 1) Make sure CTA can comment and be involved (thus far CTA has had no involvement); and 2) CTA follow up on the Hay Report sections that address the Accessible Services Department and the recommendation that V T A staff needs to work to take steps to improve their relationships with the disability community and the Broker.
8. Elevator announcements---educational/outreach activities
9. Increasing CTA membership



Date: June 26, 2008
 Current Meeting: July 9, 2008
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief Operating Officer, Donald A. Smith Jr.

SUBJECT: Fiscal Year 2008 Section 5310 Funding Cycle Local Review Committee (LRC)
 Recommended Project Review Scores

FOR INFORMATION ONLY

BACKGROUND:

The Section 5310 program is a competitive statewide grant application process that is administered by Caltrans through the state's Regional Transportation Planning Agencies (RTPAs) according to policies and scoring criteria established by the California Transportation Commission (CTC). The program provides financial assistance for transportation services designed to meet the special transportation needs of seniors and persons with disabilities. Section 5310 program funds may be used by eligible agencies to provide 88.53% of the funding for the purchase of vehicles and computer/communication equipment needed to provide such services.

DISCUSSION:

The Metropolitan Transportation Commission (MTC) administers the Section 5310 Program for the nine San Francisco Bay Area counties. MTC requires that the region's Paratransit Coordinating Councils (PCCs) appoint Local Review Committees (LRCs) to evaluate and rank Section 5310 applications submitted within their respective counties. As the PCC for Santa Clara County, the CTA appointed a four-member LRC at its April 2008 meeting.

On May 20, the CTA's LRC met to review and score 19 project proposals submitted by 3 Santa Clara County non-profit social service agencies using the following criteria adopted by the California Transportation Commission:

Section 5310 Application Scoring Criteria

Criteria	Points
Ability of Applicant	32
Coordinated Planning (12 points) and Coordinated Use of Vehicles/Equip. (6 points)	18
Transportation Service (Replacement, Service Expansion, or Other Equipment)	20
Service Effectiveness	30
Total Points available to evaluate FTA Section 5310 Project Applications	100

The LRC's recommended scores for the 19 projects are listed in Attachment A. The total cost of the 19 projects being requested is \$998,000. A local match totaling \$114,471 (11.47%) must be provided by agencies receiving the grants.

The LRC's recommended scores were forwarded by the General Manager to MTC on May 29, 2008 for inclusion in the region's list of Section 5310 projects. This score submission was completed in accordance with the VTA March 1999 Board action.

Once the region's rankings are finalized, the list of projects will be submitted to Caltrans for inclusion in a statewide list of applications. Caltrans then refers applications likely to receive funding with regional scores down through 70 points to its State Section 5310 Review Committee (SRC) for final scoring. After the SRC makes final scoring adjustments, Caltrans forwards the SRC's recommended Program of Projects to the California Transportation Commission (CTC) for approval.

During the 2008 funding cycle, \$12.1 million federal Section 5310 funds are available statewide. The final State list of FY 2008 Section 5310 projects will be approved by the CTC in the Fall of 2008. Funding is usually available to successful applicants 12 to 18 months thereafter. Staff will report back to the CTA once the final FY 2008 scores are approved by the CTC.

During the 2007 funding cycle, \$11.2 million federal Section 5310 funds were available statewide. San Francisco Bay Area applicants requested over \$4.5 million in funding during the 2007 funding cycle. From the Bay Area's requested amount, \$3.2 million worth of project proposals were listed as fundable. Of this \$3.2 million, \$803,852 was identified to support the federal share for 17 Santa Clara County 2007 Cycle Section 5310 projects as shown on Attachment B.

Prepared By: Davd Ledwitz

Attachment A
 Santa Clara County's FY 2008 Federal Transit Administration
 Section 5310 Program List of Project Applications and Local Review Committee Scores

Applicant Agency	Project Type	Total Project Cost	LRC Recommended Score
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
OUTREACH	Replacement Small Bus	\$58,000	98
PACE	Replacement MiniVan IV	\$42,000	93
PACE	Replacement MiniVan IV	\$42,000	93
PACE	Replacement MiniVan IV	\$42,000	79
PACE	Service Expansion Mod Van V	\$50,000	73
AchieveKids	Service Expansion MiniVan IV	\$42,000	72
AchieveKids	Service Expansion MiniVan IV	\$42,000	72
AchieveKids	Service Expansion MiniVan IV	\$42,000	68

Total Project Costs: \$998,000

Section 5310 Funds Requested: \$883,529

Attachment B
 Santa Clara County's FY 2007 Federal Transit Administration Section 5310 Program List of Project Applications,
 Local Review Committee Scores and Final State Project Score

AGENCY	PROJECT APPLICATION	TOTAL PROJECT COST	LOCAL REVIEW COMMITTEE SCORE	FINAL STATE PROJECT SCORE
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
Outreach	Medium Bus	\$56,000	100	100
HOPE Services	Modified Van	\$50,000	82	83
HOPE Services	Modified Van	\$50,000	82	83
HOPE Services	Modified Van	\$50,000	82	83
Achieve	Minivan	\$43,000	76	77
Achieve	Minivan	\$43,000	74	75
Achieve	Minivan	\$43,000	68	not scored
India Community Center	Largest Bus & Mobile Radio	\$187,500	42	not scored
India Community Center	Computer	\$1,000	36	not scored
Avenidas	Large Bus	\$60,000	36	not scored

Total Project Costs: \$1,199,500
 Section 5310 Funds Requested: \$959,600