

Committee for Transit Accessibility

Wednesday, July 8, 2009
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. Approve the Minutes of May 13, 2009.**
- 5. INFORMATION ITEM - Receive Chief Operating Officer's Monthly Report.**

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

- 6. INFORMATION ITEM - Receive a verbal update from the Committee's Advisory Committee Enhancement (ACE) Subcommittee.**
- 7. INFORMATION ITEM - Receive a brief update on the status and progress of the Advisory Committee Enhancement process to date.**
- 8. INFORMATION ITEM - Receive Mobility Options Program Information**

9. INFORMATION ITEM - Receive Work Plan update.

REPORTS

10. Receive the City of San Jose Disability Advisory Commission (DAC) Report. (Verbal Report)
11. Receive the Board of Directors Report. (Verbal Report)
12. Receive the Committee Staff Report. (Verbal Report)
13. Receive the Chairperson's Report. (Verbal Report)

OTHER

14. ANNOUNCEMENTS
15. ADJOURN



Date: June 26, 2009
 Current Meeting: July 8, 2009
 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: Chief Operating Officer's Monthly Report

FOR INFORMATION ONLY

BACKGROUND:

The Chief Operating Officer provides the Committee for Transit Accessibility (CTA) 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:

Events that have occurred since the May CTA meeting:

California Highway Patrol (CHP) Mature Driver Safety Program Seminar

VTA participated in the CHP Mature Driver Safety Program seminar at the Cupertino Senior Center on Monday, May 18th. Twenty three seniors received information about the VTA bus and light rail system and VTA's Mobility Options Program; they also received information about VTA's paratransit program and how to access those services. An important part of the seminar was the VTA bus demonstration where participants were able to board a VTA bus and learn from a VTA bus operator how to pay a fare, call for a stop and how to safely board and de-board the bus using the "kneeling" feature or a ramp if appropriate.

Safety Career Day

VTA participated in Safety Career Day at the OB Whaley Elementary School in San Jose on Thursday, May 21st from 8 AM to Noon. Over 250 students attended this annual event which includes demonstrations by local safety and law enforcement agencies. Throughout the morning students had an opportunity to board a VTA bus, talk to a VTA bus operator and learn about safety rules and appropriate behavior from VTA's Youth Outreach Team.

Fare Evasion Rate Drop

The Fare Evasion rate of passengers checked has been reduced from 6.1% in December, to 5.2% in May with 40,856 passengers checked for proper fare during the month. This is due in great part to the deployment of fare inspectors to check fares when they are normally not expected to be on duty and the focus on fare evasion at targeted areas throughout the system.

Light Rail Shuttle - May Ridership

In May, DASH averaged 935 passengers per day, a 0.1% decrease compared to May 2008; the River Oaks Shuttle averaged 91 passengers per day, a 17% decrease compared to May 2008. Fiscal year-to-date, DASH averages 1,031 passengers per day which is a 19% increase over the same period in FY 2008; the River Oaks Shuttle is averaging 96 passengers per day, a 19% increase over the same period in FY 2008.

Highway 17 Express - May Ridership

For the 19th consecutive month, Highway 17 Express average weekday ridership established new ridership records for the month with the following results: 998 passengers averaged per weekday, a 2% increase over May 2008; 604 passengers averaged per Saturday, a 4% increase over May 2008; 626 passengers averaged per Sunday, a 14% increase over May 2008.

ACE Shuttle - May Ridership

ACE Shuttle ridership has been declining over the last six months, averaging 833 passengers per day, which is down 8% as compared to the same six-month period from a year ago. In May 2009, ACE Shuttles averaged 757 passengers per day, a 22% decrease over May 2008. Fiscal 09 YTD, ACE Shuttles are averaging 953 passengers per day, a 7% increase over FYTD 08.

Monterey-San Jose Express - May Ridership

Monterey-San Jose Express (MST 55) ridership growth substantially slowed in May versus April year-over-year comparisons. It carried 2,536 passengers, a 5% increase over May 2008. FY09 FYTD, Monterey-San Jose Express carried 31,231 passengers, a 39% increase over the same period in FY08.

Prepared By: Sandra Weymouth



Date: June 16, 2009
Current Meeting: July 8, 2009
Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief External Affairs Officer, Greta Helm

SUBJECT: Advisory Committee Enhancement (ACE) Subcommittee Report

FOR INFORMATION ONLY

Included on every advisory committee agenda for the duration of the Advisory Committee Enhancement (ACE) process is a verbal report from the respective committee's ACE Subcommittee. This item ensures the opportunity for Subcommittee members to apprise their fellow members on the committee on the discussion, decisions, and progress made during ACE Task Force meetings. It also provides the opportunity for the Subcommittee members to express their observations, achievements and concerns to the full committee and to receive feedback and direction from it.

Prepared By: Stephen Flynn, Sr. Management Analyst



Date: May 27, 2009
 Current Meeting: July 8, 2009
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief External Affairs Officer, Greta Helm

SUBJECT: Advisory Committee Enhancement Update: June

FOR INFORMATION ONLY

BACKGROUND:

VTA's Board and management value the counsel and perspective they receive from the five advisory committees to help inform policy development, planning, and decision making. VTA's five advisory committees are: Bicycle & Pedestrian (BPAC); Committee for Transit Accessibility (CTA); Citizens Advisory (CAC); Policy Advisory (PAC); and Technical Advisory (TAC).

The *Advisory Committee Enhancement (ACE)* process was initiated by VTA General Manager Michael Burns in August 2008 to engage advisory committee members in the development of recommendations for improving the advisory committee process of providing input and advice to management and the Board of Directors.

The ACE process is being led by VTA's Public Information Officer, Jennie Loft, assisted by project manager Stephen Flynn. Among the goals of the process is each advisory committee:

- Reviewing its role, responsibilities, and limitations as defined by the Board adopted bylaws, and how it can provide input as an advisory body to help VTA achieve the outcomes described in the VTA Vision and Mission statements.
- Examining its primary focus and area of expertise in relation to the other advisory committees to identify overlap and duplication.
- Exploring ways of providing effective input to the Board while minimizing the associated resources required.

DISCUSSION:

An initial step in the ACE process taken by each advisory committee was to establish an ACE subcommittee, comprised of three committee members except CTA, which has five. The

purpose of the subcommittee was to perform the tasks the committee determines to be necessary for successful completion of the process but at a time other than the committee meeting. This included drafting a provisional mission statement and reviewing the duties and responsibilities section of their respective bylaws.

All five subcommittees previously developed a draft mission statement, which was adopted by the respective advisory committee. These mission statements are “provisional,” meaning they each are a working draft subject to modification until reviewed and adopted by the Board of Directors as part of the committee’s bylaws.

The ACE process is currently in the Task Force phase. The Task Force is a joint meeting of the subcommittee members and VTA staff to review the roles and responsibilities of all the advisory committees, individually and collectively, in a comprehensive manner. The purpose is to develop recommendations to more clearly define individual committee responsibilities, identify overlap and duplication, consider underserved areas, and discuss options to maximize the contribution each committee can make to the VTA Board process.

The fourth ACE Task Force meeting was held on April 29, 2009. VTA Board Vice Chairperson Sam Liccardo attended to provide Board member input and perspective. The agenda consisted of two very important items:

- Developing options and strategies for implementing the top three priorities previously determined by the Task Force, then evaluating their feasibility and effectiveness in achieving the desired outcome. The top three priorities, and a summary of the recommended implementation strategies agreed on by the Task Force, are:

1. Provide the standing committee and Board with written summary of input received from the advisory committees.

The task force discussed the logistical challenges of having their written input added to the standing committee packet, given that the packet is usually mailed to committee members on the day of or the day after the Advisory committees meet. It was agreed that as an alternative, input will be provide to the standing committee through a written “supplemental report” that is essentially the standing committee agenda with the written input from each advisory committee displayed following the item description. This summary will indicate each committee’s vote (if any) as well as short summary of the committee’s major comments or concerns. Prior to distribution, both the respective advisory committee Staff Liaison and the committee Chairperson will review the summary and will submit any necessary edits to the board office by the established deadline.

In addition, each committee’s comments/concerns contained on the supplemental report will be added to the final Board memo, where it will become part of the historical record. This will be done prior to distribution to the board.

2. Advisory committees should have the ability to identify for Board consideration future trends or potential areas of concern to the Board, Member Agencies or constituent groups.

It was recommended that the bylaws of BPAC, CAC, CTA and TAC be amended to provide this option to all advisory committees (PAC currently has this option in its bylaws). The task force discussed options for how to provide this information to the board and agreed that the procedure for raising items for potential Board consideration will be for the advisory committee chairperson to write a memo for consideration by the Board. The Board Chair will respond to the requesting committee, specifically indicating whether the Board wishes any follow up on the item, and will direct VTA staff and/or the committee how to proceed.

3. *Committees need to review and provide input to staff on items and issues in early development, not final completion, stage.* (Due to time limits, the Task Force was not able to complete discussion of this item and agreed to return to it at the May meeting.)

- The Task Force reviewed and discussed a diagram depicting the *Workflow of Items Considered by VTA Board of Directors and Its Committees*. This item visually depicts the decision making workflow process for most items submitted for VTA Board of Directors approval. It shows that because the Board values advisory committee input, most items are reviewed by the appropriate advisory committee(s) in order to provide input and recommendations to the Board. The diagram also illustrates how the advisory committees work in concert with VTA staff to develop and refine recommendations for Board consideration and how the Board may return items to either the advisory or standing committee(s) for further development.

The fifth Task Force meeting is scheduled for Wednesday, May 27 at 11:30 a.m. The agenda consist of:

- Development of strategies for implementing the last of the top three priorities identified by the Task Force and evaluating their feasibility and effectiveness in achieving the desired outcome.
- Reviewing the purpose and mission of advisory committees providing service to the VTA Board of Directors.
- Reviewing and examining each advisory committee's bylaws and provisional mission statement in relation to the other advisory committees.
- Exploring options for improving meeting efficiency, increasing information sharing and potentially developing consensus among the committees and the stakeholders they represent.

VTA Board Chairperson Dolly Sandoval and Vice Chairperson Sam Liccardo have been invited to the future Task Force meetings to provide input and guidance. Due to a prior commitment, Chair Sandoval cannot attend the May meeting but Vice Chair Liccardo has indicated his intention to attend.

All advisory committees will continue to receive regular updates from their ACE subcommittee members, as well as by the ACE process facilitators, on the discussion, decisions, and progress made during Task Force meetings. In addition, all Task Force materials, including agendas and meeting summaries (but not copyrighted materials), are available on VTA's website at:

http://www.vta.org/inside/boards/ace_index.html

Periodic updates on Task Force progress will be provided to the Administration and Finance (A&F) standing committee for their information and consideration.

Any modifications proposed by the Task Force would be submitted to the respective advisory committee for consideration. Since changes to advisory committee bylaws require Board of Directors approval, it is envisioned that changes proposed for individual committees will be submitted as a comprehensive package to the Board of Directors for consideration and adoption, most likely during the last half of 2009.

Prepared By: Stephen Flynn, Sr. Management Analyst



Date: June 26, 2009
 Current Meeting: July 8, 2009
 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 Information

FOR INFORMATION ONLY

BACKGROUND:

At previous CTA meetings, staff has presented information about VTA's Mobility Options Travel Training Program (Mobility Options). This is a service intended to cover VTA's family of accessible transportation services and support programs including travel training, RTC discount card program, bus and light rail accessibility, and paratransit.

Supported by a Federal Transit Administration (FTA) New Freedom Program grant, the Mobility Options program assists persons with disabilities and allows seniors to gain the skills and knowledge needed to independently travel on VTA's transit system. VTA has entered into contracts with mobility and orientation specialists to conduct travel training for persons with visual and cognitive disabilities. This memorandum presents information about the current status of the program and supports a Power Point presentation that will be given at the July CTA meeting in a workshop forum.

DISCUSSION:

Travel Training

The goal of the Mobility Options Program is to increase utilization of fixed route services by persons who are able and interested in expanding their personal travel options by using VTA's bus and light rail services. This training is provided by professionals skilled at providing specialized training to individuals with intellectual and vision impairments. VTA staff provides training to seniors and in the future, community volunteers will serve as peer trainers

VTA has entered into Mobility Options travel training contracts with two organizations. Paratransit, Inc. of Sacramento was selected effective February 23, 2009, to provide travel training for individuals with cognitive disabilities. Vista Center for the Blind (VCB) of Palo Alto was selected as of May 1, 2009 to provide mobility orientation travel training for individuals with visual disabilities.

As of the date of this memorandum, 4 persons have been provided travel training by VTA's contractors since April 2009. VTA staff have provided travel training to 17 persons in individual sessions and 511 persons have participated in VTA's travel training group presentations since July 2008.

Public Information

VTA is developing a public outreach campaign to ensure community organizations and current and potential passengers receive information about the program through a variety of means. This information will be provided to community agencies, RTC participants, OUTREACH ADA paratransit customers and persons who have been determined ineligible for ADA paratransit service.

VTA is also supporting the California Highway Patrol (CHP) and the Santa Clara County Traffic Safe Communities Network by presenting Mobility Options information at 17 planned Mature Driver Traffic Safety Seminars that will be held through September 2010. Since November 2008, VTA has participated in 6 of these seminars. The seminars include information about public transportation and other options to consider when alternatives to driving are needed. VTA's involvement includes demonstration buses for boarding practice, route and scheduling information, and presentations about the Mobility Options Program.

Information about the Mobility Options Program will be posted on VTA's website, www.vta.org. Car cards will be used on VTA's bus and light rail vehicles to provide the public with information about travel training services available to persons with disabilities and seniors.

A Mobility Options brochure has been developed and is available for distribution throughout the community. VTA has already received requests for travel training from the distribution of this brochure at Mature Driver Traffic Safety Seminars. Letters promoting the Mobility Options Program will be mailed to interested individuals and agencies.

VTA has converted a bus into a classroom-on-wheels. The classroom on wheels will be taken to various locations to teach individuals how to use VTA's bus service. Accessibility features and other customer comfort components of the bus including; the annunciator, securement system, farebox, A/C and heating, kneeling feature and lift, will be emphasized as part of the classroom-on-wheels presentations. In addition, the bus interior has been modified to have a flat screen TV to present travel training videos. The classroom-on-wheels bus is wrapped with graphic images to emphasize the environmental benefits of public transportation.

Prepared By: David Ledwitz



Date: June 26, 2009
Current Meeting: July 8, 2009
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: Work Plan Update

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 January 2009, the work plan was streamlined to an at-a-glance format to provide a quick view of agenda items for the calendar year. All dates and items are subject to change.

DISCUSSION:

The following items have been added to the work plan:

1. Light Rail Between Car Barriers for August 2009
2. Accessible Service Website and Riders' Guide Update for September 2009
3. Advanced Farebox System Deployment for September 2009

Prepared By: David Ledwitz

June 26, 2009

2009 Committee for Transit Accessibility Work Plan**January 7, 2009**

1. UPLIFT Program Overview
2. Report of Nominating Committee
3. Election of Chairperson
4. Election of Vice-Chairperson
5. Election of Second Vice-Chairperson
6. Mobility Options Travel Training Report
7. Information on 2009 Annual Transit Service Plan
8. Advisory Committee Enhancement Status Report
9. Report from CTA Advisory Committee Enhancement Subcommittee

February 11, 2009

1. Annunciation System Report
2. Advisory Committee Enhancement Status Report
3. Report from CTA Advisory Committee Enhancement Subcommittee

March 11, 2009

1. VTA Security Program Overview
2. 2nd Quarter Transit Operations Performance Report
3. Advisory Committee Enhancement Status Report
4. Report from CTA Advisory Committee Enhancement Subcommittee

April 8, 2009

1. Select Section 5310 Project Local Review Committee
2. Advisory Committee Enhancement Status Report
3. Farebox Project Status Update
4. Report from CTA Advisory Committee Enhancement Subcommittee
5. Revised Mission Statement

May 13, 2009

1. FY2010 & FY2011 Budget Review
2. Advisory Committee Enhancement Status Report
3. Report from CTA Advisory Committee Enhancement Subcommittee
4. Light Rail System Analysis
5. Bus Procurement Information/QPod Securement System Review

June 10, 2009

CANCELLED

June 26, 2009

July 8, 2009

1. Mobility Options “Workshop”
2. Legislative Report
1. Advisory Committee Enhancement Status Report
3. Report from CTA Advisory Committee Enhancement Subcommittee

August 12, 2009

1. Report on Recommended Section 5310 Projects
2. 3rd Quarter FY 2009 Transit Operations Performance Report
3. Milpitas Community Based Transportation Plan
4. Light Rail Between Car Barriers

September 9, 2009

1. Advanced Farebox System Deployment
2. Accessible Services Website and Riders’ Guide Update

October 7, 2009

1. Preliminary Annual Transit Operations Performance Report
2. Legislative Report

November 10, 2009

1. No Items Scheduled Yet

December 10, 2009

1. No Items Scheduled Yet

Regular Monthly Reports

1. Chief Operating Officer Monthly Report
2. Committee Work Plan
3. Committee Motion Tracking Report
4. City of San Jose Disability Advisory Commission Report
5. Board of Directors Report
6. Committee Staff Report
7. Chairperson's Report

Future Items

1. General Manager’s Report
2. Transit Shelter Advertising Program
3. Real Time Transit Information
4. Bus Stop Improvement Program
5. Ticket Vending Machines
6. Fixed Route Accessibility Improvements
7. Coach Operator Training on Accessibility
8. Ridership information on Seniors and Persons with Disabilities
9. Paratransit Program

June 26, 2009

10. BPAC Presentation
11. VTA Website Improvements
12. Disaster Preparedness Drill info
13. Elevator and Escalator Rehabilitation Project

All dates and items subject to change.
Effective: June 26, 2009