

## **MINUTES OF THE JANUARY 12, 2011, MEETING OF THE CITYLINK ADA ADVISORY BOARD**

A meeting of the CityLink ADA Advisory Board was held in the conference room at CityLink Transit, 1189 S. 2nd St., Abilene, Texas on Wednesday, January 12, 2011 at 3:30 p.m. Due to the absence of Brigitte Lett – Board Chairperson, Bobby Sharpe, Special Services Coordinator called the meeting to order, the following members were present:

Patsy Daniel	Debra Turner	Donna Reiff
Bill Daniel	David Barnhill	James Shepard

Also present and attending the meeting: Mary Kindrick, passenger, Mike Vandervoort, Advocate, Leah Beltran, Not Without Us, Bobby Sharpe, Special Services Coordinator, Stanley Smith, City Attorney.

Members not present: Brigitte Lett, Pam Barnhill, David Alcala

Mr. Sharpe informed the Board that everything is current regarding Board Reorganization and no action is required at this time.

Mr. Sharpe reported to the Board CityLink's Evening Service ridership for the month of October 2010 has increased over 2% as compared to the current month last year. Revenue for the current month has decreased over 4%, compared to this month last year.

Mr. Sharpe discussed with the Board CityLink's ridership statistics covering the first month, October 2010, of the fiscal year 2011. Fixed route ridership for the current month has decreased by over 9% compared to this month last year, reporting 37,717 passengers during the month of October 2010. Demand response passenger trips equaled 7,769 for the month of October 2010, a decrease of less than 1% as compared to October 2009. Revenues for October 2010 were \$8,370 and revenues from October 2009 were \$8,582, which is a decrease of over 2%. Evening service ridership has increased by over 2% showing 1,550 passenger trips for the month of October 2010 as compared to 1,514 passenger trips for the month of October 2009. Revenue for October 2010 was \$2,185 and revenue for October 2009 was \$2,287, which is a decrease of over 4%.

Mr. Sharpe gave a status report of CityLink's Charter Service. For the month October 2010, 1,267 passengers used the Charter Service compared to October 2009 with 943 passengers which shows an increase of over 34%.

Mr. Sharpe reviewed funding with the Board. CityLink has received the Program Grant Agreement from TXDOT for the New Freedom Grant for the ADA enunciators. A Request for Proposal will be prepared for this equipment purchase. The Grant Agreement is being routed through the City for signature and will be executed in the near future.

Mr. Sharpe discussed with the Board the status of vehicle replacement. CityLink has received all vehicles purchased and all have been placed into service. All but 4 of the vehicles being

replaced due to surpassing their useful life were sold in an auction December 2010. The remaining 4 vehicles will be sold at a later date.

Mr. Sharpe informed the Board several additional items have been added to the agenda upon request of Board member, Debra Turner. The first item addresses the status of the Honorary Trainer Program where visually impaired passengers offer assistance in our new operator training program. Mr. Sharpe stated that CityLink will need to discuss this issue further to determine its utilization.

The Board discussed options for policy change notifications regarding CityLink services. Persons present gave examples where a visually impaired person would not be informed adequately if policy change notifications are in print and not auditory. It was discussed that this sensitivity be taken into consideration. Ms. Beltran, Not Without Us, volunteered her agency's assistance with training and policy change notifications. Ms. Massey informed the Board that CityLink is assessing the efficiency of our para-transit service and reviewing the ADA eligibility process for that service specifically addressing the need to request information from the applicants' physician regarding their disability/eligibility for the service. Ms. Reiff explained the difficulty in obtaining this information from facilities that provide care for persons with disabilities that are receiving her educational services at Cooper High School.

The status of the Braille bus stop indicators was discussed. Ms. Reiff stated that her contact person at Region 14 Education Service Center recently passed away. The Board was informed that the Abilene Chapter of the National Federation for the Blind wanted to assist with raising match funding for this purchase but the local chapter decided to put this issue on hold at the present time. CityLink continues to wait for match funding for this purchase.

Mr. Sharpe reiterated the status of the enunciator system that a Request for Proposal will be prepared now that the Grant Agreement has been received.

The Board also discussed the Demand Response clarifications-change in destination/pick up location and allowable carry-on packages. The change in destination issue addressed involved different businesses located in the same shopping center but several hundred feet away from each other. Visually impaired persons have difficulty navigating the congested parking lots even though the businesses may have the same address. Ms. Massey stated that if the different pick up location was scheduled when the initial trip was requested then there would not be an issue. Only when the change of pick up location is requested at the time of drop off or at the last minute does it become an issue requiring a change of destination/pick up charge. Ms. Massey also informed that CityLink para-transit scheduling office is reviewing the possibility of scheduling trip reservations one week in advance instead of the current two week advance notice.

The allowable number of carry-on packages was discussed. Mr. Sharpe informed the Board the policy has always been that whatever number of bags/packages that a passenger can carry on board themselves is allowable. CityLink operators are not responsible for carrying packages for the passengers. The operator's primary function is to provide safe and efficient transportation for all passengers. Items in the bags/packages must be secured within the carry on. Small portable fold-up shopping carts are allowable if they do not block the aisle of the vehicle.

There being no further business the meeting was adjourned at 4:30 p.m.

The minutes approved this \_\_\_\_\_ day of \_\_\_\_\_.

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Chairperson, CityLink ADA Advisory Board