TRANSPORTATION COMMISSION MEETING
REVISED AGENDA

WEDNESDAY, JULY 23, 2014
6:00 p.m. (or immediately after IVRMA or LTA)

County of Imperial Administration Center
Board of Supervisors Chambers
940 W. Main Street, Second Floor
El Centro, CA 92243

CHAIR: LAWRENCE D. RITCHIE                VICE CHAIR: BRUCE KUHN

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

   A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

Any member of the public may address the Commission for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Commission. The Commission will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. APPROVAL OF CONSENT CALENDAR

(Executive Director recommends approval of consent calendar items)

   A. Approval of ICTC Board Draft Minutes: June 25, 2014  Page 5-18

   B. Receive and File:

      1. ICTC Management Committee Minutes July 9, 2014
      2. ICTC TAC Draft Minutes: June 26, 2014
      3. ICTC SSTAC Draft Minutes: June 4, 2014

   C. Section 457 Deferred Compensation Plan for ICTC employees Page 20

ICTC Management Committee met on July 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

   1. Authorize the Executive Director to sign the Specimen Copy of Order/Resolution and application to allow ICTC employees to contribute to Nationwide 457 deferred compensation plan

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
D. Appoint Representative to Imperial Valley Emergency Communication Authority (IVECA)

ICTC Management Committee met on July 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize Mr. Terry Hagen to be the public works representative to IVECA

V. REPORTS

A. ICTC Executive Director
   • See attached Executive Director Report on page 24
B. Southern California Association of Governments
   • See attached report on page 26
C. California Department of Transportation – District 11
   • See attached report on page 36
D. Commission Member Reports

VI. ACTION CALENDAR

A. Imperial County Transportation Commission (ICTC) Bus Stop Safety and Design Standards Guidelines Project – FY 2013-14

ICTC Management Committee met on July 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

1. Approve the 2013-14 ICTC Bus Stop Safety and Design Standards Guidelines Project.

B. Update to the 2014 Competitive Bid for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE

ICTC Staff request that the Commission take the following actions for review and approval after public comment, if any:

1. Award the contract for the IVT RIDE Consolidated Paratransit service to First Transit, Inc.
2. Authorize the Executive Director to finalize contract negotiations, including final pricing and service start date
3. Direct staff to return for execution of the IVT RIDE contract

VII. DISCUSSION CALENDAR

A. General Assembly Discussion

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, August 27, 2014 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

A. Motion to adjourn
A. APPROVAL OF BOARD DRAFT MINUTES:
   JUNE 25, 2014

B. RECEIVE AND FILE:
   1. ICTC MANAGEMENT DRAFT MINUTES:
      JULY 9, 2014
   2. ICTC TAC MINUTES:
      JUNE 26, 2014
   3. ICTC SSTAC MINUTES:
      JUNE 4, 2014
IMPERIAL COUNTY TRANSPORTATION COMMISSION

DRAFT MINUTES FOR JUNE 25, 2014
6:00 p.m.

VOTING MEMBERS PRESENT:

City of Brawley  George A. Nava
City of Calipatria  Maria Nava-Froelich
City of Calexico  Bill Hodge
City of El Centro  Sedalia Sanders
City of Holtville  Jim Predmore
City of Imperial  Mark Gran
City of Westmorland  Lawrence D. Ritchie (Chair)
County of Imperial  Jack Terrazas
County of Imperial  Ryan Kelley
Imperial Irrigation District  Bruce Kuhn

NON-VOTING MEMBERS PRESENT:

Caltrans District 11  Bill Figge

STAFF PRESENT:

Mark Baza, Kathi Williams, David Salgado, Beatriz Cruz, Michelle Bastidas

OTHERS PRESENT:

Sam Amen, Ross Cather: Caltrans; Tomas Oliva: SCAG; Charles Brockwell: First Transit-IVT, Geoff Holbrook; ICTC Counsel, Geoff Dale; Sea Port Airlines

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday June 25, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Ritchie called the Commission meeting to order at 6:30 p.m. Roll call was taken.

II. EMERGENCY ITEMS

A. Mr. Holbrook requested that item H from the Action Calendar be moved after closed session. Motion by Kelley and a second by Sanders, Motion Carried unanimously.

III. PUBLIC COMMENTS

A. Mr. Geoff Dale from Sea Port Airlines announced that Sea Port Airlines is at risk of losing its federal funding if waiver requirements are not met by July 27, 2014. There are future plans to make a connection from Burbank to San Diego, and in mid-November there will be opportunity to travel to San Felipe, Mexico.

There was also discussion about the County/Cities proposing advanced ticket sales through booklets. Mr. Kelley suggested that a later time be offered for those wanting to travel same day to Sacramento. Mr. Kelley also stated that the County would encourage employees to use Sea Port airlines for out of county travel.

Mr. Dale suggested that support letters would be helpful. Mr. Nava suggested that some follow up information be emailed with key points of importance to indicate in the support letter.

IV. APPROVAL OF CONSENT CALENDAR

A motion was made by Sanders and seconded by Terrazas to approve consent item A through F, with one abstention from Ms. Nava-Froelich, Motion carried.

A. Approval of ICTC Board Draft Minutes: May 28, 2014
B. Receive and File:
   1. ICTC Management Committee Draft Minutes  June 11, 2014
   2. ICTC TAC Draft Minutes:  May 22, 2014
   3. ICTC SSTAC Minutes:  May 7, 2014

C. Specific Transit Operator Fiscal Reports FY 2012-13 for Imperial Valley Transit and IVT Access
   1. Received and filed the Specific Transit Operator Fiscal Reports FY 2012-13; IMPERIAL VALLEY TRANSIT and IVT ACCESS for the Imperial County Transportation Commission for FY 2012-13

D. Specific Transit Operator Fiscal Reports FY 2012-13 for Med Express and West Shores Dial-A-Ride
   1. Received and filed the Specific Transit Operator Fiscal Reports FY 2012-13; Med Express and West Shores Dial-A-Ride for the Imperial County Transportation Commission for FY 2012-13

   1. Authorized the Executive Director to submit the FHWA DBE Program documents for FY 2014-15 to Caltrans District 11.

F. Federal Transit Administration (FTA) Title VI Program for Federal Transit funds
   1. Approved the Imperial County Transportation Commission Title VI Plan

V. REPORTS
A. ICTC Executive Director
   Mr. Baza and staff had the following announcements:
   - A copy of the Executive Director’s Report is on page 107 of the Commission agenda.

B. Southern California Association of Governments (SCAG)
   Mr. Oliva had the following announcements:
   - ATP applications were due on May 21, 2014. 9 application were received from the Imperial County region.
   - The 2015 FTIP and the 2012-2015 RTP/SCS, Amendment #2 have been released for public comment.
   - The Aerial Imagery Consortium for Imperial County has selected a consultant for this project.

C. California Department of Transportation (Caltrans)
   Mr. Figge had the following announcements:
   - Project Updates
     - Dogwood Project:
       Bid Open, June 26, 2014
       Award, August 2014
       Start Construction, October 2014
       Complete Construction, June 2016
     - I-8/Imperial Avenue Interchange:
       Caltrans has received funding to move forward on reconstructing this interchange. The $39million project is funded through the State’s
Transportation Improvement Program. Design will begin in summer 2014, followed by right of way, with a two year construction phase possible in 2017.

- SR-7 Continuous Reinforced Concrete Pavement (CRCP) Project:
  - From the Calexico East Port of Entry to SR-98
  - Design Completed, May 2014
  - HQ Advertise, August 2014
  - HQ Award, October 2014
  - Construction Contract Acceptance, March 2016

- Highway Safety Improvement Program (HSIP)
  - Caltrans expects the next HSIP Call-for-Projects (Cycle 7) to be announced in Spring of 2015. Local agencies are encouraged to begin analyzing the safety of their roadway network early in the process to be fully prepared for Cycle 7. In order to be eligible to apply for the new HSIP funding, agencies are required to first clear all flags on projects from previous cycles:

D. Commission Member Report

- Ms. Nava-Froelich announced that the City of Calipatria will be having 4th of July festivities at the Calipatria Airport from 6 p.m. to 10 p.m. along S. International Blvd. Vendors and entertainment will be available.

- Mr. Gran stated that the City of Imperial has a multitude of summer programs that include free swimming at the pool. There will be “dive-in” movies at the pool and a luau sometime in July.

- Mr. Kuhn reported on SB1139. He said that he will be going out to vote onto the Natural Resources Committee on June 27, 2014. He stated that the trust land purchase is about 42,000 acres for $88 million and in 10 years will be worth $100 million.

- Mr. Nava stated that the next League of Cities meeting will take place in September.

- Ms. Sanders commented that there was a great turn out at the Bike/Ped Focus Group meeting she attended. She also said that it was very insightful how a Bike/Ped border crossing can use an airport module to push the project forward and promote economic development.

- Mr. Predmore said he started a Boys and Girls Club in Holtville. Currently they are at full capacity with 70 kids and 35 kids on a waiting list. They are transporting about 50 kids from Calexico a day by bus.

VI. ACTION CALENDAR

A. Memorandum of Understanding (MOU) between the Imperial County Transportation Commission (ICTC) Southern California Association of Governments (SCAG) for a Safe Routes to School Regional Plan

ICTC Management Committee met on June 11, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign the Memorandum of Understanding between Imperial County Transportation Commission and Southern California Association of Governments for the Safe Routes to School Regional Master plan.

A motion was made by Sanders and seconded by Kelley, Motion Carried unanimously.

B. Draft ICTC Overall Work Program (OWP) and Budget, FY 2014-2015

ICTC Management Committee met on June 11, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:
1. Approved the Draft ICTC Overall Work Program (OWP) and Budget, FY 2014-2015

A motion was made by Gran and seconded by Hodge, **Motion Carried unanimously.**

C. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Fiscal Year 2012-2016, Modification #6

ICTC Management Committee met on June 11, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairperson to sign the modification #6 to the operating agreement with First Transit Inc. for the continued operation of Imperial Valley Transit, effective July 1, 2014 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:

   a. For the period July 1, 2014 through June 30, 2015, the annual not to exceed subsidy is set at $2,599,451.
   
   b. For the period July 1, 2015 through June 30, 2016, the annual not to exceed subsidy is set at $2,689,438.

A motion was made by Kelley and seconded by Terrazas, **Motion Carried unanimously.**

D. Imperial Valley Transit (IVT) Website Development and Hosting Agreement, Conveyor Group FY 2014-15 (ivtransit.com)

ICTC Management Committee met on June 11, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign the Imperial Valley Transit website consultant agreement with the firm of Conveyor Group, for the not to exceed fee of $30,995.00 effective July 1, 2014 through June 30, 2015.

A motion was made by Gran and seconded by Hodge, **Motion Carried unanimously.**

There was further discussion about who the owner of the website domain is. Another motion by Nava with a second by Sanders, was made to amend the previous action and return with this item in six months for review. **Motion Carried unanimously.**

E. Fifth Amendment to the Med-express Operating Agreement, ARC- Imperial Valley FY 2014-15

ICTC Management Committee met on June 11, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign an fifth amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Med-express for the period effective July 1, 2014 through June 30, 2015, with an annual not to exceed operating subsidy ($179,967) with 6% marketing funding ($13,500), maintenance escalator ($7,500.00) and fuel escalator.

A motion was made by Nava-Froelich and seconded by Sanders, **Motion Carried unanimously.**
F. Amendment 7 to the West Shores Dial-A-Ride Operating Agreement, ARC- Imperial Valley, FY 2014-15

ICTC Management Committee met on June 11, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the West Shores Dial-A-Ride for the period effective July 1, 2014 through November 30, 2014, with a not to exceed operating subsidy ($28,111), a farebox ratio of 5%, maintenance escalator ($2,500), fuel escalator ($2,500) and a marketing subsidy ($900).

A motion was made by Kelley and seconded by Sanders, **Motion Carried unanimously**.

G. STIP/RTIP Consultant Agreement, **COH and Associates** FY 2014-15 & FY 2015-16

ICTC Management Committee met on June 11, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign the STIP/RTIP Consultant Agreement with the firm of COH and Associates for the not to exceed fee of $40,000.00 effective July 1, 2014 through June 30, 2016.

A motion was made by Terrazas and seconded by Sanders, **Motion Carried unanimously**.

VII. CLOSED SESSION

A. Motion to Adjourn to Closed Session (Nava/Gran) **Motion Carried**.

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957)
   Title: ICTC Executive Director

C. Announcement of Closed Session Action(s): No final action taken

*Item H from Action Calendar*

H. Discussion/Action regarding compensation for ICTC Executive Director

A motion was made by Terrazas and seconded by Sanders to approve a 5% pay increase to the Executive Director, **Motion Carried unanimously**.

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, July 23, 2014 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

A Motion was made to adjourn by Sanders, seconded by Nava, **Motion Carried**. Meeting adjourned at 8:55 p.m.
VOTING MEMBERS PRESENT:

City of Brawley       Yazmin Arellano for Rosanna Bayon Moore
City of Calipatria   Rom Medina
City of Calexico     Richard Warne
City of El Centro    Leticia Salcedo for Ruben Duran
City of Holtville    Alex Meyerhoff (Chair)
City of Imperial     Marlene Best
County of Imperial   Joe Picazo for Ralph Cordova
County of Imperial   Bill Brunet

STAFF PRESENT:         Mark Baza, Kathi Williams, Cristi Lerma, Virginia Mendoza, David Salgado

OTHERS PRESENT:        Tomas Oliva, SCAG; Sam Amen, Caltrans; Grace Connor, City of El Centro; Phil Kern, NV5; Manuel Oncina, MOA Inc.

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, July 9, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Meyerhoff called the Committee meeting to order at 10:33 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

A. There were none.

IV. CONSENT ITEMS

A motion was made by Best seconded by Medina to approve consent items 4A through 4C, Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for June 11, 2014

B. Received and filed:
   1. ICTC Board Draft minutes for June 25, 2014
   2. ICTC TAC Minutes for June 26, 2014

C. Section 457 Deferred Compensation Plan for ICTC employees

It was requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:
1. Authorize the Executive Director to sign the Copy of Order/Resolution and application to allow ICTC employees to contribute to Nationwide 457 deferred compensation plan.

V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following updates:

- Mr. Baza stated that at the previous Commission meeting he had his annual review where he received feedback on how to keep meetings under two hours, and staffs ability to provide a draft agenda to the Commission earlier than the Friday before the Wednesday meeting. They stated because the Executive Report is thorough, unless there are questions, there is no need to discuss all the items on the report. Another suggestion was to put as many items on the consent calendar as possible. In the future, a draft agenda will be sent to Commissioners only with a cc to City Managers and the full agenda will be posted on the ICTC website the Friday before the Wednesday meeting which is more than enough time for Brown Act guidelines.

- Following the recent actions of the participating agencies and the Commission, a new Consolidated Paratransit (Dial-A-Ride) RFP was released. The Requests for Proposal for IVT Ride were scored and ranked on June 26, 2014 and oral interviews held on July 8, 2014. Three of the four agencies re-submitted a proposal. ICTC is ready to move forward with their recommendation after approval from the City of Imperial and City of Brawley’s Council approval. Both cities agreed to take an action to their council to proceed with the Executive Director’s recommendation in the following week.

- A full Executive Director Report is on Page 22 of the agenda.

B. Southern California Association of Governments (SCAG)

- Mr. Oliva had the following updates:

- SCAG will be dark in July. The next Regional Council meeting is set for August 7, 2014.

- The League of California Cities 2014 Annual Conference & Expo will be held on September 3-5, 2014 in Los Angeles.

- Mr. Oliva stated that SCAG is fully supporting to lift the termination to Imperial County’s Airport Essential Air Service (EAS) program designation.

- The consultant was selected for the Aerial Imagery Project. Staff is still working on the contract details. The timeline is currently on schedule and a fly over is expected in August or September. Mr. Oliva asked if there are any major sites/landmarks in each agency’s jurisdiction to notify SCAG.

C. Caltrans Department of Transportation – District 11

- Mr. Amen had the following updates for projects in construction:

  - SR-86 project between Imperial and Brawley has been awarded and should begin construction in August and completed by Christmas.

  - SR-98 project between SR-111 and SR-7 will have aggressive closures

  - SR-186 Sidewalk/Landscape Project at Andrade: about 40% complete Construction started in March, 2014 Complete Construction, October 2014

  - Dogwood Project:
    Bid Open, June 26, 2014 Award, August 2014 to Hazard Construction Start Construction, October 2014 Complete Construction, June 2016 There should be no delays during the holidays

  - Signal Project at SR-86/Center Street (City of Westmorland):
    Advertise, July 2014
Award, August 2014
Start Construction, September 2014
Complete Construction, November 2014
- El Centro Maintenance Station:
  Contract Approved April 30, 2014
- Projects in development:
  - I-8/Imperial Avenue Interchange:
    Caltrans has received funding to move forward on reconstructing this
    interchange. The $39 million project is funded through the State’s Transportation
    Improvement Program. Design will begin in summer 2014, followed by right of
    way, with a two year construction phase possible in 2017.
  - SR-7 Continuous Reinforced Concrete Pavement (CRCP) Project:
    From the Calexico East Port of Entry to SR-98
    Design Completed, May 2014
    HQ Advertise, August 2014
    HQ Award, October 2014
    Construction Contract Acceptance, March 2016
  - I-8 CRCP Pavement Project:
    Three projects on I-8 at various locations to replace concrete pavement with
    long-life pavement. Traffic will be detoured as necessary to complete work.
    Project Initiation Document Approved, May 29, 2014
    Design Complete, April 2015
    HQ Advertisement, September 2015
    HQ Award, October 2015
    Construction Begins, Late 2015
  - SR-111 Pavement Rehabilitation Project:
    Caltrans recently completed work on a pavement rehabilitation project on SR-
    111 in the area from Niland to north of Bombay Beach. An additional project
    will begin shortly which will extend to the Imperial/Riverside County line.
  - Dogwood Landscape Project:
    Design Complete, December 2015
    HQ Advertise, April 2016
    HQ Award, June 2016
    Contract Acceptance, June 2018
- Mr. Amen provided a handout with Caltrans Local Assistance Updates.

D. Committee Member Reports
- Ms. Best stated that the City of Imperial is in the process of obtaining the document for
  the new property site of the Imperial Transfer Park.
- Mr. Medina stated that the City of Calipatria recently completed 3 streets and roads
  projects using LTA Bond funds for a total of $1.4 million.
- Mr. Meyerhoff stated that the Holtville City Council approved the 4th phase of the Alamo
  River Project. Construction will be beginning in July 2014 and be completed by
  November.

VI. ACTION CALENDAR

A. Imperial County Transportation Commission (ICTC) Bus Stop Safety and Design Standards
   Guidelines Project – FY 2013-14

   A presentation was made by the consultants, Phil Kern and Manuel Oncina.
   It was requested that the ICTC Management Committee forward this item to the ICTC
   Commission for their review and approval after public comment, if any:
A motion was made by Best seconded by Brunet, **Motion carried** unanimously.

B. Appoint a Representative to the Imperial Valley Emergency Communication Authority (IVECA)

It was requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:

A motion was made by Brunet seconded by Best, **Motion carried** unanimously.

VII. DISCUSSION CALENDAR

A. General Assembly Discussion

It was previously discussed and approved in the budget for ICTC to hold a General Assembly during this new fiscal year. For discussion purposes, Mr. Baza, at this meeting distributed a sample agenda and proposed the concept to partner with the Imperial Valley Economic Development Corporation (IVEDC) to have an Economy and Workforce Development Summit and Regional Assembly.

Management Committee reviewed the information and fully supports proceeding with developing the concept of a joint meeting. This will also be presented to the Commission at the regularly scheduled meeting on July 23, 2014.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on **August 13, 2014** at the **City of Brawley**, Brawley CA.

IX. ADJOURNMENT

A. Motion to adjourn (Warne/Medina), meeting adjourned at 11:48 a.m.
1405 N. IMPERIAL AVE., SUITE 1
EL CENTRO, CA  92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4497

TECHNICAL ADVISORY COMMITTEE
MINUTES

June 26, 2014

Present:

Steven Sullivan   City of Brawley
Rosanna Bayon Moore  City of Brawley
Terry Hagen   City of El Centro
Jack Fleming   City of El Centro
Nick Wells   City of Holtville
Jesus Villegas   City of Imperial
Gracie Hauvermale   City of Imperial
Joel Hamby    City of Westmorland

Others:

Mark Baza    ICTC
David Salgado   ICTC
Virginia Mendoza   ICTC
Beatriz Cruz    ICTC
Luis Medina    Caltrans
Angel Hernandez    The Holt Group
Tomas Oliva    SCAG
Jeff Green    IVECA

1. The meeting was called to order by Chair Wells at 10:03 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for May 22, 2014. (Hamby/Hagen) Motion Carried.

Ms. Mendoza requested that item 4 be moved up on the agenda before item 3. Request approved.

3. ICTC Updates / Announcements
   a. Transit Updates
      Mr. Salgado had the following updates:
         - The following contracts/MOU’s were approved by the Commission at their June meeting:
            1. MOU between ICTC and SCAG for a Safe Routes to School Regional Plan
2. West Shores Dial-A-Ride Operating Agreement, Amendment 7 – extension approved to November 30, 2014
4. IVT – Fixed Route Transit Services Operating Agreement, Modification 6 – FY2014-15

b. Pedestrian & Bicycle Transportation Access Study
   - Ms. Mendoza stated that this project is moving forward with more information coming soon. The goal of the study will be to analyze all 6 Ports of Entry and identify pedestrian and bicycle projects at each location. A 2 day Focus Group meetings were held at ICTC and SANDAG. A diverse group attended with representatives from CBP, CHP, cities, State of Baja California, bicyclist groups, etc.

c. Calexico Intermodal Transportation Center Study
   - A site selection was completed. The top 3 sites are as follows:
     1. The old Rite Aid
     2. The long stretch east of POE
     3. A combo of the historic port site and Calexico Transit site in combination with a pedestrian plaza.
   - A Border workshop will be held on July 21, 2014
   - Preliminary findings were presented to the City of Calexico on June 17, 2014. No action taken.

d. LTA Updates
   - A current list of projects was presented to the LTA Board on June 25, 2014.

e. Other Updates
   - There were none.

4. Imperial Valley Emergency Communications Authority (IVECA)

Mr. Green and Ms. Bayon Moore were present to request that a Public Works representative participate on the IVECA Board. Meetings are monthly on the 4th Thursday of the month at 1:30 p.m. and are about 1 hour long. Mr. Baza stated that it would be of great value to have an ICTC Representative as well. Ms. Bayon Moore agreed and will check with the current bylaws that are being reviewed at the moment. Mr. Hagen volunteered to be assigned as the Public Works representative and a motion was made by Hamby and seconded by Fleming, Motion Carried.

5. Cities and County Planning / Public Works Updates:

   - Mr. Villegas stated that staff if working with IID to ensure that the City of Imperial’s Holiday Inn project continues to move forward. The City of Imperial is also working on a Joint Land Use and Major Planning Study.

6. SCAG Updates / Announcements

   - Mr. Oliva had the following announcements:
     - The 2015 FTIP and the 2012-2015 RTP/SCS, Amendment #2 have been released for public comment.
     - The Aerial Imagery Consortium for Imperial County has selected a consultant for this project.
7. Caltrans Updates / Announcements (by Luis Medina)
   - The Obligation Plan was reviewed with cities/county.
   - FHWA is requiring that form FHWA-1273 be physically included in all federal aid construction contracts.
   - ATP update: A response is scheduled for August 20, 2014.
   - Requests for webinar meetings to Caltrans should be made ahead of time.

8. General Discussion / New Business
   - There were none.

9. Meeting adjourned at 11:04 a.m.
1. Vice-Chair Martinez called the meeting to order at 10:05 a.m. A quorum was present. Introductions were made.


3. Update on the ADA Certification and Eligibility Review Project

   - Ms. Williams stated the purpose of this study is to evaluate the application process for the ADA Paratransit service.

   - Dr. Stoddard and his team updated everyone on the progress regarding the project. The consultant team obtained feedback through stakeholder meetings in both English and Spanish and is in the process of taking the feedback and creating draft recommendations. Some of the options that are being considered at the moment are in-person interviews, functional assessments, and whether they will be done by staff or contractors. There will be more information and a draft report soon.

4. CTSA Reports

   - Mr. Salgado and Ms. Williams had the following announcements:

     - The Consolidated Paratransit (Dial-A-Ride) process is underway. The cities of Brawley and Calexico have committed to the consolidation of services. The City of El Centro has declined
participation. Staff will be taking the item to the Commission in June to reject all the bids and re-submit another RFP.
- Staff is preparing the FY 2014/15 Budget and it seems that all available revenues will fully fund existing projects. This item will be on the June agenda.
- The TDA Triennial Performance Audit is underway. The audit team has visited ICTC, IVT and ARC. The purpose of the audit is to review rules and regulations of TDA funds.
- The Bus Stop Design Guidelines Handbook will be going to the Commission for approval in June.
- Both Ms. Williams and Mr. Salgado attended the CalACT conference.

5. Transit Operator Reports
- Brawley Dial-a-Ride: No update.
- Calexico Dial-a-Ride: Service is doing well, staying busy. Alegria contract is affecting availability but have not had any denials. Ridership increases monthly. A new phone system was installed for all services.
- El Centro Dial-a-Ride: Service is busy and doing well.
- Imperial Dial-a-Ride: Service is busy and doing well.
- Imperial Valley Transit: Mr. Sanchez had the following update
  - Sundays were implemented on January 5, 2014
    - There were 979 passengers in the month of January.
    - There were 1380 passengers in the month of February, which is a 40% increase from January.
    - There were 1959 passengers in the month of March, which is a 14% increase from February.
    - There were 1446 passengers in the month of April.
    - There were 1558 passengers in the month of May.
  - 35 Minute Headways
    - This added service began in October 2013. May 2013 there were 34,486 passengers; May 2014 there were 36,373 passengers, which is a 5% increase from 2013.
  - Saturday additional service began in August 2013.
    - 921 passengers in May 2013 compared to 1,066 passengers in May 2014, which is a 16% increase.
  - IVT Gold Line:
    - Implemented on December 18, 2013
    - An average of 50 passengers per day for January, an average 38 passengers per day in February, 36 in March, 35 in April and 37 passengers for May.
- IVT Access: Updates were given by Ms. Montemayor
  - For the month of May on time performance was 96%
  - Passenger per revenue hour: 2.6
  - No Shows: 23
  - Late Cancellations: 97
  - Wheelchairs: 1,650
  - Passenger Count: Weekday: 3,005, Saturday: 104, Sunday: 44 totals for the month of May.
- Med-Express: Service is well and is busy. This year Med-Express will be celebrating a 20 year anniversary.
- West Shores Dial-a-Ride: Service is doing well.
- YCAT Turquoise Line: There was no update.

6. General Discussion
- Mr. Hack stated that he will be participating in the Special Olympics for bocce ball. They will be taking place at USC.
- Mr. Ceasar stated that high school seniors toured the college. There were about 1000 students and about 200 parents. An incentive to attend was priority registration for the fall.

7. Adjournment
- The next meeting of the SSTAC will be on June 4, 2014 at 10:00 a.m.
- Meeting adjourned at 11:28 a.m.
C. SECTION 457 DEFERRED COMPENSATION PLAN FOR ICTC EMPLOYEES
July 14, 2014

Lawrence D. Ritchie, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Nationwide 457 deferred compensation plan for employees

Dear Commission Members:

ICTC staff researched potential supplemental retirement plan providers. ICTC employees have decided to enroll in a 457 deferred compensation plan with Nationwide. This option will be strictly voluntary and will be of no cost to ICTC. All contributions will come solely from employees.

Nationwide requires that an application be filled out and a Specimen Copy of Order/Resolution be signed by ICTC.

ICTC Management Committee met on July 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Executive Director to sign the Specimen Copy of Order/Resolution and application to allow ICTC employees to contribute to Nationwide 457 deferred compensation plan.

Sincerely,

[Signature]
MARK BAZA
Executive Director

Attachment

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
D. APPOINT REPRESENTATIVE TO IMPERIAL VALLEY EMERGENCY COMMUNICATION AUTHORITY (IVECA)
July 14, 2014

Lawrence D. Ritchie, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Appointment of Public Works Representative to Imperial Valley Emergency Communications Authority (IVECA)

Dear Commission Members:

Imperial County Transportation Commission (ICTC) Technical Advisory Committee (TAC) was approached by the Imperial Valley Emergency Communications Authority (IVECA) informing that currently there is an open seat for a public works representative on the IVECA board.

Representatives of the IVECA board attended the TAC meeting on June 26, 2014 to discuss the possibility of appointing a TAC member to the IVECA Board. After discussion of the responsibilities and time commitment of the representative, Terry Hagen of the City of El Centro volunteered and TAC voted to support and recommend appointment by the Commission. In this capacity, the TAC forwards this item to the ICTC Management Committee for review and consideration.

ICTC Management Committee met on July 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

1. Appointment of Mr. Terry Hagen to be the public works representative to IVECA.

Sincerely,

MARK BAZA
Executive Director

MB/VM

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
V. REPORTS

A. ICTC EXECUTIVE DIRECTOR REPORT
B. SCAG REPORT
C. CALTRANS - DISTRICT 11 REPORT
The following is a summary of the Executive Director’s Report for the Commission meeting of July 23, 2014.

1. **Consolidated Paratransit (Dial-A-Ride) Requests for Proposal (IVT Ride):** Following the recent actions of the participating agencies and the Commission, a new RFP was released on June 12, 2014. Three bids were received on June 25th. Scoring and ranking was held on June 26th at the ICTC offices. The oral interviews were held on July 8th from 12:30pm – 5:00pm at the ICTC offices.

2. **Calexico Intermodal Transportation Center:** The feasibility study’s scope of work includes: stakeholder meetings, public workshops, stakeholder surveys, site selection analysis, and financial and operational feasibility reports. See attached fact sheet. On April 29th the consultant conducted a second steering committee meeting to review the project location alternatives and findings to date. Preliminary study findings were presented to the Calexico City Council on June 17, 2014. The consultant will continue further analysis of the top three sites recommended. The next step feasibility analysis will include detail financial and capacity analysis of the three sites. A public hearing and presentation of draft final report will be scheduled in August 2014 for both the City Council and Commission.

3. **California / Baja California Pedestrian and Bicycle Transportation Access Study:** The Study will focus on the California-Baja California border region, specifically its six Ports of Entry (POEs). On February 26, 2014, the Commission approved the selection of KOA and Associates. The project kick-off was conducted on April 8, 2014 at ICTC. The consultant has released an e-audit tool that will be used to collect data of necessary infrastructure improvements needed at the border. Focus Group meetings were conducted on June 24th in Imperial County at ICTC and June 25th in San Diego County at SANDAG offices. The Focus Group meetings were intended for City/County, Border Security, Transit/Transportation agencies and community organizations from both California and Baja California.

4. **2014 Road Closures and Bus Delays:** Routes 2N and 2S continue to be affected in July due to a street rehab project in Westmorland of North Center St. The only 2 bus stops in Westmorland are located directly on North Center St. A detour is in place and a temporary bus stop identified. Rider’s alerts will also be posted of the future changes.

5. **Imperial –Mexicali Binational Alliance:** A meeting was held on Thursday, June 19, 2014 at 10:00 a.m. at the CDEMA offices, Paseo del Valle No. 444-A, Fraccionamiento Jardines del Valle, Mexicali, B.C. The meeting agenda items included the following items: Calexico East and West Port of Entry expansion project funding, City
of Mexicali’s Bicycle Network Plan, and border study updates. The next meeting will be in Imperial County on August 21, 2014.

6. **IVT Bus Stop Safety and Design Standards Guidelines Project:** The final product will benefit ICTC, the cities and County in the implementation of future bus stop and terminal capital improvements throughout the region. This project is the second phase of the multi-year Four Phase Bus Stop Improvement Program. The final draft is being completed for review and approval in the month of July 2014.

7. **Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project:** A kick off meeting was conducted on December 10, 2014 at ICTC offices. Requests for information have been emailed to member agency staff. The audit is a State mandated requirement every three years for all TDA funds received in Imperial County. Audit staff made site visits the week of April 28, 29 and 30th, and will continue site visits the week of June 9, 2014.

8. **ADA Paratransit Service Certification and Eligibility Process, Demand Management Review and Growth Assessment:** The consultant team recently completed the draft recommendations presentations to stakeholders for comment. The study is ongoing and the consultant team will be working with ICTC in the future to develop draft recommendations to be brought to the commission for approval.

9. **Update to the 2008 Coordinated Public Transit and Human Services Transportation Plan:** The stakeholders’ meeting was held on February 4, 2014 at the ICTC offices. In addition, additional stakeholders are meeting on an individual basis with the consultants through the end of the month. The primary purpose of the Coordinated Plan is to continue to meet the Federal Transit Administration’s (FTA) and other funding agency’s requirements for eligibility for various grants, including but not limited to the FTA Section 5310 program. The update to the Coordinated Plan will include a reassessment of all available public and private transportation services in Imperial County, a reassessment of public and social services transportation needs, development of strategies and/or activities to address gaps in service, identification of coordination actions to eliminate or reduce duplication in services where they exist, and a prioritization of implementation strategies.

10. **The San Diego State University / Imperial Valley College Transit Shuttle Analysis:** A Memorandum of Understanding between SCAG and ICTC was executed on December 19, 2013. The Transit Shuttle Analysis will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staff are working on completing the RFP process in the summer of 2014.

11. **Active Transportation Program (ATP) Call for Projects:** The following applications were submitted to SCAG from the region: 2 applications from Imperial County, 1 from El Centro, 2 from Calexico, 1 from Imperial, 1 from Holtville, 1 from Westmorland and 1 from ICTC. A total of 764 applications were submitted Statewide and 227 applications were submitted from the SCAG region.

12. **Heber Public Utility District request for bus shelters in the community of Heber:** ICTC partnered with Caltrans to submit an ATP grant application for these improvements on May 21, 2014. Construction costs are estimated at $800,000. The “Heber Bus Stop and Sidewalk Improvements project” proposes to install sidewalk, curb and gutter, residential driveways and ADA accessible curb cuts at 6 locations. The work, should the grant be approved, will be completed by Caltrans, and occur on SR-86 between Parkyns Ave. and Heber Ave. ATP grant awards are expected to be announced in late summer.

13. **Meetings attended on behalf of ICTC:**
   - CA/Baja CA Bike and Ped Study Focus Group meeting on June 25, 2014
   - Western Riverside Council of Governments (WRCOG) 23rd Annual General Assembly & Leadership Address on June 26, 2014
   - CEAL meeting at Caltrans District 11 offices on July 16, 2014
Memorandum

Date: July 18, 2014
To: ICTC Commission
From: Tomás Oliva, Regional Affairs Officer
Re: Southern California Association of Government’s Report

The following is a summary of the SCAG Executive Director’s Report and Federal and State Legislature Staff Report for the Imperial County Transportation Commission meeting of July 23, 2014.

1. **Release of the 2015 Federal Transportation Improvement Program (FTIP) and Amendment No. 2 to the 2012–2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) for public comment:** Every two years, SCAG is required by federal law to develop the FTIP, a list of capital improvement projects to be implemented over a six-year period and that implements the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Draft documents, for both the 2015 FTIP and Amendment #2 to the RTP/SCS, have been available for a 30-day public review and comment period since July 1\textsuperscript{st}. Staff will review and respond to comments in August and return to the SCAG’s Regional Council with a recommendation to adopt both documents in September. **The next Public Hearing is scheduled on July 24\textsuperscript{th} @ 3pm.**

2. **SAVE THE DATE: A Summit on Advancing Southern California’s Battle Plan for Victory – Poverty to Jobs, Workforce Development Tactics and Economic Growth Campaigns:** In his State of the Union Address on January 8, 1964, President Lyndon B. Johnson declared an “unconditional war on poverty in America.” The President and Congress worked together to pass the Economic Opportunity Act, which was signed into law on August 20, 1964. Fifty years later, however, poverty is still a major challenge across the nation. Socioeconomic data presented at the 2013 Southern California Economic Recovery & Job Creation Summit showed that the Southern California region has a much lower than average educational attainment level, which in turn results in an alarmingly low median average household income levels and extremely high poverty rates. One-in-four children lives below the poverty line. Even after fifty years, more needs to be done. The Southern California Association of Governments and the Southern California Leadership Council are hosting this summit to help raise awareness, develop a broad coalition of stakeholders to help find solutions, identify specific actions needed to move people out of poverty into jobs, assure Southern California’s future prosperity for our economy and residents, and outline ways for attendees to get involved.
   a. **Wednesday August 20, 2014 from 9:00am-3:00pm at the California Science Center located at 700 Exposition Park Drive, Los Angeles, CA 90037.**
3. **SCAG Regional Council and Policy Committees:** SCAG goes will resume its scheduled meeting of Regional Council and Policy Committees on **August 7, 2014** in Downtown Los Angeles. We will also be recognizing Amber Valenzuela from the City of Calexico as the Imperial County SCAG Scholarship winner.

4. **Legislative Update:**
   a. **State Level**
      i. **2014 State Budget:** In short summary, the enacted budget does the following:
         - Sets aside $1.6 billion for the state's rainy day fund per the Governor’s request;
         - Reduces more than $10 billion of accumulated debt (also known as the ‘Wall of Debt’) by paying down the deferral of payments to schools by $5 billion, paying off the Economic Recovery Bonds, repaying various special fund loans and funding $100 million in mandate claims that have been owed to local governments since at least 2004;
         - With approved companion legislation, begins to reduce the $74 billion in unfunded teacher pension liabilities, which will run out of money in 33 years if the state does nothing, by investing $275 million into the program paid by the state, school districts, and increased teacher contributions;
         - Invests $264 million for free preschool and day care for low-income families;
         - Increases the maximum aid allowed under California’s welfare-to-work program, CalWORKS, by 5 percent;
         - Invests more than $10 billion in Proposition 98 funding for education, and increases funding to the University of California and California State University systems by 5 percent, while holding tuition to 2011-12 levels;
         - Assumes Medi-Cal costs will rise by $2.4 billion over 2012-13 due to higher enrollment into the program as part of the federal Affordable Care Act’s Medicaid expansion;
         - Provides a cap-and-trade expenditure plan which, among other provisions funds $250 million this year and a quarter of future revenues to the $68 billion high-speed rail project.
      ii. **Cap-and-Trade:** Attached to this report is a comprehensive policy brief prepared by the California Association of Councils of Governments (CALCOG) that details the overall cap-and-trade program with detailed summary of 2014-15 budget allocations. More detailed information concerning the 2014-15 budget can be obtained at the California Department of Finance website at: [www.ebudget.ca.gov](http://www.ebudget.ca.gov)
FIFTY YEARS INTO THE
WAR ON POVERTY

A Summit on Advancing Southern California’s Battle Plan for Victory – Poverty to Jobs, Workforce Development Tactics & Economic Growth Campaigns

SAVE-THE-DATE
August 20, 2014 | 9:00 a.m. – 3:00 p.m.
California Science Center
700 Exposition Park Drive, Los Angeles, CA 90037
ABOUT THE SUMMIT: In his State of the Union Address on January 8, 1964, President Lyndon B. Johnson declared an “unconditional war on poverty in America.” The President and Congress worked together to pass the Economic Opportunity Act, which was signed into law on August 20, 1964. Fifty years later, however, poverty is still a major challenge across the nation. Socioeconomic data presented at the 2013 Southern California Economic Recovery & Job Creation Summit showed that the Southern California region has a much lower than average educational attainment level, which in turn results in an alarmingly low median average household income levels and extremely high poverty rates. One-in-four children lives below the poverty line. Even after fifty years, more needs to be done. The Southern California Association of Governments and the Southern California Leadership Council are hosting this summit to help raise awareness, develop a broad coalition of stakeholders to help find solutions, identify specific actions needed to move people out of poverty into jobs, assure Southern California’s future prosperity for our economy and residents, and outline ways for attendees to get involved.

Join us on WEDNESDAY, AUGUST 20, 2014, as we discuss pathways to jobs and opportunity that can help move more of the region’s residents from poverty to prosperity.

Register today at WWW.SCAG.CA.GOV/POVERTYSUMMIT or contact Jane Embry at (213) 236-1826 or embry@scag.ca.gov.
I. INTRODUCTION

Last week, the Legislature adopted—and the Governor signed—a budget for FY 2014-15 that includes the first investment plan for Cap and Trade auction revenues. This brief outlines the main points of interest for regional transportation planning agencies, summarizes the scope of key programs, and provides selected language from SB 852 (allocations) and SB 862 (cap and trade program trailer bill).

II. CAP AND TRADE PROGRAM HIGHLIGHTS

1. The Big News: Ongoing Appropriation. Only two categories (totaling 60% of future revenues) get multi-year allocations: Transit, Housing, and Sustainable Communities (35%) and High-Speed Rail (25%). Other program areas will be subject to the annual budget process. See chart, next page.

2. But FY 14-15 is Different. Funding is different the first year largely because of a $200 million allocation to clean transportation. Thus, $130 million is allocated to affordable housing and sustainable communities; and $50 million for transit split evenly between the Transit Capital and Transit Operations. An additional $242 million for non-transportation related programs for energy, water, waste diversion, and weatherization.

3. Reporting and Quantification. The Air Resource Board will develop guidance on GHG reporting and quantification methods for all state agencies that receive appropriations to ensure that the requirements of AB 32 are met.

4. Strategic Growth Council Change. The Senate and Assembly each get to appoint a public member to the Strategic Growth Council—making the council 3 public members and seven senior members of the Administration.

5. 20% for Affordable Housing & Sustainable Communities. This funding is subject to a specific set of rules and guidelines:
   i. Half for Housing. Half (10%) must be used for affordable housing. SGC will be the lead agency, though SGC likely will “leverage” HCD’s expertise.
   ii. “Other Half” Eligibility. Threshold eligibilities include projects typically included in a regional transportation plan (see table on page 3). But it also includes agriculture mitigation and undefined “other programs.”
   iii. Distribution Undetermined. The distribution method is to be determined; no provision is made for regional parity, though non-MPO areas are included.

<table>
<thead>
<tr>
<th>FY 14-15 Appropriations</th>
<th>$ in Millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Speed Rail</td>
<td>$250</td>
</tr>
<tr>
<td>Clean Vehicle Program</td>
<td>$200</td>
</tr>
<tr>
<td>Housing/Sustainable Comm.</td>
<td>$130</td>
</tr>
<tr>
<td>Transit</td>
<td>$50</td>
</tr>
<tr>
<td>Other Programs</td>
<td>$242</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$872</strong></td>
</tr>
</tbody>
</table>
iv. **50% for Disadvantaged Communities.** The percentage for disadvantaged communities is doubled from the SB 535 standard of 25% to 50%.

v. **State Guidelines.** The council is directed to “leverage the programmatic and administrative expertise of relevant state departments” in developing the guidelines. Comments from local and regional governments are to be “considered” in the same manner as other stakeholders in public hearings.

vi. **“Coordinated” Project Selection.** After guidelines are developed, the Council is required to “coordinate” with regional agencies to recommend projects.

6. **Transit and Intercity Rail Capital Program.** This program is for commuter and inter-regional rail and bus rapid transit projects. The Transportation Agency will develop guidelines, review applications, and make recommendations to the CTC. Funding must comply with the SB 535-standard 25% for disadvantaged communities; and achieve “geographic equity” and SCS consistency.
   - Special Note: Clean up language on this element is in the works to explicitly authorize bus transit as an eligible use under the program.

7. **Low Carbon Transit.** Funding goes out under the State Transit Assistance formula for new and expanded service (including equipment); and 50% of the funding must be expended for disadvantaged communities. Caltrans must approve all expenditures to determine they meet the guidelines.

8. **High-Speed Rail.** High speed rail gets $250 million in the first year; 25% going forward; and gets an additional $400 million from prior year auction sales.

9. **Disadvantaged Communities & CalEnviroscreen.** The CalEnviroscreen tool (that identifies disadvantaged communities) came under scrutiny throughout the budget process. New language provides that the Air Resources Board, working with CalEPA, shall develop guidelines for the use of the CalEnviroscreen tool, including how “benefits” should be “maximized.”
### III. SUSTAINABLE COMMUNITIES SCOPE & ELIGIBILITY

<table>
<thead>
<tr>
<th>PROGRAM:</th>
<th>AFFORDABLE HOUSING &amp; SUSTAINABLE COMMUNITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administered By:</td>
<td>Strategic Growth Council</td>
</tr>
<tr>
<td>Target:</td>
<td>50% must benefit disadvantaged communities; 50% for Affordable Housing</td>
</tr>
</tbody>
</table>
| Project Eligibility: | - Affordable housing that supports infill and compact development  
- Transit capital and programs “supporting transit ridership”  
- Active transportation projects (infrastructure & non-infrastructure)  
- TOD projects  
- Capital projects that implement complete streets  
- Projects that reduce GHG emissions by reducing auto trips and VMT  
- Acquisition of easements or other approaches to protect agricultural lands under threat of development  
- Planning to support SCS implementation, including local plans  
- Must be in draft or adopted SCS  
- Subject to SGC guidelines |

<table>
<thead>
<tr>
<th>PROGRAM:</th>
<th>TRANSIT &amp; INTER-CITY RAIL (AND BUS) CAPITAL PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administered By:</td>
<td>Transportation Agency develops guidelines, scores applications, and makes recommendations, CTC allocates funds</td>
</tr>
<tr>
<td>Target:</td>
<td>25% must benefit disadvantaged communities; achieve geographic equity</td>
</tr>
</tbody>
</table>
| Project Eligibility: | - Rail capital  
- Bus rapid transit and other bus investments to increase ridership and reduce GHGs  
- Service improvements to improve reliability & decrease travel times  
- Integrated ticketing and scheduling systems, shared-use corridors, related planning efforts and service integration initiatives  
- Must be consistent with SCS  
- Subject to SGC guidelines |

<table>
<thead>
<tr>
<th>PROGRAM:</th>
<th>LOW CARBON TRANSIT OPERATIONS PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administered By:</td>
<td>Operator (or RTPA for population-based funds) must submit project to Caltrans for approval and verification that it qualifies as a GHG reducing project. Controller allocates funds</td>
</tr>
<tr>
<td>Target:</td>
<td>50% must benefit disadvantaged communities</td>
</tr>
</tbody>
</table>
| Project Eligibility: | - Transit capital and operating expenses that enhance transit service and reduce GHG emissions  
- Support new or expanded bus or rail services, or expanded intermodal facilities and equipment, fueling and maintenance for those facilities. |
III. FY 14-15 Budget Allocations (SB 852)

<table>
<thead>
<tr>
<th>FY 14-15 Cap and Trade Allocations Related to Transportation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affordable Housing and Sustainable Communities</strong></td>
<td></td>
</tr>
<tr>
<td>- For Local Assistance (0650-101-3228, page 34)</td>
<td>129,201,000</td>
</tr>
<tr>
<td>- For Support of OPR (0650-001-3228, page 40)</td>
<td>799,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>130,000,000</td>
</tr>
<tr>
<td><strong>Transit and Rail Capital and Transit Operations</strong></td>
<td></td>
</tr>
<tr>
<td>- Transit Operations (2640-101-3228, page 116)</td>
<td>25,000,000</td>
</tr>
<tr>
<td>- Rail and Transit Capital (2660-101-3228, page 132)</td>
<td>24,791,000</td>
</tr>
<tr>
<td>- Support, Dept. of Transp. (2660-001-3228, page 124)</td>
<td>208,000</td>
</tr>
<tr>
<td>- Capital Outlay (2660-301-3228, page 143)</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>50,000,000</td>
</tr>
<tr>
<td><strong>High Speed Rail</strong></td>
<td></td>
</tr>
<tr>
<td>- Capital Outlay (2665-306-3228, page 164)</td>
<td>191,414,000</td>
</tr>
<tr>
<td>- Capital Outlay (2665-301-3228, page 163)</td>
<td>58,586,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>250,000,000</td>
</tr>
<tr>
<td><strong>Clean Transportation</strong> (3900-101-3228, Page 275)</td>
<td>197,266,000</td>
</tr>
<tr>
<td><strong>ARB Support - All Programs</strong> (3900-001-3228, page 274)</td>
<td>11,520,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>638,786,000</td>
</tr>
</tbody>
</table>

Notes:

- **AB 852 Language.** Key provision related to these programs are included at the end of this document. A copy of SB 852 is posted on our website.

- **Final Determination and the Last 25%**. The last 25% of any fund cannot be allocated until the Department of Finance makes a final determination based on auction proceeds after the last auction of the year. See Section 15.13 of SB 852 (page 683).

- **Affordable Housing & Sustainable Communities**. These funds “may be available for transfer to the Department of Transportation, the Department of Housing and Community Development, the Department of Conservation, and the Natural Resources Agency for support costs and local assistance. . .”

- **California Transit Association.** A note of appreciation for the California Transit Association for identifying the key line items in SB 852.
## V. SEVEN ADMINISTRATIVE PROCESSES

### 1. Reporting and quantification methods for GHG reductions

<table>
<thead>
<tr>
<th>Scope</th>
<th>Define how projects further regulatory purposes of AB 32 contribute to reducing GHGs, and applicability of other non-greenhouse gas reduction objectives of AB 32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Air Resources Board</td>
</tr>
<tr>
<td>Process</td>
<td>Undefined (ARB hearing likely)</td>
</tr>
<tr>
<td>Statute</td>
<td>Government Code § 16428.9(b)</td>
</tr>
</tbody>
</table>

### 2. Identification of Disadvantaged Communities

<table>
<thead>
<tr>
<th>Scope</th>
<th>(Already in Statute) Geographic, socioeconomic, health, environmental hazard, pollution, and concentration of low income, high unemployment, high rent, or other factors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>California Environmental Protection Agency</td>
</tr>
<tr>
<td>Process</td>
<td>At least one public hearing</td>
</tr>
<tr>
<td>Statute</td>
<td>Health and Safety Code § 38711</td>
</tr>
</tbody>
</table>

### 3. Funding Guidelines Relating to Disadvantaged Communities for Administering Agencies

<table>
<thead>
<tr>
<th>Scope</th>
<th>Agencies shall “maximize benefits for disadvantaged communities.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Air Resources Board, in consultation with CALEPA</td>
</tr>
<tr>
<td>Process</td>
<td>ARB shall provide an “opportunity for public input” prior to final guidelines.</td>
</tr>
<tr>
<td>Statute</td>
<td>Public Resources Code § 39715</td>
</tr>
</tbody>
</table>

### 4. Coordinate Activities of SGC Member Agencies that related to Program

<table>
<thead>
<tr>
<th>Scope</th>
<th>Coordinate programs SGC members in way that is consistent with requirements for disadvantaged communities, GHG reporting, and transit priority projects.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Strategic Growth Council, in consultation with Air Resources Board</td>
</tr>
<tr>
<td>Process</td>
<td>No public process is defined</td>
</tr>
<tr>
<td>Statute</td>
<td>Public Resources Code § 75200.1</td>
</tr>
</tbody>
</table>

### 5. Affordable Housing & Sustainable Community Guidelines and Selection Criteria

<table>
<thead>
<tr>
<th>Scope</th>
<th>Develop guidelines that are consistent with extensive eligibility and policy objectives included in the statute (See Pub. Resources §§ 75210 to 75214).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>SGC with member agencies and departments; ARB, other state entities as needed</td>
</tr>
<tr>
<td>Process</td>
<td>At least two workshops (one north, one south); draft guidelines published 30 days in advance; consider comments from local and regional governments, stakeholders; conduct outreach to disadvantaged communities.</td>
</tr>
<tr>
<td>Statute</td>
<td>Public Resources Code § 75215</td>
</tr>
</tbody>
</table>

### 6. Guidelines for Transit and Inter-City Rail Capital Program

<table>
<thead>
<tr>
<th>Scope</th>
<th>Extensive criteria provided by statute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>California State Transportation Agency</td>
</tr>
<tr>
<td>Process</td>
<td>At least two public workshops with draft posted at least 30 days prior.</td>
</tr>
<tr>
<td>Statute</td>
<td>Public Resources Code § 75222</td>
</tr>
</tbody>
</table>

### 7. Guidelines for Low Carbon Transit Operations Program

<table>
<thead>
<tr>
<th>Scope</th>
<th>Develop guidelines that describe methodologies that recipient transit agencies shall use to demonstrate that proposed expenditures will meet the established criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>CalTrans (working with ARB)</td>
</tr>
<tr>
<td>Process</td>
<td>Undefined</td>
</tr>
<tr>
<td>Statute</td>
<td>Public Resources Code Section 75230(f)</td>
</tr>
</tbody>
</table>
VI. ILLUSTRATIVE REVENUE ESTIMATE

The “ballpark” projections below are only “illustrative.” We cannot predict future auction revenues. But planners and economists make such projections all the time—see (for example) any forecast in a regional transportation plan. The table estimates revenues from FY 14-15 through FY 19-20 (but the two auctions in the first half of FY 20-21 are not included). Its based on the following assumptions:

- **Total Allowances.** ARB has published the number of state allowances that will be sold each year through 2020. But this assumption may be “optimistic” if the state elects to give more allowances away in lieu of sale if (for example) there is significant public concern about the economic effects (e.g., price of gas increases).

- **75% Sell Rate for Allowances.** Not all allowances sell at every auction. The table below includes a very “back-of-the-envelope” guess that 75% of the allowances will actually sell. Some would call this assumption “conservative.”

- **Price.** Under current policy, the minimum price for allowances increases by 5% plus an inflation factor each year. This table starts with the minimum price in the first half of FY 14-15 and adds 5% (with no inflation factor) each year. The LAO noted in its Cap and Trade Report for the FY 14-15 Budget that “several economists” have estimated that the average price would be between $15 and $20 per ton. Thus, this could also be a conservative assumption.

The total revenue under these assumptions (counting the omitted two auctions) is approximately $8.8 billion, well shy of the $12 to $45 billion range cited by the LAO. Accordingly, the table below may be a conservative estimate—which is why they are presented here for illustrative purposes only.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total auction revenues</td>
<td>$1,063,125,000</td>
<td>$1,741,398,750</td>
<td>$1,706,570,775</td>
<td>$1,323,248,724</td>
<td>$1,526,068,097</td>
<td>$738,124,679</td>
</tr>
<tr>
<td>20% - Afford Housing &amp; Sustainable Communities</td>
<td>$212,625,000</td>
<td>$348,279,750</td>
<td>$341,314,155</td>
<td>$264,649,745</td>
<td>$305,213,619</td>
<td>$147,624,936</td>
</tr>
<tr>
<td>10% - Transit Capital</td>
<td>$106,312,500</td>
<td>$174,139,875</td>
<td>$170,657,078</td>
<td>$132,324,872</td>
<td>$152,606,810</td>
<td>$73,812,468</td>
</tr>
<tr>
<td>5% - Transit Operations</td>
<td>$53,156,250</td>
<td>$87,069,938</td>
<td>$85,328,539</td>
<td>$66,162,436</td>
<td>$76,303,405</td>
<td>$36,906,234</td>
</tr>
<tr>
<td>“SUSTAINABLE” TOTAL</td>
<td>$372,093,750</td>
<td>$609,489,563</td>
<td>$597,299,771</td>
<td>$463,137,053</td>
<td>$534,123,834</td>
<td>$258,343,638</td>
</tr>
</tbody>
</table>
Date:    July 17, 2014
To:     ICTC Commissioners
From:  Laurie Berman, Caltrans District 11, District Director
Re:   District Director’s Report

The following is a summary of the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) meeting of July 23, 2014:

1. Project Updates

   SR-186 at Andrade Port of Entry:
   Install sidewalks, shade structures and landscape
   Start Construction, March, 2014
   Complete Construction, October 2014

   I-8 at Dogwood Project:
   Replace connector
   Bid Opened, June 26, 2014
   Award, August 2014
   Start Construction, October 2014
   Complete Construction, June 2016

   Signal Project at SR-86/Center Street (City of Westmorland):
   Advertise, August 2014
   Award, September 2014
   Start Construction, October 2014
   Complete Construction, December 2014

   El Centro Maintenance Station:
   Contract Approved, April 30, 2014
   Complete Construction, July 2017

   SR-111 Rest Area Project:
   Caltrans started Project Initiation Document (PID) for the SR-111 rest area.
   Coordination with the County of Imperial and the City of Calipatria will continue.
   PID to be complete in Early 2015.
Project Updates (continued)

I-8/Imperial Avenue Interchange:
Design Complete late 2016
A two year construction phase is possible beginning in 2017

SR-7 Continuous Reinforced Concrete Pavement (CRCP) Project:
From the Calexico East Port of Entry to SR-98
Design Completed, May 2014
HQ Advertise, August 2014
HQ Award, October 2014
Construction Contract Acceptance, March 2016

I-8 CRCP Pavement Project:
Three projects on I-8 at various locations to replace concrete pavement with long-life pavement. Traffic will be detoured as necessary to complete work.
Project Initiation Document Approved, May 29, 2014
Design Complete, April 2015
HQ Advertisement, September 2015
HQ Award, October 2015
Construction Begins, Late 2015

SR-111 Pavement Rehabilitation Project:
From Niland (Main Street) to Imperial County line
Project will include grinding AR chip seal WMA.
Work will begin in August and will end in November 2014

SR-86 Pavement Rehabilitation Project:
From 15th Street (City of Imperial) to SR-78 (City of Brawley)
Project includes rubber chip seal and dig outs.
Work will begin in August and end in November 2014.

SR-98 Pavement Rehabilitation Project:
On SR-98 from SR-111 to SR-7
Project will apply asphalt rubber chip seal
Work began in July and will end in October 2014

Brawley Bypass Landscape Mitigation Project:
HQ Advertisement, July 2014
Bid open, August 2014
HQ Award, September 2014
Begin Construction Late 2014

Dogwood Landscape Project:
Design Complete, December 2015
HQ Advertise, April 2016
HQ Award, June 2016
Contract Acceptance, June 2018
2. **Local Assistance:**

   **Active Transportation Program**

   The ATP application deadline was May 21, 2014.

   Caltrans received a total of 767 applications Statewide, 66 applications for District 11 and 11 submittals from Imperial County. All applications were reviewed by District 11 staff and initial recommendations forwarded to Caltrans HQ in Sacramento for further analysis.

   The California Transportation Commission (CTC) will award the successful Statewide applicants on August 20, 2014. Projects not programmed at the CTC meeting will be delegated to the large MPOs for their consideration.
Imperial County - Interstate 8
Continuous Reinforced Concrete Pavement (CRCP) Project

Imperial County, CA

Baja California, Mexico

Baja California, Mexico

Yuma County, AZ

Imperial County - Interstate 8
Continuous Reinforced Concrete Pavement (CRCP) Project

Imperial County, CA

Baja California, Mexico

Yuma County, AZ

Postmile R45.5 - R55.0
Postmile R65.0 - R74.5
Postmile R90.0 - R96.8

Begin Construction - Late 2015

Sam Amen, PE, PMP
Imperial Valley Project Manager
(619) 718-7835 - [Office]
(619) 606-3485 - [Cell]
Project - 1114000112
FOR IMMEDIATE RELEASE

CALTRANS SEEKS PUBLIC INPUT ON STATEWIDE FREIGHT MOBILITY PLAN

SAN DIEGO – With the economic recovery expanding, California’s highways, seaports, land ports of entry, and railroads are again teeming with freight being transported across the state, the nation, and beyond. Caltrans has invested billions of dollars in projects aimed at improving freight movement and reducing its environmental impacts, and this summer transportation planning staff will ask the public to weigh-in on the future of freight movement in California.

Caltrans will host a public workshop on Thursday, July 24, 2014, 4:00 p.m. - 7:00 p.m., at the Caltrans District 11 San Diego office building, Garcia Room, 4050 Taylor Street. This location is a short walk north across Taylor Street from the Old Town Transit Center and free parking is available in the office lot.

Caltrans will solicit input on the draft California Freight Mobility Plan (CFMP), which lays out a vision for all the ways freight is moved, including seaports, air cargo, railroads, and trucking. While promoting economic competitiveness, the plan will also benefit the environment and promote public health by reducing greenhouse gas emissions and other pollutants.

“To maintain and improve California’s status as the eighth-largest economy in the world, we must create a multimodal freight plan that sustains freight jobs, improves transportation, protects the environment and our communities,” said Caltrans Director Malcolm Dougherty.

The U.S. Department of Transportation will rely on the CFMP and other state freight plans as it shapes a national freight plan. Projects identified in California’s plan will be eligible to apply for a higher percentage of federal funding.

This plan is especially important because California is a national and global trade leader. Of the country’s internationally traded consumer products, about 40 percent is transported through California’s seaports. With 12 major seaports, California has an unparalleled geographic trade position on the Pacific Rim.

California has set aggressive goals to reduce greenhouse gas emissions and achieve a sustainable environment. The freight plan’s goal is to transition the freight industry to zero or near zero emissions by 2050. California has already made progress in reducing freight’s effects through better engines, cleaner fuels, infrastructure changes, and improved operations.

Caltrans has accomplished much to improve freight in California over the last few years. Some of the more notable freight projects include:

- Otay Mesa East Port of Entry/State Route 11: This project is composed of an innovatively financed, land port of entry and State Highway designed to significantly reduce border wait times and expedite the flow of goods between California and Mexico. Caltrans broke ground on Phase 1 of the project last year.
• State Route 78 Brawley Bypass: This $236 million project financed by trade-specific funds was completed in fall 2012. The Bypass improves safety and mobility, reduces auto/truck conflicts, and provides a direct route for farm-to-market goods movement by completing the Calexico-Coachella Cargo Corridor (C-4). As a part of the North American Free Trade Agreement Network (NAFTA-Net), this project relieves congestion by carrying approximately 3,000 trucks daily and enhances the movement of trade and commerce from Imperial County to destinations throughout the United States.

• Cordelia Truck Scales: In July 2013, a new $100 million truck complex opened along eastbound Interstate 80 near Fairfield in Solano County. The state-of-the-art facility fast-tracks inspections for more than two million trucks annually that travel from the Port of Oakland on I-80 through Northern California.

• Gerald Desmond Bridge: At 515 feet tall, the new Gerald Desmond Bridge when completed will be tall enough to allow the world's largest ships to pass under and enter the Port of Long Beach's inner harbor, increasing the Port's capacity to handle more cargo. Currently, about 15 percent of the nation's international containerized trade is moved by trucks across the existing bridge. The new bridge will have three lanes in each direction, allowing a more efficient flow of goods and people.

• Colton Crossing: This rail project was completed last year, $109 million under budget and eight months ahead of schedule. Most trains entering or leaving Southern California used the at-grade rail-to-rail crossing, which resulted in significant congestion on commuter and freight rail lines. A new elevated overpass has removed that chokepoint. The project will deliver an estimated $241 million in travel time savings and reduce greenhouse gas emissions 34,000 tons annually.

Caltrans is developing the CFMP in partnership with the California State Transportation Agency, the freight industry, public agencies, Native American tribal governments, and advocacy groups. The plan will be finalized by the end of this year. To view the draft plan, informational materials, and to receive more details on the public workshops, please visit: www.cfmp.dot.ca.gov.

Those unable to attend a meeting in person can comment by email (cfmp@dot.ca.gov) or send a letter or a completed comment card to: California Department of Transportation, Division of Transportation Planning, Office of System, Freight, and Rail Planning, 1120 N Street, MS 32, Sacramento, CA 95814. Comments must be submitted by July 31, 2014.

# # #
VI. ACTION CALENDAR

A. ICTC BUS STOP AND DESIGN GUIDELINES PROJECT—FY 2013-14
July 14, 2014

Lawrence D. Ritchie, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave, Suite 1
El Centro, CA 92243

SUBJECT: Imperial County Transportation Commission (ICTC) Bus Stop Safety and Design Standards Guidelines Project – FY 2013-14, Phase 2 Bus Stop Improvement Program

Dear Commission Members:

In FY 2013-14, ICTC staff developed a plan for a four-phase bus stop improvement program. The phases are as follows:

1. Memorandum of Understanding between ICTC and member agencies on the use of bus stops
2. ICTC Bus Stop Safety and Design Standards Guidelines
3. Region wide Bus Stop/Terminal inventory including categorization of existing and recommended amenities, photographs, ADA compliance review, GPS coordinates and recommendations for improvements, replacement of all bus stop signage, recommendations for schedule and information technology
4. Research and recommendation into the feasibility of a region wide bus stop maintenance contractor

With the increasing use of public transit as an option for travel within Imperial Valley, there is a need for clear and uniform guidance for ICTC and member agency use. As the regional transit agency ICTC administers contracts with third parties for the operation of the intercity regional and intra-city circulator public bus systems. The member agencies are responsible to approve, develop and maintain the bus stops and transfer terminals with funds provided by ICTC. However, there are no technical specifications and no uniformity to the planning, specifications, development, maintenance and coordination of use.

Phase 2 of the project involved the completion of a Bus Stop Safety and Design Standards Guidelines document focused on the public fixed route system, Imperial Valley Transit. In early FY 2013-14 ICTC completed a competitive bid process to acquire a consultant firm for the completion of the project.

The project entailed a review of existing services and facilities, review of applicable plans and significant consultation with member agencies’ staff. The project is designed to be a resource or a tool for agency public works and planning staff that interact with transit operators, transit planners and developers.

The draft document has been developed, circulated for public comment, and presented on May 22nd to the ICTC Technical Advisory Committee.
The consultant team from NV5 is scheduled to provide a brief presentation and answer questions.

ICTC Management Committee met on June 9, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

1. Approve the 2013-14 ICTC Bus Stop Safety and Design Standards Guidelines Project.

Sincerely,

MARK BAZA
Executive Director

MB/ksw/el
# Table of Contents

**Section 1**: Introduction ......................................................................................................... 1  
**Section 2**: Need and Purpose ................................................................................................ 2  
**Section 3**: Sustainability Goals and Transit Oriented Development ......................... 3  
**Section 4**: Transit Vehicle Characteristics .............................................................................. 4  
**Section 5**: On Street Bus Stops ........................................................................................ 11  
  5.1 *Bus Stop Location and Placement* ............................................................................. 11  
  5.2 *Bus Turnouts* ............................................................................................................. 11  
  5.3 *Bus Layover Stops* ..................................................................................................... 13  
  5.4 *Sidewalks, Ramps, and Accessibility Requirements* ............................................. 13  
  5.5 *Bus Route Signs* ........................................................................................................ 15  
  5.6 *On Street Bus Stop Amenities* .................................................................................. 15  
  5.7 *Maintenance Considerations* ..................................................................................... 26  
  5.8 *Permit Considerations* ............................................................................................... 27  
**Section 6**: Off Street Transit Transfer Stations .............................................................. 28  
  6.1 *Transit Transfer Station Locations* .......................................................................... 28  
  6.2 *Sidewalks, Ramps, and Accessibility Requirements* ............................................. 28  
  6.3 *Parking and “Park & Ride” Facilities* ...................................................................... 29  
  6.4 *Bus Bays and Circulation* ......................................................................................... 30  
  6.5 *Wayfinding and Informational Signs* .................................................................... 30  
  6.6 *Integration with Transit Oriented Development* .................................................. 32
Appendices

A  New/Relocated On-Street Bus Stop Checklist................................................. A-1
B  Glossary ........................................................................................................... B-1
C  List of Acronyms .......................................................................................... C-1
D  Excerpts from ADA Regulations................................................................. D-1
List of Tables

Table 1  Recommended Basic Maintenance Activities for On Street Bus Stops .......................................................... 26
Table 2  Recommended Basic Maintenance Activities for Off Street Transit Transfer Stations .................................. 39

List of Figures

Figure 1  Standard City Bus Vehicle Dimensions ..................................................................................................... 6
Figure 2  Cutaway Bus Vehicle Dimensions ................................................................................................................ 7
Figure 3  45’ Coach Bus Vehicle Dimensions ............................................................................................................. 8
Figure 4  Standard 40’ City Bus Turning Template ...................................................................................................... 9
Figure 5  45’ Coach Bus Turning Template ................................................................................................................ 10
Figure 6  On Street Urban Bus Stop .......................................................................................................................... 12
Figure 7  On Street Bus Turnout .................................................................................................................................... 14
Figure 8  Bus Sign Pole Detail ....................................................................................................................................... 16
Figure 9  Standard Bus Route (Blade) Sign .................................................................................................................... 17
Figure 10 Bus Stop Pad Sections .................................................................................................................................. 19
Figure 11 On Street Rural Bus Stop ............................................................................................................................ 20
Figure 12 Shelter and Bench Grounding Detail ............................................................................................................. 22
Figure 13 Standard Advertising Bus Shelter .............................................................................................................. 23
Figure 14 Standard Non-Advertising Bus Shelter ...................................................................................................... 24
Figure 15 Off Street Bus Bays (Parallel & Sawtooth) .................................................................................................. 31
Acknowledgements

Imperial County Transportation Commission (ICTC) acknowledges its Commissioners:

George Nava  Council Member, City of Brawley
Bill Hodge  Mayor Pro-Tem, City of Calexico
Maria Nava-Froelich  Mayor Pro-Tem, City of Calipatria
Sedalia Sanders  Council Member, City of El Centro
Mike Goodsell  Mayor, City of Holtville
Mark Gran  Council Member, City of Imperial
Larry Ritchie (Vice Chairperson)  Mayor Pro-Tem, City of Westmorland
Jack Terrazas (Chairperson)  Supervisor District 2, County of Imperial
Ryan Kelley  Supervisor District 4, County of Imperial
Bruce Kuhn  Director Division 2, Imperial Irrigation District
Laurie Berman  District Director, Caltrans (ex-officio)

Additionally, ICTC thanks its member agencies for their support of this important document. ICTC acknowledges the following City officials:

City of Brawley  Rosanna Bayon Moore, City Manager
City of Calexico  Oscar G. Rodriquez, City Manager
City of Calipatria  Rom Medina, City Manager
City of El Centro  Ruben Duran, City Manager
City of Holtville  Alexander Meyerhoff, City Manager
City of Imperial  Marlene D. Best, City Manager
City of Westmorland  Larry Ritchie, Mayor Pro-Tem
Further, ICTC appreciates the contributions of the following agency representatives who assisted with the development and review of the guidelines:

**City of Brawley**  
Yazmin Arellano, Public Works Director/City Engineer  
Steven Sullivan, Associate Engineer

**City of Calexico**  
Nick Servin, Public Works Director/City Engineer

**City of Calipatria**  
Rom Medina, City Manager

**City of El Centro**  
Terry L. Hagen, City Engineer  
Abraham Campos, Senior Engineer

**City of Holtville**  
Alexander Meyerhoff, City Manager

**City of Imperial**  
Marlene D. Best, City Manager  
Jesus Villegas, Project Manager

**City of Westmorland**  
Larry Ritchie, Mayor  
Joel Hamby

**County of Imperial**  
John Gay, Deputy Director of Public Works – Engineering  
Martin Lang, Deputy Director of Public Works – Field Operations

ICTC would also like to thank the following key team members who worked on this handbook:

**ICTC**  
Kathi Williams, David Salgado

**Nolte Vertical Five (NV5)**  
Phil Kern, PE, Ruth Licht, Steve Dodge

**Manuel Oncina Architects (MOA)**  
Manuel Oncina, FARA

All photographs in these guidelines were provided courtesy of Phil Kern, PE, Ruth Licht, and Southern California Association of Governments. Graphics were provided courtesy of Manuel Oncina, FARA, and figures were developed specifically for ICTC by Steve Dodge and Phil Kern, PE. Bus shelter graphics were provided courtesy of Tolar Manufacturing Company, Inc.
Section 1

Introduction
Section 1: Introduction

The Imperial Valley Transportation Commission (ICTC) was created in 2009 to act as the county transportation commission, providing transportation planning and programming services within Imperial County and assuming those responsibilities from the Imperial Valley Association of Governments. ICTC manages development and administration of the Regional Transportation Plan, including the distribution of Local Transportation Allocation funds; the submittal of regional applications for transportation funds; the allocation of Transportation Development Act funds; and the planning, programming, and administration of regional transit services.

Under this last responsibility ICTC provides management and oversight of the following regional transit programs:

- IVT and its inner city circulator services (e.g., Blue, Green and Gold Lines)
- Imperial Valley Transit (IVT) ACCESS (ADA paratransit service)
- A non-emergency medical demand response service to San Diego
- Various Dial-a-Ride demand response services

As these transit services in the Valley continue to expand, it is ICTC’s commitment to continually improve service, safety, quality and comfort, which is why we say:

“Come Ride with Us!”

“Víaje con Nosotros!”
Section 2

Need and Purpose
Section 2: Need and Purpose

Historically, ICTC has relied on a variety of transit design guidelines developed by other transit agencies to provide developers and municipalities with design standards for on and off street bus stops. This approach has led to a wide interpretation of the standards, variable compliance with applicable regulations/safety requirements, and a lack of consistency within the service area. Combined with a general expansion of the transit system, increase in service hours, development of new off-street transfer stations, and a need for compliance with the Americans with Disability Act (ADA) and recent sustainability regulations, there is now a need to clearly establish transit design and safety guidelines that can be applied consistently throughout the IVT service area.

The development and implementation of these guidelines will accomplish a number of goals as the public transit system serving the Valley expands and evolves to meet the changing needs of its passengers. These goals include the following:

- Standardize bus stop improvements across the region in a way that meets the Valley’s needs
- Clearly identify (“brand”) the bus routes and services available
- Encourage ridership by providing a positive, safe experience for all riders
- Facilitate regular, low cost maintenance of bus stops and stations
- Facilitate compliance with applicable regulations, such as ADA, California Building Code, and Senate Bill 375
- Provide safety and security for riders to the maximum extent practicable
- Establish a foundation for expanding and improving transit service in the future
- Provide a guide for planners, engineers, and developers to integrate transit into future developments

It should be noted that developing these guidelines and meeting these goals, as they relate to agencies within the Imperial Valley, will meet two separate but distinct needs:

1. It will provide bus stop standards for the County and smaller cities that may have only rural or a limited number of on-street bus stops
2. It will provide standards for urban areas and larger cities that may have higher ridership and may be considering development of off-street transit/transfer stations to serve those higher volumes

Both of these types of standards are addressed in detail in the sections that follow.
Section 3

Sustainability Goals and Transit Oriented Development
Section 3: Sustainability Goals and Transit Oriented Development

The passage of Senate Bill 375 in 2008 set the framework for sustainability and long-term reduction of greenhouse gases through transportation and land use planning, and transit development is a key element in that strategy. This legislation has been further refined by the Southern California Association of Governments (SCAG), the metropolitan planning organization for the County of Imperial, through development of a Regional Transportation Plan/Sustainable Community Strategies (RTP/SCS). The transit-related strategies in SCAG’s 2012-2035 RTP/SCS include:

- Concentrating growth in areas accessible to transit
- Providing more multi-family housing with jobs and housing closer to transit
- Encouraging new housing and job growth focused in High Quality Transit Areas (HQTAs)
- Expanding HQTAs through transit infrastructure and service improvements
- Expanding passenger rail network and transit investment, to represent 20 percent of total plan budget
- Investing in biking and walking infrastructure to improve active transportation options and transit access

Establishing bus stop/station guidelines and development strategies will play a key part in helping the region to meet its sustainability goals, and these strategies start with the types of transit vehicles planned to be operated within the system.
Section 4

Transit Vehicle Characteristics
Section 4: Transit Vehicle Characteristics

IVT operates both fixed route and paratransit services throughout the Imperial Valley. Services are actually provided by an operator who is under contract to ICTC. The operator, as a condition of their contract, provides all cleaning, fueling, maintenance and repairs for the vehicles at their corporate facility. For this reason, maintenance facilities are not addressed in these guidelines.

Two basic types of vehicles are currently used for fixed route services: a 40-foot low floor standard or “city” transit bus manufactured by Gillig Corporation, and a 20-foot “cutaway” bus that is a shortened bus body mounted on a commercial truck chassis provided by El Dorado National, Starcraft, and other manufacturers. Note that the dimensions of the cutaway buses vary slightly depending on the particular manufacturer. Paratransit buses are similar in design to the cutaway buses used for fixed route services; however, as paratransit services do not typically use regular bus stops they are not addressed within these guidelines.

City buses are typically used on urban routes with higher ridership volumes, while the cutaway buses are employed on connector, feeder, and circulator routes with lower ridership that permits use of a smaller, more economical vehicle. Other than the length and number of passengers carried, the two bus types differ principally in the way disabled passengers are boarded and disembarked. The city bus has a small ramp that deploys from the main doors at the right front corner of the vehicle, which makes it easier and quicker for a person in a wheelchair to board the bus. The cutaway bus has a wheelchair lift on the right side near the rear of the vehicle, which takes more time to deploy and retract and also requires the driver to exit the vehicle to assist the passenger and operate the lift. Wheelchair riders enter and exit the bus from the same doors, regardless of the vehicle type.

In addition to the two types of buses described above, the operator may employ 45-foot over-the-road coaches to provide express or long range service to San Diego, Coachella Valley, or Yuma. IVT has no plans at present to employ articulated buses or double decker buses in fixed-route service.
Dimensional specifications for the 40-foot city bus, 20-foot cutaway bus, and the 45-foot coach bus are presented as Figure 1, Figure 2, and Figure 3, respectively. The turning characteristics for the 40-foot and 45-foot buses are presented in Figure 4 and Figure 5, respectively. The shorter cutaway buses can fit within any location in which the larger buses operate.

*Typical 45-foot coach bus used in transit service*
Section 5

On Street Bus Stops

Bus Stop Location and Placement
Bus Turnouts
Bus Layover Stops
Sidewalks, Ramps, and Accessibility Requirements
Bus Route Signs
On Street Bus Stop Amenities
Maintenance Considerations
Permit Considerations
Section 5: On Street Bus Stops

5.1. Bus Stop Location and Placement

There are three categories of bus stops: Category I (sign only); Category II (sign and bench); and Category III (sign, bench, and shelter). For each of these bus stop categories, there are three basic locations: far-side stops, near-side stops, and mid-block stops. Each location has its benefits and may either be a curbside stop or have a bus turnout, although turnouts are most commonly used at mid-block stops. A typical bus stop is shown in Figure 6.

**Far-side stops** are located downstream of signalized or unsignalized intersections and are generally preferred unless there is a compelling reason to use one of the other types of stop. Far-side stops typically provide a gap in traffic, so the bus has a higher level of visibility and may pull out into traffic more safely. Further, far-side stops have better operational characteristics and less impact to traffic on the public street.

**Near-side stops** are located upstream of an intersection and may be used where the route changes direction at an intersection. Issues associated with using near-side stops include buses or passenger shelters that block sight lines near intersections; buses that block right turn lanes; and pedestrians/passengers that walk in front of the bus.

**Mid-block stops** are located between intersections and typically serve a major destination such as a hospital or shopping center. Mid-block stops typically result in a loss of on-street parking, encourage jay-walking, require transitions so the bus may pull in and out of the stop, and can interfere with driveways and utilities.

5.2 Bus Turnouts

Bus turnouts should be used instead of curbside stops when any of the following conditions exist:

- Roadway average daily traffic exceeds 5,000 vehicles per day
- Roadway has a bike lane or is designated as a bike route
- Roadway either has inadequate width or bus would be blocking traffic with a curbside stop
These criteria also apply to layover stops, particularly extended or frequent layovers. Turnouts are typically used with mid-block stops at destination locations such as hospitals or shopping centers, and carry with them the drawbacks of mid-block stops in addition to other concerns, including the need for additional right-of-way width. Bus turnouts near intersections present additional issues and need to be reviewed on a case-by-case basis when no other alternatives exist. A typical mid-block bus stop with a turnout is shown in Figure 7.

5.3 Bus Layover Stops

Layover or “float” time is built into transit schedules to accommodate delays, driver rest periods, and other fluctuations in the schedule. This float time may be used up during brief layovers at “time stops.” A bus may disembark passengers and remain idle (known as “dwell time”) at a regular stop during this period. Alternatively, the bus may stop and disembark at a layover stop just upstream from the regular stop before boarding passengers there and proceeding to the next stop on the established schedule. Bus stops used only as layover stops will have a red curb and will need to meet accessibility requirements for disembarking passengers. However, layover stops do not require passenger shelters, benches, or other amenities as no passenger waiting or boarding typically occurs at these stops.

5.4 Sidewalks, Ramps, and Accessibility Requirements

There are many specific requirements within the ADA regulations that apply to transit stops, as well as a number of advisory standards. A few of the most relevant standards that apply to bus stops and the areas immediately adjacent include:

- Section 206.3, “Location”
- Section 403, “Walking Surfaces”
- Section 406, “Curb Ramps”
- Section 810.2, “Bus Boarding and Alighting Areas”
- Section 810.3, “Bus Shelters”

There are many other mandatory and advisory standards that may apply to transit facilities. Excerpts of the relevant ADA regulations may be found in Appendix D. Additional details regarding these standards are available at www.ada.gov.
5.5 Bus Route Signs

Bus stop locations are marked by standard bus route signs, known as “blade signs,” due to their shape. In addition to marking the location, blade signs provide an indication to the bus driver where to stop the bus to board passengers; provide a mounting point for a small bus schedule case (also known as a “cassette”); provide a mounting point for tactile devices for the visually impaired; and identify transit routes and services through “branding,” or graphics on the signs. Bus route signs should be mounted using the following design standards:

- The sign should be placed on a two-inch diameter aluminum or two-inch square galvanized steel pole at the right front of the bus stop or bus bay, a minimum of one foot behind the face of the curb.
- The pole should be located a minimum of eight feet above the sidewalk, with the bottom of the sign mounted a minimum of 84 inches above the ground.
- A tactile Braille route indication device should be mounted between 48 and 60 inches above ground level.
- Cassettes containing route schedule information, if provided, should be mounted between the sign and the Braille route indication device, with all devices secured to the pole with tamperproof hardware and no exposed sharp edges.
- The pole should be embedded in concrete a minimum of 12 inches below grade and should be located so as not to obstruct accessible paths of travel.

Typical bus route sign installation is shown in Figure 8 and Figure 9.

5.6 On Street Bus Stop Amenities

In addition to a bus route sign, on street or curbside bus stops should have, at a minimum, the following amenities: bus pad, passenger shelter, bench, trash receptacle, and a map/schedule cassette. Optional amenities typically located at high volume, urban stops may include bike racks, map/schedule cases, additional shelters or benches, news racks, or additional lighting. Each of these amenities is described in detail below.
5.6.1 Bus Pad

A concrete pad should be provided at each stop to prevent damage and furrowing of asphalt pavement due to loads and turning movements imposed by bus tires. The pad should be 10 to 12 feet in width, 40 to 60 feet long, and 8 to 9 inches thick. Stops where multiple buses may be simultaneously present should be extended accordingly. Aggregate base may be required under the concrete pad, depending on drainage and soils conditions, and expansion or control joints should be constructed in the concrete pad at 15-foot maximum intervals. Grades and drainage patterns for the pad should follow the existing street, and streets with poor drainage characteristics or frequently standing water should be avoided as locations for bus stops. A typical concrete bus pad installation is shown in Figure 10.

5.6.2 Passenger Shelters

All curbside stops should have a standard passenger shelter that will accommodate at least four passengers, including three bench seats and one wheelchair space (Figure 11). In this application, “catalog” shelters offer many benefits. Specifically, they are relatively inexpensive, offer a variety of options, are easy to repair, and are easy to relocate as transit needs change. The standard shelter within the system is a lighted, “Euro” style dome roof shelter with perforated metal panels that come in either “advertising” (17 feet long) or “non-advertising” (13 feet long) options. The shelter with advertising panels features a triangular portion with two internally-lighted “billboard” panels, which generates an advertising revenue stream that can be directed towards bus stop maintenance activities.

In general, shelters should be constructed of anodized, painted, or powder coated aluminum or steel, with powder coated steel being preferred for durability reasons. The standard “IVT Blue” color for the shelters and furnishings is RAL 5013. Glass and plastic panels should be avoided in favor of perforated metal panels to minimize “scratchitti.” Shelters should be mounted to a four-inch thick concrete pad matching the adjacent sidewalk, attached with anchor bolts according to the manufacturer’s recommendations. The pad grades are required to meet all ADA regulations (i.e., less than 2% slope in any direction). Pads for urban stops are at top of curb/sidewalk level, while rural bus stops are typically flush with the adjacent roadway. If possible, shelters should be oriented facing north or east to maximize shade opportunities, and summertime heat radiation should also be taken into account when specifying the shelter height and roof materials.
Shelters should be ordered with the matching bench and trash receptacle, as described in the sections below. Shelters should be internally lit using local low voltage power or solar power (solar is preferred), and it is strongly recommended that the shelter and benches be grounded as shown in Figure 12 to provide an additional level of safety for waiting passengers. All power and grounding conductors should be concealed to reduce vandalism, and under no circumstances should the shelter be connected directly or indirectly to street lighting or other high voltage power systems. Standard advertising and non-advertising shelters are illustrated in Figure 13 and Figure 14.

5.6.3 Benches

The standard bench is an eight-foot, perforated metal bench with no backrest and four seats separated by anti-vagrant bars. The bars prevent the bench from being used for extended stays or as a place to sleep. Benches should be ordered with and match the shelter, with a seat height between 17 and 19 inches to conform to ADA guidelines. Benches should be anchored to the concrete pad in the same manner as the shelter, and should be grounded as described above. Benches are typically mounted offset in the shelter to provide space for one wheelchair within the shelter.

5.6.4 Trash Receptacles

Trash receptacles should also match the shelter. The standard receptacle is a perforated metal version matching the standard bench. Trash receptacles may be either freestanding / anchored to the concrete pad or attached to the shelter. Receptacles should have a secured lid to prevent scavenging, with a side door to provide for easy emptying, as well as a stainless steel liner to contain liquids and prevent spills and staining of the passenger waiting area.

5.6.5 Bike Racks

Bike racks should be provided at stops with significant bicycle traffic (i.e., two or more bikes at the stop), and the racks should match the shelter and other furnishings. The standard bike rack is an “Inverted U Bike Loop” and requires an area approximately 4 feet by 8 feet to install four loops. The bike rack should be installed on a four-inch thick concrete pad in the street parkway adjacent to the shelter, in a location that does not block the sidewalk or accessible path of travel.
5.6.6 Map and Schedule Cases

A transit system map/schedule should be provided at each stop via one of three methods. Local stops typically use a small map case or “cassette,” which can be attached to the pole supporting the bus stop sign. Busier stops or those serving multiple routes are better served by a larger map/schedule cases attached to the shelter, which are available from the shelter manufacturer. Transfer stations typically feature a large double-sided freestanding map/schedule case separate from the shelter or a wall-mounted map case. Standard size for the map cases is 22 inches by 34 inches, with the long axis oriented vertically. The small cassettes, maps, and schedules are the only items furnished by the transit agency; the larger map cases need to be procured and installed by the developer.

5.6.7 News Racks

A desired amenity for many passengers is the ability to have a newspaper or other periodical to read while riding the bus. However, there are a number of issues related to the presence of news racks at transit stops. News racks are typically installed by private vendors and may be chained to a shelter or sign or bolted to the sidewalk to prevent their removal, creating the potential to block accessible pedestrian paths. News racks may be vandalized or poorly maintained, affecting appearance of the stop. Some news racks may display adult-oriented material that some passengers find objectionable. Also, removal or relocation of news racks, once installed, can be problematic due to First Amendment rights and difficulties in locating the owners. It is recommended that an area for news racks be designated by the agency or that fixed modular news racks be provided at bus stops if there is a high demand for that particular amenity.

5.6.8 Lighting

Bus stops should be located adjacent to a street light to provide lighting for the immediate area. Additionally, shelters should be internally lit, preferably using solar power. Locations of bus stops in urban areas should be selected on the basis of whether adequate lighting is available on roadways and walking paths approaching the stop. The preferred lighting level is two foot-candles minimum.
5.6.9 Security

In addition to lighting, other features should be incorporated into the layout and design of the bus stop to enhance security. Security depends to large a degree on visibility from the public street, and stops should be located so they are not screened by vegetation, walls, buildings, or other obstructions. The front of the shelter should be oriented towards the street. Secluded locations for stops should be avoided, and operating hours should be clearly posted. Stops located near a telephone with no charge 911 capability or those within visual range of security cameras are also desirable assets. Special attention should be paid to carefully locating transit stops in high crime areas.

5.7 Maintenance Considerations

All furnishings and amenities installed at bus stops should be sturdy, durable, vandal resistant, and easy to clean and repair. Basic maintenance will normally be performed by the local municipality, but it may also be the responsibility of the transit agency or a maintenance contractor under contract to either party. Recommended basic maintenance activities are as shown in Table 1. Intervals should be based upon location and passenger usage.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean bus platform</td>
<td>Power wash platform and sidewalk with water quality controls, remove gum, etc.</td>
</tr>
<tr>
<td>Clean furnishings</td>
<td>Wipe down shelters, benches, and other furnishings</td>
</tr>
<tr>
<td>Repair vandalism</td>
<td>Repair/replace damaged furnishings</td>
</tr>
<tr>
<td>Provide safety/security lighting</td>
<td>Check and replace lamps (and batteries for solar)</td>
</tr>
<tr>
<td>Remove trash</td>
<td>Empty trash receptacle</td>
</tr>
<tr>
<td>Provide current route/schedule information</td>
<td>Restock/replace schedules and route maps</td>
</tr>
<tr>
<td>Clearly mark bus zone</td>
<td>Repaint red curb and legends</td>
</tr>
</tbody>
</table>

*Table 1: Recommended Basic Maintenance Activities for On Street Bus Stops*
### 5.8 Permit Considerations

Placement and construction of bus stops within public rights of way by transit agencies or their contractors typically requires an encroachment permit from the agency that owns the right of way and maintains the roadway. These agencies within Imperial County and their contacts include:

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Brawley, Department of Public Works</td>
<td>160 S. Western Avenue, Brawley, CA 92227</td>
<td>(760) 344-5800</td>
<td>(760) 344-5612</td>
</tr>
<tr>
<td>City of Calipatria, Public Works Department</td>
<td>525 South Sorensen, Calipatria, CA 92233</td>
<td>(760) 348-4145</td>
<td></td>
</tr>
<tr>
<td>City of Calexico</td>
<td>608 Heber Avenue, Calexico, CA 92231</td>
<td>(760) 356-2912</td>
<td>(760) 356-1863</td>
</tr>
<tr>
<td>City of El Centro, Public Works Department</td>
<td>1275 Main Street, El Centro, CA 92243</td>
<td>(760) 337-4510</td>
<td></td>
</tr>
<tr>
<td>City of Holtville</td>
<td>121 West Fifth Street, Holtville, CA 92250</td>
<td>(760) 356-2912</td>
<td>(760) 356-1863</td>
</tr>
<tr>
<td>City of Imperial</td>
<td>420 South Imperial Avenue, Imperial, CA 92251</td>
<td>(760) 355-4371</td>
<td></td>
</tr>
<tr>
<td>County of Imperial, Department of Public Works</td>
<td>Permit Specialist, 155 South 11th Street, El Centro, CA 92243</td>
<td>(760) 482-4462</td>
<td>(760) 352-1272</td>
</tr>
</tbody>
</table>

*Jurisdiction includes all roadways outside incorporated cities and outside Indian reservations, but excludes State Highways.*

**Caltrans District 11**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Office, 4050 Taylor Street, MS 110, San Diego, CA 92110</td>
<td>(619) 688-6158</td>
<td>(619) 688-6157</td>
</tr>
</tbody>
</table>

*Jurisdiction includes State Highways 7, 78, 86, 98, 111, 115, 118 and Interstate 8.*
Section 6

Off Street Transit Transfer Stations

Transfer Station Locations
Sidewalks, Ramps, and Accessibility Requirements
Parking and “Park & Ride” Facilities
Bus Bays and Circulation
Wayfinding and Informational Signs
Integration with Transit Oriented Development
Station Amenities
Maintenance Considerations
Intelligent Transportation Systems
Transit Priority
Section 6: Off Street Transit Transfer Stations

Transit transfer stations should be characterized by strong design presence. Whether it consists of passenger shelters, new station architecture or new wayfinding and signage, the design should emphasize great concepts at many levels. The design of these components needs to address aesthetics, durability and maintenance as a minimum.

- **Aesthetics:** Aesthetics should be defined as those attributes that attract the eye pleasantly, carry a meaningful message or philosophy and are memorable.
- **Durability:** Durability should be defined as those qualities that make materials long lasting and maintain or even enhance their aesthetic qualities for long durations.
- **Maintenance:** Maintenance, better defined as low or zero maintenance, should reflect the ability to reduce or even ignore general maintenance of elements in the shelters, stations or signage.

### 6.1 Transit Transfer Station Locations

Off street transit stations typically accommodate more routes, different types of transit vehicles, and a larger volume of passengers who may stay for longer periods. For these reasons transit station improvements and amenities are more extensive and more permanent than those found at curbside bus stops. Typically, buses circulate within transit stations; onsite parking for riders may be provided, requiring a site with adequate area to allow multiple buses to circulate, enter, and exit bus bays without blocking other movements. “Park & Ride” facilities may also feature surface or structured parking stalls and the parking may be exclusive or shared with adjacent development. Transit stations are ideally located within a short walk of a major destination where there is a high demand for transit, including civic centers, employment centers, airports, shopping malls, educational institutions, hospitals, and border crossings. These locations also typically provide services and support facilities (e.g., restrooms, vendors, and security staff) to enhance the transit experience.

### 6.2 Sidewalks, Ramps, and Accessibility Requirements

Transit stations and adjacent improvements are required to comply with ADA regulations. Relevant sections of ADA related to transit station improvements include:
- Section 206.3, “Accessible Routes”
- Section 208, “Parking Spaces”
- Section 403, “Walking Surfaces”
- Section 406, “Curb Ramps”
- Section 602, “Drinking Fountains”
- Section 810, “Transportation Facilities”
- Section 903, “Benches”

This is not a comprehensive list and there are many advisory standards in addition to the mandatory requirements. Excerpts of the relevant ADA regulations may be found in Appendix D. Additional details may be found at www.ada.gov. Additionally, off street transit stations and related facilities are required to be designed in compliance with the current edition of the California Building Code, which mandates additional safety and accessibility requirements depending on the improvements proposed at the site.

### 6.3 Parking and “Park & Ride” Facilities

Exclusive or shared off street parking should be provided at transit stations where there is a high commuter volume, at destinations that may attract riders, or at strategic locations to encourage drivers of single-occupancy vehicles to use transit. Parking may be free or provided as an incentive with a transit pass; metered parking is not typically used by transit patrons due to the length of stay. Standard parking stalls should be 8.5 feet wide by 18 feet long, and a percentage of standard disabled and van stalls (including loading areas) are required to be incorporated into each parking area according to Section 208 of the ADA. Curbs at disabled stalls are required to be flush or have compliant ramps behind the curb line; ramps within the accessible loading areas are not allowed. Parking areas should be paved with a minimum of 3 inches of asphalt concrete over 6 inches of aggregate base and may have either 90 degree or angled parked, with angled parking reserved for driveways with one-way circulation. If at all possible, parking areas and access to them should be completely separated from bus circulation on the site to avoid traffic conflicts and delays. Parking areas should be clearly posted and striped as such and should be striped, lighted, and landscaped in compliance with local codes.
6.4 Bus Bays and Circulation

Bus bays and circulation routes onsite should be designed for the largest vehicle expected to use them now or in the future, which in most cases is a 45-foot coach bus. Bus bays themselves may be onsite or on the adjacent public street, either parallel to the curb or angled “sawtooth” bays. Recommended dimensions are shown in Figure 15.

All buses must be able to safely enter, exit, and pass other parked buses within the station when all the bays are occupied. Turning movements for each type of vehicle must be checked using Softdesk Autoturn software or a similar graphical method that accounts for the overhang of the body and deployed bike rack, with a horizontal clearance to any obstruction of a minimum of two feet. Vertical clearances along the bus route should also be checked, and they should provide a minimum of 14 feet clearance along the bus path. Turning movements for 40-foot city buses and 45-foot coach buses are shown in Figures 4 and 5, respectively, on pages 9 and 10. Bus bays and bus lanes should be paved with a minimum of 8 inches of concrete over aggregate base as required by local soils conditions, with expansion or control joints at 15-foot maximum spacing. Bus bays should slope at no more than 2% longitudinally, and should provide positive drainage to an approved outlet. Boarding and alighting areas should conform to ADA Section 810 as illustrated in Figures 6, 7, and 11 on pages 12, 14, and 20, respectively.

6.5 Wayfinding and Informational Signs

Higher volume transit stations may have a significant number of riders who are not familiar with the local area, and these riders would benefit from wayfinding and informational signage. Great wayfinding and signage design is characterized by clear, easy to read, high contrast or unambiguous colored pictographs and text. Consider graphics by iconic companies such as Apple or Volkswagen to get the idea. Keep in mind also that competition from surrounding urban signage will threaten the messages that need to be conveyed by the graphics on shelters, stations or free-standing signs associated with both. Signs should be bilingual and the station name / location should be clearly visible from the arriving bus.
6.6 Integration with Transit Oriented Development

Co-locating and integrating transit facilities with development has many benefits, including:

- Reducing automobile travel
- Reducing congestion
- Reducing parking requirements
- Reducing greenhouse gases
- Providing amenities for transit users
- Providing shared functions used by both transit and development patrons.

Ideal locations for transit stations include civic centers, employment centers, regional shopping areas, border crossings, medical complexes, and educational facilities where walking and biking can be encouraged, parking can be shared, and the development can support transit ridership. Multi-family housing including affordable, senior, and low income housing also provides excellent transit oriented development (TOD) opportunities where car ownership may be proportionately less and transit can reduce transportation costs for families on fixed incomes. Transit facilities can be located within or directly adjacent to a TOD, and ideally serve multiple modes of travel (e.g., on a bike route or pedestrian path, in close proximity to a railroad or airport). Successful TODs clearly define construction, operations and maintenance responsibilities between all of the stakeholders, and provide benefits to all parties. Regional land use planning efforts for many metropolitan areas now identify HQTAs, specific areas suitable for TODs.

6.7 Station Amenities

6.7.1 Architectural Considerations

Larger stations should employ architecture that embrace regional aspects and speak eloquently of its attributes, history, culture and folklore. Keeping in mind the other important precepts (durability and maintenance), designers should explore the unique local climatic conditions to develop strong architectural concepts tying larger stations with shelters, architectural references with local context or climatic realities and up to date sustainable concepts.
Designers are also encouraged to employ every means available within economically constraints to harness passive methods of cooling and ventilating larger roof area, which can become heat refracting sources during hot weather. In addition, rain events should also be considered when shelter is provided to protect passengers waiting for transportation, particularly when wind is added to the condition.

6.7.2 Passenger Shelters

Shelters should project a strong aesthetic concept, incorporating local imagery to create a memorable branding for the system. The imagery created should be strong enough to compete with the plethora of commercial signs and businesses surrounding them and serve to attract passengers as well.

Designers should research the area’s rich history and other cultural traits to formulate a strong design idea that will transcend dating or trends and be useful and attractive. One way to achieve this is to incorporate the current graphics and color schemes used by the system to easily integrate with a known memorable identification.

Although pre-fabricated shelters could be a possibility for the system, designers should explore iconic new shapes embodying the precepts defined above to establish an enduring mark in the region. These structures should be governed by judicious planning in terms of their layout and placement on their usually restricted sites. Often shelters need to be incorporated in sidewalks with little space and share the space with a variety of other “street furniture”, light standards, signs and landscaping.

One of the most important aspect of good shelter design is recognizing how the shelter relates to the bus stop and how passengers will queue up to the bus and facilitate orderly and safe boarding for the young and old, the able-bodied and the impaired. Although generally small in nature, shelters need to protect people from the elements, such as the sun and rain, and sometimes wind as well. Another consideration is to plan shelter architecture for good circulation flow within the protected area and its surrounding context so that passengers can stand under the shelter or close to it and see the incoming bus clearly.
6.7.3 Benches

Benches at transit stations may be selected from a catalog, may be a custom design specific to the station, or may be integrated into the station art or architecture. In all cases the same durability and accessibility criteria apply as at bus stops. Benches should be anchored to the station platform or sidewalk, or should be heavy enough to be immovable. Seating height should be between 17 and 19 inches, and should provide a higher level of comfort (such as a backrest) for longer stays. Again, armrests or dividers should be incorporated to discourage sleeping on benches. At a minimum, four seats should be provided per bus bay, including a wheelchair seating area.

Although seating can be selected from commercial “off-the-shelf” products, seating integrated into the shelter structure minimizes fixed points in the sidewalk, eases cleaning and maintenance and can offer greater durability. Keep in mind that modern shelters can be prefabricated, galvanized or powder-coated during fabrication and moved to the site already assembled even if custom-made.

6.7.4 Trash Receptacles

Trash receptacles are typically selected from a catalog to match the rest of the furnishings at the station. Similarly, trash receptacles can be easily appended to the shelter structure making servicing easy and minimizing the number of fixtures populating the station’s limited footprint. The tops and lids should be designed to discourage scavenging, while the receptacle itself should allow for quick and easy emptying by maintenance staff. A stainless steel liner should be provided to reduce spills and stains from discarded coffee cups and other liquids. Regional transit stations should also provide a covered, lockable trash enclosure for an onsite dumpster, with a concrete pad to prevent pavement damage by the trash truck.
6.7.5 **Map and Schedule Cases**

Map and schedule cases at off street stations should be wall-mounted or platform-mounted single or double cases to hold full-size (22” wide x 34” high) transit schedules or maps. At least two cases should be provided within visual range of the bus bays.

6.7.6 **Bike Racks, Lockers, and Bike Stations**

Bicycle facilities provided at transit stations should be scaled relative to the amount of bike traffic at the station. Bike racks are functional and inexpensive, but offer the least protection against weather and theft. Bike lockers occupy more room but provide more protection and may be accessed with a key or magnetic card. Bike stations offer fully enclosed bike storage and repair facilities at large regional transit stations, but are more costly and take up more space. Bike lockers and bike stations typically require utility connections. Both accessible paths and bike routes need to be taken into account when locating bicycle parking, and the site design should discourage locking bicycles to trees, fences, or poles where they may become a hazard to pedestrians.

6.7.7 **Lighting**

Lighting levels at transit stations should be a minimum of 5 foot-candles on transit platforms and 2 foot-candles in parking areas and driveways. Lighting fixtures should be low voltage, energy efficient, and mounted above eight feet to reduce vandalism, with the exception of theater lighting, lighted bollards, and similar fixtures. Ground-mounted landscape lighting, lighting fixtures exposed to irrigation, and delicate decorative fixtures are strongly discouraged. Lighting system design should conform to the National Electrical Code and should provide flexibility in operations via use of timers, night circuits, or separate breakers for each circuit. Weatherproof 120V electrical outlets located in the base of lighting fixtures are recommended to facilitate maintenance and repair activities.
6.7.8 Security

Security at transit stations is provided through a number of different design and operations aspects. Lighting levels should be a minimum of two foot-candles throughout the site. Sightlines are a key element to allow proper surveillance by police or security forces, and bushy vegetation, walls, and other obstructions that block views from adjacent streets should be avoided. Off street transit stations should have full coverage from fixed or remotely controlled video cameras monitored by local law enforcement or security staff, and they should also feed a digital video recorder. Camera locations should be selected in advance to ensure proper sightlines and coverage. A free 911 telephone or emergency call button should be located centrally onsite in case of emergency. The transit station should also be designed to avoid providing hiding places such as alcoves, dense vegetation, or columns wider than 24 inches in diameter. If restrooms are located at the transit station, they should be monitored and closed after business hours.

6.7.9 Telephones

Because many people do not carry mobile phones with them, a telephone capable of calling 911 free of charge in case of emergency is a desirable amenity from a safety and security perspective. Pay telephones, if provided, are normally furnished and operated by a private contractor under agreement with the local transit agency, and require power and communications conduits to the phone location. Telephones are also required to be ADA compliant.

6.7.10 Vending, Concessions, and News Racks

A morning newspaper and cup of coffee can enhance the transit experience for many riders, and many transit stations offer concessions onsite. Concessions may be offered via vending machines, portable carts, or vendors operating out of onsite buildings. Specific onsite areas should be identified for vending machines, news racks, and carts. These areas should be provided with electrical and water utilities and, in some cases, sewer and network connections. Food concession areas can be expected to require more frequent cleanings and should have a special surface to facilitate that task. News racks can present a separate set of issues, as discussed in Section 5.6.7.
6.7.11 Drinking Fountains

Drinking fountains are a desirable amenity for those who may not choose to bring or buy their own refreshments. Fountains should be vandal resistant and provide chilled or cooled water, given summertime temperatures in the Valley. Note that there are specific accessibility requirements for drinking fountains.

6.7.12 Car Sharing and Bike Sharing

As more people forego car ownership due to cost and other factors, car sharing and bike sharing has increased in popularity, particularly among transit users. Consideration should be given to allocating space at transit stations for these functions, which are typically operated by a vendor. Some of the car/bike sharing systems require electrical power and network connectivity for check in/check out functions, and shared cars may be plug-in hybrids or fully electric cars that require a charging station.

6.7.13 Pest and Vector Controls

Pests and vectors are a public health issue and are not any more desirable at a transit station than they would be in your home. These can include insects, rodents, birds, or larger animals drawn by food or shelter opportunities. Trash receptacles and dumpsters should have the ability to be closed and locked, emptied frequently, and located away from passenger waiting areas. Pigeons are prevalent in the Valley and inadvertently providing convenient roosting and nesting locations on ledges, roofs, and in alcoves should be avoided. Deterrents such as bird spikes, netting, and low voltage electrical wires can also be used.

6.7.14 Landscaping and Irrigation Systems

Landscaping at transit stations enhances the quality of the space for passengers and should be durable, low maintenance, and consistent with the local environment. Trees and shrubs that drop leaves or flowers and generate pollen or sap should be avoided. Irrigation systems should be drip type or other low water use systems, utilizing reclaimed water if available, and irrigation spray should be directed away from sensitive elements such as electrical fixtures and communication cabinets. Landscaping can be very effectively utilized at transit stations to provide shade, create windbreaks and, along with other site amenities such as fencing, direct pedestrian traffic to proper routes and safe crossing locations. Quick disconnect couplings should be provide at regular intervals throughout the site to facilitate maintenance functions including power washing of the platform, sidewalks and other areas.
6.7.14 Restrooms

Many transit riders, particularly those with limited mobility, find public restrooms to be a desirable amenity at major transit nodes; however, they can present long-term maintenance and security issues if not managed properly. Public restrooms, if provided, should be maintained by the local municipality or a private developer rather than the transit agency. All restrooms are required to be ADA accessible, and should be located at a staffed facility with limited hours for security reasons. All regional transit transfer stations should have a private restroom for transit operators which should have a minimum of one locked, accessible, unisex toilet. The operator’s toilet room is typically co-located in a building onsite along with a utility/communications room and a maintenance storage room. Furnishings should be as durable as possible, and should include a flush valve toilet, sink, stainless steel mirror, floor drain, and a locking cabinet for supplies.

6.7.15 Vertical Circulation

Transit facilities should be located on one level if at all possible. Elevators are costly to install and maintain, typically requiring two elevators to provide redundancy and maintain service at all times. Stairways and escalators do not comply with accessibility codes and need to be supplemented with accessible ramps or elevators. If it is absolutely necessary to provide access to transit facilities, elevators or escalators should be operated and maintained by the project owner or developer rather than the local transit agency.

6.8 Maintenance Considerations

All furnishings and amenities installed at transit stations should be sturdy, durable, vandal resistant, and easy to clean and repair. Basic maintenance will normally be performed by the local agency, but may also be the responsibility of the transit agency or a maintenance contractor under contract to either party. Off street transit facilities require a significantly higher level of regular maintenance than standard bus stops due to the higher level of traffic. Recommended basic maintenance activities are as shown in Table 2. Intervals should be based upon location and passenger usage.
<table>
<thead>
<tr>
<th>Goal</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean bus platform</td>
<td>Power wash platform and sidewalk with water quality controls, remove gum</td>
</tr>
<tr>
<td>Clean furnishings</td>
<td>Wipe down shelters, benches and other furnishings, remove graffiti</td>
</tr>
<tr>
<td>Repair vandalism</td>
<td>Repair/replace damaged furnishings</td>
</tr>
<tr>
<td>Provide safety/security Lighting</td>
<td>Check and replace lamps (and batteries for solar)</td>
</tr>
<tr>
<td>Remove trash</td>
<td>Empty trash receptacle</td>
</tr>
<tr>
<td>Provide current route/schedule information</td>
<td>Restock/replace schedules and route maps</td>
</tr>
<tr>
<td>Clearly mark bus zone</td>
<td>Repaint red curb and legends</td>
</tr>
</tbody>
</table>

*Table 2: Recommended Basic Maintenance Activities for Off Street Transit Transfer Stations*

### 6.9 Intelligent Transportation Systems

Intelligent Transportation Systems (ITS) is a broad term that covers a wide variety of technology and network based transit amenities that may be located at regional transit stations. As the system expands, ITS features may include those described in the following subsections.

#### 6.9.1 Security Cameras

Regional transit facilities are recommended to have full site coverage from either fixed or remotely controlled pan-tilt-zoom digital video cameras. The video may be recorded either on- or off-site, and monitored in real time by local law enforcement or security staff at the site. Camera locations must be carefully selected during design to provide sightlines and coverage, are typically mounted on structures and light poles, and require electrical and network connections.
6.9.2 Fare Vending and Validation

Fares are currently collected using cash or pre-printed ticket books, but many transit agencies are transitioning to coded “smart cards” to reduce cash handling requirements and related demands on transit drivers. Validators perform check-in and check-out functions when customers ride the bus using smart cards, and may be mounted on the bus itself.

6.9.3 Customer Information and Trip Planning Kiosks

Interactive kiosks allow transit riders to plan their trips (particularly useful where multiple bus changes may occur), vend trip tickets, recharge transit smart cards, and perform other functions.

6.9.4 Changeable Message Signs (“Next Bus”)

Changeable message signs may either display strictly transit information or may be mixed with advertising as a revenue-generating opportunity for the transit agency. When paired with vehicle locating systems, changeable message signs can also display “Next Bus” information, displaying when passengers can expect the next bus for their route to arrive at the station.

6.9.5 Digital Public Address Systems

Digital public address systems are highly flexible and can provide paging, background music, transit announcements, or emergency announcements. They can also provide audio information for the visually impaired to supplement visual data. Note that public address systems are required to convey visual information to supplement audio messages in accordance with Section 810.7 of the ADA.
6.9.6  **Wireless Service**

Many commuters and students like to be able to work on their laptops or tablets while waiting for their bus, and wireless connectivity at transit stations allows them to do this. It also allows for direct delivery of transit information to customer’s wireless devices.

6.9.7  **Communications Enclosures and Equipment**

ITS functions require equipment found in any typical computer network, including routers, modems, switches, and power supplies. This equipment is typically mounted on standard-sized racks within a utility or communications room or in a stand-alone cabinet or enclosure. The communications room would normally be co-located in a driver’s or public restroom building, be securely locked, air conditioned, and properly sized for current and future needs. ITS cabinets commonly used are similar to standard Caltrans traffic signal cabinets. They should be secure, constructed of stainless steel for corrosion resistance, located out of the range of irrigation overspray, and be mounted to a concrete pad that also provides a working area for the technician when the doors are open. ITS cabinets are also required to be air conditioned, and there are units available that are specifically designed for this purpose.

The conduit required to provide these future amenities is relatively inexpensive and should be installed at the time the station is developed.

6.10  **Transit Priority**

The benefits of transit can be diluted or reduced when the buses serving the system are mired in the traffic congestion of urban areas. Transit priority gives buses priority over private automobiles through a number of different methods.
6.10.1 Dedicated Bus Lanes and Guideways

Roadway lanes exclusively reserved for transit vehicles are common in many urban areas. Typically the lanes along the curb are dedicated for transit with local stops, and the lanes along or within the median are reserved for express buses with no stops. Entirely separate exclusive roadways or “guideways” are also being provided for transit vehicles in many congested areas.

6.10.2 Queue Jumpers

Modified traffic signals allow transit vehicles in dedicated lanes to proceed before other vehicles receive a green light, allowing buses to proceed without being delayed by other traffic. They can also allow buses to make traffic movements that would be difficult in heavy traffic, or would not be permitted for other vehicles.

6.10.3 Dedicated Driveways

Separate entrances, exits, and circulation paths for transit vehicles are becoming standard for regional transit facilities. These dedicated driveways reduce delays, congestion and conflicts with private vehicles.

6.10.4 Vehicle Location Systems

Global positioning system (GPS) devices can now provide real time tracking of transit vehicles, which provides a number of benefits. “Next Bus” signs can give waiting passengers an estimate of when their bus is about to arrive. Passengers can be redirected to other routes if their original route is delayed by traffic. Real time incident management can also, for example, redirect routes around an accident on a major thoroughfare.

6.10.5 Express and Rapid Bus Service

Express and rapid bus routes are characterized by longer routes with fewer stops to reduce delays for passengers along heavily traveled corridors. Because they don’t need local stops, these services tend use freeways more than local roadways to avoid delays and obtain higher speeds, and may use different types of transit vehicles. These routes typically service regional stops with easy and direct access to and from major highways.
Appendices

A. New/Relocated On-Street Bus Stop Checklist
B. Glossary
C. List of Acronyms
D. Excerpts from ADA Regulations
Appendix A

New/Relocated On-Street Bus Stop Checklist
Appendix B

Glossary
### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accessibility</strong></td>
<td>The extent to which facilities are barrier free and useable by disabled persons, including wheelchair users. It also represents a measure of the ability or ease of all people to travel among various origins and destinations.</td>
</tr>
<tr>
<td><strong>Accessory Pad</strong></td>
<td>A paved area that is provided for bus patrons and may contain a bench shelter and/or other amenities.</td>
</tr>
<tr>
<td><strong>Activity Center</strong></td>
<td>An area with high population and concentrated activities that generate a large number of trips, such as a Central Business District, shopping center, business or industrial park, or recreational facility. Also known as a Trip Generator.</td>
</tr>
<tr>
<td><strong>Americans with Disabilities Act of 1990 (ADA)</strong></td>
<td>The law passed by Congress that makes it illegal to discriminate against people with disabilities in employment, services provided by state and local governments, public and private transportation, public accommodations, and telecommunications. The ADA requires that fixed-route transit be accessible and that complementary paratransit service be provided in the same geographic areas on the days and hours and fixed-route service.</td>
</tr>
<tr>
<td><strong>Alight</strong></td>
<td>To get off a transit vehicle. Plural: “alightings.”</td>
</tr>
<tr>
<td><strong>Approach Angle</strong></td>
<td>A vehicle’s front clearance angle, which is formed by the base of the front vehicle tire, the front ground clearance height, and the roadway.</td>
</tr>
<tr>
<td><strong>Arterial Street</strong></td>
<td>A roadway that is designed to move large traffic volumes between various points within a region. Typically, these roadways have limited access and connect with smaller collector streets.</td>
</tr>
<tr>
<td><strong>Board</strong></td>
<td>To go onto or into a transit vehicle. Plural: “boardings.”</td>
</tr>
<tr>
<td><strong>Bus Bulb</strong></td>
<td>A bus stop where the sidewalk is extended into the parking lane, allowing a bus to pick up/drop off passengers without leaving the travel lane. Also known as a curb extension or Nub.</td>
</tr>
<tr>
<td><strong>Bus Pull-Out Bay</strong></td>
<td>A recessed bus stop area that allows a bus to leave the travel lanes to load and/or unload passengers. Also known as a Bus Turnout.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bus Route Spacing</td>
<td>The distance between adjacent, parallel bus routes.</td>
</tr>
<tr>
<td>Bus Shelter</td>
<td>A building or other structure constructed at or near a bus stop that provides seating and protection from the weather for the comfort and convenience of waiting passengers.</td>
</tr>
<tr>
<td>Bus Stop</td>
<td>A point along a transit route at which passengers can board or alight from a bus. A bus stop is usually identified by a sign.</td>
</tr>
<tr>
<td>Bus Stop Infrastructure</td>
<td>The various elements that can be provided at a transit stop or station to help make transit more comfortable and convenient to patrons, including benches, shelters, lighting, vending machines, garbage receptacles, telephones, etc. These elements also are commonly referred to as “amenities.”</td>
</tr>
<tr>
<td>Bus Stop Spacing</td>
<td>The distance between consecutive transit stops.</td>
</tr>
<tr>
<td>Bus Stop Zone Length</td>
<td>The length of the portion of roadway that is signed or marked as being available for bus use to load and/or unload passengers.</td>
</tr>
<tr>
<td>Bus Turnaround</td>
<td>A roadway system that allows a bus to return to the street that it is serving in the opposite direction of travel.</td>
</tr>
<tr>
<td>Bus Turning Radii</td>
<td>The dimensions needed to accommodate bus turning movements.</td>
</tr>
<tr>
<td>Bus Turnout</td>
<td>See definition for Bus Pull-Out Bay.</td>
</tr>
<tr>
<td>Central Business District</td>
<td>The downtown retail trade and commercial area of a city or an area of very high land valuation, traffic flow, and concentration of retail business offices, theaters, hotels, and services.</td>
</tr>
<tr>
<td>Clear Space</td>
<td>The minimum unobstructed floor or ground space required to accommodate a single, stationary wheelchair and occupant (i.e., 30 inches in width by 48 inches in depth).</td>
</tr>
<tr>
<td>Collector Street</td>
<td>A roadway that serves internal traffic movements in an area by connecting several local streets with an arterial roadway.</td>
</tr>
<tr>
<td>Corner Curb Radii</td>
<td>The radius of the circle formed by the curve of the curb at the corner of two intersecting streets. It is used in street design as a measure of the sharpness of the corner.</td>
</tr>
</tbody>
</table>
Curb Ramp
A combined ramp and landing to accomplish a change of level at a curb in order to provide access to pedestrians using wheelchairs.

Departure Angle
A vehicle’s rear clearance angle, which is formed by the base of the rear vehicle tire, the rear ground clearance height, and the roadway.

Discontinuous Sidewalk
A sidewalk that is constructed to connect a bus stop with the nearest intersection. The sidewalk does not extend beyond the bus stop.

Downstream
In the direction of traffic.

Dwell Time
The time a bus spends at a stop, measured as the interval between its stopping and starting.

Far-Side Stop
A bus stop that is located immediately across an intersection.

Fixed-Route
Transit service provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers at and deliver passengers to specific locations.

Floor to Area Ratio
Land use analysis quotient determined by dividing the gross floor area of all buildings on a given lot by the total area of the lot.

Frequency
The scheduled time interval between consecutive buses operating in the same direction on a given route. Also known as Headway.

Grid Street Pattern
A network of parallel and perpendicular streets intersecting at 90-degree angles, forming rectangular blocks of land that are typically equal in size and have perimeters measuring between 800 and 1600 feet.

Headway
The interval between the passing of the front ends of successive buses moving along the same lane in the same direction, usually expressed in minutes. Also known as Frequency.

Intermodal Facility
A higher level type of transit facility that is designed specifically to accommodate the meeting of two or more transit modes of travel. Typically includes expanded passenger infrastructure.

Kiosk
A freestanding, often cylindrical, device that displays transit maps and schedules and other passenger information. Kiosks typically are located at higher passenger volume stops.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layover</td>
<td>Time built into a schedule between arrivals and departures, used for the recovery of delays and preparation for the return trip.</td>
</tr>
<tr>
<td>Local Street</td>
<td>A roadway that provides direct access to the adjacent land and typically accommodates a low volume of traffic.</td>
</tr>
<tr>
<td>Major Local Transit Stop</td>
<td>Similar to Standard Local Transit Stops, except with higher passenger boarding/alighting volumes. These stops typically are located at major activity centers or where routes intersect.</td>
</tr>
<tr>
<td>Mid-Block Stop</td>
<td>A bus stop that is located in between intersections.</td>
</tr>
<tr>
<td>Mixed-Use</td>
<td>In land use and transit planning, generally refers to different compatible land uses located within a single structure or in close proximity to each other.</td>
</tr>
<tr>
<td>Near-Side Stop</td>
<td>A bus stop that is located immediately before an intersection.</td>
</tr>
<tr>
<td>Nub</td>
<td>A stop where the sidewalk is extended into the parking lane, which allows the bus to pick up passengers without leaving the travel lane. Also known as a curb extension or Bus Bulb.</td>
</tr>
<tr>
<td>Open Bus Bay</td>
<td>A bus bay designed with bay “open” to the upstream intersection.</td>
</tr>
<tr>
<td>Overhang</td>
<td>The portion of the vehicle body that extends beyond the front or rear axle.</td>
</tr>
<tr>
<td>Passenger Activity</td>
<td>The number of passenger boardings (“ons”) and alightings (“offs”) that occur at a transit stop during any particular time period.</td>
</tr>
<tr>
<td>Paratransit</td>
<td>Comparable transportation service required by the American with Disabilities Act of 1990 for individuals with disabilities who are unable, because of their disability, to use traditional fixed-route transportation systems.</td>
</tr>
<tr>
<td>Park &amp; Ride</td>
<td>A higher-level type of bus facility that incorporates a parking lot at a transit facility to accommodate the automobile as an access mode to transit. Park-and-ride facilities also can be used to facilitate bicycle access to transit, as well as auto and bike access to vanpool/carpool services.</td>
</tr>
<tr>
<td>Person with Disabilities</td>
<td>People who, by reason of illness, injury, age, congenital malfunction, or other disability, are unable to use local transit facilities and services, without adequate facilities, as effectively as people who are not so affected.</td>
</tr>
</tbody>
</table>

107
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue Jumper Bus Bay</td>
<td>A bus bay designed to provide priority treatment for buses, allowing them to use right-turn lanes to bypass queued traffic at congested intersections and access a far-side open bus bay.</td>
</tr>
<tr>
<td>Queue Jumper Lane</td>
<td>Right-turn lane upstream of an intersection that a bus can use to bypass queue traffic at a signal.</td>
</tr>
<tr>
<td>Roadway Geometry</td>
<td>The proportioning of the physical elements of a roadway, such as vertical and horizontal curves, lane widths, cross sections, and bus bays.</td>
</tr>
<tr>
<td>Shelter</td>
<td>A curb-side amenity designed to provide protection and relief from the elements and a place to sit while patrons wait for the bus.</td>
</tr>
<tr>
<td>Shuttle</td>
<td>A public or private vehicle that travels back and forth over a particular route, especially a short route or one that provides connections between transportation systems, employment centers, etc. Shuttle service may also provide connectivity between remote parking locations and large special events.</td>
</tr>
<tr>
<td>Sight Distance</td>
<td>The portion of the highway environment visible to the driver.</td>
</tr>
<tr>
<td>Standard Bus</td>
<td>A low floor “city” bus that is approximately 40 feet in length.</td>
</tr>
<tr>
<td>Standard Local Transit Stop</td>
<td>Bus stops that have the lowest passenger boarding/alighting volumes. These stops account for the majority of bus stops and provide for system access over a large geographical area.</td>
</tr>
<tr>
<td>Street-side Factors</td>
<td>Factors associated with the roadway that influences bus operations.</td>
</tr>
<tr>
<td>Superstop</td>
<td>A large bus staging area used where many routes come together at a point in the system. The intent of a Superstop is to not only serve as a transit system destination/transfer station, but also to act as a community focal point.</td>
</tr>
<tr>
<td>Tapers</td>
<td>The portion of lane provided at each end of a bus pull-out bay to accommodate bus speed changes when entering and exiting traffic.</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>A fixed location where passengers interchange from one route or vehicle to another.</td>
</tr>
<tr>
<td>Transit Hub</td>
<td>A higher-level type of transit facility that includes an expanded bus staging area and considerable passenger infrastructure.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Transit-Oriented Development (TOD)</strong></td>
<td>In general, TOD encompasses the specific tailoring of development patterns to be more conducive to transit use. Typically involves a mixed-use community or neighborhood surrounding a transit station, stop, or route that is designed to encourage transit use and pedestrian activity.</td>
</tr>
<tr>
<td><strong>Turning Radius</strong></td>
<td>The turning path of a vehicle established by the outer front overhang and the inner rear wheel.</td>
</tr>
<tr>
<td><strong>Upstream</strong></td>
<td>Toward the source of traffic.</td>
</tr>
<tr>
<td><strong>Waiting Pad</strong></td>
<td>A paved area that is provided for bus patrons and may contain a bench, shelter, and/or other infrastructure. Also known as a Landing Pad.</td>
</tr>
<tr>
<td><strong>Wheelchair</strong></td>
<td>A mobility aid belonging to any class of three- or four-wheeled devices, useable indoors, designed for and used by people with mobility impairments, whether operated manually or powered.</td>
</tr>
<tr>
<td><strong>Wheelchair Lift</strong></td>
<td>A device used to raise and lower a platform in a transit vehicle for accessibility by patrons that require the use of a wheelchair or similar mobility aid.</td>
</tr>
</tbody>
</table>
Appendix C

List of Acronyms
## List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Americans with Disability Act</td>
</tr>
<tr>
<td>GPS</td>
<td>Global Positioning System</td>
</tr>
<tr>
<td>HQTA</td>
<td>High Quality Transit Area</td>
</tr>
<tr>
<td>ICTC</td>
<td>Imperial County Transportation Commission</td>
</tr>
<tr>
<td>ITS</td>
<td>Intelligent Transportation Systems</td>
</tr>
<tr>
<td>IVT</td>
<td>Imperial Valley Transit</td>
</tr>
<tr>
<td>RTP/SCS</td>
<td>Regional Transportation Plan/Sustainable Community Strategies</td>
</tr>
<tr>
<td>SCAG</td>
<td>Southern California Association of Governments</td>
</tr>
<tr>
<td>TOD</td>
<td>Transit Oriented Development</td>
</tr>
</tbody>
</table>
Appendix D

Excerpts from ADA Regulations
206 Accessible Routes

206.1 General. Accessible routes shall be provided in accordance with 206 and shall comply with Chapter 4.

206.2 Where Required. Accessible routes shall be provided where required by 206.2.

206.2.1 Site Arrival Points. At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

EXCEPTIONS:

1. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one accessible route from a site arrival point to an accessible entrance shall be required.

2. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access.

Advisory 206.2.1 Site Arrival Points. Each site arrival point must be connected by an accessible route to the accessible building entrance or entrances served. Where two or more similar site arrival points, such as bus stops, serve the same accessible entrance or entrances, both bus stops must be on accessible routes. In addition, the accessible routes must serve all of the accessible entrances on the site.

Advisory 206.2.1 Site Arrival Points Exception 2. Access from site arrival points may include vehicular ways. Where a vehicular way, or a portion of a
vehicular way, is provided for pedestrian travel, such as within a shopping center or shopping mall parking lot, this exception does not apply.

**206.2.2 Within a Site.** At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

**EXCEPTION:** An accessible route shall not be required between accessible buildings, accessible facilities, accessible elements, and accessible spaces if the only means of access between them is a vehicular way not providing pedestrian access.

**Advisory 206.2.2 Within a Site.** An accessible route is required to connect to the boundary of each area of sport activity. Examples of areas of sport activity include: soccer fields, basketball courts, baseball fields, running tracks, skating rinks, and the area surrounding a piece of gymnastic equipment. While the size of an area of sport activity may vary from sport to sport, each includes only the space needed to play. Where multiple sports fields or courts are provided, an accessible route is required to each field or area of sport activity.

**206.2.3 Multi-Story Buildings and Facilities.** At least one accessible route shall connect each story and mezzanine in multi-story buildings and facilities.

**EXCEPTIONS:**

1. In private buildings or facilities that are less than three stories or that have less than 3000 square feet (279 m²) per story, an accessible route shall not be required to connect stories provided that the building or facility is not a shopping center, a shopping mall, the professional office of a health care provider, a terminal, depot or other station used for specified public transportation, an airport
passenger terminal, or another type of facility as determined by the Attorney General.

2. Where a two story public building or facility has one story with an occupant load of five or fewer persons that does not contain public use space, that story shall not be required to be connected to the story above or below.

3. In detention and correctional facilities, an accessible route shall not be required to connect stories where cells with mobility features required to comply with 807.2, all common use areas serving cells with mobility features required to comply with 807.2, and all public use areas are on an accessible route.

4. In residential facilities, an accessible route shall not be required to connect stories where residential dwelling units with mobility features required to comply with 809.2 through 809.4, all common use areas serving residential dwelling units with mobility features required to comply with 809.2 through 809.4, and public use areas serving residential dwelling units are on an accessible route.

5. Within multi-story transient lodging guest rooms with mobility features required to comply with 806.2, an accessible route shall not be required to connect stories provided that spaces complying with 806.2 are on an accessible route and sleeping accommodations for two persons minimum are provided on a story served by an accessible route.

6. In air traffic control towers, an accessible route shall not be required to serve the cab and the floor immediately below the cab.

7. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, an accessible route shall not be required to stories located above or below the accessible story.

**Advisory 206.2.3 Multi-Story Buildings and Facilities.** Spaces and elements located on a level not required to be served by an accessible route must fully
comply with this document. While a mezzanine may be a change in level, it is not a story. If an accessible route is required to connect stories within a building or facility, the accessible route must serve all mezzanines.

Advisory 206.2.3 Multi-Story Buildings and Facilities Exception 4. Where common use areas are provided for the use of residents, it is presumed that all such common use areas "serve" accessible dwelling units unless use is restricted to residents occupying certain dwelling units. For example, if all residents are permitted to use all laundry rooms, then all laundry rooms "serve" accessible dwelling units. However, if the laundry room on the first floor is restricted to use by residents on the first floor, and the second floor laundry room is for use by occupants of the second floor, then first floor accessible units are "served" only by laundry rooms on the first floor. In this example, an accessible route is not required to the second floor provided that all accessible units and all common use areas serving them are on the first floor.

**206.2.3.1 Stairs and Escalators in Existing Buildings.** In alterations and additions, where an escalator or stair is provided where none existed previously and major structural modifications are necessary for the installation, an accessible route shall be provided between the levels served by the escalator or stair unless exempted by 206.2.3 Exceptions 1 through 7.

**206.2.4 Spaces and Elements.** At least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility which are otherwise connected by a circulation path unless exempted by 206.2.3 Exceptions 1 through 7.

**EXCEPTIONS:**
1. Raised courtroom stations, including judges' benches, clerks' stations, bailiffs' stations, deputy clerks' stations, and court reporters' stations shall not be required to provide vertical access provided that the required clear floor space, maneuvering space, and, if appropriate, electrical service are installed at the time of initial construction to allow future installation of a means of vertical access complying with 405, 407, 408, or 410 without requiring substantial reconstruction of the space.

2. In assembly areas with fixed seating required to comply with 221, an accessible route shall not be required to serve fixed seating where wheelchair spaces required to be on an accessible route are not provided.

3. Accessible routes shall not be required to connect mezzanines where buildings or facilities have no more than one story. In addition, accessible routes shall not be required to connect stories or mezzanines where multi-story buildings or facilities are exempted by 206.2.3 Exceptions 1 through 7.

Advisory 206.2.4 Spaces and Elements. Accessible routes must connect all spaces and elements required to be accessible including, but not limited to, raised areas and speaker platforms.

Advisory 206.2.4 Spaces and Elements Exception 1. The exception does not apply to areas that are likely to be used by members of the public who are not employees of the court such as jury areas, attorney areas, or witness stands.

206.2.5 Restaurants and Cafeterias. In restaurants and cafeterias, an accessible route shall be provided to all dining areas, including raised or sunken dining areas, and outdoor dining areas.

EXCEPTIONS:
1. In buildings or facilities not required to provide an accessible route between stories, an accessible route shall not be required to a mezzanine dining area where the mezzanine contains less than 25 percent of the total combined area for seating and dining and where the same decor and services are provided in the accessible area.

2. In alterations, an accessible route shall not be required to existing raised or sunken dining areas, or to all parts of existing outdoor dining areas where the same services and decor are provided in an accessible space usable by the public and not restricted to use by people with disabilities.

3. In sports facilities, tiered dining areas providing seating required to comply with 221 shall be required to have accessible routes serving at least 25 percent of the dining area provided that accessible routes serve seating complying with 221 and each tier is provided with the same services.

Advisory 206.2.5 Restaurants and Cafeterias Exception 2. Examples of "same services" include, but are not limited to, bar service, rooms having smoking and non-smoking sections, lotto and other table games, carry-out, and buffet service. Examples of "same decor" include, but are not limited to, seating at or near windows and railings with views, areas designed with a certain theme, party and banquet rooms, and rooms where entertainment is provided.

206.2.6 Performance Areas. Where a circulation path directly connects a performance area to an assembly seating area, an accessible route shall directly connect the assembly seating area with the performance area. An accessible route shall be provided from performance areas to ancillary areas or facilities used by performers unless exempted by 206.2.3 Exceptions 1 through 7.

206.2.7 Press Boxes. Press boxes in assembly areas shall be on an accessible route.
EXCEPTIONS:

1. An accessible route shall not be required to press boxes in bleachers that have points of entry at only one level provided that the aggregate area of all press boxes is 500 square feet (46 m²) maximum.

2. An accessible route shall not be required to free-standing press boxes that are elevated above grade 12 feet (3660 mm) minimum provided that the aggregate area of all press boxes is 500 square feet (46 m²) maximum.

Advisory 206.2.7 Press Boxes Exception 2. Where a facility contains multiple assembly areas, the aggregate area of the press boxes in each assembly area is to be calculated separately. For example, if a university has a soccer stadium with three press boxes elevated 12 feet (3660 mm) or more above grade and each press box is 150 square feet (14 m²), then the aggregate area of the soccer stadium press boxes is less than 500 square feet (46 m²) and Exception 2 applies to the soccer stadium. If that same university also has a football stadium with two press boxes elevated 12 feet (3660 mm) or more above grade and one press box is 250 square feet (23 m²), and the second is 275 square feet (26 m²), then the aggregate area of the football stadium press boxes is more than 500 square feet (46 m²) and Exception 2 does not apply to the football stadium.

206.2.8 Employee Work Areas. Common use circulation paths within employee work areas shall comply with 402.

EXCEPTIONS:

1. Common use circulation paths located within employee work areas that are less than 1000 square feet (93 m²) and defined by permanently installed partitions, counters, casework, or furnishings shall not be required to comply with 402.
2. Common use circulation paths located within employee work areas that are an integral component of work area equipment shall not be required to comply with 402.

3. Common use circulation paths located within exterior employee work areas that are fully exposed to the weather shall not be required to comply with 402.

**Advisory 206.2.8 Employee Work Areas Exception 1.** Modular furniture that is not permanently installed is not directly subject to these requirements. The Department of Justice ADA regulations provide additional guidance regarding the relationship between these requirements and elements that are not part of the built environment. Additionally, the Equal Employment Opportunity Commission (EEOC) implements title I of the ADA which requires non-discrimination in the workplace. EEOC can provide guidance regarding employers' obligations to provide reasonable accommodations for employees with disabilities.

**Advisory 206.2.8 Employee Work Areas Exception 2.** Large pieces of equipment, such as electric turbines or water pumping apparatus, may have stairs and elevated walkways used for overseeing or monitoring purposes which are physically part of the turbine or pump. However, passenger elevators used for vertical transportation between stories are not considered "work area equipment" as defined in Section 106.5.

**206.2.9 Amusement Rides.** Amusement rides required to comply with 234 shall provide accessible routes in accordance with 206.2.9. Accessible routes serving amusement rides shall comply with Chapter 4 except as modified by 1002.2.

**206.2.9.1 Load and Unload Areas.** Load and unload areas shall be on an accessible route. Where load and unload areas have more than one loading or unloading position, at least one loading and unloading position shall be on an accessible route.
206.2.9.2 **Wheelchair Spaces, Ride Seats Designed for Transfer, and Transfer Devices.** When amusement rides are in the load and unload position, wheelchair spaces complying with 1002.4, amusement ride seats designed for transfer complying with 1002.5, and transfer devices complying with 1002.6 shall be on an accessible route.

206.2.10 **Recreational Boating Facilities.** Boat slips required to comply with 235.2 and boarding piers at boat launch ramps required to comply with 235.3 shall be on an accessible route. Accessible routes serving recreational boating facilities shall comply with Chapter 4, except as modified by 1003.2.

206.2.11 **Bowling Lanes.** Where bowling lanes are provided, at least 5 percent, but no fewer than one of each type of bowling lane, shall be on an accessible route.

206.2.12 **Court Sports.** In court sports, at least one accessible route shall directly connect both sides of the court.

206.2.13 **Exercise Machines and Equipment.** Exercise machines and equipment required to comply with 236 shall be on an accessible route.

206.2.14 **Fishing Piers and Platforms.** Fishing piers and platforms shall be on an accessible route. Accessible routes serving fishing piers and platforms shall comply with Chapter 4 except as modified by 1005.1.

206.2.15 **Golf Facilities.** At least one accessible route shall connect accessible elements and spaces within the boundary of the golf course. In addition, accessible routes serving golf car rental areas; bag drop areas; course weather shelters complying with 238.2.3; course toilet rooms; and practice putting greens, practice teeing grounds, and teeing stations at driving ranges complying with 238.3 shall comply with Chapter 4 except as modified by 1006.2.
EXCEPTION: Golf car passages complying with 1006.3 shall be permitted to be used for all or part of accessible routes required by 206.2.15.

206.2.16 Miniature Golf Facilities. Holes required to comply with 239.2, including the start of play, shall be on an accessible route. Accessible routes serving miniature golf facilities shall comply with Chapter 4 except as modified by 1007.2.

206.2.17 Play Areas. Play areas shall provide accessible routes in accordance with 206.2.17. Accessible routes serving play areas shall comply with Chapter 4 except as modified by 1008.2.

206.2.17.1 Ground Level and Elevated Play Components. At least one accessible route shall be provided within the play area. The accessible route shall connect ground level play components required to comply with 240.2.1 and elevated play components required to comply with 240.2.2, including entry and exit points of the play components.

206.2.17.2 Soft Contained Play Structures. Where three or fewer entry points are provided for soft contained play structures, at least one entry point shall be on an accessible route. Where four or more entry points are provided for soft contained play structures, at least two entry points shall be on an accessible route.

206.3 Location. Accessible routes shall coincide with or be located in the same area as general circulation paths. Where circulation paths are interior, required accessible routes shall also be interior.

Advisory 206.3 Location. The accessible route must be in the same area as the general circulation path. This means that circulation paths, such as vehicular ways designed for pedestrian traffic, walks, and unpaved paths that are designed to be routinely used by pedestrians must be accessible or have an accessible route.
nearby. Additionally, accessible vertical interior circulation must be in the same area as stairs and escalators, not isolated in the back of the facility.

206.4 Entrances. Entrances shall be provided in accordance with 206.4. Entrance doors, doorways, and gates shall comply with 404 and shall be on an accessible route complying with 402.

EXCEPTIONS:

1. Where an alteration includes alterations to an entrance, and the building or facility has another entrance complying with 404 that is on an accessible route, the altered entrance shall not be required to comply with 206.4 unless required by 202.4.

2. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one public entrance shall be required to comply with 206.4. Where no public entrance can comply with 206.4 under criteria established in 202.5 Exception, then either an unlocked entrance not used by the public shall comply with 206.4; or a locked entrance complying with 206.4 with a notification system or remote monitoring shall be provided.

206.4.1 Public Entrances. In addition to entrances required by 206.4.2 through 206.4.9, at least 60 percent of all public entrances shall comply with 404.

206.4.2 Parking Structure Entrances. Where direct access is provided for pedestrians from a parking structure to a building or facility entrance, each direct access to the building or facility entrance shall comply with 404.

206.4.3 Entrances from Tunnels or Elevated Walkways. Where direct access is provided for pedestrians from a pedestrian tunnel or elevated walkway to a
building or facility, at least one direct entrance to the building or facility from each
tunnel or walkway shall comply with 404.

206.4.4 Transportation Facilities. In addition to the requirements of 206.4.2, 206.4.3, and 206.4.5 through 206.4.9, transportation facilities shall provide entrances in accordance with 206.4.4.

206.4.4.1 Location. In transportation facilities, where different entrances serve different transportation fixed routes or groups of fixed routes, at least one public entrance serving each fixed route or group of fixed routes shall comply with 404.

**EXCEPTION:** Entrances to key stations and existing intercity rail stations retrofitted in accordance with 49 CFR 37.49 or 49 CFR 37.51 shall not be required to comply with 206.4.4.1.

206.4.4.2 Direct Connections. Direct connections to other facilities shall provide an accessible route complying with 404 from the point of connection to boarding platforms and all transportation system elements required to be accessible. Any elements provided to facilitate future direct connections shall be on an accessible route connecting boarding platforms and all transportation system elements required to be accessible.

**EXCEPTION:** In key stations and existing intercity rail stations, existing direct connections shall not be required to comply with 404.

206.4.4.3 Key Stations and Intercity Rail Stations. Key stations and existing intercity rail stations required by Subpart C of 49 CFR part 37 to be altered, shall have at least one entrance complying with 404.

206.4.5 Tenant Spaces. At least one accessible entrance to each tenancy in a facility shall comply with 404.
**EXCEPTION:** Self-service storage facilities not required to comply with 225.3 shall not be required to be on an accessible route.

**206.4.6 Residential Dwelling Unit Primary Entrance.** In residential dwelling units, at least one primary entrance shall comply with 404. The primary entrance to a residential dwelling unit shall not be to a bedroom.

**206.4.7 Restricted Entrances.** Where restricted entrances are provided to a building or facility, at least one restricted entrance to the building or facility shall comply with 404.

**206.4.8 Service Entrances.** If a service entrance is the only entrance to a building or to a tenancy in a facility, that entrance shall comply with 404.

**206.4.9 Entrances for Inmates or Detainees.** Where entrances used only by inmates or detainees and security personnel are provided at judicial facilities, detention facilities, or correctional facilities, at least one such entrance shall comply with 404.

**206.5 Doors, Doorways, and Gates.** Doors, doorways, and gates providing user passage shall be provided in accordance with 206.5.

**206.5.1 Entrances.** Each entrance to a building or facility required to comply with 206.4 shall have at least one door, doorway, or gate complying with 404.

**206.5.2 Rooms and Spaces.** Within a building or facility, at least one door, doorway, or gate serving each room or space complying with these requirements shall comply with 404.

**206.5.3 Transient Lodging Facilities.** In transient lodging facilities, entrances, doors, and doorways providing user passage into and within guest rooms that are not required to provide mobility features complying with 806.2 shall comply with 404.2.3.
EXCEPTION: Shower and sauna doors in guest rooms that are not required to provide mobility features complying with 806.2 shall not be required to comply with 404.2.3.

206.5.4 Residential Dwelling Units. In residential dwelling units required to provide mobility features complying with 809.2 through 809.4, all doors and doorways providing user passage shall comply with 404.

206.6 Elevators. Elevators provided for passengers shall comply with 407. Where multiple elevators are provided, each elevator shall comply with 407.

EXCEPTIONS:

1. In a building or facility permitted to use the exceptions to 206.2.3 or permitted by 206.7 to use a platform lift, elevators complying with 408 shall be permitted.

2. Elevators complying with 408 or 409 shall be permitted in multi-story residential dwelling units.

206.6.1 Existing Elevators. Where elements of existing elevators are altered, the same element shall also be altered in all elevators that are programmed to respond to the same hall call control as the altered elevator and shall comply with the requirements of 407 for the altered element.

206.7 Platform Lifts. Platform lifts shall comply with 410. Platform lifts shall be permitted as a component of an accessible route in new construction in accordance with 206.7. Platform lifts shall be permitted as a component of an accessible route in an existing building or facility.

206.7.1 Performance Areas and Speakers' Platforms. Platform lifts shall be permitted to provide accessible routes to performance areas and speakers' platforms.
206.7.2 Wheelchair Spaces. Platform lifts shall be permitted to provide an accessible route to comply with the wheelchair space dispersion and line-of-sight requirements of 221 and 802.

206.7.3 Incidental Spaces. Platform lifts shall be permitted to provide an accessible route to incidental spaces which are not public use spaces and which are occupied by five persons maximum.

206.7.4 Judicial Spaces. Platform lifts shall be permitted to provide an accessible route to: jury boxes and witness stands; raised courtroom stations including, judges' benches, clerks' stations, bailiffs' stations, deputy clerks' stations, and court reporters' stations; and to depressed areas such as the well of a court.

206.7.5 Existing Site Constraints. Platform lifts shall be permitted where existing exterior site constraints make use of a ramp or elevator infeasible.

Advisory 206.7.5 Existing Site Constraints. This exception applies where topography or other similar existing site constraints necessitate the use of a platform lift as the only feasible alternative. While the site constraint must reflect exterior conditions, the lift can be installed in the interior of a building. For example, a new building constructed between and connected to two existing buildings may have insufficient space to coordinate floor levels and also to provide ramped entry from the public way. In this example, an exterior or interior platform lift could be used to provide an accessible entrance or to coordinate one or more interior floor levels.

206.7.6 Guest Rooms and Residential Dwelling Units. Platform lifts shall be permitted to connect levels within transient lodging guest rooms required to provide mobility features complying with 806.2 or residential dwelling units required to provide mobility features complying with 809.2 through 809.4.
**206.7.7 Amusement Rides.** Platform lifts shall be permitted to provide accessible routes to load and unload areas serving amusement rides.

**206.7.8 Play Areas.** Platform lifts shall be permitted to provide accessible routes to play components or soft contained play structures.

**206.7.9 Team or Player Seating.** Platform lifts shall be permitted to provide accessible routes to team or player seating areas serving areas of sport activity.

**Advisory 206.7.9 Team or Player Seating.** While the use of platform lifts is allowed, ramps are recommended to provide access to player seating areas serving an area of sport activity.

**206.7.10 Recreational Boating Facilities and Fishing Piers and Platforms.** Platform lifts shall be permitted to be used instead of gangways that are part of accessible routes serving recreational boating facilities and fishing piers and platforms.

**206.8 Security Barriers.** Security barriers, including but not limited to, security bollards and security check points, shall not obstruct a required accessible route or accessible means of egress.

**EXCEPTION:** Where security barriers incorporate elements that cannot comply with these requirements such as certain metal detectors, fluoroscopes, or other similar devices, the accessible route shall be permitted to be located adjacent to security screening devices. The accessible route shall permit persons with disabilities passing around security barriers to maintain visual contact with their personal items to the same extent provided others passing through the security barrier.
208 Parking Spaces

208.1 General. Where parking spaces are provided, parking spaces shall be provided in accordance with 208.

EXCEPTION: Parking spaces used exclusively for buses, trucks, other delivery vehicles, law enforcement vehicles, or vehicular impound shall not be required to comply with 208 provided that lots accessed by the public are provided with a passenger loading zone complying with 503.

208.2 Minimum Number. Parking spaces complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2, and 208.2.3. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility.

<table>
<thead>
<tr>
<th>Total Number of ParkingSpaces Provided in Parking Facility</th>
<th>Minimum Number of Required Accessible Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4</td>
</tr>
<tr>
<td>Total Number of Parking Spaces Provided in Parking Facility</td>
<td>Minimum Number of Required Accessible Parking Spaces</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>101 to 150</td>
<td>5</td>
</tr>
<tr>
<td>151 to 200</td>
<td>6</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
</tr>
<tr>
<td>301 to 400</td>
<td>8</td>
</tr>
<tr>
<td>401 to 500</td>
<td>9</td>
</tr>
<tr>
<td>501 to 1000</td>
<td>2 percent of total</td>
</tr>
<tr>
<td>1001 and over</td>
<td>20, plus 1 for each 100, or fraction thereof, over 1000</td>
</tr>
</tbody>
</table>

**Advisory 208.2 Minimum Number.** The term "parking facility" is used Section 208.2 instead of the term "parking lot" so that it is clear that both parking lots and parking structures are required to comply with this section. The number of parking spaces required to be accessible is to be calculated separately for each parking facility; the required number is not to be based on the total number of parking spaces provided in all of the parking facilities provided on the site.
208.2.1 Hospital Outpatient Facilities. Ten percent of patient and visitor parking spaces provided to serve hospital outpatient facilities shall comply with 502.

Advisory 208.2.1 Hospital Outpatient Facilities. The term "outpatient facility" is not defined in this document but is intended to cover facilities or units that are located in hospitals and that provide regular and continuing medical treatment without an overnight stay. Doctors' offices, independent clinics, or other facilities not located in hospitals are not considered hospital outpatient facilities for purposes of this document.

208.2.2 Rehabilitation Facilities and Outpatient Physical Therapy Facilities. Twenty percent of patient and visitor parking spaces provided to serve rehabilitation facilities specializing in treating conditions that affect mobility and outpatient physical therapy facilities shall comply with 502.

Advisory 208.2.2 Rehabilitation Facilities and Outpatient Physical Therapy Facilities. Conditions that affect mobility include conditions requiring the use or assistance of a brace, cane, crutch, prosthetic device, wheelchair, or powered mobility aid; arthritic, neurological, or orthopedic conditions that severely limit one's ability to walk; respiratory diseases and other conditions which may require the use of portable oxygen; and cardiac conditions that impose significant functional limitations.

208.2.3 Residential Facilities. Parking spaces provided to serve residential facilities shall comply with 208.2.3.

208.2.3.1 Parking for Residents. Where at least one parking space is provided for each residential dwelling unit, at least one parking space complying with 502
shall be provided for each residential dwelling unit required to provide mobility features complying with 809.2 through 809.4.

208.2.3.2 Additional Parking Spaces for Residents. Where the total number of parking spaces provided for each residential dwelling unit exceeds one parking space per residential dwelling unit, 2 percent, but no fewer than one space, of all the parking spaces not covered by 208.2.3.1 shall comply with 502.

208.2.3.3 Parking for Guests, Employees, and Other Non-Residents. Where parking spaces are provided for persons other than residents, parking shall be provided in accordance with Table 208.2.

208.2.4 Van Parking Spaces. For every six or fraction of six parking spaces required by 208.2 to comply with 502, at least one shall be a van parking space complying with 502.

208.3 Location. Parking facilities shall comply with 208.3

208.3.1 General. Parking spaces complying with 502 that serve a particular building or facility shall be located on the shortest accessible route from parking to an entrance complying with 206.4. Where parking serves more than one accessible entrance, parking spaces complying with 502 shall be dispersed and located on the shortest accessible route to the accessible entrances. In parking facilities that do not serve a particular building or facility, parking spaces complying with 502 shall be located on the shortest accessible route to an accessible pedestrian entrance of the parking facility.

EXCEPTIONS:

1. All van parking spaces shall be permitted to be grouped on one level within a multi-story parking facility.
2. Parking spaces shall be permitted to be located in different parking facilities if substantially equivalent or greater accessibility is provided in terms of distance from an accessible entrance or entrances, parking fee, and user convenience.

Advisory 208.3.1 General Exception 2. Factors that could affect "user convenience" include, but are not limited to, protection from the weather, security, lighting, and comparative maintenance of the alternative parking site.

208.3.2 Residential Facilities. In residential facilities containing residential dwelling units required to provide mobility features complying with 809.2 through 809.4, parking spaces provided in accordance with 208.2.3.1 shall be located on the shortest accessible route to the residential dwelling unit entrance they serve. Spaces provided in accordance with 208.2.3.2 shall be dispersed throughout all types of parking provided for the residential dwelling units.

EXCEPTION: Parking spaces provided in accordance with 208.2.3.2 shall not be required to be dispersed throughout all types of parking if substantially equivalent or greater accessibility is provided in terms of distance from an accessible entrance, parking fee, and user convenience.

Advisory 208.3.2 Residential Facilities Exception. Factors that could affect "user convenience" include, but are not limited to, protection from the weather, security, lighting, and comparative maintenance of the alternative parking site.

209 Passenger Loading Zones and Bus Stops

209.1 General. Passenger loading zones shall be provided in accordance with 209.
209.2 **Type.** Where provided, passenger loading zones shall comply with 209.2.

209.2.1 **Passenger Loading Zones.** Passenger loading zones, except those required to comply with 209.2.2 and 209.2.3, shall provide at least one passenger loading zone complying with 503 in every continuous 100 linear feet (30 m) of loading zone space, or fraction thereof.

209.2.2 **Bus Loading Zones.** In bus loading zones restricted to use by designated or specified public transportation vehicles, each bus bay, bus stop, or other area designated for lift or ramp deployment shall comply with 810.2.

**Advisory 209.2.2 Bus Loading Zones.** The terms "designated public transportation" and "specified public transportation" are defined by the Department of Transportation at 49 CFR 37.3 in regulations implementing the Americans with Disabilities Act. These terms refer to public transportation services provided by public or private entities, respectively. For example, designated public transportation vehicles include buses and vans operated by public transit agencies, while specified public transportation vehicles include tour and charter buses, taxis and limousines, and hotel shuttles operated by private entities.

209.2.3 **On-Street Bus Stops.** On-street bus stops shall comply with 810.2 to the maximum extent practicable.

209.3 **Medical Care and Long-Term Care Facilities.** At least one passenger loading zone complying with 503 shall be provided at an accessible entrance to licensed medical care and licensed long-term care facilities where the period of stay exceeds twenty-four hours.

209.4 **Valet Parking.** Parking facilities that provide valet parking services shall provide at least one passenger loading zone complying with 503.
209.5 Mechanical Access Parking Garages. Mechanical access parking garages shall provide at least one passenger loading zone complying with 503 at vehicle drop-off and vehicle pick-up areas.

211 Drinking Fountains

211.1 General. Where drinking fountains are provided on an exterior site, on a floor, or within a secured area they shall be provided in accordance with 211.

EXCEPTION: In detention or correctional facilities, drinking fountains only serving holding or housing cells not required to comply with 232 shall not be required to comply with 211.

211.2 Minimum Number. No fewer than two drinking fountains shall be provided. One drinking fountain shall comply with 602.1 through 602.6 and one drinking fountain shall comply with 602.7.

EXCEPTION: Where a single drinking fountain complies with 602.1 through 602.6 and 602.7, it shall be permitted to be substituted for two separate drinking fountains.

211.3 More Than Minimum Number. Where more than the minimum number of drinking fountains specified in 211.2 are provided, 50 percent of the total number of drinking fountains provided shall comply with 602.1 through 602.6, and 50 percent of the total number of drinking fountains provided shall comply with 602.7.

EXCEPTION: Where 50 percent of the drinking fountains yields a fraction, 50 percent shall be permitted to be rounded up or down provided that the total number of drinking fountains complying with 211 equals 100 percent of drinking fountains.
305 Clear Floor or Ground Space

305.1 General. Clear floor or ground space shall comply with 305.

305.2 Floor or Ground Surfaces. Floor or ground surfaces of a clear floor or ground space shall comply with 302. Changes in level are not permitted.

**EXCEPTION:** Slopes not steeper than 1:48 shall be permitted.

305.3 Size. The clear floor or ground space shall be 30 inches (760 mm) minimum by 48 inches (1220 mm) minimum.

![Figure 305.3 Clear Floor or Ground Space](image)

305.4 Knee and Toe Clearance. Unless otherwise specified, clear floor or ground space shall be permitted to include knee and toe clearance complying with 306.

305.5 Position. Unless otherwise specified, clear floor or ground space shall be positioned for either forward or parallel approach to an element.
305.6 Approach. One full unobstructed side of the clear floor or ground space shall adjoin an accessible route or adjoin another clear floor or ground space.

305.7 Maneuvering Clearance. Where a clear floor or ground space is located in an alcove or otherwise confined on all or part of three sides, additional maneuvering clearance shall be provided in accordance with 305.7.1 and 305.7.2.

305.7.1 Forward Approach. Alcoves shall be 36 inches (915 mm) wide minimum where the depth exceeds 24 inches (610 mm).
305.7.2 Parallel Approach. Alcoves shall be 60 inches (1525 mm) wide minimum where the depth exceeds 15 inches (380 mm).
306 Knee and Toe Clearance

306.1 General. Where space beneath an element is included as part of clear floor or ground space or turning space, the space shall comply with 306. Additional space shall not be prohibited beneath an element but shall not be considered as part of the clear floor or ground space or turning space.

Advisory 306.1 General. Clearances are measured in relation to the usable clear floor space, not necessarily to the vertical support for an element. When determining clearance under an object for required turning or maneuvering space, care should be taken to ensure the space is clear of any obstructions.

306.2 Toe Clearance.

306.2.1 General. Space under an element between the finish floor or ground and 9 inches (230 mm) above the finish floor or ground shall be considered toe clearance and shall comply with 306.2.

306.2.2 Maximum Depth. Toe clearance shall extend 25 inches (635 mm) maximum under an element.

306.2.3 Minimum Required Depth. Where toe clearance is required at an element as part of a clear floor space, the toe clearance shall extend 17 inches (430 mm) minimum under the element.

306.2.4 Additional Clearance. Space extending greater than 6 inches (150 mm) beyond the available knee clearance at 9 inches (230 mm) above the finish floor or ground shall not be considered toe clearance.

306.2.5 Width. Toe clearance shall be 30 inches (760 mm) wide minimum.
306.3 Knee Clearance.

306.3.1 General. Space under an element between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground shall be considered knee clearance and shall comply with 306.3.

306.3.2 Maximum Depth. Knee clearance shall extend 25 inches (635 mm) maximum under an element at 9 inches (230 mm) above the finish floor or ground.

306.3.3 Minimum Required Depth. Where knee clearance is required under an element as part of a clear floor space, the knee clearance shall be 11 inches (280 mm) deep minimum at 9 inches (230 mm) above the finish floor or ground, and 8 inches (205 mm) deep minimum at 27 inches (685 mm) above the finish floor or ground.

306.3.4 Clearance Reduction. Between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground, the knee clearance shall be permitted to reduce at a rate of 1 inch (25 mm) in depth for each 6 inches (150 mm) in height.
306.3.5 Width. Knee clearance shall be 30 inches (760 mm) wide minimum.

![Figure 306.3 Knee Clearance](image)

307 Protruding Objects


307.2 Protrusion Limits. Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the finish floor or ground shall protrude 4 inches (100 mm) maximum horizontally into the circulation path.

EXCEPTION: Handrails shall be permitted to protrude 4 1/2 inches (115 mm) maximum.

Advisory 307.2 Protrusion Limits. When a cane is used and the element is in the detectable range, it gives a person sufficient time to detect the element with the cane before there is body contact. Elements located on circulation paths,
including operable elements, must comply with requirements for protruding objects. For example, awnings and their supporting structures cannot reduce the minimum required vertical clearance. Similarly, casement windows, when open, cannot encroach more than 4 inches (100 mm) into circulation paths above 27 inches (685 mm).

Figure 307.2 Limits of Protruding Objects

307.3 Post-Mounted Objects. Free-standing objects mounted on posts or pylons shall overhang circulation paths 12 inches (305 mm) maximum when located 27 inches (685 mm) minimum and 80 inches (2030 mm) maximum above the finish floor or ground. Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches (305 mm), the lowest edge of such sign or obstruction shall be 27 inches (685 mm) maximum or 80 inches (2030 mm) minimum above the finish floor or ground.
**EXCEPTION:** The sloping portions of handrails serving stairs and ramps shall not be required to comply with 307.3.

![Figure 307.3 Post-Mounted Protruding Objects](image)

**307.4 Vertical Clearance.** Vertical clearance shall be 80 inches (2030 mm) high minimum. Guardrails or other barriers shall be provided where the vertical clearance is less than 80 inches (2030 mm) high. The leading edge of such guardrail or barrier shall be located 27 inches (685 mm) maximum above the finish floor or ground.

**EXCEPTION:** Door closers and door stops shall be permitted to be 78 inches (1980 mm) minimum above the finish floor or ground.
307.5 Required Clear Width. Protruding objects shall not reduce the clear width required for accessible routes.
401 General

401.1 Scope. The provisions of Chapter 4 shall apply where required by Chapter 2 or where referenced by a requirement in this document.

402 Accessible Routes

402.1 General. Accessible routes shall comply with 402.

402.2 Components. Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps excluding the flared sides, elevators, and platform lifts. All components of an accessible route shall comply with the applicable requirements of Chapter 4.

Advisory 402.2 Components. Walking surfaces must have running slopes not steeper than 1:20, see 403.3. Other components of accessible routes, such as ramps (405) and curb ramps (406), are permitted to be more steeply sloped.

403 Walking Surfaces

403.1 General. Walking surfaces that are a part of an accessible route shall comply with 403.

403.2 Floor or Ground Surface. Floor or ground surfaces shall comply with 302.

403.3 Slope. The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

403.4 Changes in Level. Changes in level shall comply with 303.
**403.5 Clearances.** Walking surfaces shall provide clearances complying with 403.5.

***EXCEPTION:** Within employee work areas, clearances on common use circulation paths shall be permitted to be decreased by work area equipment provided that the decrease is essential to the function of the work being performed.

**403.5.1 Clear Width.** Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

***EXCEPTION:** The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

![Figure 403.5.1 Clear Width of an Accessible Route](image)

**Figure 403.5.1 Clear Width of an Accessible Route**

**403.5.2 Clear Width at Turn.** Where the accessible route makes a 180 degree turn around an element which is less than 48 inches (1220 mm) wide, clear width shall be 42 inches (1065 mm) minimum approaching the turn, 48 inches (1220 mm) minimum at the turn and 42 inches (1065 mm) minimum leaving the turn.
**EXCEPTION:** Where the clear width at the turn is 60 inches (1525 mm) minimum compliance with 403.5.2 shall not be required.

**Figure 403.5.2 Clear Width at Turn**

**403.5.3 Passing Spaces.** An accessible route with a clear width less than 60 inches (1525 mm) shall provide passing spaces at intervals of 200 feet (61 m) maximum. Passing spaces shall be either: a space 60 inches (1525 mm) minimum by 60 inches (1525 mm) minimum; or, an intersection of two walking surfaces providing a T-shaped space complying with 304.3.2 where the base and arms of the T-shaped space extend 48 inches (1220 mm) minimum beyond the intersection.
**403.6 Handrails.** Where handrails are provided along walking surfaces with running slopes not steeper than 1:20 they shall comply with 505.

**Advisory 403.6 Handrails.** Handrails provided in elevator cabs and platform lifts are not required to comply with the requirements for handrails on walking surfaces.

**405 Ramps**

**405.1 General.** Ramps on accessible routes shall comply with 405.

**EXCEPTION:** In assembly areas, aisle ramps adjacent to seating and not serving elements required to be on an accessible route shall not be required to comply with 405.

**405.2 Slope.** Ramp runs shall have a running slope not steeper than 1:12.

**EXCEPTION:** In existing sites, buildings, and facilities, ramps shall be permitted to have running slopes steeper than 1:12 complying with Table 405.2 where such slopes are necessary due to space limitations.

<table>
<thead>
<tr>
<th>Slope</th>
<th>Maximum Rise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steeper than 1:10 but not steeper than 1:8</td>
<td>3 inches (75 mm)</td>
</tr>
<tr>
<td>Steeper than 1:12 but not steeper than 1:10</td>
<td>6 inches (150 mm)</td>
</tr>
</tbody>
</table>

1. A slope steeper than 1:8 is prohibited.
Advisory 405.2 Slope. To accommodate the widest range of users, provide ramps with the least possible running slope and, wherever possible, accompany ramps with stairs for use by those individuals for whom distance presents a greater barrier than steps, e.g., people with heart disease or limited stamina.

405.3 Cross Slope. Cross slope of ramp runs shall not be steeper than 1:48.

Advisory 405.3 Cross Slope. Cross slope is the slope of the surface perpendicular to the direction of travel. Cross slope is measured the same way as slope is measured (i.e., the rise over the run).

405.4 Floor or Ground Surfaces. Floor or ground surfaces of ramp runs shall comply with 302. Changes in level other than the running slope and cross slope are not permitted on ramp runs.

405.5 Clear Width. The clear width of a ramp run and, where handrails are provided, the clear width between handrails shall be 36 inches (915 mm) minimum.

EXCEPTION: Within employee work areas, the required clear width of ramps that are a part of common use circulation paths shall be permitted to be decreased by work area equipment provided that the decrease is essential to the function of the work being performed.

405.6 Rise. The rise for any ramp run shall be 30 inches (760 mm) maximum.

405.7 Landings. Ramps shall have landings at the top and the bottom of each ramp run. Landings shall comply with 405.7.
Advisory 405.7 Landings. Ramps that do not have level landings at changes in direction can create a compound slope that will not meet the requirements of this document. Circular or curved ramps continually change direction. Curvilinear ramps with small radii also can create compound cross slopes and cannot, by their nature, meet the requirements for accessible routes. A level landing is needed at the accessible door to permit maneuvering and simultaneously door operation.

405.7.1 Slope. Landings shall comply with 302. Changes in level are not permitted.

**EXCEPTION:** Slopes not steeper than 1:48 shall be permitted.

405.7.2 Width. The landing clear width shall be at least as wide as the widest ramp run leading to the landing.
405.7.3 Length. The landing clear length shall be 60 inches (1525 mm) long minimum.

405.7.4 Change in Direction. Ramps that change direction between runs at landings shall have a clear landing 60 inches (1525 mm) minimum by 60 inches (1525 mm) minimum.

405.7.5 Doorways. Where doorways are located adjacent to a ramp landing, maneuvering clearances required by 404.2.4 and 404.3.2 shall be permitted to overlap the required landing area.

405.8 Handrails. Ramp runs with a rise greater than 6 inches (150 mm) shall have handrails complying with 505.

EXCEPTION: Within employee work areas, handrails shall not be required where ramps that are part of common use circulation paths are designed to permit the installation of handrails complying with 505. Ramps not subject to the exception to 405.5 shall be designed to maintain a 36 inch (915 mm) minimum clear width when handrails are installed.

405.9 Edge Protection. Edge protection complying with 405.9.1 or 405.9.2 shall be provided on each side of ramp runs and at each side of ramp landings.

EXCEPTIONS:

1. Edge protection shall not be required on ramps that are not required to have handrails and have sides complying with 406.3.

2. Edge protection shall not be required on the sides of ramp landings serving an adjoining ramp run or stairway.
3. Edge protection shall not be required on the sides of ramp landings having a vertical drop-off of 1/2 inch (13 mm) maximum within 10 inches (255 mm) horizontally of the minimum landing area specified in 405.7.

405.9.1 Extended Floor or Ground Surface. The floor or ground surface of the ramp run or landing shall extend 12 inches (305 mm) minimum beyond the inside face of a handrail complying with 505.

Advisory 405.9.1 Extended Floor or Ground Surface. The extended surface prevents wheelchair casters and crutch tips from slipping off the ramp surface.

Figure 405.9.1 Extended Floor or Ground Surface Edge Protection

405.9.2 Curb or Barrier. A curb or barrier shall be provided that prevents the passage of a 4 inch (100 mm) diameter sphere, where any portion of the sphere is within 4 inches (100 mm) of the finish floor or ground surface.
Figure 405.9.2 Curb or Barrier Edge Protection

405.10 Wet Conditions. Landings subject to wet conditions shall be designed to prevent the accumulation of water.
406 Curb Ramps

406.1 General. Curb ramps on accessible routes shall comply with 406, 405.2 through 405.5, and 405.10.

406.2 Counter Slope. Counter slopes of adjoining gutters and road surfaces immediately adjacent to the curb ramp shall not be steeper than 1:20. The adjacent surfaces at transitions at curb ramps to walks, gutters, and streets shall be at the same level.

406.3 Sides of Curb Ramps. Where provided, curb ramp flares shall not be steeper than 1:10.
406.4 Landings. Landings shall be provided at the tops of curb ramps. The landing clear length shall be 36 inches (915 mm) minimum. The landing clear width shall be at least as wide as the curb ramp, excluding flared sides, leading to the landing.

EXCEPTION: In alterations, where there is no landing at the top of curb ramps, curb ramp flares shall be provided and shall not be steeper than 1:12.

406.5 Location. Curb ramps and the flared sides of curb ramps shall be located so that they do not project into vehicular traffic lanes, parking spaces, or parking access aisles. Curb ramps at marked crossings shall be wholly contained within the markings, excluding any flared sides.

406.6 Diagonal Curb Ramps. Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of
pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches (1220 mm) minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches (1220 mm) minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches (610 mm) long minimum located on each side of the curb ramp and within the marked crossing.

Figure 406.6 Diagonal or Corner Type Curb Ramps

406.7 Islands. Raised islands in crossings shall be cut through level with the street or have curb ramps at both sides. Each curb ramp shall have a level area 48 inches (1220 mm) long minimum by 36 inches (915 mm) wide minimum at the top of the curb ramp in the part of the island intersected by the crossings. Each 48 inch (1220 mm) minimum by 36 inch (915 mm) minimum area shall be oriented so that the 48 inch (1220 mm) minimum length is in the direction of the running slope of the curb ramp it serves. The 48 inch (1220 mm) minimum by 36 inch
(915 mm) minimum areas and the accessible route shall be permitted to overlap.

Figure 406.7 Islands in Crossings
601 General

601.1 Scope. The provisions of Chapter 6 shall apply where required by Chapter 2 or where referenced by a requirement in this document.

602 Drinking Fountains

602.1 General. Drinking fountains shall comply with 307 and 602.

602.2 Clear Floor Space. Units shall have a clear floor or ground space complying with 305 positioned for a forward approach and centered on the unit. Knee and toe clearance complying with 306 shall be provided.

EXCEPTION: A parallel approach complying with 305 shall be permitted at units for children's use where the spout is 30 inches (760 mm) maximum above the finish floor or ground and is 3 1/2 inches (90 mm) maximum from the front edge of the unit, including bumpers.

602.3 Operable Parts. Operable parts shall comply with 309.

602.4 Spout Height. Spout outlets shall be 36 inches (915 mm) maximum above the finish floor or ground.

602.5 Spout Location. The spout shall be located 15 inches (380 mm) minimum from the vertical support and 5 inches (125 mm) maximum from the front edge of the unit, including bumpers.
**602.6 Water Flow.** The spout shall provide a flow of water 4 inches (100 mm) high minimum and shall be located 5 inches (125 mm) maximum from the front of the unit. The angle of the water stream shall be measured horizontally relative to the front face of the unit. Where spouts are located less than 3 inches (75 mm) of the front of the unit, the angle of the water stream shall be 30 degrees maximum. Where spouts are located between 3 inches (75 mm) and 5 inches (125 mm) maximum from the front of the unit, the angle of the water stream shall be 15 degrees maximum.

**Advisory 602.6 Water Flow.** The purpose of requiring the drinking fountain spout to produce a flow of water 4 inches (100 mm) high minimum is so that a cup can be inserted under the flow of water to provide a drink of water for an individual who, because of a disability, would otherwise be incapable of using the drinking fountain.

**602.7 Drinking Fountains for Standing Persons.** Spout outlets of drinking fountains for standing persons shall be 38 inches (965 mm) minimum and 43 inches (1090 mm) maximum above the finish floor or ground.
703 Signs

703.1 General. Signs shall comply with 703. Where both visual and tactile characters are required, either one sign with both visual and tactile characters, or two separate signs, one with visual, and one with tactile characters, shall be provided.

703.2 Raised Characters. Raised characters shall comply with 703.2 and shall be duplicated in braille complying with 703.3. Raised characters shall be installed in accordance with 703.4.

Advisory 703.2 Raised Characters. Signs that are designed to be read by touch should not have sharp or abrasive edges.

703.2.1 Depth. Raised characters shall be 1/32 inch (0.8 mm) minimum above their background.

703.2.2 Case. Characters shall be uppercase.

703.2.3 Style. Characters shall be sans serif. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.

703.2.4 Character Proportions. Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".

703.2.5 Character Height. Character height measured vertically from the baseline of the character shall be 5/8 inch (16 mm) minimum and 2 inches (51 mm) maximum based on the height of the uppercase letter "I".

EXCEPTION: Where separate raised and visual characters with the same information are provided, raised character height shall be permitted to be 1/2 inch
703.2.6 Stroke Thickness. Stroke thickness of the uppercase letter "I" shall be 15 percent maximum of the height of the character.

703.2.7 Character Spacing. Character spacing shall be measured between the two closest points of adjacent raised characters within a message, excluding word spaces. Where characters have rectangular cross sections, spacing between individual raised characters shall be 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum. Where characters have other cross sections, spacing between individual raised characters shall be 1/16 inch (1.6 mm) minimum and 4 times the raised character stroke width maximum at the base of the cross sections, and 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum at the top of the cross sections. Characters shall be separated from raised borders and decorative elements 3/8 inch (9.5 mm) minimum.
**703.2.8 Line Spacing.** Spacing between the baselines of separate lines of raised characters within a message shall be 135 percent minimum and 170 percent maximum of the raised character height.

**703.3 Braille.** Braille shall be contracted (Grade 2) and shall comply with 703.3 and 703.4.

**703.3.1 Dimensions and Capitalization.** Braille dots shall have a domed or rounded shape and shall comply with Table 703.3.1. The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, and acronyms.

<table>
<thead>
<tr>
<th>Measurement Range</th>
<th>Minimum in Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum in Inches</td>
</tr>
<tr>
<td>Dot base diameter</td>
<td>0.059 (1.5 mm) to</td>
</tr>
<tr>
<td></td>
<td>0.063 (1.6 mm)</td>
</tr>
<tr>
<td>Distance between two dots in the same cell$^1$</td>
<td>0.090 (2.3 mm) to</td>
</tr>
<tr>
<td></td>
<td>0.100 (2.5 mm)</td>
</tr>
<tr>
<td>Distance between corresponding dots in adjacent cells$^4$</td>
<td>0.241 (6.1 mm) to</td>
</tr>
<tr>
<td></td>
<td>0.300 (7.6 mm)</td>
</tr>
<tr>
<td>Dot height</td>
<td>0.025 (0.6 mm) to</td>
</tr>
<tr>
<td></td>
<td>0.037 (0.9 mm)</td>
</tr>
</tbody>
</table>
Distance between corresponding dots from one cell directly below 1

<table>
<thead>
<tr>
<th></th>
<th>0.395 (10 mm) to 0.400 (10.2 mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Measured center to center.</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 703.3.1 Braille Measurement**

**703.3.2 Position.** Braille shall be positioned below the corresponding text. If text is multi-lined, braille shall be placed below the entire text. Braille shall be separated 3/8 inch (9.5 mm) minimum from any other tactile characters and 3/8 inch (9.5 mm) minimum from raised borders and decorative elements.

**EXCEPTION:** Braille provided on elevator car controls shall be separated 3/16 inch (4.8 mm) minimum and shall be located either directly below or adjacent to
the corresponding raised characters or symbols.

![Figure 703.3.2 Position of Braille](image)

**Figure 703.3.2 Position of Braille**

**703.4 Installation Height and Location.** Signs with tactile characters shall comply with 703.4.

**703.4.1 Height Above Finish Floor or Ground.** Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

**EXCEPTION:** Tactile characters for elevator car controls shall not be required to comply with 703.4.1.
Figure 703.4.1 Height of Tactile Characters Above Finish Floor or Ground

703.4.2 Location. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a tactile sign is provided at double doors with two active leafs, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing tactile characters shall be located so that a clear floor space of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

**EXCEPTION:** Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices.
Figure 703.4.2 Location of Tactile Signs at Doors

**703.5 Visual Characters.** Visual characters shall comply with 703.5.

**EXCEPTION:** Where visual characters comply with 703.2 and are accompanied by braille complying with 703.3, they shall not be required to comply with 703.5.2 through 703.5.9.

**703.5.1 Finish and Contrast.** Characters and their background shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.

**Advisory 703.5.1 Finish and Contrast.** Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and its background colors and textures.

**703.5.2 Case.** Characters shall be uppercase or lowercase or a combination of both.
703.5.3 **Style.** Characters shall be conventional in form. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.

703.5.4 **Character Proportions.** Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".

703.5.5 **Character Height.** Minimum character height shall comply with Table 703.5.5. Viewing distance shall be measured as the horizontal distance between the character and an obstruction preventing further approach towards the sign. Character height shall be based on the uppercase letter "I".

<table>
<thead>
<tr>
<th>Height to Finish Floor or Ground From Baseline of Character</th>
<th>Horizontal Viewing Distance</th>
<th>Minimum Character Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 inches (1015 mm) to less than or equal to 70 inches (1780 mm)</td>
<td>less than 72 inches (1830 mm)</td>
<td>5/8 inch (16 mm)</td>
</tr>
<tr>
<td>72 inches (1830 mm) and greater</td>
<td>5/8 inch (16 mm), plus 1/8 inch (3.2 mm) per foot (305 mm)</td>
<td></td>
</tr>
<tr>
<td>Greater than 70 inches (1780 mm) to less than or equal to 120 inches (3050 mm)</td>
<td>less than 180 inches (4570 mm)</td>
<td>2 inches (51 mm)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>180 inches (4570 mm) and greater</td>
<td>2 inches (51 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 180 inches (4570 mm)</td>
<td></td>
</tr>
<tr>
<td>greater than 120 inches (3050 mm)</td>
<td>less than 21 feet (6400 mm)</td>
<td>3 inches (75 mm)</td>
</tr>
<tr>
<td>21 feet (6400 mm) and greater</td>
<td>3 inches (75 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)</td>
<td></td>
</tr>
</tbody>
</table>

**703.5.6 Height From Finish Floor or Ground.** Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground.
EXCEPTION: Visual characters indicating elevator car controls shall not be required to comply with 703.5.6.

703.5.7 Stroke Thickness. Stroke thickness of the uppercase letter "I" shall be 10 percent minimum and 30 percent maximum of the height of the character.

703.5.8 Character Spacing. Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 percent minimum and 35 percent maximum of character height.

703.5.9 Line Spacing. Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.
810 Transportation Facilities

810.1 General. Transportation facilities shall comply with 810.

810.2 Bus Boarding and Alighting Areas. Bus boarding and alighting areas shall comply with 810.2.

Advisory 810.2 Bus Boarding and Alighting Areas. At bus stops where a shelter is provided, the bus stop pad can be located either within or outside of the shelter.

810.2.1 Surface. Bus stop boarding and alighting areas shall have a firm, stable surface.

810.2.2 Dimensions. Bus stop boarding and alighting areas shall provide a clear length of 96 inches (2440 mm) minimum, measured perpendicular to the curb or vehicle roadway edge, and a clear width of 60 inches (1525 mm) minimum, measured parallel to the vehicle roadway.

![Diagram of bus stop boarding and alighting areas with dimensions 96 inches (2440 mm) minimum length and 60 inches (1525 mm) minimum width.]
**810.2.3 Connection.** Bus stop boarding and alighting areas shall be connected to streets, sidewalks, or pedestrian paths by an accessible route complying with 402.

**810.2.4 Slope.** Parallel to the roadway, the slope of the bus stop boarding and alighting area shall be the same as the roadway, to the maximum extent practicable. Perpendicular to the roadway, the slope of the bus stop boarding and alighting area shall not be steeper than 1:48.

**810.3 Bus Shelters.** Bus shelters shall provide a minimum clear floor or ground space complying with 305 entirely within the shelter. Bus shelters shall be connected by an accessible route complying with 402 to a boarding and alighting area complying with 810.2.
810.4 Bus Signs. Bus route identification signs shall comply with 703.5.1 through 703.5.4, and 703.5.7 and 703.5.8. In addition, to the maximum extent practicable, bus route identification signs shall comply with 703.5.5.

EXCEPTION: Bus schedules, timetables and maps that are posted at the bus stop or bus bay shall not be required to comply.

810.5 Rail Platforms. Rail platforms shall comply with 810.5.

810.5.1 Slope. Rail platforms shall not exceed a slope of 1:48 in all directions.

EXCEPTION: Where platforms serve vehicles operating on existing track or track laid in existing roadway, the slope of the platform parallel to the track shall be permitted to be equal to the slope (grade) of the roadway or existing track.

810.5.2 Detectable Warnings. Platform boarding edges not protected by platform screens or guards shall have detectable warnings complying with 705 along the full length of the public use area of the platform.

810.5.3 Platform and Vehicle Floor Coordination. Station platforms shall be positioned to coordinate with vehicles in accordance with the applicable requirements of 36 CFR Part 1192. Low-level platforms shall be 8 inches (205 mm) minimum above top of rail.

EXCEPTION: Where vehicles are boarded from sidewalks or street-level, low-level platforms shall be permitted to be less than 8 inches (205 mm).

Advisory 810.5.3 Platform and Vehicle Floor Coordination. The height and position of a platform must be coordinated with the floor of the vehicles it serves to minimize the vertical and horizontal gaps, in accordance with the ADA.
Accessibility Guidelines for Transportation Vehicles (36 CFR Part 1192). The vehicle guidelines, divided by bus, van, light rail, rapid rail, commuter rail, intercity rail, are available at www.access-board.gov. The preferred alignment is a high platform, level with the vehicle floor. In some cases, the vehicle guidelines permit use of a low platform in conjunction with a lift or ramp. Most such low platforms must have a minimum height of eight inches above the top of the rail. Some vehicles are designed to be boarded from a street or the sidewalk along the street and the exception permits such boarding areas to be less than eight inches high.

**810.6 Rail Station Signs.** Rail station signs shall comply with 810.6.

**EXCEPTION.** Signs shall not be required to comply with 810.6.1 and 810.6.2 where audible signs are remotely transmitted to hand-held receivers, or are user- or proximity-actuated.

**Advisory 810.6 Rail Station Signs Exception.** Emerging technologies such as an audible sign systems using infrared transmitters and receivers may provide greater accessibility in the transit environment than traditional Braille and raised letter signs. The transmitters are placed on or next to print signs and transmit their information to an infrared receiver that is held by a person. By scanning an area, the person will hear the sign. This means that signs can be placed well out of reach of Braille readers, even on parapet walls and on walls beyond barriers. Additionally, such signs can be used to provide wayfinding information that cannot be efficiently conveyed on Braille signs.

**810.6.1 Entrances.** Where signs identify a station or its entrance, at least one sign at each entrance shall comply with 703.2 and shall be placed in uniform locations to the maximum extent practicable. Where signs identify a station that has no defined entrance, at least one sign shall comply with 703.2 and shall be placed in a central location.
810.6.2 Routes and Destinations. Lists of stations, routes and destinations served by the station which are located on boarding areas, platforms, or mezzanines shall comply with 703.5. At least one tactile sign identifying the specific station and complying with 703.2 shall be provided on each platform or boarding area. Signs covered by this requirement shall, to the maximum extent practicable, be placed in uniform locations within the system.

**EXCEPTION:** Where sign space is limited, characters shall not be required to exceed 3 inches (75 mm).

**Advisory 810.6.2 Routes and Destinations.** Route maps are not required to comply with the informational sign requirements in this document.

810.6.3 Station Names. Stations covered by this section shall have identification signs complying with 703.5. Signs shall be clearly visible and within the sight lines of standing and sitting passengers from within the vehicle on both sides when not obstructed by another vehicle.

**Advisory 810.6.3 Station Names.** It is also important to place signs at intervals in the station where passengers in the vehicle will be able to see a sign when the vehicle is either stopped at the station or about to come to a stop in the station. The number of signs necessary may be directly related to the size of the lettering displayed on the sign.

810.7 Public Address Systems. Where public address systems convey audible information to the public, the same or equivalent information shall be provided in a visual format.

810.8 Clocks. Where clocks are provided for use by the public, the clock face shall be uncluttered so that its elements are clearly visible. Hands, numerals and digits shall contrast with the background either light-on-dark or dark-on-light. Where clocks are installed overhead, numerals and digits shall comply with 703.5.
**810.9 Escalators.** Where provided, escalators shall comply with the sections 6.1.3.5.6 and 6.1.3.6.5 of ASME A17.1 (incorporated by reference, see "Referenced Standards" in Chapter 1) and shall have a clear width of 32 inches (815 mm) minimum.

**EXCEPTION:** Existing escalators in key stations shall not be required to comply with 810.9.

**810.10 Track Crossings.** Where a circulation path serving boarding platforms crosses tracks, it shall comply with 402.

**EXCEPTION:** Openings for wheel flanges shall be permitted to be 2 1/2 inches (64 mm) maximum.

![Figure 810.10 (Exception) Track Crossings](image-url)
903 Benches

903.1 General. Benches shall comply with 903.

903.2 Clear Floor or Ground Space. Clear floor or ground space complying with 305 shall be provided and shall be positioned at the end of the bench seat and parallel to the short axis of the bench.

903.3 Size. Benches shall have seats that are 42 inches (1065 mm) long minimum and 20 inches (510 mm) deep minimum and 24 inches (610 mm) deep maximum.

903.4 Back Support. The bench shall provide for back support or shall be affixed to a wall. Back support shall be 42 inches (1065 mm) long minimum and shall extend from a point 2 inches (51 mm) maximum above the seat surface to a point 18 inches (455 mm) minimum above the seat surface. Back support shall be 2 1/2 inches (64 mm) maximum from the rear edge of the seat measured horizontally.

Advisory 903.4 Back Support. To assist in transferring to the bench, consider providing grab bars on a wall adjacent to the bench, but not on the seat back. If provided, grab bars cannot obstruct transfer to the bench.
**Figure 903.4 Bench Back Support**

**903.5 Height.** The top of the bench seat surface shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum above the finish floor or ground.

**903.6 Structural Strength.** Allowable stresses shall not be exceeded for materials used when a vertical or horizontal force of 250 pounds (1112 N) is applied at any point on the seat, fastener, mounting device, or supporting structure.

**903.7 Wet Locations.** Where installed in wet locations, the surface of the seat shall be slip resistant and shall not accumulate water.
VI. ACTION CALENDAR

B. 2014 COMPETITIVE BID FOR THE COORDINATION OF PUBLIC DIAL-A-RIDE PARATRANSIT SERVICES—IVT RIDE
July 18, 2014

Lawrence D. Ritchie, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Update to the 2014 Competitive Bid for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE

Dear Commission Members:

As a continuation of the prior direction from the Commission, ICTC recently completed a second competitive bid focused on the consolidation of the public dial-a-ride services in the June/July time frame. Three proposals were received and reviewed by the Evaluation Committee comprised of staff from Brawley, Calexico, Caltrans and ICTC.

The Evaluation Committee determined that two goals of this project; greater efficiencies and a reduction of agency staff workload could be achieved. This included achieving better compliance with regulations through the consolidation of the administration and operational management. There would also be benefits through improved dispatch, co-located reservationists, in house maintenance and marketing etc. under one turnkey contractor with new technology and resources.

The range of costs in the proposals (not including marketing) for the eight-year period were between a 3% reduction in cost, to a 20% increase in cost when compared to the current ICTC budgeted year projected over the eight year period, with a 3% escalator per the consumer price index, at $7,274,963.

<table>
<thead>
<tr>
<th>Provider</th>
<th>8 Year Proposal Costs*</th>
<th>Estimated Budget vs. Proposal Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First Transit</td>
<td>$ 7,960,327</td>
<td>9%</td>
</tr>
<tr>
<td>2. MV Transportation</td>
<td>$ 8,738,972</td>
<td>20%</td>
</tr>
<tr>
<td>3. ARC – Imperial Valley</td>
<td>$ 7,030,796</td>
<td>-3%</td>
</tr>
</tbody>
</table>

*pricing for the First and second provider is reflective of the proposed use of newer technology and software for dispatch, reservations, performance data management and reporting, and fleet maintenance not currently in use. The newer technology and software will allow for timely reporting to meet ICTC’s mandates for local state and federal requirements.

For management and accountability, a new Paratransit Coordination Committee (PCC) of member agency staff would be created by which the participating public agencies will retain the ability to be responsive to their constituents, review system performance and make recommendations as necessary to the Commission.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The Evaluation Committee recommended to the Executive Director, that a contract be awarded to the most responsive provider, First Transit, Inc.

ICTC staff request that the Commission take the following actions for review and approval after public comment, if any:

1. Award the contract for the IVT RIDE Consolidated Paratransit services to First Transit, Inc.
2. Authorize the Executive Director to finalize contract negotiations including pricing and service start date.
3. Direct staff to return for execution of the IVT RIDE contract

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

MB/ksw/cl

Attachment
We recently completed the second competitive bid process for the consolidation of the various Dial-a-Ride Services. The Request For Proposal (RFP) required several key issues be addressed including compliance with the twenty-four mandatory functional areas in order to be eligible for federal transit funding, i.e., drug and alcohol testing, the Americans with Disabilities Act, performance measures, as well as State requirements for driver training and offering employment to incumbent displaced transit personnel as necessary, and local requirements for facilities, marketing, bilingual drivers and reservationists, and participation with the local agencies' Offices of Emergency Services for emergency evacuation purposes etc.

Three proposals were received. Two proposals were from incumbent providers and one proposal was from a new provider. All three proposals met the required initial screening for responsiveness to bid requirements and reference checks. ICTC staff also completed a labor allocation comparison and a vehicle usage report to analyze and identify shortcomings or other issues as compared to the current operations.

A Proposal Evaluation Committee comprised of staff from Brawley, Calexico, Imperial, Caltrans and ICTC reviewed and scored the proposals on June 26, 2014. The proposals were evaluated and ranked based on the categories below.

<table>
<thead>
<tr>
<th>IVT RIDE Project 2014 Proposal Evaluation Scoring Criteria</th>
<th>RANKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project Technical and Related Experience (20)</td>
<td>ARC-IV First Transit MV-Trans.</td>
</tr>
<tr>
<td>2 Methodology and Approach (20)</td>
<td>3 1 2</td>
</tr>
<tr>
<td>3 Staff Qualifications and DBE (15)</td>
<td>3 1 2</td>
</tr>
<tr>
<td>4 Facilities and Equipment (20)</td>
<td>2 1 3</td>
</tr>
<tr>
<td>5 Cost and Best Value (15)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>6 Completeness and References (10)</td>
<td>3 2 1</td>
</tr>
<tr>
<td>7 State Labor Code 1072 (extra) (10)</td>
<td>ALL Proposals complied receiving full credit</td>
</tr>
</tbody>
</table>

Date: July 8, 2014
To: Mark Baza, Executive Director
From: Kathi Williams, Senior Transit Planner
Ref: IVT RIDE Consolidated Paratransit Services Competitive Bid June 2014
The ranking after the **Proposal Review** was as follows:

1. First Transit  
2. MV Transportation  
3. ARC – Imperial Valley

The three providers were invited to come to the oral interview phase on July 8, 2014. For the interviews, the evaluation was based on responses to questions in the following nine (9) categories.

### IVT RIDE Project 2014 Oral Interviews

<table>
<thead>
<tr>
<th>RANKING</th>
<th>ARC-IV</th>
<th>First Transit</th>
<th>MV-Trans.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Operations and Management Experience (5)</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Transition Plan and Schedule for personnel, communications, facility etc (5)</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Use of Technology and Software, Record Keeping and Performance Data (5)</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Proposed Facility, Move-In Readiness and Location (5)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Coordination and Customer Service Facilitation (5)</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Maintenance Procedures, Staffing and Practices for ICTC Owned Vehicles (5)</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>DBE Goal and &quot;Good Faith Effort&quot; Attainment (5)</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>Bilingual Capabilities (5)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Interactions with the Administering Public Agency (5)</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

The ranking after the **Oral Interview** was as follows:

1. First Transit  
2. MV Transportation  
3. ARC – Imperial Valley

The range of costs in the proposals (not including marketing) for the eight-year period were between a 3% reduction in cost, to an 20% increase in cost when compared to the current budgeted year projected over the eight year period, with a 3% escalator per the consumer price index, at $7,274,963.

<table>
<thead>
<tr>
<th>Provider</th>
<th>8 Year Proposal Costs*</th>
<th>Estimated Budget vs. Proposal Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First Transit</td>
<td>$ 7,960,327</td>
<td>9%</td>
</tr>
<tr>
<td>2. MV Transportation</td>
<td>$ 8,738,972</td>
<td>20%</td>
</tr>
<tr>
<td>3. ARC – Imperial Valley</td>
<td>$ 7,030,796</td>
<td>-3%</td>
</tr>
</tbody>
</table>

*pricing for the first and second provider is reflective of the proposed use of newer technology and software for dispatch, reservations, performance data management and reporting, and fleet maintenance not currently in use. The newer technology and software will allow for timely reporting to meet ICTC’s mandates for local State and federal requirements.

Based on the competitive bid process, ICTC and the cities have a genuine opportunity to achieve greater efficiencies, better compliance with regulations, new technology for reservations/dispatching and performance management, improved customer service through bilingual staffing and coordination opportunities can be achieved through the consolidation of the operations including; management, dispatch, reservationists, maintenance and marketing under one provider under one contract.
The general advantages that could be achieved with a new contracting opportunity are as follows:

1) It would reduce City Staff time to be minimal. There is no need for City audits, performance monitoring, contract negotiations, data reporting and budgeting processes. ICTC would provide oversight and administration, but the City would still be responsive to its constituents through City staff’s participation on an ICTC Paratransit Coordinating Council.

2) Potential for more efficient/improved customer service due to industry standard reservations/dispatch and maintenance software, as well as, software that can generate performance data reporting i.e. on-time performance and no shows.

3) Seem less travel possibilities for passengers from Dial-a-Ride services to fixed route buses or other transit services with collocated, coordinated dispatchers and reservationists.

4) Dial-A-Ride services could provide limited emergency evacuation for seniors and disabled through a new reporting relationship to City OES

5) Community services hours available in a limited number for City events as in a “Holley Trolley” at Christmas. However the bank of community service hours are shared between Cities.

6) There is a possibility that additional service hours could be added in the future if cost savings can be translated into additional service hours i.e. limited Sunday service may be added

7) Marketing program that includes brochures and print media, with a dedicated website for information

The specific advantages that could be achieved by moving forward with a contract opportunity with the top ranked vendor are as follows:

1) The top ranked vendor offered an operations supervisor who will be assigned exclusively to the IVT RIDE project and not assigned supervisory duties for any other of the company’s other programs or services.

2) The top ranked vendor had a clear and detailed transition plan.

3) The top ranked vendor demonstrated a superior commitment to hiring as many incumbent and local drivers and dispatchers as are interested, and, that can meet the State and federal requirements. As policy, ICTC requires bilingual drivers but will grandfather otherwise qualified incumbent staff.

4) The top ranked vendor demonstrated superior capabilities for superior fleet management through in house maintenance and mechanic staff, and the flexibility to move vehicles between jurisdictions as needed.

5) The top ranked vendor has two dedicated facilities on/near East Ross Rd. The only activity conducted at this facility is public transit services. There are no conflicts with other non transit services operated by the company.

6) The top ranked vendor has dedicated corporate resources that are specialists in activities focused on the transit industry i.e. Maintenance and Human Resources, when needed.

The Evaluation Committee forwards the following final ranking:

1. First Transit
2. MV Transportation
3. ARC – Imperial Valley

In summary, the top ranked vendor provided the most responsive proposal which indicated a proven capability, identified the appropriate staffing levels; appropriate vehicle recommendations; a superior
transition plan including identifying a schedule and clear details for phone and radio communications; a sensitivity to meeting the needs of seniors and disabled passengers; in house maintenance capabilities; a move in ready facility; maximum bilingual capabilities; the use of newer industry technology and software for reservations and dispatch; and, performance data management.

Should there be any questions please do not hesitate to contact myself or David Salgado at 760-592-4494
VII. DISCUSSION CALENDAR

A. GENERAL ASSEMBLY DISCUSSION
July 15, 2014

Lawrence D. Ritchie, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: General Assembly Discussion

Dear Commission Members:

As previously discussed and approved in our budget, ICTC plans to have a General Assembly during this new fiscal year. As part of our Commission meeting discussion, I will review a proposal and concept in partnership with the Imperial Valley Economic Development Corporation (IVEDC) to have an “Economy and Workforce Development Summit and Regional Assembly.”

Management Committee met on July 9, 2014 and following their review fully supports proceeding with development the concept pending the Commission’s review and direction. I have attached a “Working Draft” of the agenda and background attachments for review at our Commission meeting on July 23, 2014.

Sincerely,

[Signature]
MARK BAZA
Executive Director

MB/el
Economy and Workforce Development Summit & Regional Assembly

Working Draft Agenda

(One and One-Half Days)

DAY 1: Evening – Working Dinner

1. Review of Summit and Regional Assembly Agenda and Topics
2. Establish Workgroups for next day

DAY 2: Morning – Early Afternoon (9AM start)

1. State of Economy
2. Post-Redevelopment Opportunity
3. Infrastructure
4. Marketing
5. Actions
6. ICTC/IVAG Regional Assembly
   a. Highlight Accomplishments
   b. Review Regional Transportation Workprograms and Projects FY 2014-2015
   c. Review Existing and Proposed Non-Transportation Programs
7. Reception – Closing Remarks/Findings/Recommendations
Local Economic Advisory Program (LEAP)

Our Economic Development Experts come to you!

The LEAP service is efficient. We are in and out in a day or two, and we leave you with a ton of ideas. We also suggest ways to implement. We won’t leave you hanging, either. CALED offers a number of follow-up assistance programs. We also follow up later to see how you are doing.

We hand-pick seasoned experts from outside your community to give you objective advice. You can choose to get specific advice on economic development strategies, recruiting new business, helping existing business expand, attracting visitors, downtown revitalization, small business growth, creative project financing, technology, incubators, and much more.

Your LEAP team can include developers, economic development directors, city managers, realtors, marketing experts, utility representatives, bankers and others.

How LEAP Works.

LEAP is a 1 or 2 day-long event that helps your community leaders and other stakeholders understand their local economy, learn about economic development, and identify and build consensus for action.

When you schedule your event, we will jointly plan with you, help send invitations, and otherwise prepare for the event. We provide you a basic community profile, and offer an optional pre-event email stakeholder survey. Pricing is standardized and affordable.

The day of the event is fast-paced and includes lots of observing and questioning via a site tour, focus groups, individual interviews, and literature reviews. The LEAP team then sequesters itself to prepare an oral presentation to all stakeholders. We can close by facilitating an action planning session. We send a written report in 3 weeks.

Contact us today about LEAP!

The California Academy for Economic Development is excited to announce our revived, re-branded and strengthened former PAS program. Same excellent value in a new and improved package!

It’s customized for your project and needs — we help local governments and non-profits with their specific economic development needs, and help build momentum for local prosperity.

During the recession too many communities lost capacity to actively help their local economies. Now, as we all rebuild we can benefit from expert advice on how to revitalize.
A Typical LEAP Event

1-DAY LEAP:
1. Initial interview to determine key areas of interest and need
2. Recruit advisory team members (3-4)
3. Send proposal and cost Estimate to client, with travel costs included
4. Schedule the day or days
5. Prepare basic community profile
6. Prepare optional community survey
7. Client arranges stakeholder invites to meetings
8. Day of event:
   a. Kickoff meeting at breakfast for staff, key community champions and team
   b. Community tour 1-1.5 hours
   c. 3-6 focus group or one-on-one meetings about key topics. Group meetings are 2-6 people with similar interests
   d. Working lunch – checkup among team members
   e. 5-8 focus group or one-on-one meetings about key topics
   f. 4pm – assessment team sequestered to prepare presentation
   g. Working dinner
   h. 7pm – oral presentation to community/Council
9. 3-month, 6-month and 1-year checkups

2-DAY LEAP – ADD:
10. Replace evening presentation (8h) with 4-6 evening focus groups or one-on-one meetings for those who cannot attend during the day
11. Day #2 Working breakfast – checkup among team members, staff, finalize presentation
12. Present oral report in morning to community/council.
13. Working lunch
14. 2-1/2 hour facilitated consensus building session to identify and prioritize next steps

BOTH – AFTER THE EVENT
15. Final report provided 3 weeks after event drafted by your LEAP team.
16. 3-month, 6-month, 1-year follow up.
2014 ANNUAL DINNER

An evening of exchanging ideas facing our communities

6:00 PM  Reception/Networking

6:30 PM  Welcome/Opening Remarks
  Jan McDonald
  Chair, VCOG

  Dinner

7:00 PM  Program
  Camarillo and Oxnard Airports –
  National Assets in Your Local Community
  Todd McNamee
  Director of Airports
  County of Ventura

  Keynote Address –
  The State of Economic Development
  Larry Kosmont
  President & CEO
  Kosmont Companies

8:00 PM  Adjourn

Thank you to the following for their support:
- Southern California Association of Governments (SCAG)
- Commemorative Air Force Museum
- Martino’s Catering
- Music by James Del
- City of Camarillo

TODD MCNAMEE, AAE, CAE
Director of Airports
County of Ventura

Mr. McNamee began his airport management career with the County of Ventura in 2001 when he was hired as the Deputy Director of Airports. In 2005, he was appointed to the position of Director of Airports overseeing the operations, maintenance, and development of the Camarillo and Oxnard airports where he serves today. Prior to entering the airport management industry, he was involved in Unmanned Aircraft Systems (UAS) manufacturing and operations from 1987 to 2001 with several companies including AeroVironment here in Ventura County. Mr. McNamee has his MBA and BS degrees from Embry-Riddle Aeronautical University in Aviation Management and is a commercial instrument rated pilot. He is very active in developing aviation policy at the local, regional and national levels.

LARRY KOSMONT, CRE
President & CEO
Kosmont Companies

Mr. Kosmont is the President and CEO of Kosmont Companies, which he founded in 1986. He is Managing Partner of Renaissance Community Fund, which invests and develops mixed use, residential and commercial projects throughout California. In 2009, Mr. Kosmont created the Kosmont Muni Horizons Funds, a proprietary source of private financing for public projects, P3 Initiatives, infrastructure funding and economic development. Mr. Kosmont's 36-year career encompasses negotiations, development, and management of real estate transactions exceeding $10 billion. Mr. Kosmont has assisted hundreds of local government agencies in land development policy decisions ranging from large-scale economic development to site-specific real estate strategies and projects.
2016-2040 SUSTAINABLE COMMUNITIES STRATEGY

ANIMAL ISSUES
- No-Kill Animal Shelters
- Regulation of Anti-Coagulant Rodenticides
- Wildlife Corridor Crossings

COLLABORATION WITH REGIONAL PARTNERS

ECONOMIC DEVELOPMENT

HOMELESSNESS

HOUSING ISSUES
- Addressing Substandard Housing
- Second Dwelling Units
- Unlicensed Group Homes

LEGISLATIVE PRIORITIES OF
- Land Use and Environment
- Housing and Blight
- Economic Development
- Public Infrastructure
- Solid Waste Management
- Public Safety
- Resources Management/Water Supply Reliability

LOCAL REGULATORY AUTHORITY FOR MASSAGE ESTABLISHMENTS

REGULATION OF MEDICAL MARIJUANA DISTRIBUTION FACILITIES

VCOC MEMBERS
City of Camarillo | City of Fillmore | City of Moorpark
City of Ojai | City of Oxnard | City of Port Hueneme
City of San Buenaventura | City of Santa Paula
City of Simi Valley | City of Thousand Oaks | County of Ventura