

# **CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT AGENDA**

**Wednesday, April 11, 2012, 8:20 a.m.  
Madison Avenue Meeting Room  
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES  
March 14, 2012
- III. CACOT/VISITOR'S COMMENTS
  - First Student Quarterly Appearance - Brian Maxwell and Rolando Smith-Gloria
- IV. OLD BUSINESS
- V. NEW BUSINESS
  - Scheduled Review of CTS Exclusion Policy
- VI. INFORMATION SHARING
  - Volunteers for Subcommittee on Service Expansion
- VII. COMMISSION REQUESTS AND REPORTS
- VIII. PENDING ITEMS
- IX. ADJOURNMENT

## Future Meetings:

Wednesday, May 9, 2012, 8:20 a.m., Madison Avenue Meeting Room

Wednesday, June 13, 2012, 8:20 a.m., Madison Avenue Meeting Room

## Commission Members:

Stephan Friedt, Chair	Robert E. Wilson
Susan Hyne, Vice-Chair	Kriste York
Terry Wright	Robert Monasky
Brandon Trelstad	Evan Sorce, ASOSU Representative
Mike Beilstein, Council Liaison	

The Madison Avenue Meeting Room is accessible to the public.  
Please contact Tim Bates at (541) 766-6916  
if you need special accommodations to attend the meeting.

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
March 14, 2012**

**Present**

Stephan Friedt, Chair  
Susan Hyne, Vice Chair  
Robert Monasky  
Robert E. Wilson  
Terry Wright  
Kriste York  
Mike Beilstein, Council Liaison

**Staff**

Tim Bates, Public Works  
Brie Caffey, Public Works

**Visitors**

Sharon Fipps, Benton County Special  
Transportation Coordinator

**Absent**

Evan Sorce  
Brandon Trelstad

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of February 8, 2012 Minutes			Approved, as amended
III. CACOT/Visitor Comments			N/A
IV. Old Business			N/A
V. New Business			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:21 am

**CONTENT OF DISCUSSION**

**I. Introductions**

The meeting was called to order at 8:20 am by Chair Friedt. Introductions were made of Commission members, staff and visitor. Chair Friedt welcomed the Commission’s newest member, Terry Wright, who replaces Commissioner Ray Shimabuku. Commissioner Shimabuku resigned after the February meeting due to increasing work

demands at Home Life.

**II. Approval of Minutes**

Mrs. Caffey noted a change to the minutes, stating that the visitor's name should have been listed as Bob Greenwade, not Bob Greenleaf. **With that change, Commissioners Hyne and Monasky, respectively, moved and seconded to approve the February 8, 2012 minutes. The motion passed unanimously.**

**III. CACOT/Visitor Comments**

None.

**IV. Old Business**

None.

**V. New Business**

None.

**VI. Information Sharing**

Before reviewing the Information Sharing Report, Sharon Fipps, Benton County Special Transportation Coordinator, reviewed the expansion of the Coast-to-Valley Express into the North-By-Northwest Connector service. She also distributed the new Coast-to-Valley Express schedule for the service, which runs five days a week, having added Saturday and Sunday. Ms. Fipps noted the service now provides service between the coast, Corvallis, and the Amtrak station in Albany.

Mr. Bates reviewed the Information Sharing Report. Comments in addition to the report included:

Mr. Bates reported the OSU Student Sustainability Initiative, on behalf of CTS, presented per student per term figures to the Student Incidental Fee Committee for the 2012-13 Philomath Connection group pass program and the Beaver Bus service. The Beaver Bus service was presented because OSU students pay 70% of that service. The Philomath Connection is a traditional group pass program which requires students to present a photo ID at the time of boarding. Mr. Bates reported that the increase in student enrollment has reduced the per student, per term cost of the programs. It is anticipated that the Committee will accept the fee recommendations, as will the OSU Student Senate.

Mr. Bates said the staff recommendation for a \$90,000 system expansion will be forwarded by the City Manager to the Budget Commission in April. He said CTS uses an average cost of \$70 an hour for service, so \$90,000 translates into approximately 1,285 additional hours of service. Commissioner Wright asked about adding Sunday service and Mr. Bates said that could be an expansion option, if done on a limited basis, similar to the Beaver Bus schedule. Mr. Bates said a CACOT subcommittee will convene to develop and present recommendations. He reported that Commissioner Hyne has already volunteered for the subcommittee and requested that other interested Commissioners email him.

Commissioner Hyne discussed the graph she created using previous on-time performance data, compared to current on-time data. The Commission assumed the on-time performance issues were due to increased ridership, causing greater frequency of stops. Commissioner Wright asked about the possibility of adding five minutes to each run. Mr. Bates noted that unless you lengthen the service day, adding time to each run will lessen the number of daily runs. Mr. Bates added that with our current capacity issues, cutting runs could worsen the situation. Commissioner Wilson noted this is the on-going argument of frequency vs. on-time performance; a decision must be made about which is the priority. Commissioner Monasky noted that before time is added to runs, we should keep in mind that having buses arrive at the same time each hour or 30 minutes makes it very easy for riders to remember the schedule.

Mr. Bates reported that two community members submitted suggestions for changes to the CTS bus service. These suggestions will be forwarded to each CACOT member and will be studied by the subcommittee for further consideration during the service expansion meetings.

#### **VII. Commission Requests and Reports**

Councilor Beilstein reported that in a City Council work session, City Councilor Mark O'Brien requested a staff report on the City's Transit budget showing the effect of the phase-out of future BETC funding. He said Councilor O'Brien is proposing reinstating a nominal bus fare to boost transit finances. Councilor Beilstein said the cost per ride came up, which they calculated to be about \$3.00 a ride, similar to larger systems. Mr. Bates said the \$3.00 figure that was cited was actually calculated by a citizen in a newspaper editorial; the actual figure puts CTS cost per ride closer to \$2.00.

#### **VIII. Pending Items**

None.

#### **IX. Adjournment**

**Commissioners Wilson and Monasky, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.**

The meeting was adjourned at 9:21 am.

**NEXT MEETING: April 11, 2012, 8:20 am, Madison Avenue Meeting Room**

## MEMORANDUM

DATE: April 4, 2012  
TO: CACOT Members  
FROM: Tim Bates, Transit Coordinator  
SUBJECT: Information Sharing Report

**Summer Youth Transit Rides 2012** - Thanks in part to a donation from Allied Waste, CTS and the PC will again offer a program this summer. CTS already offers fareless rides to all passengers and the PC will offer free rides to youths 17 and under for June 1<sup>st</sup> - September 7<sup>th</sup>. There will be prizes as well.

**Simme-Seats** - Simme Seats will be installed in two additional locations: SE Goodnight & Deborah and South 3<sup>rd</sup> St. north of Tunison Avenue (near Les Schwab). Staff is still evaluating locations for placement of the final seat.

**Bus Shelter Relocation** - The shelter currently residing on South 3<sup>rd</sup> Street at Park Avenue (Outbound Route 6), in front of Celebration Church and Murphy's Restaurant, will soon be relocated to the stop at SW 49<sup>th</sup> Street south of Technology Loop (Route 8). The new location is expected to serve many more passengers than the current location.

**Operations & Maintenance Facility Grant Applications** - In the past week, staff submitted two federal grant applications in hopes of securing funds for an operations and maintenance facility.

**Ridership** - Percentage changes are based on rides per service hour.

- **CTS provided 102,672 rides in March, an average of 45.1 rides/service hour, a 13.3% increase from March, 2011.** Ridership for March 2011 was 91,060, an average of 39.8 rides/service hour.
- **Philomath Connection provided 2,528 rides in March, an average of 17.7 rides/service hour, a 3.8% decrease from March, 2011.** Ridership for March 2011 was 2,746, an average of 18.4 rides/service hour.
- **Beaver Bus provided 2,528 rides in March, an average of 14.0 rides/service hour, a 25.2% increase from March, 2011.** Ridership for March 2011 was 1,750, an average of 11.2 rides/service hour.
- **ADA Paratransit - March ridership was 439.** Ridership for March , 2011 was 602.
- **99 Express Adair Village - March ridership was 463, an average of 6.7 rides/service hour**

Follow-up to ongoing issues:

- **DTC Behavioral Issues** - An adult male was excluded from CTS for a period of three months due to a second instance of a Level 2 offense. The exclusion began March 29, 2012. First Student staff reported no other incidents of disruptive behavior at the DTC or aboard CTS buses which resulted in an exclusion.

## MEMORANDUM

DATE: April 5, 2012

TO: CACOT

FROM: Tim Bates, Transit Coordinator

SUBJECT: Review of Administrative Rule 09-01, Exclusion Policy and Appeal Rule

### ISSUE

At the April 2009 Citizens Advisory Commission On Transit (CACOT) meeting, the Commission approved implementation of a policy governing the exclusions and appeals. The policy is to be reviewed every three years.

### BACKGROUND

The City's Transit Manager has developed administrative regulations (see attached) which establish the duration of exclusion based on the type of violation. CACOT approved the regulations April, 2009.

### DISCUSSION

The City's Transit Manager, using CTS drivers' Incident Reports and interviews, uses the Exclusion Policy to determine the duration of exclusions for individuals who commit offenses against the Code of Conduct. Individuals are given an initial verbal warning before being excluded from a bus or shelter. The City's Transit Manager makes every attempt to contact the accused before an exclusion is put into effect, in order to hear the accused's defense.

City staff states that the policy works very effectively when CTS drivers expeditiously complete an Incident Report and send it to the Transit Manager. No exclusions are effected unless there is written documentation provided by a driver. There have been seven exclusions since April, 2009. Staff consulted with CTS drivers and staff, and they stated the policy was working well and they had no suggestions for changes.

### REQUESTED ACTION

Staff requests CACOT recommend Administrative Rule 09-01, Exclusion Policy and Appeal Rule, be approved with no changes for another three-year duration.

## Public Works Department

Transportation Division  
1245 NE 3<sup>rd</sup> Street  
P.O. Box 1083  
Corvallis, OR 97339-1083  
(541) 766-6916  
TTY (541) 766-6477  
FAX (541) 766-6920

---

# Corvallis Transit System Administrative Rules

AR 09-01

Adopted: April 8, 2009

Last Reviewed: April 8, 2009

## EXCLUSION and APPEAL RULE

### Summary:

This rule specifies the exclusion procedures of the Corvallis Transit System.

### Discussion:

The *Code of Conduct and Implementing Procedures (Code)* for the Corvallis Transit System was originally approved in 1996 and adopted via ordinance into the Corvallis Municipal Code. It was most recently updated in February, 2006. The *Code* was adopted for the safety, convenience, and comfort of Corvallis Transit System passengers. For the purposes of these and other administrative rules, the "Transit Manager" shall be considered to be the Transit Coordinator position. Language within the *Code* states, in part, "The City's Transit Manager shall promulgate administrative regulations establishing the duration of exclusion, which shall be based upon the type of violation." Further, language within the exclusion section of the *Code* states, "In addition, failure to abide by an exclusion notice shall constitute a further violation of this regulation for which the period of exclusion may be extended if so specified in regulations promulgated by the City's transit manager." This rule responds to that language within the *Code*.

An appeals process is contained within the February, 2006 *Code*.

### Rule:

The City's Transit Manager has developed administrative regulations (see below) which establish the duration of exclusion based on the type of violation. The City's Transit Manager also developed administrative regulations (see below) related to individuals who violate the terms of an exclusion notice. The Citizens Advisory Commission on Transit approved the regulations April, 2009.

## Corvallis Transit System Exclusion Durations

Level	Frequency	Length of Exclusion
1	First Offense	Bus run upon which offense occurred
1	Second Offense	One month
1	Third Offense and subsequent	Six Months
2	First Offense	One Week
2	Second Offense	Three Months
2	Third Offense and subsequent	One Year
3	First Offense	One Month
3	Second Offense	One Year
3	Third Offense and subsequent	Permanent
4	First Offense and subsequent	Permanent

Examples of **Level One** offenses include, but are not limited to:

- Occupancy or use of a City passenger shelter except for boarding, disembarking, or waiting for a City transit vehicle.
- Bringing aboard a City transit vehicle any food or beverage in open containers, or consuming food or beverage while on a City transit vehicle.
- Smoking tobacco or any other substance, or chewing tobacco, or carrying any burning or smoldering substance, in any form, aboard a City transit vehicle or in within three (3) feet of a transit shelter.

Examples of **Level Two** offenses include, but are not limited to:

- Offensive language or exhibiting disruptive behavior on a City transit vehicle when such language or behavior is reasonably likely to offend, annoy or intimidate another passenger and which does offend, annoy, or intimidate another passenger.
- Boarding or remaining on a City vehicle or entering or remaining in a transit shelter if the person or the person's clothing emanates a grossly repulsive odor that is unavoidable by other transit customers on the vehicle or in the shelter.

Examples of **Level Three** offenses include, but are not limited to:

- Engaging in fighting or violent, tumultuous or threatening behavior (verbal or physical) within any City transit vehicle or shelter.
- Activating the "Emergency Exit", "Emergency Stop", or alarm device of a City transit vehicle in the absence of an emergency.

Examples of **Level Four** offenses include, but are not limited to:

- Knowingly throwing an object or discharging a bow and arrow, air rifle, rifle, gun, revolver, or other weapon at or within a City transit vehicle or in any part of a transit shelter.

### **Violation of an Exclusion Notice**

A violation of an exclusion notice shall result in the violation being considered a violation of an offense one frequency higher, pending appeal. For example, violating an exclusion notice for a Level 1 First Offense will result in an exclusion notice issued for a Level 1 Second Offense. The term of the upgraded offense will be served in full by the violator. In the case of a violation of a third offense for Levels 1-3, and any violation of a Level 4 offense, the violator will be considered permanently excluded, pending appeal.

Any person with two violations of any exclusion notice issued to him/her, shall be permanently excluded, pending appeal.

NEXT SCHEDULED REVIEW: April, 2012