

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

**Wednesday, April 13, 2011, 8:20 a.m.  
Madison Avenue Meeting Room  
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES  
March 9, 2011
- III. CACOT/VISITOR'S COMMENTS
- IV. OLD BUSINESS
- V. NEW BUSINESS
  - CACOT Sunset Review
- VI. INFORMATION SHARING
- VII. COMMISSION REQUESTS AND REPORTS
- VIII. PENDING ITEMS
- IX. ADJOURNMENT

Future Meetings:

Wednesday, May 11, 2011, 8:20 a.m., Madison Avenue Meeting Room  
Wednesday, June 8, 2011, 8:20 a.m., Madison Avenue Meeting Room

Commission Members:

Bob Lowry, Chair	Robert E. Wilson
Stephan Friedt, Vice-Chair	Brandon Trelstad
Susan Hyne	Ryan Ludlow, ASOSU Representative
Tom Kincaid	Mike Beilstein, Council Liaison
Ray Shimabuku	

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.

**DRAFT**

Subject to review &  
CACOT approval

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
March 9, 2011**

**Present**

Bob Lowry, Chair  
Stephan Friedt, Vice-Chair  
Susan Hyne  
Tom Kincaid  
Ray Shimabuku  
Robert E. Wilson  
Mike Beilstein, Council Liaison

**Staff**

Tim Bates, Public Works  
Brie Caffey, Public Works

**Visitors**

**Absent**

Ryan Ludlow  
Brandon Trelstad

**SUMMARY OF DISCUSSION**

<b>Agenda Item</b>	<b>Information Only</b>	<b>Held for Further Review</b>	<b>Recommendations</b>
I. Introductions	X		
II. Approval of Feb. 9, 2011 Minutes			Approved
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 9:18 a.m.

**CONTENT OF DISCUSSION**

- I. The meeting was called to order at 8:20 am by Chair Lowry. Introductions of Commission members and staff were made.
  
- II. **Approval of Minutes**  
**Vice-Chair Friedt and Commissioner Hyne, respectively, moved and seconded to approve the February 9, 2011 minutes. The motion passed unanimously.**

### **III. CACOT/Visitor Comments**

Vice-Chair Friedt noted that a citizen commented that he really liked the fareless service. Vice-Chair Friedt also said the response to fareless from the public has generally been positive.

Councilor Beilstein reported that a speaker at a recent League of Women Voters meeting which featured health and climate change noted that Corvallis' fareless transit was the most significant health achievement in this area recently, due to the increase in walking that bus ridership encourages and in reducing fuel emissions.

### **IV. Old Business**

None.

### **V. New Business**

None.

### **VI. Information Sharing**

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

Councilor Beilstein asked what revenue City of Philomath would lose if it opts to make the Philomath Connection a fareless service. Mr. Bates said Philomath would lose approximately \$13,000 per year in farebox, bus pass, coupon, and group pass program revenue. Philomath does not have a fee that would replace these fares.

Vice-Chair Friedt mentioned that a national news program reported that the recent increase in gas prices is putting strains on most transit systems, at a time when there are increases in ridership. While most transit systems are reducing service and increasing fares, he noted that Corvallis is going in the opposite direction.

Mr. Bates said staff may be somewhat limited in its selection of VIS vendors because there have been reports from other agencies that there are only a few companies that will work with a budget of \$500,000, which is considered relatively small in the VIS world.

Commissioner Lowry said that at the March 14<sup>th</sup> Public Transit Advisory Committee (PTAC) meeting in Salem, there will be discussion on whether federal 5311 (Rural General Public Program for Transit) funding will be combined with JARC funding. If Albany is declared a Metropolitan Planning Organization, the Linn-Benton Loop would no longer qualify for 5311 funding because that is for rural transit service only, so other funding would need to be secured for the Loop. He also noted that the State Public Transit Division is considering making the distribution of 5311 money a competitive grant process, which many PTAC members oppose. He will continue to keep CACOT apprised as events develop.

Mr. Bates said that staff is working to create materials that will help explain why there may be different fares for Dial-A-Bus rides, depending on whether it is an ADA paratransit or Benton County Special Transportation Fund demand response ride.

Mr. Bates confirmed that Commissioner Hyne's request for ridership percentages will be included on the Information Sharing Report from now on. Vice-Chair Friedt also asked staff to include monthly Dial-A-Bus ridership as compared to the previous year.

Councilor Beilstein said he was interested in ridership statistics, especially since a City Councilor had recommended tying the continuation of fareless service to a specific ridership percentage increase. Chair Lowry said he felt it was important not to assume that fareless service will lead to increased ridership; historically, to produce increased ridership you need increased frequency on existing runs. Vice-Chair Friedt noted that other factors, such as rising fuel prices, come into play and make it difficult to determine what causes changes in ridership. Commissioner Wilson noted his surprise that Council was so focused on the fareless aspect of the SIF since that component constitutes a relatively small portion of the total SIF transit fee. Commissioner Hyne said that many runs are at capacity on some routes, which won't allow for ridership increases on those runs.

Chair Lowry mentioned that the recent increase in gas prices is a concern for all transit agencies. Mr. Bates said fuel costs at this time last year were nearly a full dollar per gallon less than this year. He explained that staff currently orders fuel three times per week via a quote process with registered fuel contractors because First Student has not yet been able to relocate its large capacity fuel tank to its current location. With the larger tank staff was purchasing fuel approximately twice per month. Commissioner Hyne asked if there would be any cost savings if CTS turned off the buses while waiting to depart on their next routes. Chair Lowry and Vice-Chair Friedt agreed there would not be any savings because they only idle for a few minutes at a time. Chair Lowry asked about the possibility of locking in a price quote for a larger amount of fuel, with scattered delivery dates. Staff will look into this possibility.

Mr. Bates reported that there has been no increase of negative passenger behavior incidents due to the switch to fareless. Mr. Bates said he feels the drivers seem to be handling negative behavior situations well and are keeping staff informed when they arise. The Commission is not interested in developing a "Riding to Destination" policy until an apparent need arises. Commissioner Shimabuku asked how the expulsion policy is adjudicated. Mr. Bates explained that he makes the final decision on expulsions. If the citizen is not satisfied, he/she may appeal the decision to Jim Mitchell, the City's Transportation Division Manager.

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

Vice-Chair Friedt reported that the subcommittee is gathering information to determine which circumstances are causing the negative on-time issues in the system.

Councilor Beilstein reported that Council approved the levy explanatory statement at its meeting on Monday. He said May 17th is the day citizens will vote on the levy.

Chair Lowry requested staff present a monthly report of fuel prices. Staff agreed to provide this information. Mr. Bates reported that, as of the end of January, the fuel line item for CTS was on budget because earlier in the year, prices were lower and First Student's move helped lower fuel use. If fuel prices continue to rise, CTS will overrun its fuel budget.

**VIII. Pending Items**

None.

**IX. Adjournment**

**Commissioner Wilson and Vice-Chair Friedt, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.**

The meeting was adjourned at 9:18 am.

**NEXT MEETING: April 13, 2011, 8:20 am, Madison Avenue Meeting Room**

**\*\*\*MEMORANDUM\*\*\***

TO: Citizens Advisory Commission on Transit

FROM: Tim Bates, Transit Coordinator

DATE: March 24, 2011

SUBJECT: Sunset Review

Issue

Corvallis Municipal Code (CMC) 1.16.400 requires a sunset review of most commissions once every four years.

Background

Municipal Code 1.16.400 requires that the Citizen's Advisory Commission on Transit (CACOT) be automatically repealed in the event that City Council does not expressly authorize the continuance of the Commission. In accordance with CMC 1.16.435, CACOT is scheduled by ordinance to expire on June 30, 2011.

If the City Council finds there is a public need, CACOT may be re-established for a period of four years.

Discussion

The Citizen's Advisory Commission on Transit was formally established in 1981 in CMC Section 1.16.215. This section of the Code states that CACOT is comprised of eight members, "including one member to be designated by ASOSU and one member to be designated by OSU". As stated in the CMC, CACOT has the following charge in its advisory role to the Council:

The Commission shall advise Council on all matters relating to the operation, maintenance, and expansion of the mass transit system of the City and mass transit systems interfacing with the Corvallis Transit System.

In accordance with Administrative Policy 96-2.02, Sunset Review of Boards and Commissions (attached), the following items shall be examined during the sunset review of CACOT:

- 1) accomplishments and activities since the last review;
- 2) future activities to the next sunset review;
- 3) analysis of shared responsibilities with other boards or commissions;
- 4) analysis of responsibilities that may be added to the charge of the commission; and
- 5) a synopsis of the commission discussion related to the sunset review.

Accordingly, staff has prepared an initial response to items 1) - 4) and is seeking CACOT input.

1. Accomplishments and activities since last review:
  - ▶ Participated in several route and schedule revisions, including a significant enhancement in 2008 which added both service hours and routes.
  - ▶ Contributed to a thorough redesign of the CTS printed schedule.
  - ▶ Reviewed the Bus Advertising Policy to address City Council concerns related to ad content.
  - ▶ Reviewed and recommended policies in advance of the implementation of fareless transit system for CTS regular fixed- route and for CTS late night transportation service known as “Beaver Bus”.
  - ▶ Convened a subcommittee to study improving on-time performance of CTS routes.
  - ▶ Developed Administrative Rules for “Americans with Disabilities Act Policies”, “Lost Bus Pass Fees”, and “Passenger Exclusion Rules”.
  - ▶ Provided an open forum for public inquiries, input, and feedback on transit-related issues in the community.
  - ▶ Provided a platform for good cross-Commission information exchange through the service of CACOT members on other Commissions.
  
2. Future Activities/Action Plan to next sunset review:
  - ▶ Continue to advise the Council on transit-related issues including service enhancements or reductions depending on funding scenarios.
  - ▶ Stay apprised of and support efforts to ensure stable funding sources for public transit systems.
  - ▶ Continue to provide a forum for Corvallis citizens and businesses to jointly work with area transportation providers to improve upon or increase public transportation options.
  - ▶ Evaluate effects of fareless transit on system capacity and on-time performance.
  
3. Analysis of shared responsibilities with other boards or commissions
  - ▶ Commissioners of CACOT serve on the Special Transportation Advisory Committee (Benton County), the Linn-Benton Loop Commission, and the Student Sustainability Initiative (OSU). Their joint efforts focus on transit advocacy and improving coordination between transportation systems.
  
4. Analysis of responsibilities that may be added to the “charge” of the Commission:
  - ▶ Staff believes that the charge of the Commission is adequately represented by the current statement in the CMC.

### Request

Staff requests that CACOT review the four areas presented in this memo and be ready to discuss them at the April 13, 2011 CACOT meeting in preparation for staff’s sunset review recommendation to the Urban Services Committee.

### Attachment

# CITY OF CORVALLIS

## ADMINISTRATIVE POLICY MANUAL

### POLICY AREA 2 - MAYOR AND CITY COUNCIL

#### AP 96- 2.02                    Sunset Review of Boards and Commissions

<b><u>Adopted</u></b>	<b><u>August 1996</u></b>
Revised	September 1997
Revised	February 2001
Revised	October 2003
Revised	October 2006
Revised	September 2009

#### 2.02.010      Purpose

To establish a formal and consistent procedure and a structured format to follow in the annual review of the City's advisory boards and commissions to ensure that sunset reviews include complete information.

#### 2.02.020      Background

2.02.021      The City's advisory boards and commissions are established by Municipal Code Chapter 1.16 to advise Council on their respective areas of municipal policy. A four-year sunset review period is stipulated for all of them except the Budget Commission, Planning Commission, Historic Resources Commission, and Board of Appeals, which are State-mandated bodies.

2.02.022      Departments responsible for various boards and commissions have structured sunset reviews in different ways.

2.02.023      During past review processes, standing committees noted that, while past and current practices are usually well-covered, policy documentation is important. To assist Council in its review of the board or commission, members recommended that projections of goals for the re-authorization period be included, as well as discussions of shared responsibilities, additional responsibilities, or responsibilities which might be assigned to a different group.

## 2.02.030      Definitions

Sunset review – Council's discussion and evaluation of the Board or Commission and its purpose, usefulness, and viability in order to either discontinue the advisory body or authorize its continuance for an additional four-year period.

## 2.02.040      Procedures

The following shall be the procedure and format for all advisory Boards' and Commissions' sunset reviews:

- a.      **Issue** [The board or commission is scheduled to sunset at the end of the fiscal year; review by a standing committee and Council is needed for re-authorization.]
- b.      **Discussion** [Cite the Municipal Code sections applying to membership, term, and specific charge to the board or commission or issues to consider; also cite the date of establishment of the board or commission.]
  1.      *Accomplishments and Activities since last review*
  2.      *Future Activities/Action Plan to next sunset review*
  3.      *Analysis of shared responsibilities, or an overlap or a void, with other boards or commissions; recognizing that, although there may be an overlap or a void, the specific charges will differ*
  4.      *Analysis of responsibilities that may be added to the "charge" to the board or commission*
  5.      *Synopsis of board or commission discussion relating to sunset review*
- c.      **Recommendation** [Board or commission and staff recommendation and reasons.]
- d.      **Action Requested** [Amend Municipal Code Chapter 1.16 to continue/modify/delete.]

2.02.050      Review and Update

This Administrative Policy shall be reviewed triennially in September by the Assistant to City Manager/City Recorder and updated as appropriate.

Reviewed and concur:

\_\_\_\_\_  
Jon S. Nelson, City Manger

\_\_\_\_\_  
Date