

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT AGENDA

**Wednesday, March 11, 2009, 8:20 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

I. INTRODUCTIONS

II. APPROVAL OF MINUTES

February 11, 2009

III. CACOT/VISITOR'S COMMENTS

IV. OLD BUSINESS

- Review of the CTS Passenger Code of Conduct and Implementing Procedures

V. NEW BUSINESS

VI. INFORMATION SHARING

VII. COMMISSION REQUESTS AND REPORTS

VIII. ADJOURNMENT

Future Meetings:

Wednesday, April 8, 2009, 8:20 a.m., Madison Avenue Meeting Room
Wednesday, May 13, 2009, 8:20 a.m., Madison Avenue Meeting Room
Wednesday, June 10, 2009, 8:20 a.m., Madison Avenue Meeting Room

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.

APPROVED

March 11, 2009
by CACOT

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
February 11, 2009**

Present

Bob Lowry, Chair
Stephan Friedt, Vice-Chair
Susan Hyne
Tom Kincaid
Hal Brauner, City Councilor

Staff

Lisa Namba, Public Works
Tim Bates, Public Works
Cindy Hallett, Public Works

Visitors

Absent

Tad Abernathy
Heather Bennett, ASOSU
Brandon Trelstad
Robert E. Wilson

SUMMARY OF DISCUSSION

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|-------------------------|--------------------------------|------------------------|
| I. Introductions | X | | |
| II. Approval of January 14, 2009 Minutes | | | Approved |
| III. CACOT/Visitor Comments | X | | |
| IV. Old Business • Review of CTS Passenger Code of Conduct and Implementing Procedures | | X | |
| V. New Business | N/A | | |
| VI. Information Sharing • Written report | X | | |
| VI. Commission Requests and Reports | X | | |
| VII. Adjournment | | | Adjourned at 9:17 a.m. |

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:21 a.m. Introductions of Commission members and staff were made.

II. Approval of January 14, 2009 Minutes

Vice-Chair Friedt and Commissioner Hyne, respectively, moved and seconded that the Commission approve the January 14, 2009 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Chair Lowry mentioned an upcoming training opportunity with Mayor Tomlinson on chairing meetings. Councilor Brauner explained the training is designed to create a consistent meeting format for all Commissions and is open to any current Chair or Vice-chair, as well as Commissioners interested in becoming a Chair.

Chair Lowry received an email from Linn County Special Transportation Coordinator Mark Volmert regarding the U.S. House of Representative's approval of funds for capital projects, as part of the stimulus package. Mr. Volmert is awaiting a response from ODOT regarding the appropriation of funds and whether they will be distributed under the current formula. Commissioner Hyne asked if staff or CACOT needed to be looking ahead for possible operations or capital funding from the stimulus money. Chair Lowry stated that two possible operations projects include commuter service to the Airport and Crescent Valley area. Ms. Namba stated that without new buses it will be difficult to use additional operations money for anything other than extending hours. Councilor Brauner said the capital side of the stimulus bill has money for buses but they take years to get. He recently attended a meeting of the state's Metropolitan Planning Organizations where there was considerable discussion about whether funding would come via direct application or be formula-based.

Chair Lowry asked if staff has heard back from the FTA about expanding the CTS fleet or received FTA confirmation on the allowable spare ratio (buses available for backup when other buses are out of service). Ms. Namba will ask the FTA and get back to CACOT.

Vice-Chair Friedt said he is glad to see more ads on the buses. Mr. Bates reported the Request for Proposal (RFP) for bus advertising has gone out and a new contract will be in place by May 1, 2009.

IV. Old Business

Review of CTS Passenger Code of Conduct and Implementing Procedures.

Mr. Bates reviewed a draft of the *Administrative Rules Related to Exclusion from Transit Services*, which will supplement the current *CTS Passenger Code of Conduct (Code)*.

Mr. Bates used the format of the City's Development Services "*Policies, Interpretations, and Procedures*" as a guide for the draft, which when completed would be posted to the website. Ms. Namba explained that previous discussions included a possible need to revise the entire *Code*, which is adopted by ordinance into the City's Municipal Code. At this time staff does not think it is necessary to amend the Municipal Code to address changes in the *Code*. The *Code* section on exclusions refers to rules established by the Transit Manager, yet to be completed through a separate administrative document. Staff's vision is to be able to build upon the *Code* by developing accompanying Administrative Rules which can be more easily changed as needed. After discussion, CACOT's suggestions are:

Level One Offenses - (b) smoking a minimum of 3 feet distance from shelter and/or bus (moved from Level Two to Level One)

Level Two Offenses - (a) Change Uttering obscenities to Offensive language or exhibiting disruptive behavior

Level Three Offenses - (a) Add to, '...threatening behavior, verbal or physical within ...'
Add a "Level Four Offenses" - Move Level Three Offenses (b) to this category

Enforcement

Level One - Change "exclude from the bus services for the remainder of the day" to "that run".

Level Four - Expulsion pending appeal, review required before expulsion from transit service is lifted.

Staff was asked, and agreed, to present "Offenses and Enforcement Penalties" information in an easy-to-read format, such as a chart. Mr. Bates will review and update the draft. Chair Lowry suggested the Commission review the "Offenses and Enforcement" material and be prepared to discuss it at the next meeting. Once the draft is finalized and approved by CACOT, staff will work with First Student to educate drivers on these policies.

V. New Business

There was none.

VI. Information Sharing

Mr. Bates reviewed the written Information Sharing Report. The following additional information was shared:

- **Beaver Bus Presentation before City Council's Budget Commission** - The City's 30% portion of funding for 2009-10 Beaver Bus service is \$21,820.
- **Student Incidental Fee Committee** - Possible increase in the students' transit incidental fee from \$2.73 to \$2.76. Adding the Beaver Bus service would increase the fee another \$1.00. Ms. Namba stated 40% of CTS rides are provided to OSU students, who pay 6.36% of the total CTS budget.
- **College Hill Group Pass** - The Corvallis School Board approved the College Hill Group Pass agreement. College Hill students will be required to show their student ID

to be eligible for pre-paid rides. The agreement will be in effect until the end of the current school year, June 12th.

- **Crescent Valley Area Transit Service** - Ms. Namba reported that the proposed cost share is two-thirds by the school district and one-third by the City. This is not a school bus service or replacement of school bus service. Four runs providing general public service would be provided daily, with a Park & Ride west of Crescent Valley High School. It is proposed that a Group Pass program for all 509J students would be included in the funding share provided by 509J. Chair Lowry wanted to ensure that CTS would not be in violation of the FTA regulations regarding provision of school bus service. Mr. Bates assured the Commission that staff has been very careful about the design of the potential route and run times to avoid possible violations.

The following are on items not listed on the report:

- **Commuter Service to the Airport** - Ms. Namba reported that the Federal Aviation Administration (FAA) will not allow the Airport Fund to be used to provide transit service to the Airport. The FAA directs that all revenue generated at the airport must be used to directly support airport activities. The Airport Commission is still interested in pursuing the provision of transit service, and CACOT will likely hear another proposal from Airport Commission Chair Todd Brown for a possible proposal to the Budget Commission in May. In addition to serving the airport, the route could also provide service to currently unserved areas like the Department of Motor Vehicles and northbound 3rd Street from Park Street to Crystal Lake Drive.
- **Google Transit ®** - Commissioner Hyne reported that she and volunteer Robert Monasky are proceeding with the design and development of placing CTS routes and schedules on Google Transit ®. The finished product and release by Google is expected to take several months. When complete, the service would be available through a link on the City's website, and would include information on regular routes as well as any special events (Fall Festival, Try Transit Week).

VII. Commission Requests and Reports

- There were none.

VIII. Adjournment

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

The meeting was adjourned at 9:22 a.m.

NEXT MEETING: March 11, 8:20 a.m., Madison Avenue Meeting Room

MEMORANDUM

DATE: March 6, 2009

TO: CACOT Members

FROM: Tim Bates, Transit Coordinator

SUBJECT: Information Sharing Report

Beaver Bus Funding for 2009-10 - ASOSU's Beaver Bus Coordinator appeared before City Council's Budget Commission on February 5th to request \$21,820 in funding for 2009-10 Beaver Bus service. Budget Commission recommended funding for 2009-10 and for continued funding in subsequent years, assuming students fund the remaining 70%, for as long as the City's 30% portion does not exceed \$30,000. This dollar threshold is not expected to be reached for another 5-7 years. When the \$30,000 amount is reached, City staff will appear before the Budget Commission to make a continued funding request.

Staff made its presentation to OSU's Student Incidental Fee Committee (SIFC) on Friday, February 20, 2009. The Committee unanimously recommended funding for 70% of the 2009-10 Beaver Bus service. In addition, the Committee unanimously agreed to approve the per student per term rate for regular CTS/PC service proposed by staff for the 2009-10 school year. The ASOSU Student Senate on March 3rd approved both Beaver Bus funding and regular CTS/PC service.

College Hill Group Pass - The Corvallis School Board voted Monday, February 9th to approve funding for a Group Pass Agreement between CTS and College Hill, the District's alternative high school. College Hill students can ride via this program until the end of the school year, June 12, 2009.

Google Transit ® - Robert Monasky and Commissioner Hyne continue to work on verifying data on stop locations, schedule info, etc. OSU interns with GIS experience are being recruited to aid in the process. It is hoped that a Summer, 2009 launch can be achieved.

Ridership

- **CTS provided 59,098 rides in February, an average of 30 rides per service hour (3% increase over February, 2008).** Ridership for February, 2008 was 54,305, an average of 29 rides per service hour.
- **Philomath Connection provided 1,676 rides in February, an average of 13 rides per service hour (30% increase over February, 2008).** Ridership for February, 2008 was 1,294, an average of 10 rides per service hour.
- **Beaver Bus provided 1,166 rides in February, an average of 8 rides per service hour (33% increase over February, 2008).** Ridership for February, 2008 was 995, an average of 6 rides per service hour.

- **OSU Group Count** was conducted February 9th-14th. OSU students comprised 43% and OSU faculty/staff comprised 4% of total ridership CTS ridership. A detailed OSU Group Pass Count is attached.
- **“Honored Rider” bus passes for seniors 75 + years.** 7 passes were distributed in February, 2008. A total of 600 Honored Rider passes have been issued since the program began in September, 2004.

Follow-up on issues presented at the February CACOT meeting.

Crescent Valley Area map of proposed route - Tim Bates emailed this to Commissioner Friedt, per his request.

FTA stance on CTS expansion of fleet - Ms. Namba will report on this during the March meeting.

Code of Conduct Offenses in Chart form - Provided to Commission as an attachment.

| OSU Group Count | | Students | Fac/Staff | Other | Total | OSU % | FAC/STF% | OTHER% |
|------------------------|--|-----------------|------------------|--------------|--------------|--------------|-----------------|---------------|
| 2004 | January 28 - 29 (Manual-2 day) | 1,972 | 290 | 2,309 | 4,571 | 43% | 6% | 51% |
| 2005 | January 24 - February 5 (Manual) | 10,712 | 1,572 | 12,864 | 25,148 | 43% | 6% | 51% |
| 2006 | January 23 - February 4 (Manual) | 13,162 | 1,416 | 12,835 | 27,413 | 48% | 5% | 47% |
| 2006 | November 27 - December 2 (VIS-Luminator) | 3,079 | 678 | 4,896 | 8,653 | 36% | 8% | 57% |
| 2007 | January 22 - 27 (VIS-Luminator) | 3,998 | 393 | 5,419 | 9,810 | 41% | 4% | 55% |
| 2008 | February 4 - 9 (VIS-Luminator) | 4,180 | 392 | 6,664 | 11,236 | 37% | 3% | 59% |
| 2009 | February 9-14 (Manual) | 6,662 | 614 | 8,160 | 15,436 | 43% | 4% | 53% |



Public Works Department

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Corvallis Transit System Administrative Rules

AR 09-01

Adopted: March 11, 2009
Last Reviewed: March 11, 2009

EXCLUSION RULE

Summary:

Specifies the exclusion procedures of 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 February, 2006. The *Code* was adopted for the safety, convenience, and comfort of Corvallis Transit System passengers. 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."

Rule:

The City's Transit Manager developed administrative regulations (see below) which establish the duration of exclusion based on the type of violation. The Citizens Advisory Commission on Transit approved the regulations March, 2009. A comprehensive appeals process for an excluded party is described in the Code.

| 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 firearm at or within a City transit vehicle or in any part of a transit shelter.

NEXT SCHEDULED REVIEW: March, 2012