

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT AGENDA

Wednesday, January 9, 2008, 8:15 a.m.

Madison Avenue Meeting Room

500 SW Madison Avenue

I. INTRODUCTIONS

II. APPROVAL OF MINUTES

November 14, 2007 meeting

December 12, 2007 CACOT meeting

III. CACOT/VISITOR'S COMMENTS

IV. OLD BUSINESS

- Route Revision Subcommittee Update

V. NEW BUSINESS

- Discussion on alternatives for \$180,000 service enhancement

VI. INFORMATION SHARING

VII. ADJOURNMENT

Future Meetings:

Wednesday, February 13, 2008, 8:15 a.m., Madison Avenue Meeting Room

Wednesday, March 12, 2008, 8:15 a.m., Madison Avenue Meeting Room

Wednesday, April 9, 2008, 8:15 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

January 9, 2008

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
November 14, 2007**

Present

Bob Lowry, Chair
Rick Crawford, ASOSU
Stephan Friedt
George Grosch, City Councilor
Joe Harrod
Brandon Trelstad
Robert E. Wilson

Staff

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

Visitors

None

Absent

Lita Verts, Vice-Chair
Scott Carroll

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of September 12, 2007 Minutes and October 10, 2007 Minutes			Approved with corrections Approved
III. CACOT/Visitor's Comments	X		
IV. Old Business • Route revision subcommittee update	X		
V. New Business • Donated transit service for community events	X		
VI. Information Sharing • Advertising revenue summary • Volunteers for the Holiday Trolley kick- off Nov. 23 rd	X X		Requested staff provide quarterly summaries
VII. Adjournment			Adjourned at 9:30 a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:22 a.m.

Introductions of Commission members and staff were made. Rick Crawford was introduced as the new ASOSU representative, replacing Kenyon Solecki.

II. Approval of September 12, 2007 Minutes

Page 2, Section III, last sentence shall read “Ms. Namba stated a cost of between \$18,000-\$20,000 for a bank of six lockers”.

Page 3, Section V, last paragraph, first sentence, the word “questioned” shall be replaced with the word “suggested”.

Page 6, Section VI, last paragraph, first sentence, third line shall read “appropriated through the federal highway bill”.

Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission recommend approval of the September 12, 2007 minutes as corrected. The motion passed unanimously.

- **Approval of October 10, 2007 Minutes**

Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission recommend approval of the October 10, 2007. The motion passed unanimously.

III. CACOT/Visitor Comments

- Chair Lowry stated that staff has been asked to develop a proposed budget enhancement for FY08-09 as the result of additional funds available in the federal highway bill. Transit could have extra monies provided the City comes up with the local match, expected to be approximately \$50,000-\$60,000. Regional coordination, expanded hours and system fine tuning were three priorities previously agreed upon by the Commission. Ms. Namba stated that enhancement options could include increased frequency, larger service area and/or expanded service hours. Commissioner Wilson suggested adding a bus at peak times to help with on-time performance. Chair Lowry suggested expanded marketing to help increase ridership and promote CTS as a reliable transportation alternative.

Councilor Grosch asked Ms. Namba if she needed specific recommendations from the Commission to complete the enhancement request. Ms. Namba said she simply wants general recommendations from the Commission. Based on subcommittee and CACOT and public

input, Ms. Namba would suggest some expansion of evening hours and extra frequency on selected routes. Chair Lowry would like to see enhanced connectivity to the Philomath Connection (PC). Ms. Namba believes connectivity between CTS and the PC can be improved without additional funding by working with the City of Philomath regarding service coordination and revenue sharing. Commissioner Trelstad would like to have expanded evening hours to close the gap between the last CTS runs and Beaver Bus service. The Commission agreed that the number one goal is to provide enhanced and more efficient service to riders.

Ms. Namba noted that she will be continuing to work to establish an on-campus transit advisory group that continues from year to year to provide a pipeline from OSU students regarding their transit needs. Student input would be very helpful in making decisions regarding service enhancements and/or service changes.

IV. Old Business

- **Route Revision Update**

The subcommittee met November 2, 2007. Mr. Bates reviewed the different scenarios of possible route changes, and advantages and disadvantages of each scenario. The report ties into service enhancements and on-time issues. The subcommittee will meet again before December's Commission meeting.

V. New Business

- **Donated Transit Service for Community Events**

Mr. Bates explained the figures on a handout showing transit services donated by CTS for community events. He expanded on a preliminary draft of criteria for donated CTS bus and trolley service. Ms. Namba explained that CTS has traditionally provided free bus and trolley service for some community events while other organizations have paid to use the trolley. Staff's concern is that there are little criteria used to determine donated vs. paid service. Further, CTS does not get a lot of recognition for donated service from the event organizers. Commissioner Friedt questioned if a percentage of the annual budget should be established for donated transportation to support community events. Councilor Grosch stated that would be a Council policy decision and would need to go before Council. Many ongoing community events are sponsored by the City of Corvallis and providing transit service for those events has been standard practice in the past. Commissioner Wilson noted that the revenue from advertising on the buses, as reported in the packet, nearly equals the value of the donated services. Councilor Grosch stated support for the establishment of criteria to use in evaluating requests. Staff would like to ensure that the CTS "brand" is recognized by organizations in their events, literature, web pages and other marketing materials. The proposed criteria for consideration of donated transit service are:

1. Benefit to the community and CTS

2. Timeliness of solicitation made to CTS
3. Availability of transit budget
4. Recognition of CTS in event marketing literature.

CACOT expressed support for the proposed criteria. No formal action was taken.

VI. Information Sharing

- **Advertising Revenue Summary**

Mr. Bates reviewed a summary of advertising revenue. The Commission found this information useful and asked that it be provided quarterly.

- **On-time Performance**

Chair Lowry noted that the ridership information provided by staff comparing summer ridership to non-summer rides was helpful in highlighting routes with high student ridership. There was discussion about the format of the on-time performance data. It was agreed that the midpoint data points reflect timepoints that need to be adjusted, and that the reporting of this could be suspended. Instead, the Commission would like to see both arrival and departure from the Downtown Transit Center provided in the on-time performance report.

- **Volunteers for the Holiday Trolley kick-off November 23rd**

Commissioners Friedt and Lowry volunteered to help at the kick-off event. Ms. Hallett reviewed the Holiday Trolley budget and donations from merchant sponsors and community sponsors. Ms. Hallett was able to get seven merchant and thirteen community sponsors. Budgeted income for 2006 was \$7,436, actual income was \$6,230, and expenses were \$7,328. The 2007 budgeted income is \$7,200, actual income with community sponsors is \$6,925, and estimated expenses are \$8,100.

VII. Adjournment

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

The meeting was adjourned at 9:30 a.m.

NEXT MEETING: December 12, 2007, 8:15 a.m., Madison Avenue Meeting Room

APPROVED

January 8, 2008

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
December 12, 2007**

Present

Bob Lowry, Chair
Lita Verts, Vice-Chair
Stephan Friedt
Robert E. Wilson
George Grosch, City Councilor

Staff

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

Visitors

Susan Hyne, CoHo Ecovillage, Inc.

Absent

Rick Crawford, ASOSU
Scott Carroll
Joe Harrod
Brandon Trelstad

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of November 14, 2007 Minutes		X	No quorum.
III. CACOT/Visitor Comments	X		
IV. Old Business Route revision subcommittee update	X		
V. New Business None			
VI. Information Sharing Survey results from Samaritan Health Services employees	X		
VII. Adjournment			Adjourned at 9:24 a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:22 a.m.

Introductions of Commission members, staff and guests were made.

II. Approval of November 14, 2007 Minutes

There were not enough Commissioners present for a quorum. Approval of minutes will be scheduled for the January 9, 2008 meeting.

III. CACOT/Visitor Comments

- Susan Hyne from CoHo EcoVillage, Inc. addressed the Commission. She is a current CTS rider and is interested in becoming a Commissioner in June, 2008 when there will be a vacancy. Ms. Hyne is aware of the application process for a Commission seat and plans to attend Commission meetings to familiarize herself with the issues being discussed.

IV. Old Business

- **Route Revision Update**

Chair Lowry reported there is progress being made but a need to do more work. The subcommittee is looking at Routes 1, 3 and 8. The subcommittee will meet again before the January, 2008 Commission meeting and will provide a report then.

V. New Business

- There was no New Business on the agenda. Chair Lowry asked about the status of the transit Operations and Maintenance Facility project. Ms. Namba stated the project is still on hold. About one year ago the FTA called into question the City's proposed partnership with the school district, since federal funds cannot be used to support a non-federal activity. Ms. Namba said that if we want to continue pursuing the partnership option, a City representative will eventually need to go to the FTA office in Seattle in person to present a proposal. Commissioner Friedt questioned if CTS could build the facility and then lease some space to the school district. Ms. Namba stated the FTA would likely question the initial overbuilding. Councilor Grosch questioned if this is something that should be brought up at a school board meeting next week. Ms. Namba will get more information and report to the Commission at the next meeting.

VI. Information Sharing

- **Survey Results from Avery Square/Good Sam Regional Medical Center** - Employees of Avery Square and Good Samaritan Regional Medical Center (GSRMC) were queried via email on switching the departure times of Routes 2 and 4. Mr. Bates reviewed the survey results. By a three to one margin, employees expressed a desire to maintain the route times as they are. Mr. Bates noted that he responded via email or phone to all questions and comments from the surveys.

Ms. Namba stated that the Group Pass count done in early November showed that employees of Samaritan Health Services and Benton County had significant ridership, City of Corvallis had poor ridership and Corvallis Clinic even less ridership.

Chair Lowry stated there is a hole in the Linn-Benton Loop schedule for employees trying to get back to Albany in the evening. He suggested a single bus run starting from GSRMC which would service stops at Avery Square, the Downtown Transit Center, LBCC and the Albany Transit Center. This run would last approximately 50 minutes and would be a partnership between the Loop and CTS, using a CTS bus.

- **Philomath Connection** - Mr. Bates and Ms. Namba met with Philomath City Manager Randy Kugler and Philomath Finance Director Joan Swanson regarding, among many topics, merging the fare systems of the Philomath Connection and CTS. Philomath was amenable to the concept. Commissioner Friedt questioned if the proposed fare merge would be a zone fare or common fare. Ms. Namba stated that details were not worked out in the initial meeting. Staff is currently working on a complete revamping of the PC map and in the meantime will produce an “interim map” with information that is more up-to-date than what exists on the PC map currently in circulation. Staff and the City of Philomath are considering a name change and new logo for the PC. The City of Philomath is interested in putting advertisements on the PC bus, using the same advertising agency that CTS currently employs. Ms. Namba is also planning to market future group pass programs to include the PC.
- **CTS/PC Budget** - In response to an earlier Commissioner request, Mr. Bates reported on the CTS/PC operating budget (operations, fuel and maintenance only). The annual operating budget of the PC is approximately \$100,000 and the CTS annual operating budget is approximately \$1.5 million. The entire transit budget is approximately \$2 million per year. A federal operating grant provides for nearly \$650,000; a state pass-through JARC grant provides \$150,000. Bus purchases are programmed in special projects, not in the operating budget.

- **New Bus update** - Staff is currently putting together a capital grant request for one 35' bus. Soon after the federal transportation budget is authorized, CTS will have appropriations for another bus. Staff looked at 29' buses, but after considering future capacity, floor plan, and prior Commission recommendations, the better option appears to be the 35' bus. Commissioner Friedt asked about the ability to obtain a hybrid bus. Staff has not seriously entertained the idea of a hybrid bus yet due to high purchase price and projected maintenance costs, although it is a possibility for the future. Commissioner Friedt asked staff to remain vigilant on the ever-changing hybrid technology. Chair Lowry commented that Salem's buses use compressed natural gas and they incur higher costs to maintain a backup station.
- **On time performance** - Commissioner Friedt stated the subcommittee was looking at adjusting schedules during afternoon peak times. Commissioner Friedt would like a report of a.m. and p.m. arrival and departure times at the DTC. This will help determine the difference in traffic flow in the morning and afternoon.
- **City of Corvallis 2007 Citizen Attitude Survey** - Ms. Namba presented the City of Corvallis 2007 Citizen Attitude Survey and gave an overview of the transit-related questions and responses:
Page 3, question 5, item G, "Persons using city bus service"- 32% have used the transit system.
"Rate the quality" - 82.7% as excellent or good.
Page 5, question 9, item K,—"Purchase a bus pass on the web" - over 50 % would find that useful.
Page 6, item 12, "Increase frequency" 33%, "Extended evening hours" - 29%, "Sunday service" - 14%, "Other" - 23% (in response to a question about desired services if funding were available).
Page 6, item 11 - "Found transit valuable" - 87%.

VII. Adjournment

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

The meeting was adjourned at 9:24 a.m.

NEXT MEETING: January 9, 2008, 8:15 a.m., Madison Avenue Meeting Room

For a copy of the Information Sharing Report or City of Corvallis 2007 Citizen Attitude Survey contact Tim Bates at Public Works, 541-766-6916.

MEMORANDUM

DATE: January 3, 2008

TO: CACOT Members

FROM: Tim Bates, Transit Coordinator

SUBJECT: Information Sharing Report

- **Beaver Bus** - The Beaver Bus did not operate during OSU's winter break. Service resumes January 10-12, 2008. On January 10th staff and ASOSU will host a "Return of the Beaver Bus" celebration in front of the Library 12:00pm - 2:00pm. There will be giveaways and Benny Beaver will be in attendance. Beaver Bus rides will be free for this week of service.
- **Holiday Trolley** - The Holiday Trolley concluded service December 26, 2007. Ridership was 1,411 for the entirety of this year's program. This represented a 10% increase in ridership compared to 2006. The newly-instituted "community sponsorship", along with traditional merchant sponsorship, was well-received and raised \$5125 toward the cost of trolley operations. Cindy Hallett hopes to increase both community and merchant sponsorship next year to the point that the trolley is fully self-funded.
- **Summer Youth Transit Program** - Allied Waste Services will again provide a generous donation in 2008 to buttress this program. We expect to provide youths 17 and under free rides all summer as well as give away many prizes. The 2007 program was wildly successful and staff expects nothing less from the 2008 edition.
- **Ridership**
 - **CTS provided 38,357 rides in December.** This total was a ridership record for the month of December. CTS has set monthly records for each month of Fiscal Year 07-08 and is on pace to provide 600,000 rides this fiscal year.
 - **Philomath Connection provided 915 rides in December.** This was a nearly 15% decrease in ridership from December, 2006. However, ridership this fiscal year is still on pace to set an annual ridership record.
 - **Beaver Bus did not operate in December.** It will resume service January, 2008 as noted above.
 - **"Honored Citizen" bus passes (free passes for seniors 80 + years of age) -** Five new passes were distributed in December. A total of 454 Honored Citizen bus passes have been issued since the program began in September, 2004.

MEMORANDUM

To: Citizens Advisory Commission on Transit (CACOT)

From: Jim Mitchell, Transportation and Buildings Division Manager

Date: December 27, 2007

Subject: Discussion on alternatives for service enhancements

ISSUE

The City will be requesting a \$180,000 transit budget service level enhancement for consideration as part of the 2008-09 Budget Commission deliberations. This increase would provide funding for an additional 2,770 service hours per year (at \$65 per hour).

BACKGROUND

The transit business plan, the draft transit master plan and CAMPO regional transportation plan all identify the need for enhancing transit services. The 2007 Citizen Attitude Survey question #12 asked what the priority should be in increasing transit services. The results were:

- Increase frequency (hourly to half hour) 33.3%
- Longer evening hours 29.5%
- Add Sunday service 14.1%
- Other or combination of above 23.1%

Federal Transit Administration (FTA) section 5307 funds used by the City for a portion of the operations costs has, in the past, been significantly overmatched by the City with local funds. That is no longer the case. Additionally, the amounts available to the Corvallis urbanized area for the next two years is increasing at a rate slightly faster than the anticipated inflationary costs of providing current services. What this means is that there are additional federal funds available if local matching funds can be provided. Although these amounts are less than the \$180,000 proposed (meaning the City would again be overmatching the federal funds), they would provide \$42,700 in '08-09 and \$69,000 in '09-10. Because the current transportation funding bill, SAFETEA-LU, expires after federal fiscal year 2009, the 5307 allocation beyond 2009-10 is unknown, but staff expects it to be no lower than 2009 funding levels.

DISCUSSION

Ultimately, if City Council adopts the proposed budget enhancement into the 2008-09 budget, the use of the additional service hours will be determined through a public process led by CACOT. However, to assist staff, the Budget Commission and City Council in discussing what could be done with the additional service hours, some alternatives need to be developed.

In thinking about how these hours could be used, staff suggests they be first considered being used Monday-Friday, either year-round or only during the eight months (Fall-Spring quarters) OSU is in session (October-May). If year-round, these additional hours would provide 10.5 hours per day. If eight months, it would provide 16 hours per day.

As a starting point, staff has developed a possible eight-month scenario that would use eight hours to decrease the headway on routes 1, 3 and 4 to half-hour for the hours of 7-9 a.m. and 4-6 p.m. (requires eight buses in service during these hours). The other eight hours could be used to extend all eight routes to 8 p.m. (approximately) M-F or extend four of the routes to 9 p.m.

REQUESTED ACTION

Staff requests CACOT develop some alternatives on how the increase in service hours could best meet the needs of the community as understood by the Commission.