

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

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

**I. INTRODUCTIONS**

**II. APPROVAL OF MINUTES**

February 13, 2008 meeting

**III. CACOT/VISITOR'S COMMENTS**

- Anne Schuster, Corvallis Sustainability Coalition

**IV. OLD BUSINESS**

- Route Revision Subcommittee Update

**V. NEW BUSINESS**

**VI. INFORMATION SHARING**

**VII. ADJOURNMENT**

Future Meetings:

Wednesday, April 9, 2008, 8:15 a.m., Madison Avenue Meeting Room

Wednesday, May 14, 2008, 8:15 a.m., Madison Avenue Meeting Room

Wednesday, June 11, 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.

**DRAFT**

Subject to review &  
approval

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
February 13, 2008**

**Present**

Bob Lowry, Chair  
Lita Verts, Vice-Chair  
Stephan Friedt  
Brandon Trelstad  
George Grosch, City Councilor  
Rick Crawford, ASOSU

**Staff**

Jim Mitchell, Public Works  
Tim Bates, Public Works  
Cindy Hallett, Public Works

**Visitors**

Susan Hyne

**Absent**

Scott Carroll  
Robert E. Wilson

**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 January 9, 2008 Minutes			Approved.
III. CACOT/Visitor Comments	X		
IV. Old Business	X		
V. New Business			
• Service enhancement process discussion	X		
VI. Information Sharing			
• Written Report	X		
• Student Enhancement Fee	X		
• CTS Repair Issues	X		
VII. Adjournment	X		Adjourned at 8:55 a.m.

## **CONTENT OF DISCUSSION**

### **I. Introductions**

The meeting was called to order at 8:15 a.m.

Introductions of Commission members, and staff were made.

### **II. Approval of January 9, 2008 Minutes**

**Commissioners Verts and Friedt, respectively, moved and seconded that the Commission recommend approval of the January 9, 2008 minutes. The motion passed unanimously.**

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

Mr. Bates reported that Commissioner Harrod has resigned. Susan Hyne has expressed an interest to the Mayor and is waiting to hear if she will be appointed by the Mayor to the Commission.

### **IV. Old Business**

#### **Linn-Benton Loop Reconfiguration**

Mr. Mitchell reported he, Ms. Namba and Mr. Bates met with Linn Benton Loop Coordinator Ted Frazier and CAMPO Director Ali Bonakdar, regarding the pending Linn-Benton Loop reconfiguration. They reviewed issues involved with the proposed route revisions. Mr. Frazier will have a Loop bus test run the routes in both the morning and evening to get a better feel for time and turning movements. The turn from SW 5<sup>th</sup> to SW Jefferson Avenue is difficult, turning from SW 5<sup>th</sup> to SW Washington Avenue is a more preferable movement. The City has indicated a willingness to remove some parking on NW 5<sup>th</sup> to allow the turn from NW Harrison Boulevard. Depending on the reconfiguration, there may be two Loop stops at the Downtown Transit Center, one on SW Monroe Avenue and the other on SW 5<sup>th</sup> in front of the old Moose building. More information will be provided at the next meeting.

### **V. New Business**

#### **Service Enhancement Discussion**

Councilor Grosch reported the Budget Commission recommended the \$180,000 enhancement for transit be included in the FY 08-09 City budget, which will return to the Budget Commission in May. Transit enhancements recommended by the Budget Commission were \$180,000 for expanded transit services and \$20,000 for the Beaver Bus.

Mr. Mitchell presented a proposed time line, public process and possibilities for implementation of the \$180,000 enhancement:

- March-April - Either use a charrette (small work groups with public input) or

CACOT/staff and Route Revision Subcommittee to review alternatives and produce recommendations.

- May 14 - CACOT review/approve alternatives. Develop on-board survey to get response from current riders.
- Late May - Public meeting for community feedback and ideas.
- June 11 - CACOT review of surveys and public meeting feedback, then refine to a single alternative.
- Late June - Second public meeting. Review process and recommendation(s).
- July 9 - CACOT approval of final revisions/enhancements.
- July - September - Rollout and promotion of revisions/enhancements.
- September 15 - Implement map and schedule changes before OSU begins Fall 2008 term.

Commissioner Trelstad questioned the necessity of two public meetings. Mr. Mitchell explained there may not need to be two meetings if there is a consensus from the first public meeting. The time line allows for the possibility of an additional meeting. Route revisions currently under discussion would also occur by the September 15<sup>th</sup> implementation date. Commissioner Trelstad questioned the gap between July 9<sup>th</sup> and September 15<sup>th</sup>. Funding would become available July 1<sup>st</sup>, with the possibility of implementing route changes before September 15<sup>th</sup>. Reprinting the schedule/maps, advertising and promotion will be complete by September 15<sup>th</sup>.

Steve Rogers entered.

Chair Lowry would like the time line for implementation moved up. He asked if there were a way to invite public comment by means other than a charrette. Commissioner Friedt thinks the Citizen Attitude Survey provides pertinent information. He suggested including survey questions in *the City* newsletter. Commissioner Verts thinks CACOT/staff should provide recommendations with opportunity for input from the general public. Commissioner Trelstad questioned the process of a charrette. Mr. Mitchell explained the process involves acquiring a facilitator, defining guidelines, and breaking into groups to come up with design ideas and alternatives. This process may take longer than having CACOT/staff prepare the alternatives. Mr. Mitchell spoke about the use of an on-board survey to gather input to the process. Chair Lowry suggested the possibility of using a marketing class from Oregon State University or Linn-Benton Community College to provide and staff the on-board survey. Commissioner Friedt indicated his support for this approach. The Commission agreed to the time line. Staff will look at ways to gather information from the public to develop alternatives.

### **Hewlett-Packard Survey**

Mr. Bates reported the Hewlett-Packard electronic survey was distributed to HP employees. The survey regarded breaking Route 1 into two separate routes of 40 minutes and 20 minutes. Mr. Bates has received 60 responses so far. He will cull the results and present them to the Route Revision Subcommittee during its February meeting.

## **VI. Information Sharing - Written Report**

- **Enhancement Request Approval ASOSU Beaver Bus** - The \$20,000 enhancement request was approved by the Budget Commission and will go back to the Budget Commission in May, then to City Council in June.
- **Beaver Bus** - Commissioner Friedt is concerned that drivers have no communication on buses since there is no dispatcher on duty and drivers do not carry cell phones. ASOSU monitors are not on buses at all times. Mr. Crawford relayed that ASOSU is hiring more monitors. Mr. Bates will speak with First Student about this matter.
- **Summer Youth Transit Program** - The program will run June 2<sup>nd</sup> to September 2<sup>nd</sup>.
- **Ridership** - Commissioner Verts has seen several ads on OSU's campus promoting the Beaver Bus.
- **Student Incidental Fee** - Mr. Mitchell reported that discussions have begun for the Student Incidental Fee Committee for 2008/2009. Ryan Horton, ASOSU Executive Director of Finance, will present the proposal to the committee on February 22<sup>nd</sup>. Currently the rate is \$2.41 per term; the proposed rate for 2008/2009 would be \$2.50 per term.
- **Repair Issues** - Commissioner Friedt stated that one of the low floor buses has a ramp that won't retract without the driver using a hook to retract it. He also said drivers report that one of the new buses has a GPS unit that is not working. Mr. Bates will speak with First Student.

## **VII. Adjournment**

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

The meeting was adjourned at 8:55 a.m.

**NEXT MEETING: March 12, 2008, 8:15 a.m., Madison Avenue Meeting Room.**

For a copy of the Information Sharing Report, contact Tim Bates at Public Works, 541-766-6916.

## MEMORANDUM

DATE: March 6, 2008

TO: CACOT Members

FROM: Tim Bates, Transit Coordinator

SUBJECT: Information Sharing Report

**Subcommittee on Route Revisions** - On Wednesday, March 5th the subcommittee met to further discuss proposed route revisions. Among the topics discussed were: preliminary results of a survey sent to tenants of the HP complex to gauge interest in a proposed South Entrance stop via the 2<sup>nd</sup> Street corridor; various ways to provide service to the core of OSU's campus; and exploration of some combination of service options to SW Corvallis via Route 3, Route 8 and the Philomath Connection. An overview of the subcommittee meeting discussion will be provided at the March CACOT meeting.

**CTS presentation before ASOSU's Student Incidental Fee Committee (SIFC)** - On Friday, February 22<sup>nd</sup> Jim Mitchell and Lisa Namba presented the CTS proposal of \$2.73 per student per term for transit services in FY 08-09. This fee includes both the baseline CTS service and the anticipated enhancement, along with the Philomath Connection. The proposal was recommended for approval by the SIFC. The SIFC recommendation was presented to the ASOSU Student Senates for ratification. The proposal is attached to the end of this memorandum.

**CTS/ASOSU Student Advisory Committee** - On Wednesday, February 20<sup>th</sup> Tim Bates met with ASOSU Executive Secretary Meagan Thomas and ASOSU Executive Director of Services Kim Konrad. The meeting produced an agreement to form a committee comprised of staff from CTS and ASOSU. The Committee will provide a forum for direct dialogue between CTS and ASOSU on transit matters such as proposed route revisions, upcoming transit events, and issues directly affecting OSU students, faculty and staff. City and ASOSU Staff will meet several times in the coming weeks to discuss bylaws, a mission statement, composition of Committee members and other issues. It is anticipated that the Committee will meet once a month throughout the OSU school year, beginning in the spring term of this year.

### Ridership

- **CTS provided 54,344 rides in February (11% increase).** This total was a ridership record for the month of February. 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. Ridership for February, 2007 was 48,559.
- **Philomath Connection provided 1,294 rides in February (11% increase).** Ridership for February, 2007 was 1,157.
- **Beaver Bus provided 846 rides in February (15% increase).** Ridership for February, 2007 was 720.

- **“Honored Citizen” bus passes for seniors 80 + years.** Two new passes were distributed in February. A total of 459 Honored Citizen passes have been issued since the program began in September, 2004.

#### **Follow-up on issues presented at February CACOT meeting**

- **Wheelchair lift problem-** Mr. Bates spoke to Brian Maxwell, supervisor of operations for First Student. Mr. Maxwell said mechanics are well aware of the problem and have been working to correct the problem. While certainly not the ideal situation, the lift does work with manual assistance and no wheelchair-bound riders have been denied a ride because of this situation.
- **Beaver Bus emergency contact for drivers** - Commissioner Friedt heard from one Beaver Bus driver who expressed concern that in the event of an onboard incident, he would be unable to contact any outside entity for help. Mr. Bates spoke with Mr. Maxwell about this issue. Mr. Maxwell stated that each driver is expected to carry a cell phone for such an instance. If the driver is uncomfortable or unwilling to use a personal cell phone, First Student will provide a cell phone for the driver’s use. Under no circumstances is a driver permitted to use a cell phone to conduct personal business.

**Transit Services Fee  
Proposal to the ASOSU  
Student Incidental Fee  
Committee**

**February 22, 2008**



# BUDGET COVER SHEET

February 22, 2008

To: ASOSU Student Incidental Fees Committee (SIFC)

From: Lu Yang, ASOSU Director of Finance Intern  
Lisa Namba, City of Corvallis Transportation Services Supervisor

Subject: FY08-09 ASOSU Student Incidental Transit Fee Proposal

Attached is the Corvallis Transit System (CTS) and Philomath Connection (PC) ASOSU Student Incidental Fee proposal for FY08-09. Included in the packet are the following items:

- OSU Student Ridership History
- Student Transit Funding History
- Alternative Funding Scenarios
- Comparator System Student Transit Fees
- FY08-09 CTS Budget and Student Transit Fee Request
- Issues and Resolutions from 07-08 SIFC meeting

Changes in the CTS FY08-09 operating budget from FY07-08 are primarily driven by two mandated cost increases and a planned Fall 2008 service expansion recently approved by the Corvallis Budget Commission. Note that the figures presented throughout this document exclude costs for the Beaver Bus, since this service is funded with other sources. Increases to our FY08-09 budget are largely attributable to:

- A 24% increase in cost of biodiesel fuel; and increased quantity for expanded service (\$65,410 - a 34% line item increase from FY07-08).
- A 4.0% Consumer Price Index increase in our contract with Laidlaw, our operations and maintenance service provider, plus an increase in service hours for expanded service (\$202,040 - a 9% line item increase from FY07-08).

The total CTS budget for FY08-09 is proposed to increase \$208,720, from \$2,083,500 to \$2,292,220. While approximately 38% of FY 07-08 CTS ridership was OSU students, only 6.36% of CTS operating revenue is derived from student incidental fees. CTS proposes to maintain this level of partnership funding for 08-09.

It is important to note that the cost of providing local match dollars for capital costs such as bus purchases and auto-announce equipment is not reflected in this budget nor included in our request. The local funds are derived from other sources - City General Fund, fares, ad revenues and Oregon Business Energy Tax Credit funds.

Applying the historical 6.36% student share of the CTS budget to both the base budget and the service expansion, the proposed annual student share for transit is \$145,785. This represents a per-student, per-term fee of \$2.65 for CTS. We propose a one cent increase to the PC fee, raising it from the current \$0.07 to \$0.08 per-student, per-term. This results in a total transit services fee of \$2.73 per-student, per-term for Fall 2008, Winter 2008, Spring 2009, and Summer 2009.

## OSU Student Ridership History

<u>Year</u>	<u>Number of Student Rides</u>
98-99	134,000
99-00	148,800
00-01	164,800
01-02	189,000
02-03	204,750
03-04	220,087
04-05	228,023
05-06	272,002
06-07	222,484
07-08*	228,000

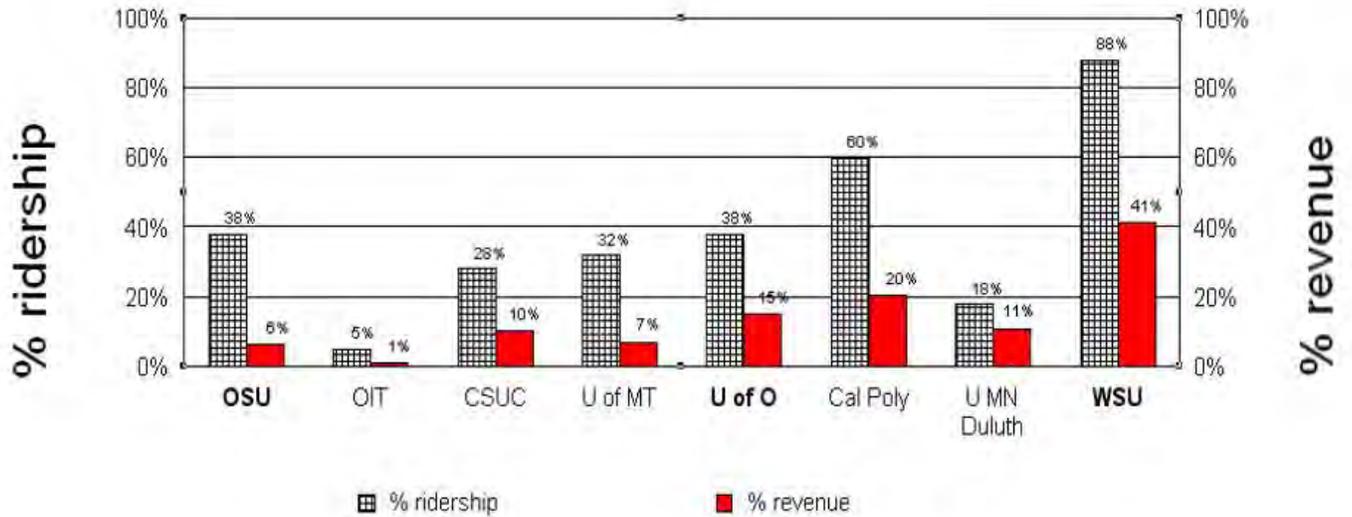
\*Projected

# Student Transit Funding History

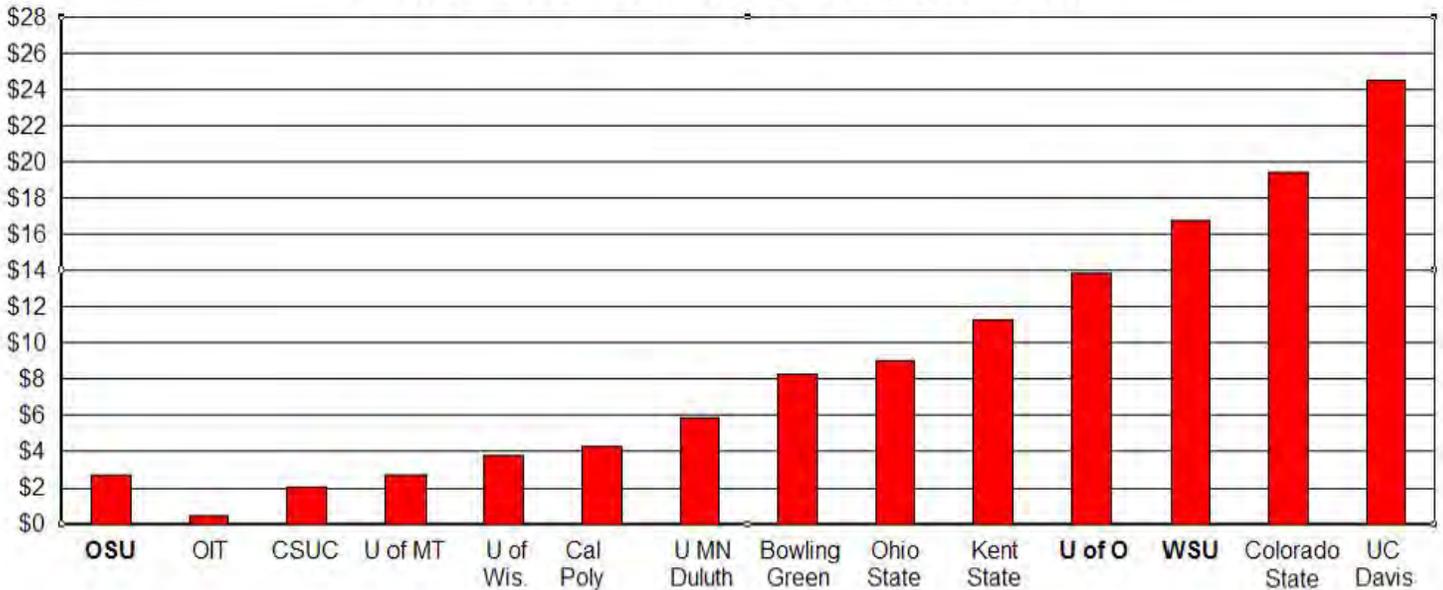
<u>Fiscal Year</u>	<u>CTS Budget</u>	<u>Total Student Contribution</u>	<u>Student Fee as % of CTS Budget</u>
FY 02-03	\$1,396,311	\$92,673	6.64%
FY 03-04	\$1,570,693	\$ 96,568	6.15%
FY04-05	\$1,672,830	\$105,780	6.32%
FY05-06	\$1,748,107	\$109,200	6.25%
FY06-07	\$1,825,830	\$116,059	6.36%
FY07-08	\$2,086,340	\$128,383	6.36%
FY08-09	\$2,292,220*	\$145,785	6.36%

\*Proposed, includes student partnership share of CTS expansion

# Other University Comparators



## Comparator Transit Fee/Student/Term



# Alternative Transit Funding Scenarios

Individual Adult - 1 year pass	\$ 108
Individual Adult - 3 month pass	\$ 43
Individual Ride - one way	\$ 0.75

Requested student contribution is \$150,150 (\$2.73 per student, per term). This amount could purchase:

- ⇒ 3 one-way rides per student per term **or**;
- ⇒ 3,492 quarterly passes per year, for year-round service to 873 students **or**;
- ⇒ ***Unlimited rides on CTS and the PC for all OSU students (whether they are fee-paying students or not) all year!***

## What else could we do for you?

- ⇒ For a student fee of \$3 per student per term, we could...  
*Add an 8:30am run to Route 1 Monday-Friday all year*
- ⇒ For \$5 per student per term we could....  
*Make Route 1 a 30-minute service Monday-Friday 8:00am-4:00pm all year or extend service hours to 8:30pm*
- ⇒ For \$10 per student per term we could...  
*Extend service hours of all routes until 11:00pm Monday-Friday all year or double the frequency of some routes and extend hours of all or some routes*
- ⇒ For \$20 per student per term we could...  
*Expand service hours on all existing routes AND;*  
*Create new custom routes (late night service, circulator between OSU and downtown/other areas) AND;*  
*Purchase 2 buses and increase frequency on several routes*  
⇒ ***What would you like to see your transit system do for you?***

# FY 08-09 CTS Budget and Student Transit Fee Request

<u>Budget Item</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>\$ Change</u>	<u>% Change</u>
Personal Services	\$ 186,340	\$ 175,220	<\$11,120>	<6%>
Biodiesel Fuel	\$ 189,640	\$ 255,050	\$65,410	34%
Equipment	\$ 6,350	\$ 3,500	<\$2,850>	<45%>
O & M Contract (Laidlaw)	\$1,428,830	\$1,630,870	\$202,040	14%
Other Services <sup>1</sup>	\$ 85,250	\$ 90,200	\$4,950	6%
Utility/Overhead <sup>2</sup>	\$ 119,720	\$ 137,380	\$17,660	15%
<b>Total</b>	<b>\$2,016,130</b>	<b>\$2,292,220</b>	<b>\$276,090</b>	<b>14%</b>

1 - Includes printing, advertising, non-vehicle maintenance

2 - Includes fixed costs such as electricity, telephone, insurance, facility and equipment rental, legal and payroll charges

Historical Student Contribution = 6.36% of Budget

FY08-09 CTS Base Budget = \$2,112,220

\$2,112,220 x 6.36% = \$134,337

FY08-09 CTS Expansion = \$180,000 (for later service hours and additional peak hour service)

\$180,000 x 6.36% = \$11,448

Total student contribution to CTS = \$145,785

Total student enrollment = 55,000 (from ASOSU SIFC guidelines)

Student Fee - CTS = \$ 2.44 ( $\$134,337 \div 55,000$ )

Student Fee - CTS Expansion = \$0.21 ( $\$11,448 \div 55,000$ )

Student Fee - PC = \$ 0.08 (\$0.01 increase from FY07-08)

**Total Student Fee for Transit = \$2.73**

## SIFC Issues from Prior Presentations

**Issue:** Quarterly student passenger counts are desired, rather than once per year.

**Resolution:** CTS conducts a quarterly passenger count to track OSU student and faculty/staff ridership on CTS and the Philomath Connection. This count is done via our VIS (Vehicle Information System) software.

**Issue:** How does OSU compare to the fees charged at other Universities?

**Resolution:** See above page for comparators.

**Issue:** Service to the students was reduced when the routes changed in 2006 to remove CTS from Jefferson on campus.

**Resolution:** CTS is actively seeking ways to bring CTS service back to the core of OSU's campus. CTS welcomes assistance from ASOSU in reaching this goal.

**Issue:** The Committee would like to see the percentage increase in each category of the CTS budget in addition to the dollar amount increase.

**Resolution:** A column was added to this year's budget sheet showing the budget line item increases as percentages.

**Issue:** The 07-08 SIFC Committee expressed interest in seeing a decision package to fund the \$5 per student per term "Alternative Transit Funding Scenario".

**Resolution:** A decision package to fund the \$5 scenario would require a \$2.27 increase to the current proposal. This far exceeds the 1% SIFC guideline, which restricts any potential CTS decision package to \$0.02. We're optimistic that this issue can be resolved and anticipate presenting a decision package next year. We are working with ASOSU to form an on-campus Transit Advisory Committee and would rely on this group to assist in developing the specific services the decision package would provide.