

**TRANSIT ADVISORY BOARD
AGENDA**

**Tuesday, March 17, 2015, 8:20 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

I. INTRODUCTIONS

II. APPROVAL OF MINUTES

- February 17, 2015

III. CACOT/VISITORS COMMENTS

IV. OLD BUSINESS

- Transition to Advisory Board or Departmental Advisory Committee - Discussion/Recommendation
- Change frequency of meetings to every other month (even numbered months)

V. NEW BUSINESS

VI. INFORMATION SHARING

VII. COMMISSION REQUESTS AND REPORTS

VIII. PENDING ITEMS

IX. ADJOURNMENT

Next Meeting: Tuesday, April 17, 2015, 8:20am, Madison Avenue Meeting Room

Commission Members:

Stephan Friedt, Chair
Steve Harder, Vice Chair
Kriste York
Eric Cornelius
Brandon Trelstad

Cassie Huber, ASOSU
Steven Black
John Oliver
Zach Baker, Council Liaison

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 TRANSIT ADVISORY BOARD
MINUTES
February 17, 2015**

Present

Stephan Friedt, Chair
Steven Black
John Oliver
Brandon Trelstad
Zach Baker, Council Liaison

Absent

Steve Harder, Vice Chair
Eric Cornelius
Kriste York
Cassie Huber, ASOSU

Staff

Tim Bates, Public Works
Peter Dassow, Public Works
Lisa Scherf, Public Works

Visitors

Bob Wilson

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of December 9, 2014 Minutes			Approved, as amended
III. TAB/Visitor Comments			N/A
IV. Old Business <ul style="list-style-type: none"> • Transition to Advisory Board or Departmental Advisory Committee 		X	N/A
V. New Business <ul style="list-style-type: none"> • Possible Change to Meeting Schedule 		X	
VI. Information Sharing	X		
VII. Board Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:20 a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:20 a.m. by Chair Friedt. Introductions were made of board members, staff, visitor, and new council liaison.

II. Approval of Minutes

Board Member Black moved to approve the December 9, 2014 minutes, with the edit to reflect the next meeting is the third Tuesday of the month, seconded by Board Member Oliver. The motion passed unanimously.

III. TAB/Visitor Comments

None.

IV. Old Business

Transition to advisory board or department advisory commission

All board members present voted to remain as an advisory board with a Council liaison. Chair Freidt, however, deferred holding a full discussion until the remaining board members could be present and provide their comments.

V. New Business

Possible Change to Meeting Schedule

The board discussed whether to meet bi-monthly, on even numbered months. This will be a new business agenda item for next meeting.

VI. Information Sharing

Mr. Bates reported that the current CTS operations and maintenance contract expires on June 30, 2015. Staff is working to complete an RFP, set to advertise in mid-March and close by the end of April.

Mr. Bates reviewed the Information Sharing report with members. In addition to changes to ridership data from last year, he provided an update on three items:

- New CTS signs are almost all installed. Installation should be complete in March.
- The triennial review questionnaire and documents submission was completed by staff before the deadline. The questionnaire and documents submission comprise the vast majority of the work involved. FTA will conduct its onsite review in June.
- National Transit Database reporting was completed by staff. It is used to set funding for the next fiscal year.

VII. Board Requests and Reports

VIII. Pending Items

Board Member Trelstad requested on-time performance reports of CTS. Mr. Bates said he would provide an update at the next meeting.

Board Member Oliver requested that CTS consider changing the traffic light default on Grant Avenue and Kings Boulevard from red to green for better performance, rather than having to slow down and wait for the light to turn green.

Councilor Baker reported that Council approved the Transit Operations Fee for the

period February 1, 2015 – January 31, 2016. The fee is \$3.55, a decrease of eight cents. He also reported that Council is also working on its Council goals and vision plan, and nearing completion of the new City Manager recruitment.

IX. Adjournment

Board Member Black moved to adjourn the meeting, seconded by Board Member Oliver. The motion passed unanimously.

The meeting was adjourned at 9:20 a.m.

NEXT MEETING: March 17, 2015, 8:20 am, Madison Avenue Meeting Room

MEMORANDUM

DATE: March 10, 2015
TO: CACOT Members
FROM: Tim Bates, Transit Coordinator
SUBJECT: Information Sharing Report

New CTS Signs - New CTS bus stop signs, complete with our new branding, have been installed throughout the system.

QR Codes Project - At each bus stop shelter and stop there is now a QR Code which is unique to each stop. This eliminates the step of having to enter the five-digit code that is associated with each stop. Now it is simply a process of scanning the QR code and receiving real-time ETA for each route which services the stop.

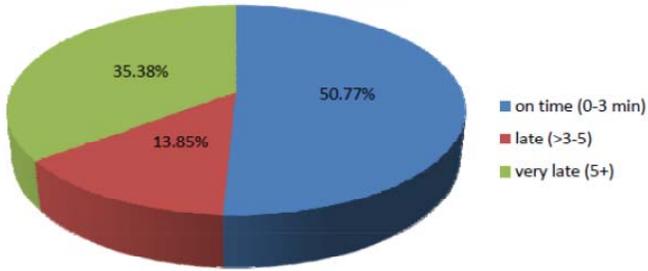
On-time Performance - Information is supplied on the following page.

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

- **CTS provided 104,285 rides in February, an average of 47.0 rides/service hour, a 7.5% increase from February 2014.** Ridership for February 2014 was 95,661, an average of 43.7 rides/service hour
- **Philomath Connection provided 2,059 rides in February, an average of 15.8 rides/service hour, a 13.2% decrease from February 2014.** Ridership for February 2014 was 2,372, an average of 18.2 rides/service hour.
- **Night Owl provided 1,651 rides in February, an average of 11.5 rides/service hour, a 25.9% increase from February 2014.** Ridership for February 2014 was 1,311, an average of 9.1 rides/service hour.
- **ADA Paratransit - February ridership was 664.** Ridership for February 2014 was 477.
- **99 Express Adair Village - February ridership was 454, an average of 5.7 rides per service hour, a 1.8% increase from February 2014.** February 2014 ridership was 520, an average of 5.6 rides per service hour.

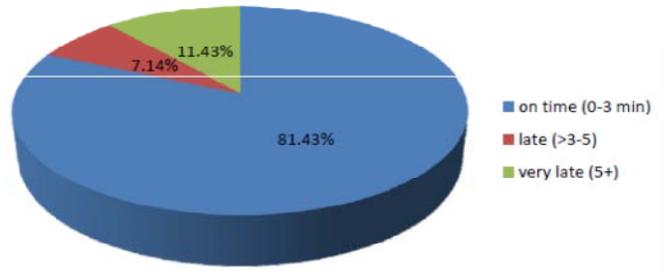
Route 1 On Time Report

Week of Feb 9, 2015



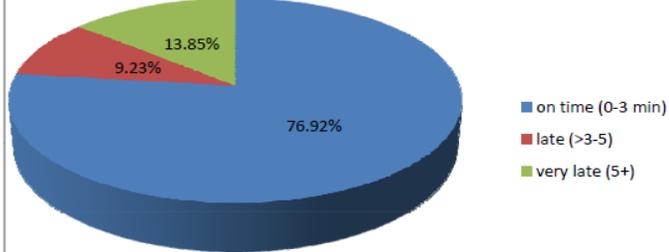
Route 2 On Time Report

Week of Feb 9, 2015



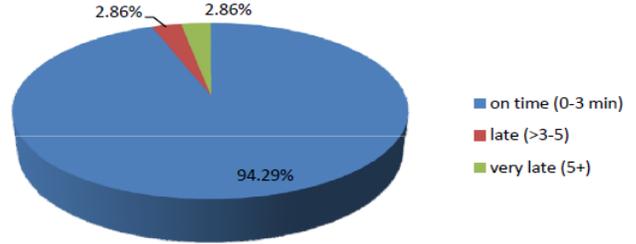
Route 3 On Time Report

Week of Feb 9, 2015



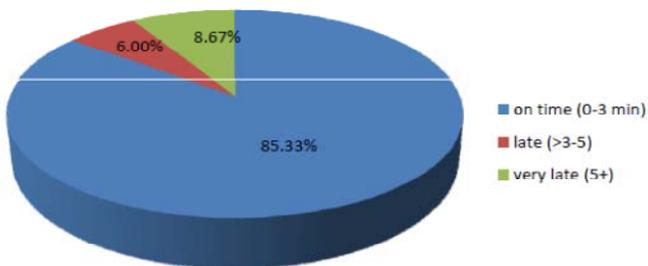
Route 4 On Time Report

Week of Feb 9, 2015



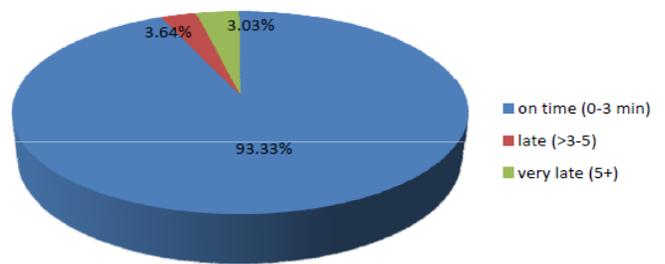
Route 5 On Time Report

Week of Feb 9, 2015



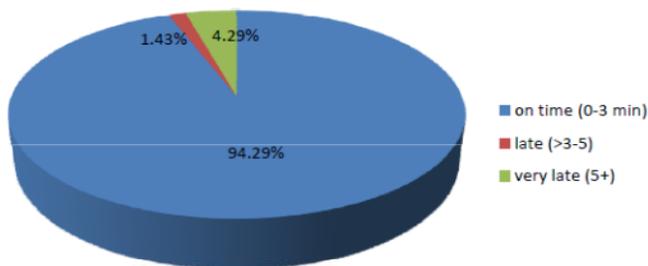
Route 6 On Time Report

Week of Feb 9, 2015



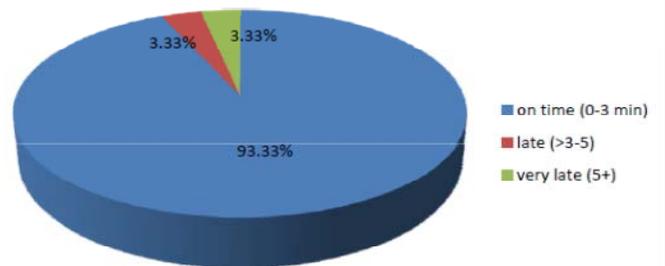
Route 7 On Time Report

Week of Feb 9, 2015



Route 8 On Time Report

Week of Feb 9, 2015



Week (M-F) of Feb 9, 2015

Monday	Rte								Total	%	
	1	2	3	4	5	6	7	8			
on time (0-3 min)		4	13	13	13	28	32	13	12	128	89.51%
late (>3-5)		3	0	0	1	2	1	1	0	8	5.59%
very late (5+)		6	1	0	0	0	0	0	0	7	4.90%
Total		13	14	13	14	30	33	14	12	143	

Tuesday	Rte								Total	%	
	1	2	3	4	5	6	7	8			
on time (0-3 min)		8	13	11	14	22	30	11	12	121	84.62%
late (>3-5)		0	1	2	0	2	0	0	0	5	3.50%
very late (5+)		5	0	0	0	6	3	3	0	17	11.89%
Total		13	14	13	14	30	33	14	12		

Wednesday	Rte								Total	%	
	1	2	3	4	5	6	7	8			
on time (0-3 min)		6	12	11	14	26	30	14	12	125	87.41%
late (>3-5)		3	1	0	0	0	2	0	0	6	4.20%
very late (5+)		4	1	2	0	4	1	0	0	12	8.39%
Total		13	14	13	14	30	33	14	12		

Thursday	Rte								Total	%	
	1	2	3	4	5	6	7	8			
on time (0-3 min)		8	11	9	11	27	31	14	8	119	83.22%
late (>3-5)		2	0	1	1	3	2	0	2	11	7.69%
very late (5+)		3	3	3	2	0	0	0	2	13	9.09%
Total		13	14	13	14	30	33	14	12		

Friday	Rte								Total	%	
	1	2	3	4	5	6	7	8			
on time (0-3 min)		7	8	6	14	25	31	14	12	117	81.82%
late (>3-5)		1	3	3	0	2	0	0	0	9	6.29%
very late (5+)		5	3	4	0	3	2	0	0	17	11.89%
Total		13	14	13	14	30	33	14	12		

Summary	Rte								8 Total	%	
	1	2	3	4	5	6	7	8			
on time (0-3 min)		33	57	50	66	128	154	66	56	610	85.31%
late (>3-5)		9	5	6	2	9	5	1	2	39	5.45%
very late (5+)		23	8	9	2	13	6	3	2	66	9.23%
Total		65	70	65	70	150	165	70	60	715	

*****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.
 - ▶ Acquired the services of volunteers who put CTS and Philomath Connection route information on Google Transit.
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.
 - ▶ Convene a route review subcommittee as necessary to study issues.
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, the Area Commission on Transportation, 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

<u>Adopted</u>	<u>August 1996</u>
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

CACOT AGENDA ITEMS

Old and New Business Topics – January 2011 to October 2014

January 12, 2011 - None

February 9, 2011 - None

March 9, 2011 - None

April 13, 2011

New Business

- CACOT Sunset Review

June 8, 2011

New Business

- Election of CACOT Chair and Vice-Chair

July 13, 2011

New Business

- Evaluating Purpose of CACOT

August 10, 2011 - None

October 12, 2011

New Business

- Update from First Student on Operational Matters

November 9, 2011

Old Business

- On-Time Performance of CTS Routes

New Business

- Benton County Presentation on Roundabouts

December 14, 2011 - None

January 11, 2012 - None

February 8, 2012

New Business

- Possible OSU Funding of Peak Hour Routes

March 14, 2012 - None

April 11, 2012

New Business

- Scheduled Review of CTS Exclusion Policy

June 13, 2012

New Business

- Vote for Replacement Vice-Chair

June 27, 2012

New Business

- Service Enhancements

July 11, 2012

New Business

- Public Meeting on Route Enhancements

August 15, 2012

Old Business

- Update on Service Enhancements

New Business

- September Meeting Date Determination

September 18, 2012

New Business

- Review of New CTS Map, Effective September 24, 2012

October 10, 2012 - None

December 12, 2012 - None

February 13, 2013

New Business

- Council Policy on Bus Advertising-Discussion on Staff Report

March 13, 2013

New Business

- Corvallis Transit System's Future System Levels--Discussion
- Downtown Transit Center's Current Environment--Discussion

April 10, 2013

New Business

- Corvallis Transit System's Future System Levels--Discussion

June 12, 2013

New Business

- Corvallis Transit System's Future System Levels--Discussion

July 10, 2013

New Business

- Election of Vice-Chair

Pending Items

- Corvallis Transit System's Future System Levels--Discussion

September 10, 2013

New Business

- Code of Conduct Review--Discussion with City Attorney Jim Brewer

October 15, 2013 - None

November 12, 2013 - None

January 14, 2014 - None

February 11, 2014 - None

March 11, 2014

New Business

- Vehicle Information System—Discussion on Reporting Capabilities

April 8, 2014 - None

May 13, 2014 - None

July 8, 2014 - None

August 12, 2014

1) New Business

- Public Meeting--Proposed Route Revisions to Route C1 and Supplemental Route 6

September 9, 2014

New Business

- Rescheduling November Meeting
- CTS Map/Schedule--Effective September 29, 2014

October 14, 2014

New Business

- Feasibility of a Transit Hub—Presentation by CAMPO's Ali Bonakdar

ANNUAL REPORT OF THE

[Month Day, Year]

Members:

Staff:

Council Liaison:

Purpose/Mission summary (CMC Section is Attachment 1):

Prior Year Report:

Activities and work completed:

Activities and work in progress:

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

Special activities and work for the year:

Resources:

Prior Year:

Needed for the next year: