

**TRANSIT ADVISORY BOARD
AGENDA**

**Tuesday, April 21, 2015, 8:20 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES
 - March 17, 2015
- III. CACOT/VISITORS COMMENTS
- IV. OLD BUSINESS
 - Transit Advisory Board's Transition to Departmental Advisory Committee or Remain as Currently Constructed - Discussion/Recommendation
- V. NEW BUSINESS
 - Annual Report of the TAB and Draft Sunset Review
- VI. INFORMATION SHARING
- VII. COMMISSION REQUESTS AND REPORTS
- VIII. PENDING ITEMS
- IX. ADJOURNMENT

Next Meeting: Tuesday, May 19, 2015, 8:20 am, 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
March 17, 2015**

Present

Stephan Friedt, Chair
Steve Harder, Vice Chair
Steven Black
John Oliver
Kriste York
Brandon Trelstad
Zach Baker, Council Liaison

Staff

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

Visitors

None

Absent

Eric Cornelius
Cassie Huber, ASOSU

SUMMARY OF DISCUSSION

Agenda Item	Information On	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of February 17, 2015 Minutes			Approved
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		X	None
VI. Information Sharing	X		
VII. Board Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:40 a.m.

CONTENT OF DISCUSSION

I. **Introductions**

The meeting was called to order at 8:24 a.m. by Chair Friedt. Introductions were made of staff, board members, and council liaison.

II. **Approval of Minutes**

Board Member Black moved to approve the February 17, 2015 minutes, seconded by Board Member Harder. The motion passed unanimously.

III. **TAB/Visitor Comments**

None.

IV. **Old Business**

Transition to advisory board or department advisory commission

The board resumed the discussion since December 2014 about whether to be an advisory board or a departmental advisory committee (DAC). Ms. Scherf recapped the discussions in December 2014 with Director Steckel and discussions in February 2015 on the topic. She noted an advantage in becoming a DAC is reduction of work and dedicated staff time. She also explained the sunset review, which is to occur for this Board by this June, and the Board's decision affected the sunset review – no sunset review if a DAC, but sunset review required if remain a commission board.

Chair Friedt opened floor to comments, after which a vote was taken on whether to remain an advisory board. The result was a split vote, Board Members Black, Oliver, and Chair Friedt voting yes, and Board Members Trelstad, York, and Vice Chair Harder voting no.

The Board further discussed the impact and practical differences if the Board were to become a DAC, after which a second vote was taken after Board Member Harder proposed a friendly amendment. The amendment was to delay having the Board transition to a DAC after June 2015, to provide time to allow the Board to weigh in on the current operations and maintenance RFP, contract negotiations, and collaborate if needed with the school district regarding its busing contract. The result was identical to the first vote.

Ms. Scherf advised Chair Friedt that a committee was needed to work with staff regarding the sunset review and annual report. Chair Friedt and Board Members Black and York volunteered.

Change to Meeting Schedule

The Board voted on whether to change the frequency to over other month, even-numbered months, beginning June 2015. Board Member Oliver put forward the motion, seconded by Board Member Harder. Motion passed unanimously.

V. **New Business**

None.

VI. Information Sharing

Mr. Bates provided an update on the operations and maintenance RFP. It published yesterday, and proposals are due April 16, 2015. Mr. Bates then reviewed the Information Sharing report with the Board.

VII. Board Requests and Reports

Board Member Harder reported that ADA rides continue to increase. He is seeing a shift from demand/response rides to more ADA rides, and has increased service and expanded routes. The contract with the school district evolved from providing rides for homeless or displaced youth to transporting students with special education needs, which was well received by those students and the school district.

Board Member Trelstad had no “new” news to report, other than Beaver Bus ridership still is increasing.

Councilor Baker reported that the Council has set its six new goals. He reported that Council has decided on a finalist to whom to extend an offer of employment as City Manager, but was not at liberty yet to disclose which candidate.

VIII. Pending Items

None.

IX. Adjournment

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

The meeting was adjourned at 9:40 a.m.

NEXT MEETING: April 21, 2015, 8:20 am, Madison Avenue Meeting Room

MEMORANDUM

DATE: April 6, 2015
TO: CACOT Members
FROM: Tim Bates, Transit Coordinator
SUBJECT: Information Sharing Report

Request for Proposals (RFP) Process – Staff held a mandatory pre-proposal meeting for the Operations and Maintenance of the Corvallis Transit System on March 31st at Corvallis Public Works. Five potential proposers attended: First Student; MV Transit; Apple Bus Company; National Express Transit; and Paratransit Service. Proposals are due by no later than April 20th at 4:00pm.

Transit Day at the Capitol – Staff will attend this event on April 8th. Meetings are scheduled with Senator Sarah Gelser, and Representatives Andy Olson and Dan Rayfield.

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

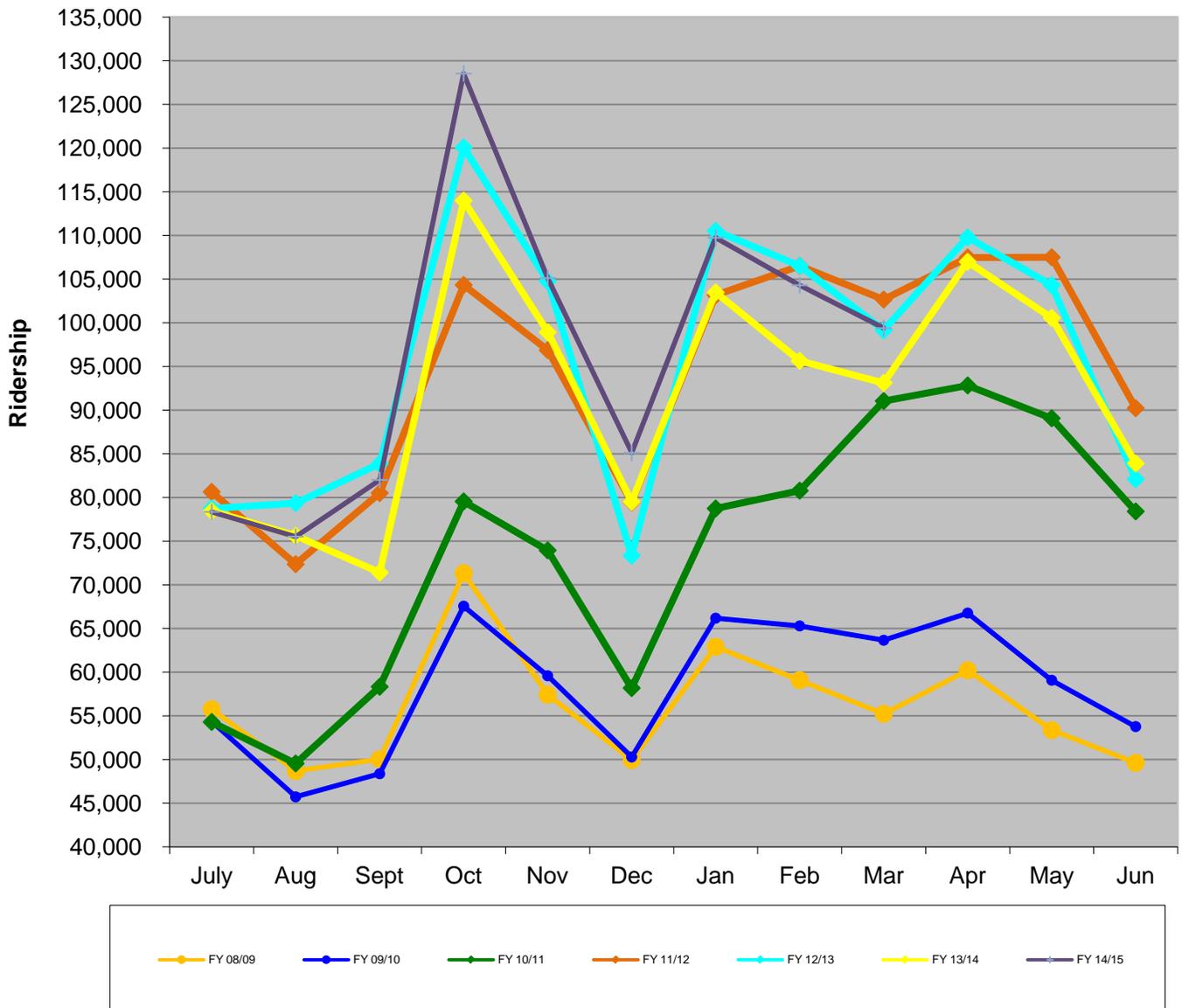
- **CTS provided 99,397 rides in March, an average of 41.4 rides/service hour, a 3.1% increase from March 2014.** Ridership for March 2014 was 93,130, an average of 40.2 rides/service hour
- **Philomath Connection provided 2,157 rides in March, an average of 15.1 rides/service hour, a 13.9% decrease from March 2014.** Ridership for March 2014 was 2,392, an average of 17.5 rides/service hour.
- **Night Owl provided 1,392 rides in March, an average of 9.7 rides/service hour, a 27.7% decrease from March 2014.** Ridership for March 2014 was 1,926, an average of 13.4 rides/service hour.
- **ADA Paratransit - March ridership was 654.** Ridership for March 2014 was 597.
- **99 Express Adair Village - March ridership was 424, an average of 4.7 rides per service hour, a 4.1% increase from March 2014.** March 2014 ridership was 516, an average of 4.9 rides per service hour.

CTS Ridership (Night Owl and Philomath Connection not included in figures)

	FY 14/15	FY 13/14	FY 12/13	FY 11/12	FY 10/11	FY 09/10	FY 08/09
July	78,364	78,457	78,758	80,650	54,310	54,381	55,774
Aug	75,537	75,624	79,369	72,375	49,560	45,734	48,693
Sept	82,025	71,418	83,874	80,518	58,342	48,383	50,053
Oct	128,537	114,000	120,079	104,343	79,562	67,573	71,342
Nov	105,135	98,932	104,768	96,884	73,961	59,602	57,426
Dec	85,126	79,518	73,365	79,456	58,193	50,300	49,952
Jan	109,746	103,493	110,539	103,182	78,754	66,194	62,904
Feb	104,319	95,661	106,526	106,526	80,794	65,306	59,098
Mar	99,397	93,130	99,157	102,672	91,060	63,665	55,252
Apr		107,003	109,801	107,491	92,842	66,781	60,223
May		100,567	104,327	107,509	89,078	59,090	53,376
Jun		83,908	82,102	90,236	78,421	53,782	49,625
Total	868,186	1,101,711	1,152,665	1,131,842	884,877	700,791	673,718

Fareless rides began 2/1/2011

**CTS
Fiscal Year Ridership -Comparison by Month**



ANNUAL REPORT OF THE TRANSIT ADVISORY BOARD

[March 26, 2015]

Members: Stephan Friedt, Steve Harder, Steven Black, Eric Cornelius, Cassie Huber, Brandon Trelstad, Kriste York, John Oliver

**Staff: Tim Bates, Peter Dassow,
Lisa Scherf**

Council Liaison: Zach Baker

Purpose/Mission summary: Advises 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 Corvallis Transit System.

Prior Year Report:

Activities and work completed:

Contributed to a thorough redesign of the CTS printed schedule.

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 TAB members on other Commissions.

Activities and work in progress:

Provide an open forum for public inquiries, input, and feedback on transit-related issues in the community.

Provide a platform for good cross-Commission information exchange through the service of TAB members on other Commissions.

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

Investigate possible ways to improve on-time performance.

Investigate new route opportunities.

Improve efficiency of routes.

Special activities and work for the year:

Explore possibility of Sunday service.

Explore possibility of expansion of Night Owl service to year-round service, and to continue commuter routes throughout the year.

Conduct an ongoing funding search.

Acquisition of hybrid bus(es) to add to existing fleet, and solar panels at bus stops.

Improve outreach and marketing of CTS.

Commission a study for future capacity issues.

Resources:

Prior Year:

Resources were adequate.

Needed for the next year:

No additional resources are needed.

*****MEMORANDUM*****

TO: Transit Advisory Board

FROM: Tim Bates, Transit Coordinator

DATE: March 19, 2015

SUBJECT: Sunset Review

Issue

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

Background

Municipal Code 1.16.400 requires that the Citizens Advisory Commission on Transit, renamed in November, 2014 to Transit Advisory Board (TAB), be automatically repealed in the event that City Council does not expressly authorize the continuance of the Board. In accordance with CMC 1.16.435, CACOT is scheduled by ordinance to expire on June 30, 2015.

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

Discussion

The Transit Advisory Board was formally established in 1981 in CMC Section 1.16.215. This section of the Code states that TAB 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, TAB has the following charge in its advisory role to the Council:

The Board 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 Board:

- 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.

[Type text]

1. Accomplishments and activities since last review:
 - < Participated in several route and schedule revisions.
 - < Reviewed Administrative Rule 09-01, Exclusion Policy and Appeal Rule
 - < Reviewed Council Policy CP 07-1.10, Advertising on Corvallis Transit System buses.
 - < Contributed to a thorough redesign of the CTS printed schedule.
 - < 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 TAB 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.
 - < 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.
 - < **Staff recommends transition of TAB from an Advisory Board to a Department Advisory Committee. There are only several times per year that TAB makes actual recommendations, and this could be handled more efficiently as a Department Advisory Committee.**

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 21, 2015 TAB 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

Adopted August 1996
Revised September 1997
Revised February 2001
Revised October 2003
Revised October 2006
Revised September 2009
Revised September 2012

2.02.010 Purpose

To establish a formal and consistent procedure and a structured format for 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 are responsible for providing various boards' and commissions' sunset reviews.

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.

[Type text]

Administrative Policy 96-2.02

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 board and commission 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 regarding membership, term, and specific charge to the board or commission or issues to consider; also cite the date the board or commission was established.]
 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 regarding 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 every three years in September by the Assistant to City Manager/City Recorder and updated as appropriate.

Reviewed and concur:


James A. Patterson, City Manger

9/24/2012
Date

DRAFT

[Type text]

MEMORANDUM

December 8, 2014

TO: Transit Advisory Board

FROM: Mary Steckel, Public Works Director

SUBJECT: Public Participation Task Force Recommendations

Issue

Council asked staff to evaluate their existing advisory groups to determine if any are recommended to become Department Advisory Committees.

Background

The Public Participation Task Force (PPTF) presented its final recommendations to the City Council in June 2014. Since that time, the Council has been working through the suggested changes and recently addressed the topic of establishing consistency in the advisory group structure.

The PPTF recommendation included “the identification of 13 boards or commissions where the scope is specialized or technical enough that some may benefit either by changing them to Departmental Advisory Committees or by incorporation into another committee or community organization to increase the effectiveness and efficiency in the board and commission system.”

The transit advisory group was one of the commissions identified by the PPTF report as having more of a technical and less of a policy focus. The PPTF report presented several options for this group, including incorporation into a Multi-modal Transportation Advisory Board or continuation as a Transit Advisory Board.

The Council reviewed those options at an October worksession and agreed there was value in a Multi-modal Transportation Advisory Board. However, they also agreed to postpone the formation of this new board until after the Transportation System Plan Update project is completed, estimated to be in 2017. In the interim, staff was asked to assess the current group to determine if it is more appropriately a Department Advisory Committee in the new structure.

Discussion

Based on the PPTF Final Report and the subsequent Council discussions, the following table captures the main differences between an Advisory Board and a Department Advisory Committee.

	Advisory Board	Department Advisory Committee
Advisory To	City Council	Department staff
Advisory On	Matters of policy	Matters of a technical nature
Appointed By	Mayor, with Council approval	Department Director
Charge	Specified in Municipal Code	Determined by Department Director
Term	Specified in Municipal Code	Determined by Department Director, no minimum, but likely a maximum
Membership	Specified in Municipal Code	Determined by Department Director, could vary depending on topic under discussion
Council Liaison	Yes	No
Meeting Frequency	Monthly (typically)	As needed to address topics, could be monthly
Minutes	Required	Not required
Annual Report	Required to Council Standing Committee	Not required
Visitors Comments	Required	Accommodated, but not required

In comparison to one another, an Advisory Board has a more formal structure, which is defined in the Municipal Code, providing direction for the type of membership, the charge, etc. Conversely, the Department Advisory Committee is a more flexible and fluid body, with membership that can fluctuate to respond to a particular issue or topic, resulting in a time commitment for participants that could be less burdensome. Because of this less formal nature, the staff time to support a Department Advisory Committee is expected to be minimized, freeing up resources to be allocated to other department work efforts.

To get a clear understanding of the current transit advisory group's role, staff looked at the topics covered over the last four years during the Old Business and New Business portions of each meeting. The group met 38 times over that period, and had no old or new business on the agenda for 16 of those meetings (42%). Of the 19 unique items (not including the Sunset Review discussion or the election of officers) addressed at the other meetings, 16 were technical in nature (84%).

Conclusion

Staff is seeking the membership's thoughts on the appropriate designation for this advisory group.