



**Lane Transit District**

Public notice was given to *The Register-Guard*  
for publication on May 6, 2013.

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**Wednesday, May 15, 2013  
4:30 p.m.  
(note change in meeting time)**

**LTD Conference Room  
3500 E. 17<sup>TH</sup> Avenue, Eugene  
(off Glenwood Boulevard in Glenwood)**

**A G E N D A**

I. CALL TO ORDER

Page No.

II. ROLL CALL

Gillespie \_\_\_\_\_ Yeh \_\_\_\_\_ Reilly \_\_\_\_\_ Towery \_\_\_\_\_  
Necker \_\_\_\_\_ Dubick \_\_\_\_\_ Vacant \_\_\_\_\_

**The following agenda items will begin at 4:30 p.m.**

- |   |              |   |
|---|--------------|---|
| III. PRELIMINARY REMARKS BY BOARD PRESIDENT | ( 5 minutes) |   |
| IV. COMMENTS FROM THE GENERAL MANAGER       | ( 3 minutes) | 4 |
| V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA    | ( 1 minute)  | 5 |
| VI. BOARD CALENDARS                         | ( 1 minute)  | 6 |
| VII. EMPLOYEE OF THE MONTH – June 2013      | ( 5 minutes) | 7 |
| VIII. AUDIENCE PARTICIPATION                |              |   |

◆ *Public Comment Note:* This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.

◆ Citizens testifying are asked to limit testimony to three minutes.

IX. ITEMS FOR ACTION AT THIS MEETING

- |   |             |    |
|---|-------------|----|
| A. Consent Calendar   | ( 1 minute) | 8  |
| 1. Minutes of the April 17, 2013, Regular Board Meeting [Page 9]  |             |    |
| B. Second Reading and Adoption, Amended Fare Ordinance No. 48, and Fiscal Year 2013-14 Pricing Plan [Andy Vobora] |             | 15 |

*(Copies of Ordinance No 48 are available at the Lane Transit District office in Glenwood.)*

X. ITEMS FOR INFORMATION AT THIS MEETING

- |   |              |    |
|---|--------------|----|
| A. Board Member Reports   | (10 minutes) | 26 |
| 1. Meetings Held  |              |    |
| a. Lane Council of Governments (LCOG) Board of Directors, April 25                                |              |    |
| b. Lane Area Commission on Transportation (LaneACT), May 8  |              |    |
| c. Metropolitan Policy Committee (MPC), May 9   |              |    |
| 2. No Meeting/No Report   |              |    |
| a. Accessible Transportation Committee (ACT)  |              |    |
| b. Main Street-McVay Governance Committee   |              |    |
| c. EmX Steering Committee   |              |    |
| d. LTD Board Human Resources Committee Meeting  |              |    |
| e. LTD Pension Trusts   |              |    |
| f. Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP) |              |    |
| g. Springfield Stakeholder Advisory Committee   |              |    |
| h. LTD Board Service Committee  |              |    |
| i. LTD Board Finance Committee  |              |    |
| B. Regional Bicycle Parking Study Update [Theresa Brand, Chris Watchie]                           | (15 minutes) | 28 |
| C. Long-Range Transit Plan Status [Tom Schwetz]   | (15 minutes) | 30 |
| D. Surface Transportation Program–Urban Funding Update [Tom Schwetz]                              | ( 5 minutes) | 42 |
| E. Bus Service Expansion Requests [Andy Vobora]   | ( 5 minutes) | 44 |

F.	Monthly Financial Report – April 2013 [Diane Hellekson]	( 5 minutes)	47
G.	Monthly Grant Report – April 2013 (respond if questions)		48
H.	Monthly Department Reports (respond if questions)		54
I.	Monthly Performance Reports (respond if questions)		60
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		63
A.	Budget Committee Meeting (May 15/16)		
B.	Long-Range Transit Plan (June)		
C.	Fiscal Year 2012-2013 Supplemental Budget (June)		
D.	Fiscal Year 2013-2014 Budget Adoption (June)		
E.	LTD Service Boundary (June)		
F.	Board Member Committee Assignments (June)		
G.	LTD/ATU Pension Work Group Report (June)		
H.	Coordinated Care Organizations Pilot Project (June)		
I.	2013 Legislative Session Summary (July)		
J.	Annual Performance Report		
K.	High-capacity Transit Corridor Projects		
XII.	ADJOURNMENT		

**The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD’s Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** COMMENTS FROM THE GENERAL MANAGER

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

**PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** None

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**BACKGROUND:**

This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements or to suggest topics for current or future Board meetings.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

<Q:\Reference\Board Packet\2013\5\announcesum.docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** BOARD CALENDARS

**PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** Discussion of Board member participation at LTD and community events and activities.

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**BACKGROUND:**

Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Board members also are asked to contact Jeanne Schapper with any changes in availability for LTD-related meetings and events, and to provide their spring and summer vacation dates.

**ATTACHMENT:** Board activity calendars are included separately for Board members.

**PROPOSED MOTION:** None.

<Q:\Reference\Board Packet\2013\5\Calendar of Events Summary.docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** JUNE EMPLOYEE OF THE MONTH

**PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board

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### **BACKGROUND:**

**June 2013 Employee of the Month:** Bus Operator Scott Morton has been selected to receive the June Employee of the Month (EOM) award. Scott has been employed by the District since September 2007; and during that time, he has received four Safe Driving awards, two Monthly Value awards, and six Employee of the Month nominations.

Scott was nominated by a customer and a coworker for this award. Two underlying and recurring themes to Scott's nominations are his willingness to help others and his outstanding customer service. The coworker said that when situations arise and extra work is required, Scott accepts without hesitation. The customer wished to recognize Scott for the kindness he demonstrated to one of his riders recently. Scott became aware of a rider's medical condition and assisted the person in boarding the bus. The customer commended Scott for his excellent customer service.

When asked to comment on Scott's selection as Employee of the month, Operations Field Supervisor Shawn Mercer stated:

Scott is a very well-liked member of the LTD Operations Department. He was nominated for this award for his willingness to help out in a pinch at any time. He has volunteered to help with activities, including acting as a transportation coordinator for UO football service, and he volunteers to help other LTD operators at any time. Scott also has expressed an interest in working into a supervisory role in the department. I was very pleased to learn of Scott's selection as LTD's June Employee of the Month.

**AWARD:** Scott will attend the May 15, 2013, meeting to be introduced to the Board and to receive his award.

<Q:\Reference\Board Packet\2013\5\EOM - .docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** Approval of Consent Calendar Items

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**BACKGROUND:**

Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for May 15, 2013, consists of the Minutes of the April 17, 2013, Regular Board Meeting.

**ATTACHMENT:** Minutes of the April 17, 2013, Regular Board Meeting

**PROPOSED MOTION:** I move that the Board adopt the following resolution:

LTD Resolution No. 2013-017: It is hereby resolved that the Consent Calendar for May 15, 2013, is approved as presented.



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, April 17, 2013

Pursuant to notice given to *The Register-Guard* for publication on April 8, 2013, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Regular Board meeting on Wednesday, April 17, 2013, beginning at 5:30 p.m., at the LTD Board Room, 3500 East 17th Avenue, Eugene, Oregon.

Present: Doris Towery, President  
Gary Gillespie, Vice President  
Michael Dubick, Secretary  
Ed Necker, Treasurer  
Martha Reilly  
Carl Yeh  
Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

**CALL TO ORDER/ROLL CALL:** Ms. Towery convened the meeting and called the roll at 5:32 p.m. All Board members were present with the exception of Martha Reilly, who arrived at 5:45 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Ms. Towery reported that the United Front trip to Washington, D.C., in conjunction with several local jurisdictions, was very productive. She said that the President's budget includes funding for the West Eugene EmX Extension corridor.

**COMMENTS FROM THE GENERAL MANAGER:** Mr. Kilcoyne said that LTD staff met with congressional staff to discuss changes to the bus facilities capital program in the Moving Ahead for Progress in the 21st Century (MAP-21) legislation, which is scheduled for reauthorization next year.

Mr. Vobora introduced two new LTD employees: Graphic Designer Tara Ortiz, and Development Planner Sasha Luftig. Ms. Ortiz and Ms. Luftig spoke briefly about their backgrounds.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** There were no announcements or changes to the agenda.

**BOARD CALENDARS:** Mr. Kilcoyne briefly reviewed the scheduled activities for April, May, and June. He announced that the Board's Strategic Planning Work Session on April 22 would begin at 8 a.m. He added that the May Board meeting would begin at 4:30 p.m., followed by a Budget Committee meeting at 6 p.m.

Mr. Kilcoyne said that LTD would be receiving a BRONZE award from the Institute for Transportation and Development Policy. LTD was one of only five transit districts in the nation to be recognized under the Institute's high standards for bus rapid transit. The press event will be held on April 23 at the Eugene Station. Awards will be presented to Doris Towery on behalf of LTD and to the Mayors of Eugene and Springfield.

**EMPLOYEES OF THE MONTHS:** The Board recognized Bus Operator Randy Dresser as the April 2013 Employee of the Month, and Journeyman Mechanics Perry Crawford and Riley Kelley as the May Employees of the Month.

Ms. Towery thanked Mr. Dresser, Mr. Crawford, and Mr. Kelley for their service and dedication to LTD's mission, and presented them with certificates of appreciation, checks, and pins to commemorate their awards. Mr. Dresser, Mr. Crawford and Mr. Kelley expressed appreciation for the awards and recognition of their work.

**AUDIENCE PARTICIPATION:** Ms. Towery explained the procedures for providing public testimony.

**Bob Macherione**, Eugene, representing Our Money, Our Transit (OMOT), expressed ongoing concern that LTD was not responsive to public input. He stated that the Firwood Village Apartments, a low-income housing project on Brewer Lane, no longer has a bus stop after the last round of service cuts. He said that the LTD Board had not responded to his questions about restoring service to that bus stop. He stated that LTD should serve the Firwood Village residents first, and luxury items like EmX should come last. He said that a public transit system should cover as much area as possible, and that during the most recent service cuts, the Ferry Street Bridge neighborhood lost its transit service. He disagreed with LTD's analysis of productivity, which indicated that boardings per hour increased after the service cuts.

#### ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Gillespie moved adoption of LTD Resolution No. 2013-012: It is hereby resolved that the Consent Calendar for April 17, 2013, is approved as presented. Mr. Dubick provided the second. The Consent Calendar consisted of the minutes of the March 20, 2013, Regular Board Meeting.

VOTE The motion approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**FY 2014-2023 Capital Improvement Program (CIP):** Finance Manager Todd Lipkin said that no substantive changes were made since the CIP was presented at the March 20, 2013, Board meeting. He highlighted minor changes that consisted of changing the designation from 2013-2023 to 2014-2023 in order to be consistent with the Long-Range Financial Plan, and the addition of a map of project locations. He said that the CIP will continue to evolve with an expanded public participation process, more detailed project descriptions, connections to other CIPs in the region, more clarity regarding projects, and more connections in future years.

MOTION Mr. Necker moved approval of LTD Resolution No. 2013-013: It is hereby resolved that the FY 2014-2023 Capital Improvements Program is approved as presented. Ms. Reilly provided the second.

VOTE The resolution was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**FY 2014-2023 Long-Range Financial Plan (LRFP):** Director of Finance and Information Technology Diane Hellekson explained that the LRFP was an annual and ongoing part of the strategic planning process. The Plan initially covered a five-year period, but was expanded to ten years because of the increasing complexity of LTD projects and the length of time required for planning and implementation. She said that basic assumptions were developed once first quarter data was available and presented to the Finance Committee for approval. When second quarter data became available, the assumptions were finalized and presented again to the Finance Committee. She said that the Finance Committee met on April 11 to review the assumptions contained in the Plan.

Ms. Hellekson said that the LRFP viability test was to have at least \$2.5 million ending working capital each year, and that had been achieved. She said that a critical part of the Plan was payroll tax receipt assumptions; those were based on historical growth patterns of an average of 5 to 6 percent per year, although that varied from year to year. The Plan was based on a conservative assumption of 5 percent maximum growth in out years. She said that the Plan did not assume any additional service, with the exception of service enhancements associated with implementation of the West Eugene EmX corridor.

She said that the Plan was flexible, with respect to when those service enhancements occurred. She pointed out that the next major fleet acquisition would be debt-financed, and fuel was assumed at \$3.75/gallon in the current fiscal year, while the actual average was \$3.24/gallon. Fuel in storage would allow that assumption to be applied in the next year.

Mr. Necker asked about the life expectancy of stored fuel and how quickly it needed to be used. Director of Maintenance George Trauger said that a fuel preservative additive extended storage life to 18-24 months, and that he had recently placed a purchase order at \$2.90/gallon to replenish stored fuel.

Ms. Hellekson noted that the Plan assumed an increase to the payroll tax rate effective January 1, 2014. She said that the District would need to commission a study upon which the Board could base a determination of economic recovery. She said that should be accompanied by a community outreach campaign to explain the need to increase the rate to preserve services. Without the increase, a drastic reduction in services would be necessary in the fourth, fifth, and sixth years of the Plan.

Mr. Dubick commented that the assumptions were reasonable and that he appreciated the conservative approach to revenues and higher estimates of expenditures. He stated that the District would continue to manage its finances well and that it should consider taking the necessary steps to make a finding of economic recovery.

Ms. Hellekson emphasized that the LRFP was a rolling Plan. The immediate value was the first year, which provided a template for the proposed budget. If assumptions were inaccurate in out years, the Plan could be modified as needed in the future.

MOTION Ms. Reilly moved the following resolution: LTD Resolution 2013-014: Resolved that the LTD Board of Directors approves the FY 2014-2023 Long-Range Financial Plan as presented. Mr. Yeh provided the second.

VOTE The resolution was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**FY 2013-2014 Fare Pricing Plan and First Reading Amended Fare Ordinance No. 48:** Director of Customer Services and Planning Andy Vobora said that the ordinance had been updated to reflect the Board's decision to increase group pass rates, and to forestall increases to ten-ride tickets or bus passes. He said that the ordinance number would change from No. 44 to No. 48 under the new process for organizing and updating District ordinances. He noted that the topic was presented by Mr. Kilcoyne at the March 20, 2013, Board meeting. Background materials and a copy of the updated ordinance with highlighted changes were included in the current agenda packet. The second reading and adoption is scheduled for the May 15 Board meeting. If adopted, the ordinance would become effective January 1, 2014.

MOTION Mr. Necker moved that Lane Transit District Ordinance No. 48 be read by title only. Mr. Dubick provided the second.

VOTE The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Ms. Towery read the ordinance by title only: "ORDINANCE NO. 48, AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 44."

**Second Reading and Adoption, Ordinance No. 46, An Ordinance Regarding the Excise Tax on Self-Employed Persons:** Chief Accountant/Internal Auditor Carol James explained that LTD was working with its attorneys to reorganize ordinances so that they would be more accessible to the public on the LTD website. She said that ordinances would now be organized within eight categories, with one all-encompassing ordinance in each category. Ordinance No. 46 and Ordinance No. 47 related to the self-employment tax and employers' payroll tax, respectively. She said that the new ordinances contained updated references to Oregon Revised Statutes, clarified Internal Revenue code references and renumbered paragraphs for consistency. There were no substantive changes from previous ordinances.

MOTION Mr. Gillespie moved that Lane Transit District Ordinance No. 46 be read by title only. Mr. Dubick provided the second.

VOTE The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Ms. Towery read the ordinance by title only: "ORDINANCE NO. 46, AN ORDINANCE REGARDING THE EXCISE TAX ON SELF-EMPLOYED PERSONS, AND AMENDING AND RESTATING ORDINANCE NO. 38, ORDINANCE NO. 39, ORDINANCE NO. 40, AND ORDINANCE NO. 41."

MOTION Mr. Necker moved the following resolution: LTD Resolution No. 2013-015: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 46, an ordinance regarding the excise tax on self-employed persons, and amending and restating Ordinance No. 38, Ordinance No. 39, Ordinance No. 40, and Ordinance No. 41. Mr. Gillespie provided the second.

VOTE The resolution was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**Second Reading and Adoption, Ordinance No. 47, An Ordinance Regarding the Excise Tax on Employers:** Ms. James noted that background information was available in the agenda packet, and that the changes to the ordinance consisted of updating and clarifying references to Oregon Revised Statutes. There were no substantive changes from previous ordinances.

MOTION Mr. Yeh moved that Lane Transit District Ordinance No. 47 be read by title only. Mr. Gillespie provided the second.

VOTE The motion approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Ms. Towery read the ordinance by title only: "ORDINANCE NO. 47, AN ORDINANCE REGARDING THE EXCISE TAX ON EMPLOYERS, AND AMENDING AND RESTATING ORDINANCE NO. 34, ORDINANCE NO. 39, AND ORDINANCE NO. 40."

MOTION Mr. Yeh moved the following resolution: LTD Resolution No. 2013-016: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 47, an ordinance regarding the excise tax on employers, and amending and restating Ordinance No. 34, Ordinance No. 39, and Ordinance No. 40. Ms. Reilly provided the second.

VOTE The resolution was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**ITEMS FOR INFORMATION AT THIS MEETING**

**Board Member Reports:** Mr. Necker announced that the April 16 meeting of the Accessible Transportation Committee had been canceled.

Mr. Dubick reported that Manager Sonny Chickering, Oregon Department of Transportation Region 2, attended the Lane Area Commission on Transportation (ACT) meeting. Mr. Dubick announced that funds would be added to the 2012-15 State Transportation Improvement Program (STIP) for transit management, and that would provide some funding for LTD's Point2point program.

Mr. Gillespie reported that discussions with the Amalgamated Transit Union (ATU) during pension trust meetings earlier that day had been very productive, and that several options were raised that would be researched further. He stated that the bargaining unit and salaried employees' pension trust meetings went well, and that the consultants had responded to the trustees' interests in a more active process.

Mr. Gillespie announced that he would be resigning from the Metropolitan Planning Organization Citizen Advisory Committee now that he is the LTD Board alternate on the Metropolitan Policy Committee.

**Ten-Ride Ticket Book Update:** Mr. Vobora said that the ten-ride ticket book was created at the direction of the Board to provide a new single-ride fare option. He said that the book was marketed to customers, and it was well-received by agencies and riders. He said that there had been very few problems with fraud, as tickets were serial numbered, and that sales had exceeded expectations.

Mr. Gillespie commended staff for implementation of the ten-ride ticket book.

Ms. Towery also commended the graphics staff for their design of the United Front book, which was greatly appreciated by Oregon's congressional delegation and their staff.

**Monthly Financial Report - February 2013:** Ms. Hellekson reported that at nine months into the fiscal year, it appeared that the District would finish the year at or under budget with payroll taxes ahead of projections, personal services under control, and fuel at \$3.24/gallon. She said that the April state-in-lieu disbursement looked good, and it was 4 percent ahead for the year.

**Strategic Themes:** Planning and Development Manager Tom Schwetz distributed materials developed in conjunction with facilitator Randy Harrington to prepare the Board for its Strategic Planning Work Session that would be held on Monday, April 22, 2013. He directed the Board's attention to questions listed in the summary and asked that they think about their answers for Monday's discussion.

**ADJOURNMENT:** There was no further business; Ms. Towery adjourned the meeting at 6:25 p.m.

LANE TRANSIT DISTRICT

ATTEST:

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Michael Dubick  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** SECOND READING AND ADOPTION, AMENDED FARE ORDINANCE NO. 48, AND FISCAL YEAR 2013-14 PRICING PLAN

**PREPARED BY:** Andy Vobora, Director of Customer Services and Planning

**ACTION REQUESTED:** Conduct the second reading and adopt LTD Ordinance No. 48

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### BACKGROUND:

The LTD Board Finance Committee met in December 2012 and reviewed recent fare increases. Based on its discussion, the Committee directed that staff not move forward with an increase in 10-ride ticket or monthly pass prices. The Committee asked staff to return with a proposal to raise group pass rates according to the established fare policy.

Two information letters were sent to each of the participating group pass organizations, and in March 2013, the LTD Board of Directors held a public hearing to review the proposed group pass rate increase. No one provided testimony at the hearing, and no comments have been received electronically or in writing. The Board conducted the first reading of Ordinance No. 48 on April 17, 2013.

Staff have prepared the second reading of Ordinance No. 48 for the May 15, 2013, Board meeting. If the Board chooses to make adjustments to the proposed group pass rates, staff will develop a revised pricing plan, and the ordinance update process will begin again. If the Board adopts the rate increase as proposed, a copy of Ordinance No. 48 will be filed with the County Clerk and made available for public inspection.

By applying the three-year rolling average of LTD cost increases, this proposal recommends a 5.7 percent increase in group pass program rates. If approved, this pricing change will be effective on January 1, 2014.

**ATTACHMENTS:**

- (1) Ordinance No. 48, with Revisions
- (2) Ordinance No. 48
- (3) Group Pass Program
- (4) Pricing Plan Summary

### PROPOSED MOTIONS:

(1) I move that Ordinance No. 48 be read by title only.

Following an affirmative vote, the ordinance title should be read:

**Ordinance No. 48, an Ordinance Setting Fares for Use of District Services.**

(2) I move the following resolution:

LTD resolution No. 2013-018: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 48, an Ordinance Setting Fares for Use of District Services.

ORDINANCE NO. ~~44~~ **48**

AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 35.

~~WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public; and~~

~~WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances;~~

WHEREAS the Group Pass fare rates are evaluated on an annual basis;

WHEREAS the proposed Group Pass fare rates were recently presented at a public hearing at which no comment was received.

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. ~~3544~~ is amended and restated in its entirety to read as follows:

1 .01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	<b>Monday-Sunday</b>
Adult (ages 19-64)	\$1.75
Youth (ages 6-18)*	\$ .85
Half-Fare**	\$ .85
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 6/24/10)

<b>Pass Type</b>	<b>Monthly Price</b>	<b>Three-Month Price</b>
Adult (ages 19-64)	\$48.00	\$130.00



Youth (ages 6-18)*	\$24.00	\$ 65.00
Half-Fare**	\$24.00	\$ 65.00
Senior (ages 65 and older)	Free	Free

\* Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.

\*\* LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo identification cards may be obtained at the LTD Customer Service Center.

(c) Day Pass (Effective 7/01/12)

Adult (ages 19-64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (Effective January 1, ~~2013~~ 2014)

Pass Type	Monthly Rate
Taxpayer	<del>\$4.84</del> <u>5.12</u> taxpayer
Non-Taxpayer	<del>\$5.63</del> <u>5.95</u> non-taxpayer

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit

fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

(5) Paratransit. Fare structure (*Effective 7/01/12*):

RideSource	\$3.50 one way
Escort*	\$3.50 one way
RideSource Shopper**	\$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	\$35.00

\* Escort is limited to door-to-door transportation for medical rides.

\*\* RideSource Shopper is specialized transportation service for grocery shopping. RideSource Shopper fares are based on round-trip rides. All other fares are one-way rides.

\*\*\* Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District to sell passes to the general public.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Recording Secretary

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**ORDINANCE NO. 48**

**AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 44.**

WHEREAS the Group Pass fare rates are evaluated on an annual basis;

WHEREAS the proposed Group Pass fare rates were recently presented at a public hearing, at which no comment was received;

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 44 is amended and restated in its entirety to read as follows:

1 .01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

(1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	<b>Monday-Sunday</b>
Adult (ages 19-64)	\$1.75
Youth (ages 6-18)*	\$ .85
Half-Fare**	\$ .85
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 6/24/10)

<b>Pass Type</b>	<b>Monthly Price</b>	<b>Three-Month Price</b>
Adult (ages 19-64)	\$48.00	\$130.00
Youth (ages 6-18)*	\$24.00	\$ 65.00
Half-Fare**	\$24.00	\$ 65.00
Senior (ages 65 and older)	Free	Free

- \* Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.
- \*\* LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo identification cards may be obtained at the LTD Customer Service Center.

(c) Day Pass (Effective 7/01/12)

Adult (ages 19-64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (Effective January 1, 2014)

Pass Type	Monthly Rate
Taxpayer	\$5.12 taxpayer
Non-Taxpayer	\$5.95 non-taxpayer

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low income persons" and "who

need transportation assistance" shall be part of such contracts, verbatim or by reference.

(5) Paratransit. Fare structure (*Effective 7/01/12*):

RideSource	\$3.50 one way
Escort*	\$3.50 one way
RideSource Shopper**	\$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	\$35.00

\* Escort is limited to door-to-door transportation for medical rides.

\*\* RideSource Shopper is specialized transportation service for grocery shopping. RideSource Shopper fares are based on round-trip rides. All other fares are one-way rides.

\*\*\* Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District to sell passes to the general public.

ADOPTED this 15th day of May, 2013.

\_\_\_\_\_  
President and Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Recording Secretary

# GROUP PASS PROGRAM

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## OBJECTIVES

A Group Pass Program is one in which the cost of transit fares is shared by a group. All persons within the group receive the transit benefit, whether or not they actually use the service. The employer enters into a contract for services with LTD. In this way, the cost per person for the service is significantly reduced, and ridership within the group can be expected to increase significantly.

Group Pass Program goals are:

1. To increase ridership and ridership productivity (rides per service hour) by encouraging transit and other mode use as an alternative to drive-alone automobile use and to provide convenient, effective, and efficient public transportation services to all group pass participants;
2. To reduce parking demand, traffic congestion, and auto emission problems in the community;
3. To maintain or increase LTD's farebox to operating cost ratio; and
4. To decrease LTD's cost per trip.

The establishment of these programs is based on the premise that increased use of transit, as a replacement to the single-occupancy vehicle, is a goal established by our community because it will provide numerous benefits. In order to meet that goal, LTD should aggressively pursue fiscally responsible programs that increase use of the bus, particularly in areas with traffic congestion, parking or air quality problems, or where there is a transportation need that can be effectively addressed with public transit.

## APPLICATION

The following guidelines apply to all Group Pass Programs established by the District.

## PROGRAM GUIDELINES

### Qualifying Organizations

The District will consider any organization, public or private, for a Group Pass Program if it:

1. Consists of employees, students, or residents of a multi-unit residential facility who have an ongoing transit need that requires them to make multiple trips each week to and from a specific destination. Lane Transit District reserves the right to determine whether the transit-related needs of an organization qualify it to participate in the Group Pass Program.

2. Includes at least ten individuals.
3. Is financially capable and legally empowered to enter into a contract with LTD and to meet the financial obligations dictated by that contract. The Group Pass Program will apply to all members in the organization.
4. LTD will consider qualifying organizations on a first-come/first-served basis, only if LTD has the service and equipment capacity to serve that organization.

## **Pricing**

Revenue from organizations that participate in the Group Pass Program will be computed according to whether or not an organization contributes to the LTD payroll tax, and to group size. All organizations that participate in the Group Pass Program will provide revenue that meets the following three criteria:

1. A base rate per employee per month will be levied on individuals within the organization. The base rate will be increased annually, not to exceed the three-year rolling average of LTD cost increases. The base rates are:

Taxpayers	\$3.00 per employee per month
Non Taxpayers	\$3.50 per employee per month

2. The cost of additional services that is instituted by the District to directly respond to increased ridership resulting from the Group Pass Program.
3. Participating Group Pass organizations shall not, in any manner or form, charge their employees, students or residents a fee for a Group Pass which is greater than the fee paid by the organization to Lane Transit District for the Group Pass without the express written consent of Lane Transit District.

## **Term of the Contract**

Contracts will normally be for a one-year period, with annual renewals. A yearly evaluation, at a level appropriate for the size of the organization, is to be conducted of each Group Pass Program prior to renewing the contract to determine if the pricing criteria are still being satisfied. The District reserves the right to terminate group pass contracts within the contract period.

Whenever possible, the District will seek to have the Group Pass Programs institutionalized in order to reduce the possibility of programs becoming discontinued from one year to the next. This is obviously of greatest concern with the larger group pass programs, which require significant capital and operational investment and expenditures.

## **Operational Issues**

Group pass participants are to provide photo identification that is easily verified by the bus driver. The photo identification may be either the organization's, in which case it must have an LTD validating sticker, or issued by the District. In either case, the cost of issuing the photo identification will be borne by the organization. Participating organizations will be responsible for administering the program within their organizations.

**Marketing**

The District will provide trip planning assistance for the individuals of a group pass organization. Marketing of the service to individuals of a group pass organization will be conducted where it is determined to have a significant impact on ridership.

**Maintenance**

The Director of Customer Services and Planning is responsible for monitoring and making recommendations for modifications to this program.



## Lane Transit District Pricing Plan Summary

Cash Fare			RideSource		
	Current:	Proposed:		Current:	Proposed:
Adult	\$1.75	N/C	Regular	\$3.50	N/C
Youth	\$0.85	N/C	Escort	\$3.50	N/C
Half-fare Program	\$0.85	N/C	Shopper*	\$2.00	N/C
Honored Rider (age 65+)	Free	Free	10 Tickets	\$35.00	N/C
			*Round-trip fare		
Passes					
Adult					
	1-Month:	\$48.00			N/C
	3-Month:	\$130.00			N/C
Youth and Half-fare Program					
	1-Month:	\$24.00			N/C
	3-Month:	\$65.00			N/C
Day Pass					
Adult					
		\$3.50			N/C
Youth and Half-fare Program					
		\$1.75			N/C
Sales Outlet Wholesale Discount					
				Current:	Proposed:
			Passes	Discount	Discount
			0-500+	5.00%	N/C
			Ticket Books		
			0-500+	5.00%	N/C
Group Pass (Effective January 1, 2014) 5.70%					
Monthly rates					
	\$4.84 taxpayer	\$5.12 taxpayer			
	\$5.63 non-taxpayer	\$5.95 non-taxpayer			

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** None

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### BACKGROUND:

Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

### MEETINGS HELD:

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Michael Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Martha Reilly serving as an alternate. The LCOG Board generally meets every other month. At the April 25 meeting, Director Jody Cline presented the Senior and Disabled Services (S&DS) Annual Report for FY 2012; the Executive Committee and the Senior Services Advisory Council recommended that LCOG adopt the 2013-14 Budget Update to the S&DS 2013 - 2016 Area Plan on Aging and Disability Services; the Budget Committee unanimously recommended that the LCOG Board adopt the proposed Fiscal Year 2013 Revised Budget; and approval of the LCOG Executive Director's annual review process was proposed.
2. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this Commission, which meets on the second Wednesday of the month. The agenda for the May 8 meeting included a request to determine what specific education and information items to focus on in next year's Work Plan; an update on recent activities of the Oregon Transportation Commission; an update on the Regional Project, specifically focusing on the 2012-2015 Statewide Transportation Improvement Program (STIP); an update on Area 5 construction projects; and information on the TIGER V grant opportunity.
3. **Metropolitan Policy Committee (MPC):** Board President Doris Towery and Board Member Martha Reilly are LTD's MPC representatives, with Board Member Gary Gillespie serving as an alternate. MPC meetings are held on the first Thursday of each month. The agenda for the May 9 meeting included a presentation on the 2014-2015 Unified Planning Work Program;

updates on the Oregon Rail process, the Scenario Planning process, and the STIP Enhance process; and Alta Planning and Design gave an update on the Regional Bike Parking Study.

#### **NO MEETINGS HELD:**

1. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex-officio position representing the LTD Board on this committee. The April 16 meeting was canceled. The next meeting is scheduled to be held on May 21.
2. **Main Street-McVay Governance Committee:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Feasibility Study and four other concurrent projects along Main Street in Springfield. Board President Doris Towery and Board Member Michael Dubick are LTD's representatives on this committee, which typically meets on the fourth Thursday of the month. The April 25 meeting was canceled. The next meeting is tentatively scheduled to be held on May 23.
3. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board President Doris Towery, Board Member Carl Yeh, members of local units of government, and community representatives. The next meeting is tentatively scheduled to be held on June 4.
4. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Michael Dubick and Martha Reilly. The next meeting is tentatively scheduled to be held on June 11.
5. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Gary Gillespie serves as a trustee for both plans. The next meeting is scheduled to be held on July 19.
6. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting has not yet been scheduled.
7. **Springfield Stakeholder Advisory Committee:** Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. LTD's Board representative to this committee will be appointed in the near future. The next meeting has not yet been scheduled.
8. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. The next meeting has not yet been scheduled.
9. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Michael Dubick and Board Members Ed Necker and Carl Yeh. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** REGIONAL BICYCLE PARKING STUDY UPDATE

**PREPARED BY:** Theresa Brand, Transportation Options Manager

**ACTION REQUESTED:** None. Information Only.

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### BACKGROUND:

The Regional Bicycle Parking Study was initiated to assist the Central Lane Metropolitan Planning Organization (MPO) jurisdictions with better planning and management of short- and long-term bicycle parking needs. LTD also is interested in helping the region solve the “first and last mile” barriers, which are barriers faced by commuters who could potentially take transit, but whose starting point or final destination cannot be conveniently accessed from the nearest transit stop or station.

During the last few years, there has been an increase in the level of bicycle use in the region. In direct correlation to the increase, there is an increase in bicycle parking needs and the recognition of how bicycles can play an important role in multimodal options. In addition, there are no consistent regional standards or a centralized plan for how to accommodate this growing demand.

With this in mind, in 2011 Point2point sought and received \$90,000 in Surface Transportation Program – Urban (STP-U) funds through the Metropolitan Policy Committee (MPC) to develop a regional bicycle parking study. The study is being completed and identifies the types and locations of bicycle parking facilities best suited to increase multimodal connectivity and overall bicycle usage throughout the Lane metro area.

The study includes an inventory of current facilities, with recommendations for regional bicycle parking standards for future bicycle parking facilities. It also includes a recommendation list for the purchase of equipment in phases as an outcome of this study, and outlines the costs for implementation. In addition, a review of bicycle parking code requirements and the recommended changes to code language have been developed as part of this project.

A Request for Proposal was developed for consultant work to complete all elements of the study. Alta Planning + Design from Portland was selected to conduct the effort, while working closely with Point2point staff.

The Alta Planning + Design group has completed an inventory of the current short- and long-term bicycle parking facilities at key regional sites. A bicycle parking road show was held in October, and interested transportation staff from the local jurisdictions were invited, along with Greater Eugene Area Riders (GEARS) to view existing high capacity bicycle parking facilities in the Portland area. Two online surveys were conducted: the first was to identify where survey participants currently park their bicycles, and where, ideally, they would like to see more bicycle parking; and the second was a bicycle parking visual preference survey in which respondents identified which type of bicycle parking they preferred in certain self-selected locations.

In addition, an open house was held in March in which bicycle parking constituents offered input on what they recommended for additional bicycle parking in the region. A technical advisory committee was formed, which included staff from all local jurisdictions in the MPO. This committee has been involved in the entire process, including making recommendations and reviewing all materials produced to date.

A draft report has been developed that includes all actions related to the study, along with future recommendations for next steps regarding bicycle parking in the region. The Bicycle Parking Technical Advisory team is currently reviewing the report and is making some initial recommendations. After the Team completes this review, the report will be made available for MPC feedback. In May and June additional review and input will be sought from the LTD Board of Directors, the Springfield Bicycle and Pedestrian Committee, the Eugene Bicycle Pedestrian Committee, GEARS, and the general public. The input received from these efforts will be included in the final report and help guide future priorities and project recommendations.

A draft bicycle parking study report will be sent to the MPC at the end of May for review and comment.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** LONG-RANGE TRANSIT PLAN STATUS

**PREPARED BY:** Tom Schwetz, Planning and Development Manager

**ACTION REQUESTED:** None. Information Only.

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### BACKGROUND:

#### Why Plan?

All public organizations can be faced with making choices and decisions under tight time and financial constraints. As a result, many decisions are made without an understanding of the full implications or options. In the absence of a clear, broadly adopted vision by the organization, decision-making runs the risk of reflecting isolated reactions to immediate and pressing needs that are disconnected from broader organizational goals.

A long-range plan affords LTD with the opportunity to develop a clearly defined vision, establish specific goals to meet that vision, and define policies and actions that implement the goals. The Long-Range Transit Plan (LRTP) can help LTD to be more nimble and efficient in its everyday decision-making efforts while providing a distinct path toward achieving its long-term vision. With a well-crafted, long-range plan in place, decisions can be made based on their consistency with the goals, policies, and actions of the plan, thus avoiding an ad hoc review of immediate concerns.

#### Why Now?

Changes in the planning relationship among Eugene, Springfield, and Lane County, which were the result of House Bill 3337 approved in the 2007 Legislative Session, will soon lead to the adoption by each agency of individual transportation system plans (TSPs). The regional plan (TransPlan), adopted in 2001 by each of these agencies and LTD, will no longer be in effect. In addition, state regulations require that each of these agency TSPs include a transit element. For these reasons, the transit element developed by LTD for TransPlan (a set of policies, a project list, and performance measures) needs to be updated and recast to serve as a basis for the transit elements required in each of the individual TSPs. Development of the LRTP will assure consistency with other adopted local, regional, and state plans, policies, and rules. This will provide a formal basis for integrating future transit service and facility planning effectively with planned growth and development in the region.

#### Why Do We Care?

LTD has been providing a variety of transit-related services to the community for more than 40 years. These services have enabled the residents of our community to connect to jobs, education, services, and family. In everything the District does, we literally carry the community and its aspirations forward. In that context, LTD takes responsibility for fostering a more livable community into the future.

As the District looks to the future, this focus on our role in the community acts as a lens through which we can begin to make sense of the complexities and interconnectedness the future holds.

Through that lens, the multitude of uncertainties the future presents start to coalesce around two broad strategic issues: 1) the nimbleness or adaptive capacity of LTD and its regional partners; and 2) changes in how residents of the region will meet their transportation needs in the future (ways in which existing mobility markets shift and new markets emerge). These two strategic issues are described in more detail below.

### **(1) Adaptive Capacity**

This issue refers to the ability of public sector agencies in the Eugene-Springfield region to adapt to changing conditions. The adaptive capacity of LTD and its partners will likely vary. In scenarios with high adaptive capacity, there would be a dynamic public sector working collaboratively; actively finding and solving problems with general support of the citizens. Implicit in this general set of circumstances is a high level of trust between people who value diversity and are unafraid of change.

In scenarios with low adaptive capacity, we would see a public sector unable to change effectively to meet new demands. This would be accompanied by a general disillusionment with government and increasing intervention from the private sector to provide services, possibly from outside of the region, state, or nation. Existing models are perpetuated, even though they are ineffective, simply because no consensus can be reached on what the new model should be. Government is in a constant state of triage.

### **(2) Mobility Markets**

This issue refers to changes in the travel preferences of Eugene-Springfield residents. These changes relate to deeper changes in demographics, the state of the economy, and social attitudes surrounding transportation. Scenarios with dramatic changes in the mobility markets could be the result of continued economic depression, which forces travelers to be more efficient through use of carpools or transit, or the use of online options for shopping. An example of this today is the reduction in car ownership among young adults.

Scenarios with very little change between today's travel preferences and 20 years from now might unfold due to technological fixes for the problems associated with cars (pollution control, less expensive energy sources, congestion), or simply that social attitudes in the region become resistant to change in general.

The strategic issues, in turn, are a frame that can be used to help identify the strategies and actions needed as the community and its aspirations are carried forward. Two broad themes emerge that encompass most of the strategies and actions to be considered in moving forward: (1) the availability of **Resources**; and (2) LTD's ability to improve or form new **Connections** (connecting to riders, improving connections to other modes, and coordinating transit investments with broader community visions).

The first theme, **Resources**, concerns issues related to LTD getting what it needs to deliver on its vision. These issues include revenue sources and levels (relative to LTD's cost trends), labor availability (including the skill sets needed to move the organization forward), and partnerships

(those relationships with public agencies and the private sector that will be necessary to leverage the services that LTD provides).

The second theme, **Community Connectivity**, concerns issues related to actions and investments LTD can make to improve its connections to riders (continue to overcome barriers to people's use of transit; for example, fare systems), improve connections to other modes (in particular, bicycle and pedestrian modes), and coordinate transit investments with broader community visions (for example, Envision Eugene).

### **Discussing the LRTP Draft Goals:**

These themes and the underlying strategic issues are reflected in the attached draft goals, policies, and actions included in the Plan. Like most organizations, LTD is a "goal-directed, purposive entity".<sup>1</sup> The effectiveness with which its goals are pursued influences the degree to which LTD accomplishes its mission, and ultimately affects the quality of life in the community. Recall from previous discussion that the working definition of a goal for purposes of the LRTP is as follows:

*Goals are "milestones we expect to reach before too long. Every shared vision effort needs not just a broad vision, but specific, realizable goals. Goals represent what people commit themselves to do in the short run."*

The draft goals articulated in the LRTP provide the Board with an opportunity to establish "specific, realizable" goals as direction and focus for the organization. As Board members discuss the draft materials, questions to consider in review of the draft goals include:

- (1) Do we have the right goals in place to guide and focus the organization during the next five to ten years? Do they prepare the organization to effectively adapt as the future unfolds?
- (2) Do the specific goals reflect the broader goals encompassed in LTD's Vision and Values?
- (3) Is each goal clearly articulated?

### **Anticipated Timeline for LRTP Adoption:**

- **June:** Draft LRTP presented to LTD's Leadership Council and LTD Board for review
- **July–August:** Public involvement period
- **September:** LTD Board Meeting, Public Hearing
- **October:** LTD Board Meeting, Adoption

**ATTACHMENT:** Draft Long-Range Transit Plan Goals and Policies

**PROPOSED MOTION:** None.

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<sup>1</sup>Hal G. Rainey, *Understanding and Managing Public Organizations*, (Jossey-Bass; San Francisco, 2003), 128.



## Section 4

# Goals, Policies and Actions

An agency with high adaptive capacity must outline clear goals, policies, and actions in order to clearly communicate key strategies with local and regional stakeholders. Outlining these strategies helps LTD and its partners to better understand regional priorities and opens a dialogue about a shared vision.

### **Goal 1 - Provide attractive travel options to improve ease of connectivity throughout LTD's service area.**

LTD seeks to provide competitive service that presents a variety of attractive travel options for residents in the Eugene and Springfield region. The policies and actions listed below foster that competitiveness.

**Policy 1.1 Implement a network of higher capacity, frequent transit corridors serving existing and proposed high-density land uses throughout the Eugene/Springfield metropolitan region that provide viable alternatives to vehicle trips.**

**Definition and Intent:** The Frequent Transit Network is a regional initiative to better connect land use development to transit and is given priority in the Eugene and Springfield Transportation System Plans. The community invests significant

resources into the transit service provided by LTD. To best leverage that investment, LTD's service should be tied to the level of development along those corridors. Traffic and land use management strategies can be used to improve transit travel time, reduce operating costs, increase productivity, and make transit a more attractive transportation option. The intent of this policy is to coordinate the decisions we make on corridor level investments with the growth and development actions of Eugene, Springfield, and Coburg.

#### **Reference:**

TransPlan 2002, Transit System Improvements Policy #3

Draft City of Eugene Transportation System Plan 2013, Access and Mobility for All Modes #8

**Example Action:** Encourage transit-supportive development along Frequent Transit Network corridors through collaboration, such as public-private partnerships.

**Policy 1.2 As part of the Frequent Transit Network, continue to expand the Bus Rapid Transit (BRT) network on corridors if it can be shown to increase transit mode split, demonstrate local government support, and financing of the system is feasible.**

**Definition and Intent:** The intent of this policy is to expand the BRT system subject to its ability to increase transit mode split, the ability to gain local government support, and the ability to obtain funding.

**Reference:**

TransPlan 2002, Transit System Improvements Policy #2

Draft City of Springfield Transportation System Plan 2013, Policy #3.8

**Example Action:** Conduct analysis to evaluate mode split, government support, and financing of high capacity transit.

**Policy 1.3 Outside of the Frequent Transit Network, expand local and connecting transit service to areas with sufficient employment, activity, or residential density to support minimal transit service.**

**Definition and Intent:** In a regional context, it is important for LTD to efficiently allocate its resources in a manner that connects all parts of the community while providing adequate frequency on major corridors. This policy helps LTD to more effectively manage issues of productivity versus coverage, and seeks to connect people in outlying communities to opportunities and services available in the Metro area.

**Example Actions:** Prioritize the retention and expansion of service where financially sustainable.

**Policy 1.4 Support emerging transportation options through improvement of infrastructure that strengthen accessibility and increases pedestrian, bicycle and transit usage.**

**Definition and Intent:** Virtually all users of transit connect either as a pedestrian or bicyclist. It is important to coordinate with our regional partners to improve and enhance the inter-connection of transit, bicycle, and pedestrian modes.

**Reference:**

Draft City of Eugene Transportation System Plan 2013, Access and Mobility for All Modes #7, #10, and #12

Draft City of Springfield Transportation System Plan 2013, Policy #1.3, #1.4, #2.3, #2.4, #3.2, #3.4, and #3.8

Draft Regional Transportation Options Plan 2013

**Example Action:** Coordinate with local governments to improve bicycle sharing and connections to LTD routes and stops.

**Policy 1.5 Fully integrate transit investments and land-use planning within Eugene, Springfield, and Coburg.**

**Definition and Intent:** Transit investments are intimately linked to land-use goals of local jurisdictions. It is essential that LTD work closely with the land-use agencies to leverage mutual objectives.

**Reference:**

Draft Regional Transportation System  
Plan 2013, Policy #2

**Example Action:** Support the adoption of transit-supportive land use regulations.

**Policy 1.6 Coordinate transit investments with local land-use planning for cities outside of the metropolitan area.**

**Definition and Intent:** Cities that surround the greater Eugene-Springfield area are continuing to grow, increasing transit demand to and from these communities. The intent of this policy is to be cognizant of the growth of cities outside the metropolitan area and to seek opportunities for co-investing the improvement of the community

**Example Action:** LTD will consider rural land use plans in conjunction with service planning, e.g. Urban Growth Boundary (UGB) expansion, zoning, and proposed development.

## **Goal 2: Ensure equitable and accessible transit service.**

Equitable transit service is at the heart of LTD's mission to the community. LTD will ensure equitable transit service for populations that do not drive or bike, and also for areas outside of major cities that are still included in LTD's service area.

### **Policy 2.1 The allocation of resources for accessible services will consider the following priorities:**

- 1) maintain a sustainable level of service for people who depend on public transportation;**
- 2) respond to pressures of growth and transportation demand within the limits of resource availability; and**
- 3) optimize the resources to accommodate emerging community needs.**

**Definition and Intent:** Because of the scarcity of resources, it is important that priorities be established for the allocation of accessible services.

#### **Reference:**

Lane Coordinated Public Transit - Human Services Transportation Plan 2013, Section 4: Coordinated Practices and Projects

**Example Action:** Collaborate with Eugene and Springfield to locate affordable housing, and health and

community services along Frequent Transit Network corridors.

### **Policy 2.2 Continue to balance issues of productivity and coverage in determining the provision of service.**

**Definition and Intent:** In the allocation of service, it is important to weigh the implications of the system's geographic coverage in comparison to maximizing ridership and efficiency. Consider social equity factors in evaluating service and infrastructure investment.

**Example Action:** Define productivity and coverage and how these concepts are utilized, to evaluate route determination.

### **Goal 3: Maintain and enhance safety and security of LTD's services.**

Practicing and continually enhancing transit safety is a key value of LTD. Maintaining safety while riding the transit system and also enhancing security at transit stations and stops will ensure that the community is secure and comfortable while riding the transit system.

Lane Transit District's System Safety Program Plan (SSPP) integrates safety into all Lane Transit system operations.

#### **Policy 3.1 Manage hazards that affect employees, customers, the public, and property.**

**Definition and Intent:** Emphasizing safety is a core value of LTD. The intent of this policy is to use the SSPP to ensure that LTD's operations are safe and secure.

#### **Reference:**

LTD System Safety Program Plan 2012, Policy Statement

**Example Action:** Implement LTD's System Safety Program Plan. Strategies include improved lighting of high pedestrian and bicycle use areas, and utilization of safety controls during system modification.

**Action 3.1.B:** Coordinate with agency partners to implement safety improvements for routes used by LTD.

## **Goal 4: Use LTD's resources sustainably in adapting to future conditions.**

When it comes to future funding, there are many uncertainties. Funding sources may be stable over time or they could change, or new funding sources may become available. LTD is a publicly funded agency and must be judicious and innovative in its use of taxpayer dollars.

The triple bottom line framework will assist LTD in identifying the broad range of implications associated with a proposed decision, and provides context and transparency for how decisions are made.

**Policy 4.1 When making investments in transit service and infrastructure, consider long-term system interactions between social equity, economic opportunity, and preservation of the natural environment.**

**Definition and Intent:** When making investments in LTD's services and infrastructure, it is important to evaluate those investments using a broad range of factors. It is the intent of this policy to apply the triple bottom line approach throughout LTD decision-making processes, placing priority on projects and services that deliver the best mix of benefits at costs that are financially sustainable.

**Example Action:** Drawing on frameworks used by other agencies,

develop a triple bottom line process for use at LTD.

**Policy 4.2 Identify and implement a Sustainable Level of Service that minimizes fluctuation in the provision of public transportation.**

**Definition and Intent:** Current funding is subject to the economic cycles of the national, state, and local economies. During downturns in the economy, LTD has been required to reduce services that may have been added during periods of economic growth. The intent of this policy is to develop and implement a strategy that maintains service at a sustainable level.

**Example Action:** Develop and define the concept of a Sustainable Level of Service.

**Policy 4.3 Seek new funding sources to improve LTD's services to the community.**

**Definition and Intent:** Financial security is critical to providing consistent, high-quality service to the community. The intent of this policy is to identify funding sources that might be made available for improvement of LTD services and infrastructure.

**Example Action:** Collaborate with Federal and State partners to identify alternative funding streams, such as an alternative to the Business Energy Tax Credit (BETC) and a stable funding source for Paratransit.

**Policy 4.5 Develop LTD's nimbleness to respond effectively to major shifts in emerging economic, social, and environmental trends.**

**Definition and Intent:** To be prepared for uncertainties facing the organization, LTD needs to develop the capacity to adapt quickly to changes in its operating environment. The intent of this policy is to enhance LTD's ability to maintain resilient operations over the long term.

**Example Action:** Monitor and evaluate internal and external long-term trends, such as labor costs, workforce skills, and transportation demands.

## **Goal 5: Engage the regional community in LTD's short- and long-term planning processes.**

LTD's mission is to provide the community with the best transit service imaginable. Therefore, it is essential that the regional community has an opportunity to engage in LTD's short- and long-term planning processes. Engaging the public will ensure that the community's needs are met by LTD decision makers.

### **Policy 5.1 Engage the community through broad and diverse collaboration.**

**Definition and Intent:** LTD serves a very diverse community. It is important that LTD work to ensure that the diverse values and perspectives are reflected in LTD's decision making. The intent of this policy is to seek collaborative methods for public engagement.

**Example Action:** Provide several avenues of communication with members of the community, including public meetings, a comprehensive website, and a presence in local planning processes.

### **Policy 5.2 Establish working relationships with public, private, and non-profit organizations invested in community building.**

**Definition and Intent:** LTD recognizes that building a community requires the development of strong partnerships with an array of public and private organizations that share LTD's value in enhancing community livability.

**Example Action:** Collaborate with partners to ensure that new transit system improvements address social, economic, and environmental concerns.



## **Goal 6: Sustain and enhance economic prosperity in the community through investment in transit service and infrastructure.**

Transportation can play a large role in economic development within the region. LTD can help to sustain and increase future economic prosperity in the community by focusing our resources on operating a transit system that connects people's homes with jobs, schools, services, and other opportunities.

### **Policy 6.1 Implement public transportation strategies that strengthen the economic vitality of the region.**

**Definition and Intent:** By focusing its resources, LTD can help the region leverage more economically sustainable growth.

#### **Reference:**

Regional Transportation Plan 2011,  
Objective #5

**Example Action:** Actively develop and maintain relationships with economic development interests throughout the region.

**Action 6.2.B:** Provide reliable transit connections to the Metro area.

### **Policy 6.2 Prioritize transit-related infrastructure investments along Frequent Transit Network (FTN) corridors.**

**Definition and Intent:** Given that the FTN corridors are associated with higher density development and thus will likely result in higher ridership and increased productivity, investment in the FTN is likely to yield the most effective outcomes.

**Example Action:** Reflect transit investment priorities in the LTD Capital Improvements Program (CIP).

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** SURFACE TRANSPORTATION PROGRAM-URBAN FUNDING UPDATE

**PREPARED BY:** Tom Schwetz, Planning and Development Manager

**ACTION REQUESTED:** None. Information Only.

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### **BACKGROUND:**

The Metropolitan Policy Committee (MPC) is going through the process of allocating its discretionary federal Surface Transportation Program–Urban (STP-U) funds. LTD plans to submit three grant applications, along with two additional Point2point grant applications, for the following projects:

#### **Pavilion Station**

This is an additional EmX boarding platform proposed at the north end of the 200-acre RiverBend Medical Center campus. The need for an additional station was identified at the north end of the RiverBend campus to serve the newly constructed Urgent Care and Specialty Clinic complex. The Pavilion Station will provide improved accessibility to the community's most vulnerable citizens. The proposed project is requesting an estimated \$700,000 of STP-U funding.

#### **The Northwest Eugene – Lane Community College Transit Corridor Plan**

This is a project that will provide preliminary corridor planning and design in advance of a more detailed frequent transit corridor environmental assessment. Possible extension of the frequent transit network, and opportunities for pedestrian and bicycle system enhancements, will be examined from the Northwest Eugene Corridor, including service areas around Highway 99 and River Road, through the LTD Eugene Station, and along 30<sup>th</sup> Avenue to Lane Community College. The City of Eugene and LTD are submitting this grant as joint applicants. The proposed project is requesting an estimated \$800,000 of STP-U funding.

#### **The Eugene Bike Share System**

This is an innovative strategy for investing in public transportation. Bike share systems provide a new network of flexible connections to the public transportation system and increase the accessibility, integration, and efficiency of public transportation by improving mobility for all Eugene residents and visitors. The University of Oregon (UO) is implementing a bike share program on campus in late 2013. LTD is partnering with the City of Eugene to implement a feasibility study to evaluate a broader community bike share system to connect the UO system with the downtown core of Eugene and adjacent neighborhoods. The proposed project is requesting an estimated \$100,000 of STP-U funding.

#### **Regional Safe Routes to Schools Project**

This is a project that will continue and build on the high quality Safe Routes to Schools programs that have been underway in the Bethel and 4J school districts. The grant request will fund a two-year program, which includes in-classroom bicycle and pedestrian safety education, along with year-round encouragement activities. This work will coincide with current work underway in all three school districts in which school walking maps are being developed. The project is requesting an estimated \$248,000 of STP-U funding.

**Bicycle Parking Equipment Funding – Phase 1**

This is a project that will purchase new short- and long-term bicycle parking equipment as specified in the recently developed Regional Bicycle Parking Study. The project will purchase the equipment for the high priority areas and will include items such as additional hoop and post racks, inverted U-racks, electronic bicycle lockers, and will renovate two underutilized bicycle cages to an electronic system. The project is requesting an estimated \$80,000 of STP-U funding.

**Anticipated Timeline:**

- May 15: STP-U grant applications are due to Lane Council of Governments
- June 6: MPC will hold a public hearing for STP-U funding
- July 11: MPC will approve STP-U funding

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

[Q:\Reference\Board Packet\2013\5\STP-U\\_BoardSummary.docx](Q:\Reference\Board Packet\2013\5\STP-U_BoardSummary.docx)

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** BUS SERVICE EXPANSION REQUESTS

**PREPARED BY:** Andy Vobora, Director of Customer Services and Planning

**ACTION REQUESTED:** None. Information Only.

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### **BACKGROUND:**

The District regularly receives requests for service changes or additions. These requests come from customers, employees, developers, elected officials, and other interested individuals. Each request is discussed by the Service Planning staff, and an evaluation is completed based upon a number of criteria. The criteria include:

- Cost
- Effect on current customers
- Potential for new customers
- Effect on route running time
- Effect on transfer connections
- Routing safety
- Municipal approval to operate on streets owned by those jurisdictions
- Priority of request compared to other system needs

The following will provide a sense of the types of bus service requests that have been evaluated. Please note that these summaries hit only a few key points, and that much more discussion would be needed in order to fully understand the pros and cons. Additionally, it would be important for the LTD Board to have a full discussion concerning the priority of implementing service additions, and to understand that past reductions in service span and service frequency and the discontinuation of holiday service, before making a commitment to a specific service request.

### ***The Reserve***

This is a student housing project proposal for the Laurel Hill Valley. Limited Route No. 27 trips operate near the proposed site; however, the demand created from 600 students would require much more frequent service. In addition, Route No. 27 may need to be adjusted in order to provide better access for these students to the University of Oregon (UO) campus. Discussions to date have included a requirement that the developer pay for the additional bus service.

***Capstone Student Housing***

The Capstone project is under construction in downtown Eugene. For Phase One of the project (opening Fall 2013), staff believe that the demand will be met by utilizing current service and by adding a bus stop adjacent to the facility. Many students also will choose to walk to the Eugene Station and to ride the EmX, although capacity constraints may make this a limited option during peak trips serving popular UO class start times. For Phase Two of the project (opening Fall 2014), there may be capacity issues at peak hours with a number of routes and trips at the current levels of service.

***Springfield Relief Nursery***

The recently completed Springfield Relief Nursery is located south of Main Street off of 42<sup>nd</sup> Street in east Springfield. The location is not within easy walking distance of Route No. 11 service, and, therefore, would require the establishment of a new route or reconfiguration of Route No. 11. Considering the high ridership on Route No. 11 (especially between 32<sup>nd</sup> Street and 54<sup>th</sup> Street), and the likelihood that ridership to this facility will be minimal, staff are hesitant to make any changes to current routing along this stretch of Main Street. A possible change in Route No. 11, which would be to create a feeder-trunk service out of the Thurston Station, has been briefly discussed. This would result in circulator routes serving the Thurston loop less frequently in order to free resources to provide a circulator that could service the 42<sup>nd</sup> Street/Jasper Road area. Another option is to extend a route from downtown or north Springfield to serve the 32<sup>nd</sup> Street, Jasper Road/42<sup>nd</sup> Street area.

***Veterans Administration Clinic***

The recently sited Veterans Administration Clinic on Chad Drive is not within easy walking distance. It is approximately one-half mile from current routes 66 and 67 that operate on Chad Drive and Shadowview. Rerouting routes 66 and 67 is an option, but that would add operating time, which would result in added cost (approximately \$300,000 annually) and a change in transfer connections for the many customers who currently ride these routes. An extension of Route No. 12 along Gateway Street is a potentially stronger option. Extending Route No. 12 adds approximately \$132,000 in annual cost, but does not affect current customers, and creates a cross-town connection between the Gateway area and Coburg Road.

***Willow Creek***

The request to deviate service south along Willow Creek from West 11<sup>th</sup> Avenue was evaluated by staff and determined to not contain a net benefit. Pedestrian connections exist along both sides of Willow Creek, and the walking distance to the bus stop on West 11<sup>th</sup> Avenue is reasonable for most customers. The challenging aspect to serving the apartments on Willow Creek is the lack of a turnaround for the bus. Routing into the business park, located to the west of the apartments, would add time to the route and result in costs that staff do not feel are warranted based on ridership potential. Alternative routing options would result in significant losses to current customers. Costs for the changes evaluated range from \$38,000 to \$145,000 annually. Current ridership to the Arrowsmith and Terry Business Park is 15 to 19 riders per day, which is two to three times the past ridership that LTD experienced when regular service was operating along Willow Creek.

***Brewer Avenue***

The request to serve the apartments on Brewer Avenue has been evaluated based on reconfiguring routes 66 and 67. Other service options are certainly possible but would require establishing a separate route. Also, this option generally adds additional cost and often doesn't provide the type of service needed to serve the variety of trips people need to complete. The service cost for commuter Route No. 60 (two morning trips and three afternoon trips), which was discontinued in 2010, was approximately \$71,000

annually. The timing of this route was tailored for work commuters and provided limited options for students or those with midday travel needs. Routes 66 and 67 operate along Crescent Avenue and travel both east and west. Adding time to travel south along Gilham Road or Norckenzie Road, and then east and west along Brewer Avenue, would add time to the route, and would result in added operating cost and added running time that affects transfers at the Eugene Station. The out-of-direction travel experienced by current riders would be viewed as a degradation of service, and resulting changes in transfer connections would only lead to greater dissatisfaction with the routing change.

It is difficult to estimate the number of potential customers from the apartments on Brewer Avenue. Without transit service for the past three years, residents have continued to connect with the local transportation system by walking, cycling, or by using personal vehicles to access transit service on Crescent Avenue. The walk to Crescent Avenue is walkable for some people; however, the Beltline Road overpasses create significant barriers for seniors and people with disabilities. Seniors and people with disabilities who qualify for paratransit service continue to have access to LTD's *RideSource* service. Car ownership by residents in these apartments appears to be the dominant mode choice. The annual cost for the routes 66 and 67 reconfiguration serving Brewer Avenue would be approximately \$90,000.

**ATTACHMENT:**                      None.

**PROPOSED MOTION:**            None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** APRIL FINANCIAL STATEMENTS

**PREPARED BY:** Diane Hellekson, Director of Finance and Information Technology

**ACTION REQUESTED:** None. Information only.

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**BACKGROUND:**

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are now separate from the Board packet. On the Tuesday before the regular monthly Board meeting, financial reports will be sent by e-mail to all Board members and senior LTD staff and posted to the LTD website. The April financial statements will be posted on May 14.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE:** May 15, 2013

**ITEM TITLE:** April 2013 GRANT REPORT

**PREPARED BY:** Todd Lipkin, Finance Manager

**ACTION REQUESTED:** None. Information Only.

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### **BACKGROUND:**

The Monthly Grant Report for activity through April 30, 2013, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) *ConnectOregon* grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, not all of the invoices for the report month have been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

#### Federal Transit Administration TEAM Grant Applications

The grant application for the Main St/McVay Transportation Feasibility Study has been drafted and forwarded to FTA Region X staff for review. An amendment to an existing grant reprogramming funds for passenger boarding improvements has also been forwarded to region staff. Once these complete the review process, they will be officially submitted. Once submitted, it usually takes sixty days for final execution. Additional grant applications will be drafted and forwarded to FTA region staff in May.

#### Federal Transit Administration Notifications of Funding Availability (NOFA)

The FTA has not awarded grants for the Alternatives Analysis grant solicitation. Lane Transit District applied for \$1,452,000 for the analysis of alternatives along the Northwest Eugene–Lane Community College corridor. The new transportation bill, MAP-21, has changed the requirements for Small Starts projects. The Federal Transit Administration is still determining how or if they will be awarding grants for this NOFA.

#### Oregon Department of Transportation (ODOT) 2015-18 Enhance Applications

Lane Transit District submitted three applications to ODOT for funds under the new Enhance program for the 2015-2018 Statewide Transportation Improvement Program (STIP). The Enhance program is a component of the State's new system for programming STIP funds that is designed to meet ODOT's expectation to identify and fund the best multimodal transportation project solutions to address a given problem. Applications will go through a local prioritization process by the Lane Area Commission on Transportation (Lane ACT), which will create a list of grants for 150 percent of the available funds, by March 15, 2013, for ODOT to scope. Then, the Lane ACT will provide ODOT with its final recommendations for the region, which will be considered/included with the other regions' projects in



the final project recommendation list to be forwarded to the Oregon Transportation Commission for review in late 2013. Lane Transit District's applications were as follows:

- Northwest Eugene – Lane Community College Corridor NEPA: This application requests \$2 million for the analysis of a future high-capacity transit project consistent with local and state transportation and land use plans. The Northwest Eugene-Lane Community College corridor would complete a major segment of the region's 61-mile system of bus rapid transit (BRT). The proposed project will provide the required first step—National Environmental Policy Act (NEPA) review and analysis of the refined project--to allow for the project's federal funding.
- River Road Station Development: This application requests \$2,691,900 for development/relocation of the River Road Station. The existing River Road Station, located south of Randy Pape Beltline, at the intersection of River Road and River Avenue, was built in 1982 and has had no significant upgrades since construction. LTD proposes to relocate the River Road Station to the north of Randy Pape Beltline, at the intersection of River Road and Green Lane. There are a range of facility and operational issues at the existing River Road Station related to aging infrastructure, traffic congestion, and customer safety and security. Additionally, the major commercial activity along River Road has moved north of Randy Pape Beltline, so the current River Road Station location is not adequately serving that demand. By relocating the station to the north of Randy Pape Beltline, these issues would be resolved.
- SmartTrips Regional Residential Program: This application requests \$372,845 for the SmartTrips Regional Program, a comprehensive individual household marketing aimed at increasing biking, walking, use of public transit, and ridesharing. The planned 2016-2018 project has three target areas within the Central Lane Metropolitan Planning Organization, all with high concentrations of transportation disadvantaged (youth, seniors, low-income, people with disabilities, minorities, limited English, and/or no car). Targeted areas have safety concerns and congested corridors. SmartTrips leverages public investments in existing travel programs and infrastructure by addressing household transportation needs regardless of age or ability. By highlighting seniors, SmartTrips can offer greater access and use of available, low-cost transportation options and respond to growing demand within our aging population.

**ATTACHMENT:** Monthly Grant Report

<Q:\Reference\Board Packet\2013\4\Reg Mtg 4-17-13\Grant report summary apr13.docx>



24930 ODOT - ODOT State ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

Veneta Transit Center	-	820,000.00	744,137.16	75,862.84
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OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,894,235.61	346,777.73
14.05.50 Systems	-	2,229,930.78	1,884,867.19	345,063.59
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	23,746.00	7,721,200.00	8,356,419.72	(635,219.72)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	23,746.00	30,808,867.00	28,448,023.65	2,360,843.35

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	-	410,000.00
	-	1,250,000.00	840,000.00	410,000.00

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.42.08 Call Center Software	-	1,062,000.00	23,009.75	1,038,990.25
11.62.02 Call Center Telephone System	-	298,000.00	63.62	297,936.38
	-	1,360,000.00	23,073.37	1,336,926.63

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management'	-	425,803.00	-	425,803.00
11.7L.00 Mobility Management-Assessments	-	504,570.00	356,380.30	148,189.70
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	-	1,311,695.00	737,702.00	573,993.00

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	96,528.00	-	96,528.00
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OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	2,462.00	1,460,900.00	1,034,569.15	426,330.85
11.42.08 Software	-	480,000.00	489,377.97	(9,377.97)
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	300,000.00	-
11.42.20 Miscellaneous equipment	21,098.00	175,000.00	176,936.07	(1,936.07)
11.43.03 Improvements	-	400,000.00	400,000.00	-
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	42,928.13	7,071.87
11.71.12 Vanpools	-	163,400.00	163,400.00	-
11.7A.00 FY 12 Preventive Maintenance	-	1,281,250.00	1,281,250.00	-
11.7A.00 Preventive Maintenance	-	5,718,750.00	5,718,750.00	-
11.92.08 Bus Stop Signage	-	122,411.00	-	122,411.00
11.93.02 Shelters	4,545.00	56,080.00	46,864.47	9,215.53
	28,105.00	18,531,037.00	17,977,322.50	553,714.50

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.7A.00 Preventive Maintenance	6,663.00	7,500,000.00	6,925,533.85	574,466.15
	6,663.00	7,591,250.00	7,016,783.85	574,466.15

OR-95-X019 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 EmX Hybrid Electric Articulated Bus	-	49,785.00	49,784.68	0.32
11.12.06 Hybrid Electric Articulated Buses	-	1,598,403.00	1,598,403.00	-
11.72.11 Rideshare	-	1,277,320.00	1,277,320.00	-
11.72.11 RTOP	-	22,289.00	22,289.00	-
11.72.11 Safe Routes to School	-	27,861.00	27,868.38	(7.38)
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	3,532,885.00	3,532,892.06	(7.06)

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	1,851,432.79	488,921.21
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,951,733.79	488,921.21



OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	354,787.18	345,287.18	9,500.00
11.72.11 Safe Routes to School	-	83,584.00	11,066.36	72,517.64
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,596.95	2,403.05
11.72.11_Rideshare_Carpool	-	2,000.00	901.78	1,098.22
11.72.11_Rideshare_CMP	-	600.00	744.07	(144.07)
11.72.11_Rideshare_ETC	-	6,000.00	5,793.83	206.17
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	152.00	2,500.00	1,495.38	1,004.62
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	<u>152.00</u>	<u>1,047,911.00</u>	<u>961,325.37</u>	<u>86,585.63</u>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** DEPARTMENT REPORTS

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

Monthly reports on activities within departments and throughout the District are provided for the Board's information.

**ATTACHMENT:** Monthly Department Reports, May 15, 2013



## MONTHLY DEPARTMENT REPORTS

May 15, 2013

### Customer Services and Planning

*Andy Vobora, Director of Customer Services and Planning*

#### **OUTREACH**

- Marketing staff have provided a plethora of Day Pass donations to community partners in the past few months (including May). Coupons were donated to:
  - National Organization for Professional Development of Black Chemists
  - Americans with Disabilities Eligibility Workshop
  - LCC Downtown Campus Grand Opening
  - SmartTrips: Bethel
  - Sasquatch Brew Festival
  - Lane County Gang Prevention Work Group
  - Business Commute Challenge
  - U.S./Pakistan Disability Leadership Professional Exchange Program
  - Springfield Chamber Quarterly Membership Breakfast
  - Bethel Health Center Tdap (Tetanus, diphtheria, pertussis) Clinic
  - South Lane Tdap Clinic
- LTD and Point2point shared a booth at the April 20 Earth Day event at the Eugene Water and Electric Board (EWEB) Plaza; and also shared a booth with the City of Eugene at the April 23 Earth Day event at the University of Oregon (UO). A variety of information with a focus on “green” services provided by the District was shared with people who were celebrating Earth Week events.

#### **MARKETING AND COMMUNICATIONS**

*Russ Arnold, Marketing Supervisor*

- Free system-wide service corresponding to EWEB’s Saturday, April 20, Earth Day celebration produced a 17 percent increase in service compared with the previous and following Saturdays. Shuttle service to and from the event experienced 186 boardings during the six-hour run period.
- With less than a \$30 promotion plan in place, staff have seen an increase of 19 percent, or 498, “likes” on LTD’s Facebook page in the last three weeks.
- Staff are currently in negotiations with Off The Waffle to launch a joint marketing campaign.

- A Request for Proposal (RFP) for website redevelopment was posted. Vendors will be submitting bids, and LTD staff will begin reviewing the RFPs in June.
- LTD’s bus advertising contract is expiring on June 30, 2013, and Lamar Advertising has asked that the contract go out for bid early. Staff are updating the RFP and expect to send it out to bid in mid-May. The hope is to have a new contract in place by July 1.

**ACCESSIBLE AND CUSTOMER SERVICES**

*Cosette Rees, Accessible and Customer Services Manager*

There is no Accessible and Customer Services report this month.

**FACILITIES**

*Joe McCormack, Facilities Manager*

Staff continue to work on the tasks/projects outlined in last month’s Department Report. Those projects include solar-powered trash compactors at the Eugene Station, construction of a storage building at the Glenwood campus, LED parking lot light research with the objective of enhancing the light quality in the bus yard and employee parking lot, and roof assessment of every building on the Glenwood campus.

**PLANNING AND DEVELOPMENT**

*Tom Schwetz, Planning and Development Manager*

**West Eugene EmX Extension**

Staff have initiated the engineering phase of the project and are continuing to work internally and with our agency partners and the consultant team on:

- Project initiation and time-sensitive tasks related to initializing a public outreach process;
- Seasonal field research for environmental permitting;
- Review of, and planning for, project-related intelligent transportation systems and traffic signal priority; and
- A partnering effort to build a collaborative, efficient, and effective project technical team with the consultants and key staff from LTD, the City of Eugene, and the Oregon Department of Transportation.

The first design tasks this spring will include surveying, detailed base mapping, geotechnical sampling, and targeted corridor outreach. Site specific design refinements with affected property owners will occur throughout the summer and fall.

**Main Street-McVay Transit Feasibility Study**

Under the direction of the joint City of Springfield-LTD Main Street-McVay Project Governance Team, staff are developing an initial stakeholder outreach approach to implement the first of two possible phases of this project. Phase One would consist of initial public and stakeholder input on transit challenges and successes along Main Street. Then, as determined by the Governance Team, Phase Two will complete the detailed study of transit improvement options to help improve the Main Street-McVay corridor.

## **POINT2POINT**

*Theresa Brand, Transportation Options Manager*

- Rideshare Program Specialist Tracy Ellis continues to work with the Planning Committee on the Oregon Public Transportation Conference (OPTC) to be held on October 6-9 in Bend.
- Point2point staff attended a joint conference conducted by the Transportation Options Group of Oregon, Washington State Ridesharing Organization, and the Cascade Chapter of the Association for Commuter Transportation. Theresa Brand and Administrative Secretary Cammie Harris both served on the Planning Committee for this conference.
- Staff provided information on sustainable transportation options at *SPROUT*, the Springfield Farmer's Market.
- Staff had a booth at the EWEB Earth Day event, Drive Less Connect, the Business Commute Challenge, and other services were highlighted.

### **School Services**

- Staff will present a report to the Metropolitan Policy Committee (MPC) in May on the development of the Regional Safe Routes to School Plan and the progress made in preparing walk-to-school route maps for nineteen of fifty K-8 schools in Eugene-Springfield.
- Staff are assisting the Bethel and Eugene 4J school districts in applying for new bike racks for three elementary schools that fit criteria set by the Oregon Safe Routes to School program.
- Oregon Safe Routes to School grant reports were completed for the January-March 2013 period.

### **Park and Ride**

- A comprehensive Park & Ride survey was conducted at the Springfield Station, which included the Booth Kelly overflow lot, and the casual carpooling lot at the Union Pacific Railroad property south of the Springfield Station, and was also conducted among casual carpoolers at the Gateway Mall. This analysis was a requirement of the 2008 Gateway EmX Analysis Plan. This research is a follow-up to the pre-survey conducted in 2010.
- Although the final report is not yet complete, preliminary results show that the Springfield Station and the Booth Kelly lot are at capacity the majority of the time. Point2point staff are meeting with the City of Springfield to negotiate the use of 18 more spaces at the Booth Kelly lot.

### **Drive Less Connect**

Point2point conducted a 60-day awareness campaign for Drive Less Connect during March and April in coordination with the Oregon Department of Transportation Drive Less Save More marketing program.



<b>Drive Less Connect Statistics</b>	<b>March/April 2013</b>	<b>All Time 9/1/11 – 4/26/13</b>
New Registrants	214	1,193
Non-SOV (Single Occupant Vehicle) Miles Logged	213,518	1,236,880
Trips Reported (one-way)	14,988	73,451
CO <sub>2</sub> Reduction (pounds)	143,134	844,269
Gasoline Saved (gallons)	7,337	42,891

**Employer Programs**

Planned Parenthood, with 65 employees, and Opportunity Village Eugene, with 15 residents, joined the Group Pass Program.

**Regional Bike Parking Study**

- The Regional Bike Parking Study is drawing to a close with the report in draft form.
- Employer Programs Specialist Marcia Maffei gave a Regional Bike Parking Study presentation to the Springfield Bicycle Pedestrian Advisory Committee.
- A presentation by ALTA Planning + Design was given to the MPC on May 9 to inform them of the progress on the Regional Bike Parking Study Report. A draft report is currently being reviewed by the Bicycle Parking Technical Advisory team. After the team has completed the review, the report will be made available for MPC’s feedback. In May and June, additional review and input will be sought from the LTD Board, the Springfield and Eugene Bicycle and Pedestrian Advisory committees, Greater Eugene Area Riders, and the general public. The input received from these efforts will go into the final report and help guide future priorities and project recommendations related to bicycle parking in the region.

**The 2013 Business Commute Challenge**

Ms. Maffei gave a presentation on the Business Commute Challenge (BCC) to the Springfield Bicycle Pedestrian Advisory Committee.

As of May, there are 122 teams and 800 individuals registered for the BCC. More than 80 Team Captain kits have been delivered to team captains via bicycle, bus, walking, and trip chaining, which is the incorporation of multiple stops in one trip, instead of several individual trips, thus reducing fuel consumption.

- The Business Commute Challenge Team held a kickoff Event at LTD’s Next Stop Center on May 1 from 6:30 a.m. until 6:00 p.m. The event was sponsored by Green Lane Sustainable Network organization. KEZI 9 Morning News did a live interview and live weather report from the event, which was attended by 150 individuals.
- On May 7 the second Business Commute Challenge event, which was sponsored by the City of Eugene’s Campbell Center, was held on the south Willamette River bicycle path at the Campbell Center from 7:00 a.m. until 9:30 a.m. The event was attended by 60 people.
- The Business Commute Challenge trip reporting for registered participants went live on May 11.

**SERVICE PLANNING**

*Will Mueller, Service Planning Manager*

There is no Service Planning report this month.

**Transit Operations**

*Mark Johnson, Director of Transit Operations*

There is no Transit Operations report this month.

**Maintenance**

*George Trauger, Director of Maintenance*

The Vehicle Assist and Automated Guidance System is resuming the non-passenger portion of operational testing. Operator training for those operators who will be participating in the passenger testing will be held during the next couple of weeks. Once the testing and training has been completed, the passenger participation phase will resume.

Ana Hewitt began work as the Maintenance engineering technician on April 8. She comes to LTD with security company business experience and an electronics degree, and is currently an electronics instructor at LCC. This position will assist the mechanics' training program with electronic-based troubleshooting techniques, helping to keep pace with current vehicle electronics technologies. She also will actively participate in electronic documentation and assist with fleet maintenance technician electronic diagnosis and repair, development, and maintenance of vehicle based specifications.

**Finance and Information Technology**

*Diane Hellekson, Director of Finance and Information Technology*

A detailed Financial Report is included separately in the Board meeting packet.

## **Human Resources and Risk Management**

*Mary Adams, Director of Human Resources and Risk Management*

### **HEALTH MANAGEMENT TEAM**

The Health Management Team met to continue work toward a Health Day event that will coincide with the Lane Transit District/Amalgamated Transit Union picnic this summer. LTD's main vendors and other health care providers will be present to answer employee questions.

LTD participated in a wellness roundtable with other local agencies on April 24. Participants exchanged current health and wellness program information and discussed the potential for collaboration.

### **RECRUITMENT AND PERSONNEL**

*David Collier, Senior Human Resources Analyst*

#### **Recruitment**

The Planning Department posted the transit planner position that will become vacated when Will Mueller retires at the end of October. The posting will close on May 31, and interviews are planned for June 21.

The Operations Department posted a job announcement for a transit operations supervisor for the Dispatch area. The posting will close on May 10, and interviews will take place during the week of May 20.

#### **Diversity**

The Diversity Council will hold the Culinary World Tour II on May 16. For this event, employees are encouraged to bring a dish that expresses their heritage and to share with others. A drawing for prizes for participating in the Climate Survey also will be held during this event.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information.

**ATTACHMENT:** March 2013 RideSource Activity and Productivity Report  
*(The link to the April 2013 Performance Reports will be sent out electronically before the regularly scheduled meeting date.)*

**PROPOSED MOTION:** None

<Q:\Reference\Board Packet\2013\5\performance summary.docx>

## Special Mobility Services: RideSource Activity and Productivity Information

March-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	15,587	15,379	1.4%	140,917	144,237	-2.3%	190,757	192,128	-0.7%
RideSource(All Modes)	13,295	12,688	4.8%	119,553	114,944	4.0%	161,250	153,889	4.8%
Shopper	548	499	9.8%	4,775	4,383	8.9%	6,336	5,693	11.3%
Escort Volunteers-Metro	901	995	-9.4%	7,941	12,065	-34.2%	10,976	15,404	-28.7%
Escort Volunteers-Rural	843	1,197	-29.6%	8,648	12,845	-32.7%	12,195	17,142	-28.9%
<b>RideSource Cost per Ride</b>	\$ 23.51	\$ 23.83	-1.3%	\$ 23.87	\$ 21.95	8.7%	\$ 23.47	\$ 21.79	7.7%
RideSource(All Modes)	\$ 26.45	\$ 27.60	-4.1%	\$ 26.97	\$ 26.25	2.7%	\$ 26.60	\$ 25.90	2.7%
RideSource Shopper	\$ 13.03	\$ 15.52	-16.0%	\$ 14.03	\$ 15.32	-8.4%	\$ 13.99	\$ 15.44	-9.4%
RideSource Escort	\$ 4.40	\$ 3.93	11.8%	\$ 4.35	\$ 3.28	32.8%	\$ 4.28	\$ 3.44	24.3%
<b>Ride Reservations</b>	14,649	14,662	-0.1%	130,104	123,340	5.5%	174,337	164,217	6.2%
Cancelled Number	1,232	2,174	-43.3%	11,259	11,853	-5.0%	14,878	15,355	-3.1%
Cancelled % of Total	8.41%	14.83%		8.65%	9.61%		8.53%	9.35%	
No-Show Number	156	169	-7.7%	1,511	1,448	4.4%	2,012	1,947	3.3%
No-Show % of Total	1.06%	1.15%		1.16%	1.17%		1.15%	1.19%	
Ride Refusals Number	1	0	#DIV/0!	2	0	#DIV/0!	4	0	#DIV/0!
Ride Refusals % of Total	0.01%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	7,809	7,521	3.8%	70,548	65,545	7.6%	94,389	87,004	8.5%
Agency Staff	7,649	7,311	4.6%	68,990	63,443	8.7%	92,194	84,278	9.4%
Agency SMS Volunteer	160	210	-23.8%	1,558	2,102	-25.9%	2,195	2,726	-19.5%
Avg. Trips/Service Hr.	1.77	1.75	1.1%	1.76	1.82	-3.3%	1.78	1.83	-2.7%
<b>RideSource System Miles</b>	98,265	92,420	6.3%	886,921	830,306	6.8%	1,186,126	1,112,629	6.6%
Avg. Miles/Trip	7.10	7.01	1.3%	7.13	6.96	2.5%	7.08	6.97	1.5%
Miles/Vehicle Hour	12.58	12.29	2.4%	12.57	12.67	-0.8%	12.57	12.79	-1.7%
<b>On-Time Performance %</b>	89.0%	87.7%	1.5%	88.6%	87.6%	1.2%	88.7%	87.5%	1.4%
Sample	11,941	11,362		107,287	103,391		144,191	138,810	
On-Time	10,630	9,969		95,095	90,559		127,884	121,417	

## Special Mobility Services: RideSource Activity and Productivity Information

<u>March-13</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
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- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 15, 2013

**ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

**PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board

**ACTION REQUESTED:** None

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### BACKGROUND:

Listed below are Action or Information items that will be included on the agenda for future Board meetings.

- A. **Budget Committee Meetings:** The LTD Budget Committee is scheduled to meet on May 15 at 6:00 p.m., immediately following the regular Board meeting, and again on May 16 at 6:00 p.m., if needed.
- B. **Long-Range Transit Plan:** An in-depth discussion of the Long-Range Transit Plan is planned for the June 10 work session or the June 19 regular Board meeting.
- C. **Fiscal Year 2012-13 Supplemental Budget:** The Board will be asked to approve a supplemental budget for the current fiscal year at the June 19 Board meeting.
- D. **Fiscal Year 2013-14 Budget Adoption:** Following the LTD Board of Directors May meeting, the LTD Budget Committee will discuss the proposed Fiscal Year 2013-14 budget. The budget approved by the Budget Committee will be on the agenda for adoption by the LTD Board at the June 19 Board meeting. The budget must be adopted before the end of fiscal year on June 30.
- E. **LTD Service Boundary:** State law requires that LTD annually determine the territory in the District in which the transit system will operate. No changes are planned; therefore, a resolution reaffirming the current boundaries is scheduled for approval at the June 19 Board meeting.
- F. **Board Member Committee Assignments:** A list of current LTD Board committee assignments have been sent to Board members for review and the opportunity to request reassignment to the same or different committees. Committee assignments will be finalized at the June 19 Board meeting.
- G. **LTD/ATU Pension Work Group:** At the June 19 Board meeting, staff will report on the process and progress of this work group.
- H. **Coordinated Care Organizations Pilot Project:** An update on this project will be provided to the Board at its June 19 meeting.
- I. **2013 Legislative Session Summary:** In July, after the close of the 2013 Legislative Session, the Board will be provided with a summary of the bills that LTD staff have been monitoring during the session.

- J. **Annual Performance Report:** Staff will provide a FY 2011-12 Performance Report to the Board at a future meeting.
- K. **High-capacity Transit Corridor Projects:** Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.



## AGENDA ITEM SUMMARY

**DATE OF REPORT:** May 14, 2013

**ITEM TITLE:** APRIL FINANCIAL STATEMENTS

**PREPARED BY:** Diane Hellekson, Director of Finance & Information Technology

**ACTION REQUESTED:** None

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### BACKGROUND:

Financial results for the first ten months of the 2012-13 fiscal year are summarized in the attached reports.

Passenger fares are 7 percent higher for the first ten months of the current year over the same period last year. The increase is due to stable long-term ridership and a cash fare increase that went into effect on July 1, 2012. April 2013 boardings were 0.7 percent lower than April 2012, despite the fact that there was one more weekday of service in 2013. Boardings for the rolling twelve-month period that ended April 30, 2013, decreased 0.1 percent over the same period in the prior year.

Payroll tax revenues are up 5.2 percent versus last year through April 30. The most recent quarterly disbursement occurred in early May for the quarter that ended March 31. As of May 8, receipts were 6.2 percent higher than in the comparable period last year.

Self-employment tax payments are due at the same time as state income tax returns, usually on April 15, and Lane Transit District receives that majority of receipts from this resource in May. It is not a concern that receipts as of April 30 were down significantly compared to the prior year because, as of May 8, receipts were 4 percent higher.

The most recent quarterly disbursement of state-in-lieu receipts occurred in early April for the quarter ending March 31, 2013. Through April, receipts continue to be 4 percent above those for the same period in the previous fiscal year.

Interest rates of return remain low. The Local Government Investment Pool rate is 0.54 percent.

Total personnel services expenditures, the largest category of operating expense, show a 6.8 percent increase versus the previous year. The increase is primarily the result of frontloading the current fiscal year payment to reduce the unfunded liability in the administrative employee pension plan and, to a lesser degree, the effect of the represented employees' new contract.

Materials and services results vary widely from department to department. Total materials and services are 11.9 percent lower for the first ten months of this year as compared to last. Excluding the effect of transfers to the Capital Projects Fund, total materials and services are about the same when compared to FY 2011-12. Total expenditures in the General Fund are also about the same for the comparable ten-month period in the previous fiscal year.

Fuel prices remain volatile but have fallen slightly in the last two months. The average price per gallon through April was \$3.23, down a penny from last month's report. The highest price paid in the current fiscal year was \$3.67 on August 21. The lowest price paid in the current fiscal year was \$2.87 on April 18, 2013. The FY 2012-13 budget assumes an average price of \$3.75. As of April 30, there were 582,635 gallons of fuel stored in Coos Bay.

The General Fund is stable through April. With only two months remaining in FY 2012-13, fiscal year end results are expected to be satisfactory.

Year-to-date expenditure results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2012-13 budget.

Capital Projects Fund activity continues to be relatively slow and spread over planning for the West Eugene EmX Extension, passenger boarding improvements, and hardware and software expenditures. Project expenditures are consistent with FY 2012-13 budget expectations.

**ATTACHMENTS:** Attached are the following financial reports for April for Board review:

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
  - a. General Fund
  - b. Accessible Services Fund
  - c. Medicaid Fund
  - d. Capital Projects Fund
3. Income Statements
  - a. General Fund
  - b. Accessible Services Fund
  - c. Medicaid Fund
  - d. Capital Projects Fund

**PROPOSED MOTION:** None

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**Lane Transit District**  
**Operating Financial Report**  
**For the Fiscal Period Ending 4/30/2013 With Comparisons to Prior Year to Date**  
**Current Year: 2012-2013**  
**Unaudited**

	Prior YTD 11-12	Adopted Budget	YTD Actual	% Budget	% Over Last Year
<b>Revenues &amp; Other Sources</b>					
Passenger Fares	3,381,636	4,456,900	3,618,295	81.2%	7.0%
Group Pass	2,217,906	2,740,300	2,160,405	78.8%	-2.6%
Advertising	232,500	279,100	239,500	85.8%	3.0%
Special Service	565,697	572,500	357,438	62.4%	-36.8%
Miscellaneous	175,046	149,800	400,906	267.6%	129.0%
Total Operating	<u>6,572,785</u>	<u>8,198,600</u>	<u>6,776,544</u>	82.7%	3.1%
Payroll Tax (cash basis)	17,860,361	24,046,500	18,793,632	78.2%	5.2%
Self-employment Tax (cash basis)	1,094,566	1,672,800	974,748	58.3%	-10.9%
State-in-Lieu (cash basis)	1,363,242	1,820,000	1,417,149	77.9%	4.0%
Operating Grants	1,780,885	5,177,200	3,164,975	61.1%	77.7%
Total Taxes & Grants	<u>22,099,054</u>	<u>32,716,500</u>	<u>24,350,504</u>	74.4%	10.2%
Interest Income	49,878	60,000	62,170	103.6%	24.6%
Sale of Assets	31,375	15,000	42,291	281.9%	34.8%
Total Revenues & Other Sources	<u>28,753,092</u>	<u>40,990,100</u>	<u>31,231,509</u>	76.2%	8.6%
<b>Expenditures &amp; Other Uses</b>					
<b>Personnel Services</b>					
Administration	6,772,176	9,139,200	7,488,953	81.9%	10.6%
Administration - Contra Payroll	(769,593)	(910,200)	(419,987)	46.1%	-45.4%
Administration - Net	<u>6,002,583</u>	<u>8,229,000</u>	<u>7,068,966</u>	85.9%	17.8%
Contract	14,952,526	19,345,800	15,303,978	79.1%	2.4%
Total Personnel Services	<u>20,955,109</u>	<u>27,574,800</u>	<u>22,372,944</u>	81.1%	6.8%
<b>Materials &amp; Services</b>					
General Administration	123,103	161,400	96,308	59.7%	-21.8%
Government Relations	111,570	128,100	107,994	84.3%	-3.2%
Finance	128,217	181,700	186,143	102.4%	45.2%
Information Technologies	566,165	803,000	519,337	64.7%	-8.3%
Human Resources	233,152	321,700	132,875	41.3%	-43.0%
Service Planning	5,520	7,500	7,286	97.1%	32.0%
Marketing	280,350	295,900	150,591	50.9%	-46.3%
Graphics	10,786	21,300	15,526	72.9%	43.9%
Accessible Services	1,005	18,300	-	0.0%	-100.0%
Customer Service Center	15,544	26,200	17,104	65.3%	10.0%
Planning & Development	26,380	23,700	16,391	69.2%	-37.9%
point2point Solutions	192,086	497,700	193,321	38.8%	0.6%
Facilities Services	902,164	1,244,500	1,021,590	82.1%	13.2%
Transit Operations	514,896	670,400	513,652	76.6%	-0.2%
Maintenance	3,447,118	4,858,300	3,065,985	63.1%	-11.1%
Insurance / Liability Costs	909,306	1,416,200	1,013,457	71.6%	11.5%
Accessible Services Transfer	1,459,760	2,501,300	1,874,642	74.9%	28.4%
Capital Transfer	3,031,900	1,600,000	1,600,000	100.0%	-47.2%
Total Materials & Services	<u>11,959,022</u>	<u>14,777,200</u>	<u>10,532,202</u>	71.3%	-11.9%
Total Expenditures & Other Uses	<u>32,914,131</u>	<u>42,352,000</u>	<u>32,905,146</u>	77.7%	0.0%
Excess (Deficiency) of Revenues Over Expenditures	<u>(4,161,039)</u>	<u>(1,361,900)</u>	<u>(1,673,637)</u>		59.8%
<b>Net to Fund</b>	<u>(4,161,039)</u>	<u>(1,361,900)</u>	<u>(1,673,637)</u>		59.8%



**Lane Transit District**  
**General Fund**  
**Comparative Balance Sheets**  
**April 30, 2013 and June 30, 2012**  
**Unaudited**

	Current Balance	Balance 06/30/12
<b>ASSETS</b>		
Cash & Investments	\$ 12,214,501	\$ 11,022,021
Receivables	2,778,581	4,702,531
Accrued Payroll Taxes Receivable	5,344,000	5,344,000
Due from Other Governments	-	515,160
Due from Other Funds	-	462,573
Inventory of Parts and Supplies	3,090,979	2,750,860
Prepaid Expenses	360,463	678,562
Deposits	60,000	90,000
Property, Plant and Equipment		
Net of Accumulated Depreciation	122,613,660	122,613,660
Contribution in excess of ARC	1,006,960	1,006,960
<b>Total Assets</b>	<b><u>\$ 147,469,145</u></b>	<b><u>\$ 149,186,327</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 464,905	\$ 1,129,583
Accrued Payroll Related Payable	1,018,228	739,797
Unearned Revenue	533,204	125,860
Liability Claims/Other Payable	909,387	974,029
CAL/Sick Accrual	3,499,425	3,499,425
Net OPEB Obligation	2,488,640	2,488,640
Total Liabilities	<u>8,913,789</u>	<u>8,957,334</u>
<b>FUND BALANCE</b>		
Investment in Fixed Assets	39,130,442	39,130,442
Contributed Capital	<u>102,876,471</u>	<u>102,876,471</u>
Fund Balance Restricted to Assets	<u>142,006,913</u>	<u>142,006,914</u>
Fund Balance	(1,777,921)	9,433,177
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,673,637)</u>	<u>(11,211,098)</u>
Ending Fund Balance	<u>(3,451,558)</u>	<u>(1,777,921)</u>
Total Reserves & Fund Balances	<u>138,555,355</u>	<u>140,228,993</u>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 147,469,144</u></b>	<b><u>\$ 149,186,327</u></b>



**Lane Transit District**  
**Accessible Services Fund**  
**Comparative Balance Sheets**  
**April 30, 2013 and June 30, 2012**  
**Unaudited**

	Current Balance	Balance 6/30/2012
<b>ASSETS</b>		
Cash & Investments	\$ 295,615	\$ -
Receivables	193,817	293,953
Grants Receivable	<u>18,955</u>	<u>643,629</u>
<b>Total Assets</b>	<b><u>\$ 508,388</u></b>	<b><u>\$ 937,582</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 127,580	\$ 184,379
Due to Other Funds		462,573
Unearned Revenue	<u>167,331</u>	<u>-</u>
<b>Total Liabilities</b>	<b><u>294,911</u></b>	<b><u>646,952</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	290,630	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>(77,153)</u>	<u>(8,165)</u>
Ending Fund Balance	<u>213,477</u>	<u>290,630</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 508,388</u></b>	<b><u>\$ 937,582</u></b>



**Lane Transit District  
Medicaid Fund  
Comparative Balance Sheets  
April 30, 2013 and June 30, 2012  
Unaudited**

	Current Balance	Balance 6/30/2012
<b>ASSETS</b>		
Cash & Investments	\$ 297,969	\$ 540,944
Receivables	<u>538,779</u>	<u>351,732</u>
<b>Total Assets</b>	<b><u>\$ 836,748</u></b>	<b><u>\$ 892,676</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 158,719	\$ 66,825
Medicaid Medical Reserves	<u>432,676</u>	<u>625,175</u>
Total Liabilities	<u>591,394</u>	<u>692,000</u>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	200,676	151,801
Excess (Deficiency) of Revenues Over Expenditures	<u>44,678</u>	<u>48,875</u>
Ending Fund Balance	<u>245,354</u>	<u>200,676</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 836,748</u></b>	<b><u>\$ 892,676</u></b>



**Lane Transit District  
Capital Projects Fund  
Comparative Balance Sheets  
April 30, 2013 and June 30, 2012  
Unaudited**

	Current Balance	Balance 06/30/12
<b>ASSETS</b>		
Cash & Investments	\$ 7,486,790	\$ 1,732,686
Accounts Receivable	6,500	15,676
Grants Receivable	<u>22,960</u>	<u>1,653,169</u>
<b>Total Assets</b>	<b><u>\$ 7,516,251</u></b>	<b><u>\$ 3,401,531</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 66,460	\$ 202,899
Retainage Payable	16,781	7,208
Unearned Revenue	<u>5,900,568</u>	<u>1,674,630</u>
<b>Total Liabilities</b>	<b><u>5,983,808</u></b>	<b><u>1,884,737</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	1,516,794	952,723
Excess (Deficiency) of Revenues Over Expenditures	<u>15,649</u>	<u>564,071</u>
Ending Fund Balance	<u>1,532,443</u>	<u>1,516,794</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 7,516,251</u></b>	<b><u>\$ 3,401,531</u></b>

**Lane Transit District  
General Fund  
Schedule of Resources and Requirements  
For the Period 4/01/2013 - 4/30/2013  
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
<b>Resources</b>							
Beginning Working Capital	10,306,300	-	-	-	10,306,300	12,456,000	2,149,700
Passenger Fares	4,456,900	377,980	365,771	(12,209)	3,725,000	3,618,295	(106,705)
Group Pass	2,740,300	285,000	273,452	(11,548)	2,275,800	2,160,405	(115,395)
Advertising	279,100	23,500	24,500	1,000	235,000	239,500	4,500
Special Service	572,500	38,350	48,118	9,768	569,500	357,438	(212,062)
Miscellaneous	134,800	8,670	9,565	895	97,800	400,906	303,106
Payroll Tax (cash basis)	24,046,500	700,000	643,505	(56,495)	18,535,000	18,793,632	258,632
Self-employment Tax (cash basis)	1,672,800	815,000	570,629	(244,371)	1,200,000	974,748	(225,252)
State-in-Lieu (accrual basis)	1,820,000	-	-	-	1,320,000	1,417,149	97,149
Operating Grants	5,192,200	425,180	-	(425,180)	4,311,800	3,164,975	(1,146,825)
Interest Income	60,000	5,000	6,243	1,243	50,000	62,170	12,170
Proceeds From Sale of Assets	15,000	-	-	-	13,000	42,291	29,291
<b>Total General Fund Resources</b>	<b>51,296,400</b>	<b>2,678,680</b>	<b>1,941,783</b>	<b>(736,897)</b>	<b>42,639,200</b>	<b>43,687,509</b>	<b>1,048,309</b>
<b>Requirements</b>							
General Administration	664,400	54,592	38,301	16,291	558,535	494,392	64,143
Government Relations	128,100	6,140	7,126	(986)	115,800	107,994	7,806
Finance	1,174,900	89,165	80,701	8,464	997,150	1,031,193	(34,043)
Information Technologies	1,380,700	86,661	72,026	14,635	1,206,440	1,074,355	132,085
Human Resources	1,005,100	80,287	56,165	24,122	845,170	690,955	154,215
Service Planning	461,800	35,894	35,534	360	389,540	380,037	9,503
Marketing	593,700	32,156	42,309	(10,153)	490,510	473,021	17,489
Graphics	159,400	11,823	11,347	476	131,230	139,157	(7,927)
Accessible Services	137,600	9,976	15,967	(5,991)	117,760	141,579	(23,819)
Customer Service Center	535,600	44,352	42,834	1,518	446,740	476,611	(29,871)
Planning & Development	386,000	30,631	46,497	(15,866)	331,010	352,062	(21,052)
<i>point2point Solutions</i>	1,042,700	84,286	45,825	38,461	891,860	672,880	218,980
Facilities Services	1,890,800	154,451	124,371	30,080	1,581,910	1,577,610	4,300
Transit Operations	18,158,100	1,502,649	1,356,976	145,673	15,154,390	14,440,192	714,198
Maintenance	9,115,600	755,476	618,706	136,770	7,605,760	6,365,009	1,240,751
Insurance / Liability Costs	1,416,200	118,020	118,842	(822)	1,180,200	1,013,457	166,743
<b>Total Operating Requirements</b>	<b>38,250,700</b>	<b>3,096,559</b>	<b>2,713,527</b>	<b>383,032</b>	<b>32,044,005</b>	<b>29,430,504</b>	<b>2,613,501</b>
Accessible Services Transfer	2,501,300	208,440	312,638	(104,198)	2,084,400	1,874,642	209,758
Capital Projects Transfer	1,600,000	-	-	-	1,600,000	1,600,000	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	6,944,400	-	-	-	-	-	-
<b>Total Non-Operating Requirements</b>	<b>13,045,700</b>	<b>208,440</b>	<b>312,638</b>	<b>(104,198)</b>	<b>3,684,400</b>	<b>3,474,642</b>	<b>209,758</b>
<b>Total General Fund Requirements</b>	<b>51,296,400</b>	<b>3,304,999</b>	<b>3,026,165</b>	<b>278,834</b>	<b>35,728,405</b>	<b>32,905,146</b>	<b>2,823,259</b>
<b>Resources Less Requirements</b>	<b>-</b>				<b>6,910,795</b>	<b>10,782,363</b>	





**Lane Transit District**  
**Accessible Services Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 4/1/2013 - 4/30/2013**  
**Unaudited**

				Percent of Year	83.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
State Special Transp Funds - In District	473,000	313,329	22,100	(159,671)	66.2%
State Special Transp Funds - Out of District	-	59,038	3,330	59,038	NA
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	-	55,848	13,962	55,848	NA
Federal Grants - 5310	1,528,500	898,359	-	(630,141)	58.8%
Federal Grants - 5311	154,900	73,768	-	(81,132)	47.6%
Federal Grants - 5316 JARC	25,000	114,869	-	89,869	459.5%
Federal Grants - 5317 New Freedom	152,000	-	-	(152,000)	0.0%
Other Federal Grants	704,100	608,397	-	(95,703)	86.4%
Other State Grants	60,300	-	-	(60,300)	0.0%
Farebox	319,500	276,560	31,374	(42,940)	86.6%
Local Grants	90,300	90,000	22,500	(300)	99.7%
Miscellaneous	-	50	-	50	NA
Transfer from General Fund	<u>2,501,300</u>	<u>1,875,375</u>	<u>312,638</u>	<u>(625,925)</u>	75.0%
<b>Total Revenues</b>	<u>6,008,900</u>	<u>4,365,593</u>	<u>405,904</u>	<u>(1,643,307)</u>	72.7%
<b>Expenditures &amp; Other Uses</b>					
Eugene-Springfield Based Services					
ADA RideSource	4,989,600	3,698,816	-	1,290,784	74.1%
Mental Health & Homeless	86,600	66,158	-	20,442	76.4%
Travel Training & Host	130,000	115,086	-	14,914	88.5%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
<b>Total Eugene-Springfield Based Services</b>	<u>5,206,200</u>	<u>3,880,060</u>	<u>-</u>	<u>1,326,140</u>	74.5%
Rural Lane County Services					
South Lane	104,000	57,572	-	46,428	55.4%
Florence	172,000	131,374	-	40,626	76.4%
Oakridge	<u>188,000</u>	<u>142,456</u>	<u>-</u>	<u>45,544</u>	75.8%
<b>Total Rural Lane County Services</b>	<u>464,000</u>	<u>331,402</u>	<u>-</u>	<u>132,598</u>	71.4%
Mobility Management	170,000	119,245	-	50,755	70.1%
Veterans Transportation	-	17,613	-	-	NA
Lane County Coordination	168,700	94,426	-	74,274	56.0%
Transfer to Capital Fund	40,000	-	-	40,000	0.0%
Contingency	<u>176,300</u>	<u>-</u>	<u>-</u>	<u>176,300</u>	0.0%
<b>Total Accessible Services Expenditures</b>	<u>6,225,200</u>	<u>4,442,746</u>	<u>-</u>	<u>1,800,067</u>	71.4%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(216,300)	(77,153)	-	-	-
Beginning Balance	<u>216,300</u>	<u>290,630</u>	-	-	-
Ending Balance	<u>\$ -</u>	<u>\$ 213,477</u>	-	-	-



**Lane Transit District**  
**Medicaid Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 4/1/2013 - 4/30/2013**  
**Unaudited**

	<b>Adopted Budget</b>	<b>YTD Actual</b>	<b>Current Month Actual</b>	<b>Variance</b>	<b>Percent of Year 83.3%</b>	<b>YTD % of Budget</b>
<b>Revenues &amp; Other Sources</b>						
Medicaid	4,521,100	3,950,125	443,874	(570,975)		87.4%
Medicaid Non-Medical	419,800	438,807	-	19,007		104.5%
State Special Transportation Fund (STF) Operating	88,200	-	-	(88,200)		0.0%
State Discretionary Funds	32,200	32,191	-	(9)		100.0%
Miscellaneous	-	-	-	-		N/A
<b>Total Revenues</b>	<u>5,061,300</u>	<u>4,421,123</u>	<u>443,874</u>	<u>(640,177)</u>		87.4%
<b>Expenditures &amp; Other Uses</b>						
Medicaid Medical Service						
Services	3,735,400	3,281,471	375,224	453,929		87.8%
Mobility Management	43,700	43,698	536	2		100.0%
RideSource Call Center Administration	574,100	456,986	-	117,114		79.6%
Lane Transit District Administration	167,900	111,014	-	56,886		66.1%
<b>Total Medicaid Medical (NEMT)</b>	<u>4,521,100</u>	<u>3,893,169</u>	<u>375,760</u>	<u>627,931</u>		86.1%
Medicaid Non-Medical (Waivered) Service						
Services	324,700	316,439	39,155	8,261		97.5%
Mobility Management	17,400	16,928	224	472		97.3%
Grant program match requirements	191,500	145,825	-	45,675		76.1%
RideSource Call Center Administration	-	-	-	-		N/A
Lane Transit District Administration	6,600	4,085	-	2,515		61.9%
<b>Total Medicaid Non-Medical (Waivered)</b>	<u>540,200</u>	<u>483,277</u>	<u>39,379</u>	<u>56,923</u>		89.5%
<b>Total Medicaid Fund Expenditures</b>	<u>5,061,300</u>	<u>4,376,446</u>	<u>415,139</u>	<u>684,854</u>		86.5%
<b>Unreserved Fund Balance</b>						
Change to Fund Balance	-	44,678				
Beginning Balance	151,800	200,676				
Ending Balance	<u>151,800</u>	<u>245,354</u>				

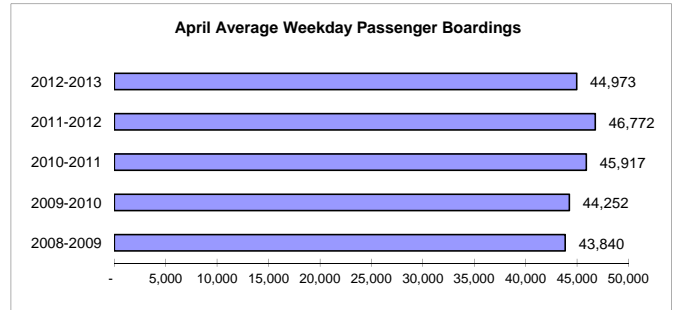
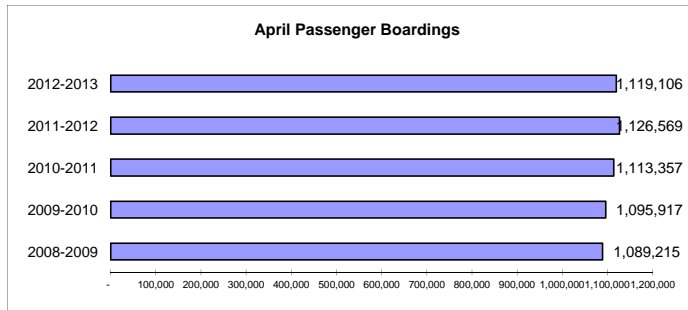
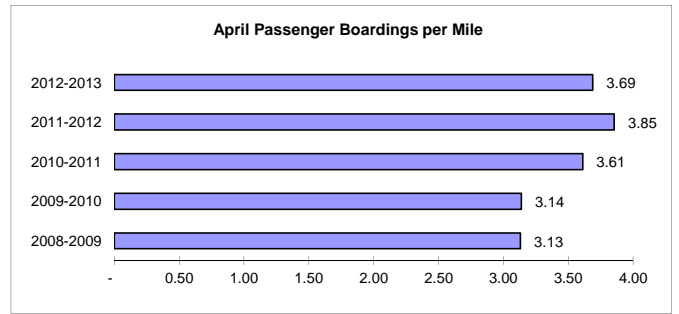
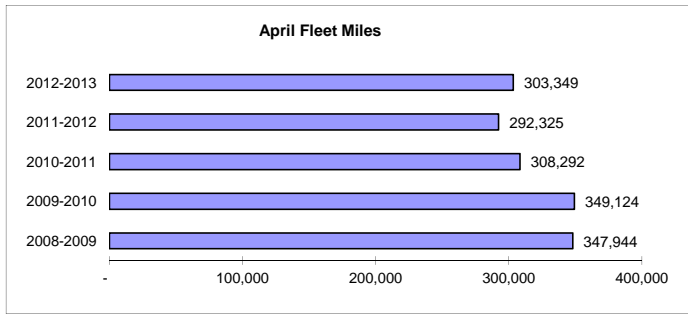
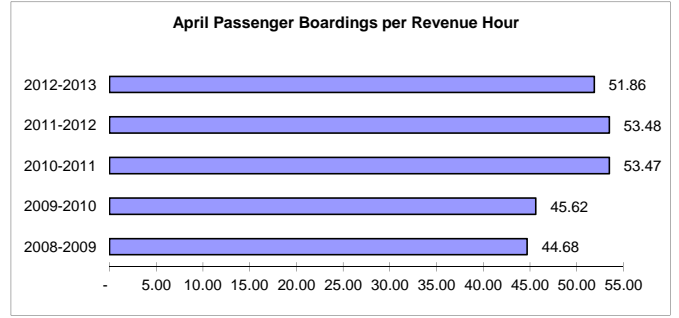
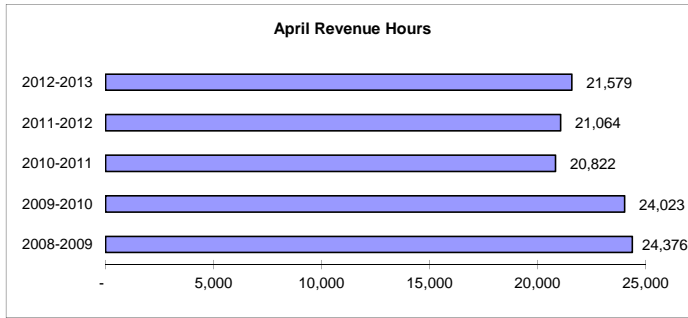


**Lane Transit District**  
**Capital Projects Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 4/1/2013 - 4/30/2013**  
**Unaudited**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 83.3%	YTD % of Budget
<b>Revenues &amp; Other Sources</b>						
Federal Grant Income						
Formula Funds (Section 5307)	4,663,700	516,085	-	(4,147,615)		11.1%
American Recovery & Reinvestment Act (ARRA)	69,400	78,062	-	8,662		112.5%
Discretionary Funds	18,410,900	66,306	-	(18,344,594)		0.4%
Other Funds	-	3,000	-	3,000		N/A
Total Federal Grants	<u>23,144,000</u>	<u>663,453</u>	<u>-</u>	<u>(22,480,547)</u>		2.9%
Connect Oregon	-	-	-	-		N/A
Other State Grant Income	3,934,300	-	-	(3,934,300)		0.0%
Other Local Funds	-	-	-	-		N/A
Miscellaneous Income	-	200	-	200		N/A
Transfer from General Fund	1,600,000	1,600,000	-	-		100.0%
Transfer from Accessible Services Fund	40,000	-	-	(40,000)		0.0%
Total Resources	<u>28,718,300</u>	<u>2,263,653</u>	<u>-</u>	<u>(26,454,647)</u>		7.9%
<b>Expenditures</b>						
Grant Paid Capital						
EmX						
Gateway EmX Extension	2,080,000	147,672	24,871	1,932,328		7.1%
West Eugene EmX Extension	18,280,800	356,764	14,603	17,924,036		2.0%
Main Street/McVay EmX Extension	937,500	17,741	715	919,759		1.9%
Total EmX	<u>21,298,300</u>	<u>522,177</u>	<u>40,189</u>	<u>20,776,123</u>		2.5%
Revenue Rolling Stock	125,000	-	-	125,000		0.0%
PBI/Facilities	2,791,800	939,119	157,790	1,852,681		33.6%
Software & Hardware	3,080,800	357,637	2,462	2,723,163		11.6%
Intelligent Transportation Systems	526,600	19,185	-	507,415		3.6%
Transit Security Projects	652,600	290,457	3,340	362,143		44.5%
Bus Related Equipment	-	-	-	-		N/A
Miscellaneous Equipment	305,000	14,384	9,178	290,616		4.7%
Communications	80,000	-	-	80,000		0.0%
Shop Equipment	78,500	40,859	-	37,641		52.1%
Support Vehicles	60,000	19,763	-	40,238		32.9%
Accessible Services Vehicles	200,000	44,423	42,000	155,577		22.2%
Budgeted for Capital Contingency/Reserves	564,100	-	-	564,100		0.0%
Total Expenditures	<u>29,762,700</u>	<u>2,248,004</u>	<u>254,958</u>	<u>27,514,696</u>		7.6%
<b>Unreserved Fund Balance</b>						
Change to Fund Balance	(1,044,400)	15,649				
Beginning Fund Balance	<u>1,044,400</u>	<u>1,516,794</u>				
Ending Fund Balance	<u>-</u>	<u>1,532,443</u>				

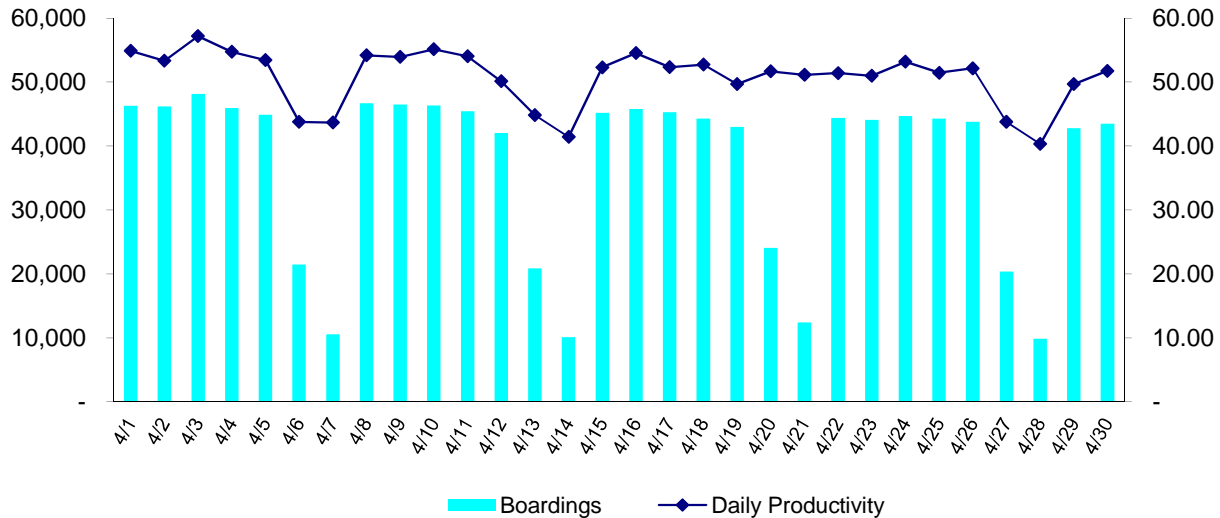
**LANE TRANSIT DISTRICT**  
**April 2013 Performance Report**  
14-May-2013

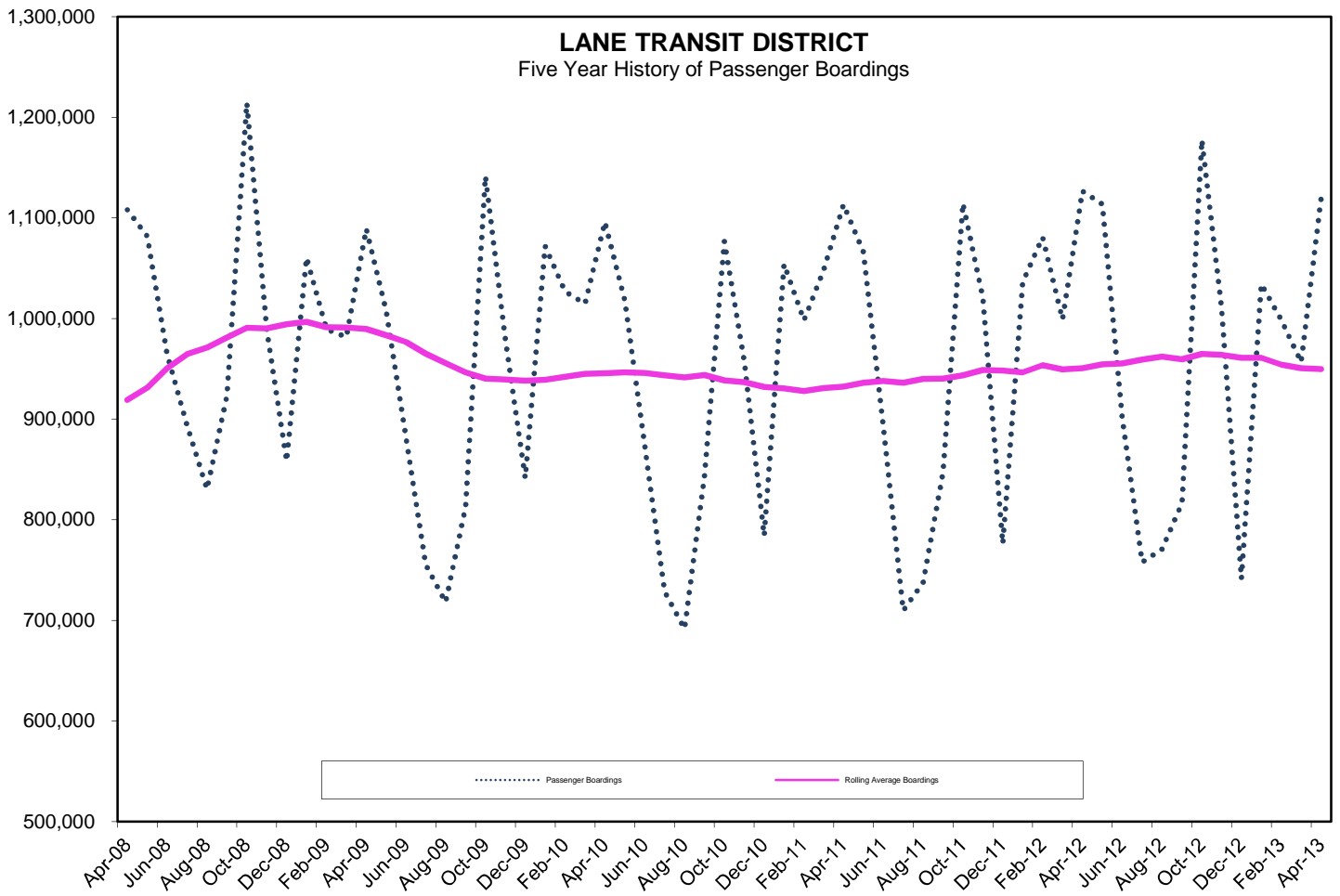
Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
<b>Fixed Route Service</b>									
Passenger Boardings	1,119,106	1,126,569	- 0.7%	9,383,951	9,448,345	- 0.7%	11,398,730	11,406,840	- 0.1%
Mobility Assisted Riders	11,985	10,472	+ 14.4%	113,937	99,243	+ 14.8%	136,868	117,786	+ 16.2%
<b>Average Passenger Boardings:</b>									
Weekday	44,973	46,772	- 3.8%	38,289	38,569	- 0.7%	38,645	38,801	- 0.4%
Saturday	21,691	22,877	- 5.2%	18,926	18,748	+ 1.0%	19,238	18,835	+ 2.1%
Sunday	10,732	10,570	+ 1.5%	10,029	9,893	+ 1.4%	10,146	9,917	+ 2.3%
Monthly Revenue Hours	21,579	21,064	+ 2.4%	206,066	205,377	+ 0.3%	248,169	246,065	+ 0.9%
Boardings Per Revenue Hour	51.9	53.5	- 3.0%	45.54	46.00	- 1.0%	45.93	46.36	- 0.9%
Weekly Revenue Hours	4,964	4,990	- 0.5%	4,851	4,798	+ 1.1%	4,856	4,790	+ 1.4%
Weekdays	22	21		212	213		255	256	
Saturdays	4	4		43	45		52	53	
Sundays	4	5		44	42		52	51	
<b>Passenger Revenues &amp; Sales</b>									
Total Passenger Revenues	\$639,223	\$631,349	+ 1.2%	\$5,778,698	\$5,599,944	+ 3.2%	\$6,933,770	\$6,852,153	+ 1.2%
Average Passenger Fare	\$0.571	\$0.560	+ 1.9%	\$0.62	\$0.59	+ 3.9%	\$0.61	\$0.60	+ 1.3%
Farebox Revenue	\$169,842	\$181,512	- 6.4%	\$1,752,684	\$1,727,792	+ 1.4%	\$2,097,343	\$2,035,696	+ 3.0%
Adult Pass	2,248	2,228	+ 0.9%	21,115	19,983	+ 5.7%	25,112	24,667	+ 1.8%
Youth Pass	1,262	1,058	+ 19.3%	9,947	8,037	+ 23.8%	11,873	8,301	+ 43.0%
Reduced Fare Pass	1,225	1,071	+ 14.4%	12,317	10,948	+ 12.5%	14,688	12,996	+ 13.0%
Adult 3 Month Pass	77	83	- 7.2%	731	905	- 19.2%	874	1,055	- 17.2%
Youth 3 Month Pass	82	91	- 9.9%	738	793	- 6.9%	771	799	- 3.5%
Reduced Fare 3 Month Pass	61	69	- 11.6%	587	585	+ 0.3%	719	698	+ 3.0%
Adult 10-Ride Ticket Book	1,467	-	+ 0.0%	10,026	-	+ 0.0%	10,026	-	+ 0.0%
Half-Fare 10-Ride Ticket Book	404	-	+ 0.0%	2,548	-	+ 0.0%	2,548	-	+ 0.0%
Agency Adult 25-Day Pass Book	-	282	- 100.0%	556	2,412	- 76.9%	1,260	2,853	- 55.8%
Agency Half-Fare 25-Day Pass Book	-	38	- 100.0%	126	237	- 46.8%	174	338	- 48.5%
RideSource 10-Ride Ticket Book	692	698	- 0.9%	5,564	5,891	- 5.6%	6,600	6,853	- 3.7%
<b>Fleet Services</b>									
Fleet Miles	303,349	292,325	+ 3.8%	2,924,148	2,951,360	- 0.9%	3,522,590	3,538,653	- 0.5%
Average Passenger Boardings/Mile	3.69	3.85	- 4.3%	3.21	3.20	+ 0.2%	3.24	3.22	+ 0.4%
Fuel Cost	\$259,511	\$304,299	- 14.7%	\$2,561,754	\$2,802,561	- 8.6%	\$3,124,517	\$3,386,047	- 7.7%
Fuel Cost Per Mile	\$0.855	\$1.041	- 17.8%	\$0.876	\$0.950	- 7.7%	\$0.887	\$0.957	- 7.3%
Repair Costs	\$206,516	\$205,456	+ 0.5%	\$1,931,012	\$2,121,543	- 9.0%	\$2,333,512	\$2,557,642	- 8.8%
Total Repair Cost Per Mile	\$0.681	\$0.703	- 3.1%	\$0.660	\$0.719	- 8.1%	\$0.662	\$0.723	- 8.3%
Preventive Maintenance Costs	\$35,904	\$30,744	+ 16.8%	\$335,773	\$323,648	+ 3.7%	\$400,650	\$384,164	+ 4.3%
Total PM Cost Per Mile	\$0.118	\$0.105	+ 12.5%	\$0.115	\$0.110	+ 4.7%	\$0.114	\$0.109	+ 4.8%
Mechanical Road Calls	60	90	- 33.3%	556	742	- 25.1%	677	935	- 27.6%
Miles/Mech. Road Call	5,056	3,248	+ 55.7%	5,259	3,978	+ 32.2%	5,203	3,785	+ 37.5%
<b>Special Mobility Service</b>									
SMS Rides	16,174	16,365	- 1.2%	156,018	159,936	- 2.4%	189,033	191,545	- 1.3%
SMS Ride Refusals	-	1	- 100.0%	2	1	+ 100.0%	6	1	+ 500.0%
RideSource	7,036	7,990	- 11.9%	69,359	77,302	- 10.3%	84,812	92,618	- 8.4%
RideSource Refusals	-	1	- 100.0%	1	1	+ 0.0%	5	1	+ 400.0%



## Daily Ridership Recap April 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
4/1/2013	Monday	Weekday	46,272	470	843.00	54.89
4/2/2013	Tuesday	Weekday	46,192	436	866.00	53.34
4/3/2013	Wednesday	Weekday	48,132	566	842.00	57.16
4/4/2013	Thursday	Weekday	45,929	471	839.00	54.74
4/5/2013	Friday	Weekday	44,873	514	840.00	53.42
4/6/2013	Saturday	Saturday	21,449	250	490.00	43.77
4/7/2013	Sunday	Sunday	10,567	155	242.00	43.67
4/8/2013	Monday	Weekday	46,703	430	862.00	54.18
4/9/2013	Tuesday	Weekday	46,470	522	862.00	53.91
4/10/2013	Wednesday	Weekday	46,351	482	841.00	55.11
4/11/2013	Thursday	Weekday	45,445	466	841.00	54.04
4/12/2013	Friday	Weekday	42,058	493	839.00	50.13
4/13/2013	Saturday	Saturday	20,882	279	466.00	44.81
4/14/2013	Sunday	Sunday	10,102	164	244.00	41.40
4/15/2013	Monday	Weekday	45,190	449	864.00	52.30
4/16/2013	Tuesday	Weekday	45,764	458	839.00	54.55
4/17/2013	Wednesday	Weekday	45,270	485	865.00	52.34
4/18/2013	Thursday	Weekday	44,281	373	840.00	52.72
4/19/2013	Friday	Weekday	42,971	420	865.00	49.68
4/20/2013	Saturday	Saturday	24,082	281	466.00	51.68
4/21/2013	Sunday	Sunday	12,421	121	243.00	51.12
4/22/2013	Monday	Weekday	44,409	471	864.00	51.40
4/23/2013	Tuesday	Weekday	44,088	485	865.00	50.97
4/24/2013	Wednesday	Weekday	44,676	444	840.00	53.19
4/25/2013	Thursday	Weekday	44,298	444	861.00	51.45
4/26/2013	Friday	Weekday	43,807	477	840.00	52.15
4/27/2013	Saturday	Saturday	20,352	298	465.00	43.77
4/28/2013	Sunday	Sunday	9,838	136	244.00	40.32
4/29/2013	Monday	Weekday	42,767	497	861.00	49.67
4/30/2013	Tuesday	Weekday	43,467	448	840.00	51.75
<b>Totals</b>			<b>1,119,106</b>	<b>11,985</b>	<b>21,579</b>	<b>51.86</b>







# LTD Regional Bike Parking Study Update







# Purpose of Project

To provide the region with key planning information about:

- Short and long term bicycle parking supply and demand
- Concerns about existing facilities
- Assess need for additional bike parking
- Bicycle parking for transit stations
- Potential development code changes for Coburg, Springfield, and Eugene



# Project Goals

- Help transit system by solving “first/last mile” challenge
- Locating quality bike parking is currently challenging
- Supports major employers and downtown redevelopment
- Makes region attractive to employees, businesses, and families

# Project Overview

## Study Partners:

- Lane Transit District (LTD)
- LTD Point2point
- Lane County
- City of Springfield
- City of Eugene
- City of Coburg



**Funding:** Central Lane Metropolitan Planning Organization - STP-U Local Funds

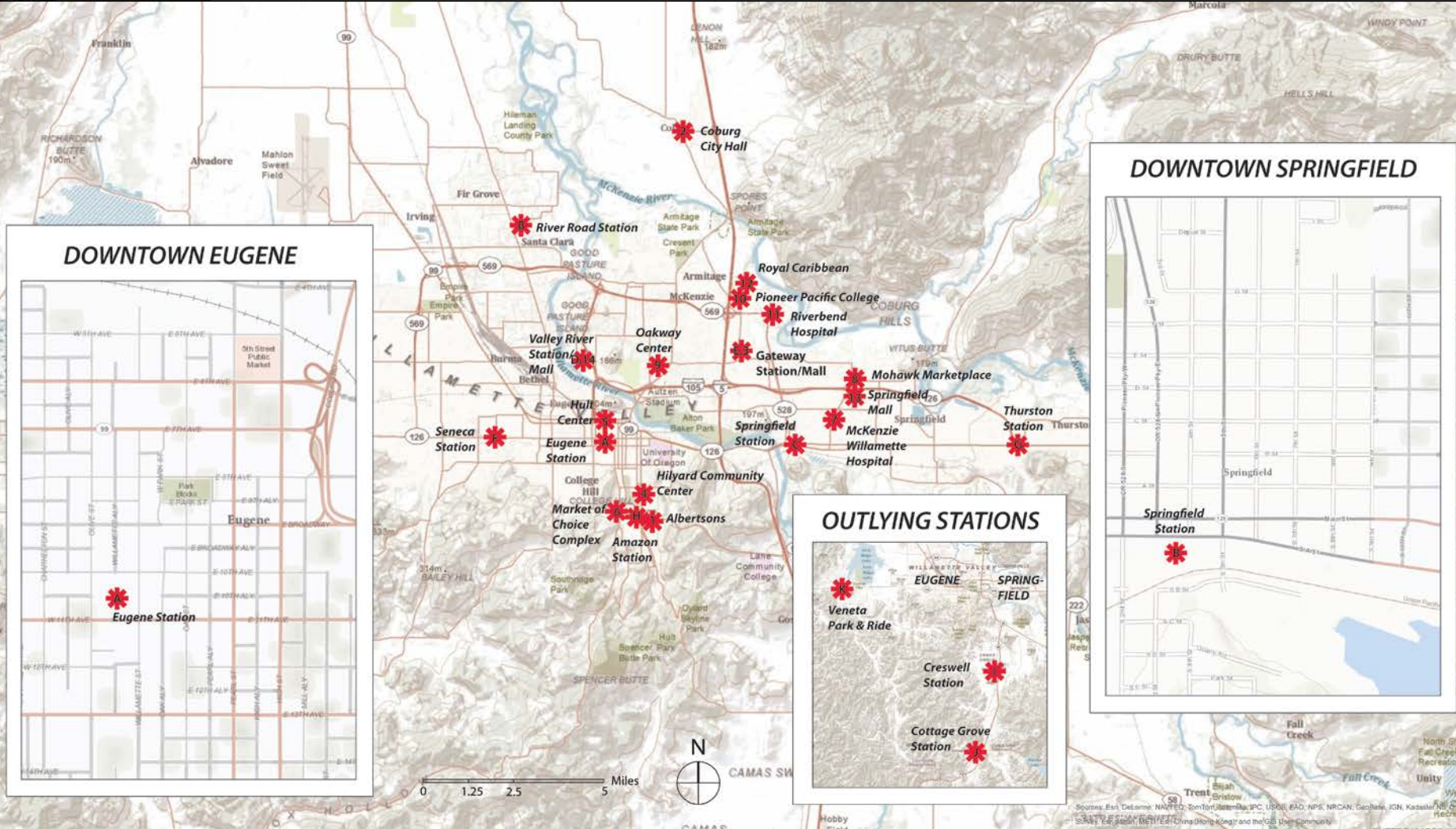
## Geographic Scope:

- Eugene and Springfield Downtowns
- Transit Stations
- Regional Activity Centers (20 locations) – not including schools/community centers
- University of Oregon perimeter – not on campus





# Study Area





# Definitions: Short-Term





# Definitions: Long-Term





# Public Engagement

- Outreach via phone & email
- Extensive list (e.g. homebuilders & architects)
- Springfield & Eugene BPACs
- Open House for public
- Consultation with Coburg & Veneta



# Study Design

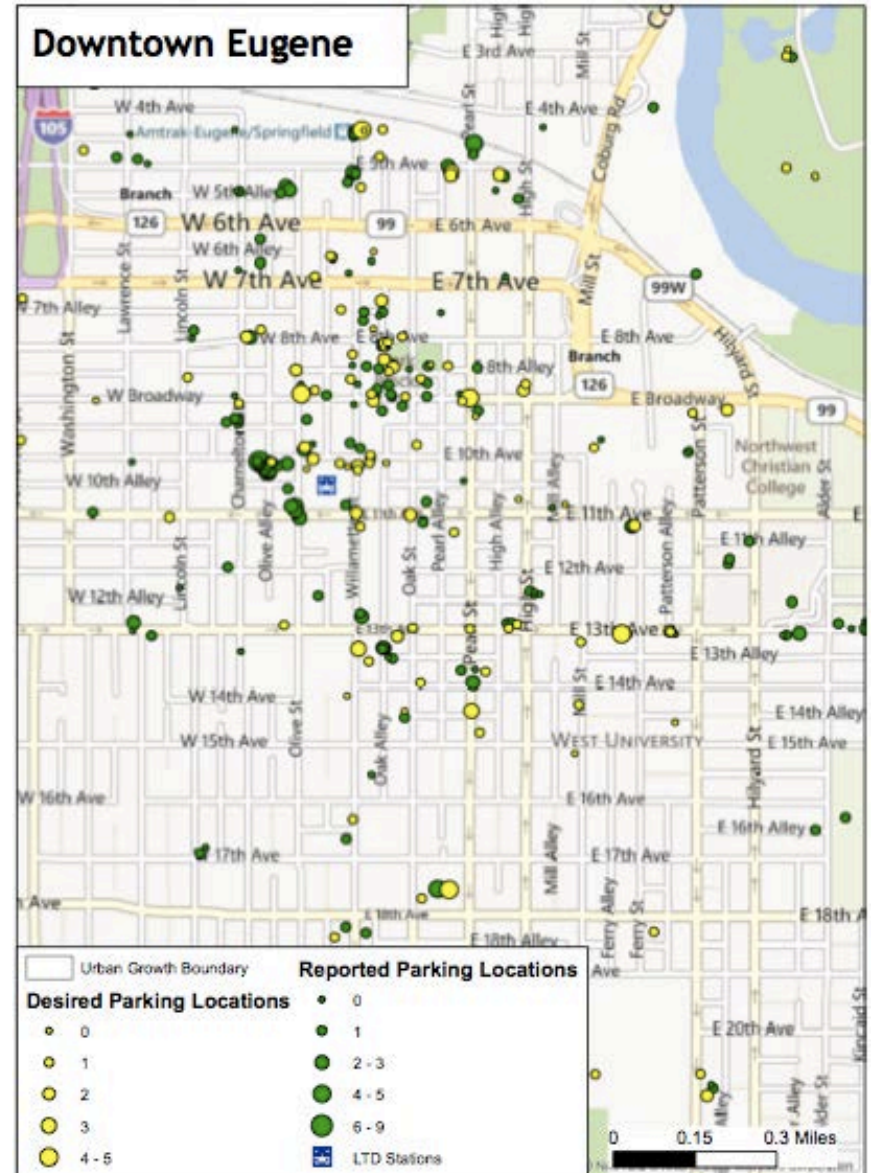
- How *much* bike parking do we have today?
  - What type is it?
  - How well is it used?
- How *much* bike parking do we need?
- What *type* of bike parking do we need?
- What are our priorities?
  - What will it cost?





# Web Map

- 1,000 responses
- 634 unique points
- 95% in Eugene



# Bike Parking at Transit Stations

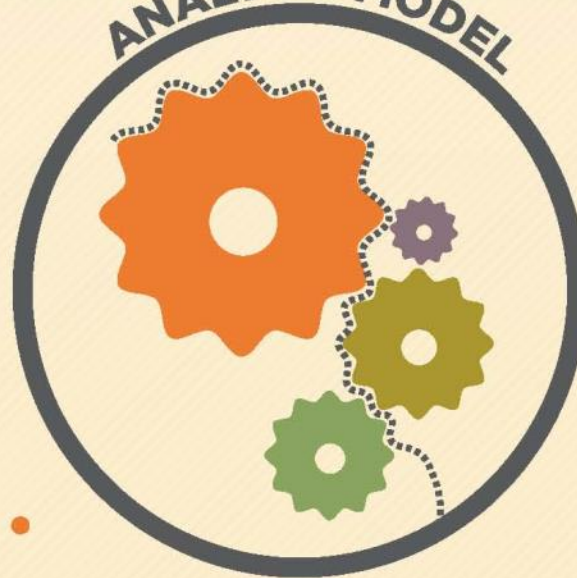
## BOARDINGS



## RIDERSHIP



## ANALYSIS MODEL

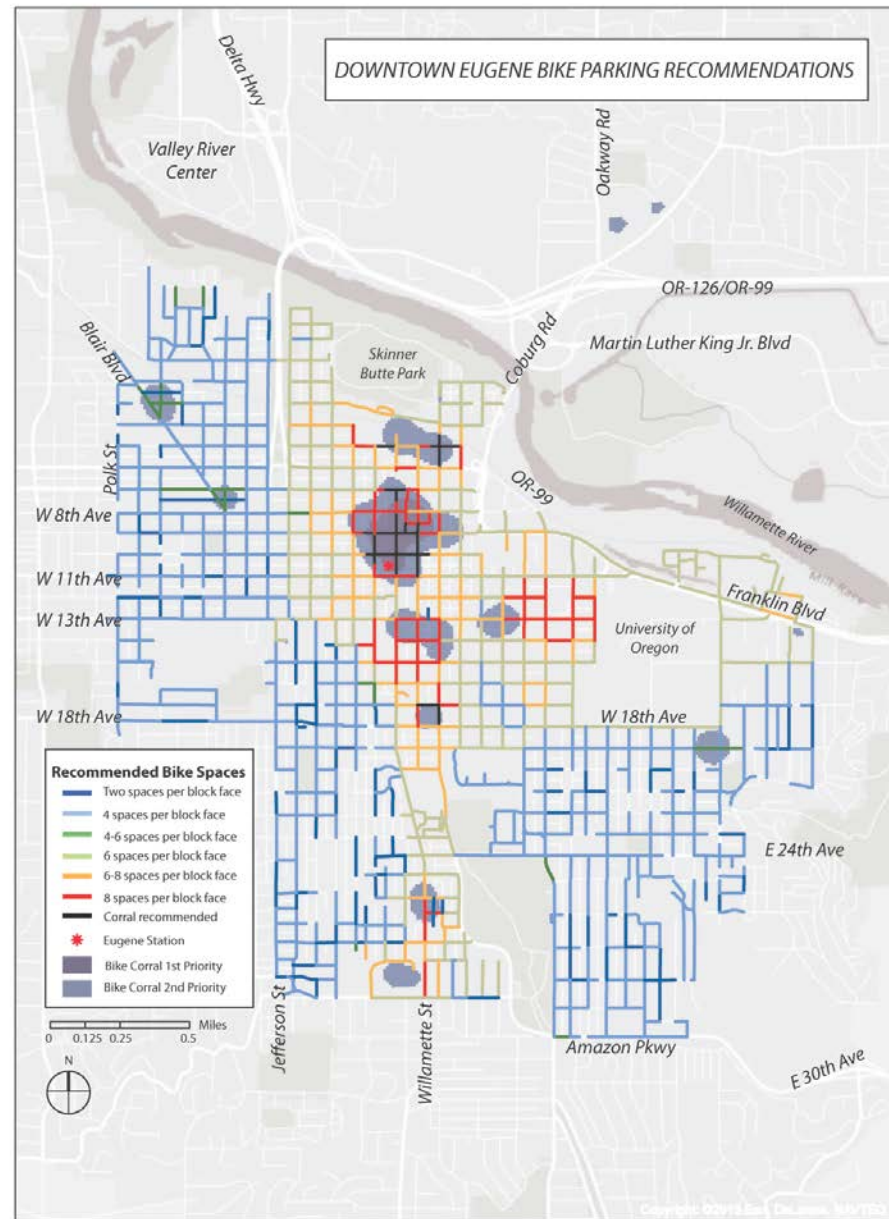
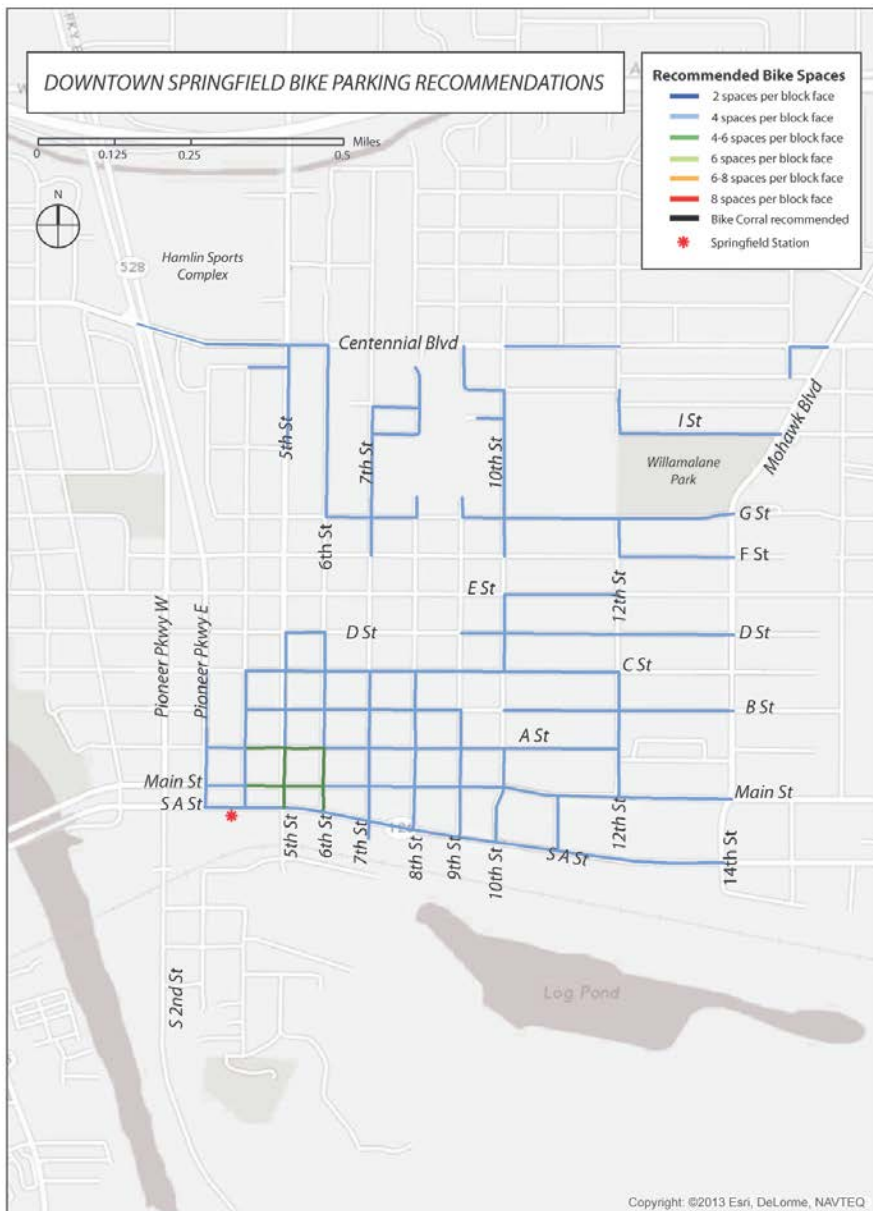


**P** Needed bike parking spaces





# Demand Model Results



# What *Type* of Parking?

- Series of tools for entire region to use
  - Best Practices PPT
  - Visual Guide
  - Installation Guidelines
- Goal: consistency, quality



# Development Code

- Customized (Coburg, Springfield, Eugene)
- For cities to use/adopt as they see fit
- “Right-sizing” requirements





# What's Next?

- Prioritization
- Cost Estimates
- Final Report
- Local Partners Workshop
- Seek Funding





**Questions and Comments**