



Public notice was given to *The Register-Guard* for publication on October 10, 2013.

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**Wednesday, October 16, 2013**

**5:30 p.m.**

**LTD Board Room**

**3500 E. 17<sup>TH</sup> Avenue, Eugene**

**(off Glenwood Boulevard in Glenwood)**

**A G E N D A**

		<u>Page No.</u>
I.	CALL TO ORDER	
II.	ROLL CALL	
	Necker _____ Dubick _____ Gillespie _____ Yeh _____	
	Reilly _____ Wildish _____ Towery _____	
III.	PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)
IV.	COMMENTS FROM THE GENERAL MANAGER	(3 minutes) 5
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute) 6
VI.	BOARD CALENDARS	(1 minute) 7
VII.	EMPLOYEE OF THE MONTH – November	(5 minutes) 8
VIII.	AUDIENCE PARTICIPATION	
	♦ <i>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.</i>	
	♦ <i>Citizens testifying are asked to limit testimony to three minutes.</i>	

IX.	PUBLIC HEARING: LONG-RANGE TRANSIT PLAN	(10 minutes)	10
	a. Staff Presentation and Public Hearing		
	b. Presentation by Staff [Tom Schwetz]		
	c. Opening of Public Hearing by Board President		
	d. Public Testimony		
	• Each speaker is limited to three (3) minutes		
	e. Closing of Public Hearing		
	f. Staff Comments		
X.	EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate the employment- related performance of the general manager of LTD.	(15 minutes)	50
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	2. Minutes of the September 18, 2013, Regular Board Meeting [Page 54]		
	B. General Manager 2014 Compensation [Mary Adams]	( 5 minutes)	59
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	1. Meetings Held		
	a. LTD Board Human Resources Committee, September 24		
	b. Main Street-McVay Governance Committee, September 26		
	c. Lane Council of Governments (LCOG) Board of Directors, September 26		
	d. Metropolitan Policy Committee (MPC), October 3		
	e. Lane Area Commission on Transportation (LaneACT), October 9		
	f. Accessible Transportation Committee (ATC), October 15		

2. No Meeting/No Reports		
a. LTD Pension Trusts		
b. EmX Steering Committee		
c. Governor’s Oregon Passenger Rail Leadership Council		
d. Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
e. LTD Board Service Committee		
f. LTD Board Finance Committee		
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A. Finding of Economic Recovery (November)		
B. Long-Range Transit Plan (November)		
C. EmX Steering Committee Appointments (November)		
D. Smart <i>Trips</i> Program (November or December)		
E. Independent Audit Report and Comprehensive Annual Financial Report (CAFR) (December)		
F. Budget Committee Appointments (December)		
G. LTD/ATU Pension Work Group (Fall)		
H. 2014 Legislative Agenda (Fall)		
I. Labor Negotiations (Fall)		

- J. Bicycle Parking Study (Future Meeting)
- K. Annual Performance Report (Future Meeting)
- L. High-capacity Transit Corridor Projects (Future Meeting)

XIV. 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).**

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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:** October 16, 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

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** BOARD CALENDARS

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

**ACTION REQUESTED:** Board member communication regarding 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 fall and winter vacation dates.

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

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

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

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

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### BACKGROUND:

**November 2013 Employee of the Month:** Purchasing Manager Jeanette Bailor has been selected to receive the November Employee of the Month award. Jeanette has been employed by the District since 1982; she will celebrate her 31<sup>st</sup> year with Lane Transit District on October 18. She earned the Employee of the Month award in 1987, and she has received Monthly Value awards on three occasions. In addition, she is a member of the LTD Green Team.

Jeanette was nominated for this award by coworkers after she successfully covered a twelve-week absence of the only other Purchasing employee. She accomplished this without incurring any additional LTD staff or contracted staff costs, and while simultaneously undergoing treatment for and recovery from a serious personal medical condition. She took on this challenge during an extremely busy period for the Finance Department. At that time, the Department was handling the fiscal year-end closing process, contract renewals, and putting together several Requests for Proposals (RFPs). She managed to meet continuous deadlines and challenges in balancing her job, along with her coworker's duties, in a professional manner. A coworker declared, "Her effort was extraordinary, and her success nothing short of amazing!"

When asked to comment on Jeanette's selection as Employee of the Month, Director of Finance and Information Technology Diane Hellekson said:

Jeanette is widely known in the organization for her calm competence, strong work ethic, and passion for and commitment to the highest professional standards. Her expertise in understanding and applying federal regulations is so well-regarded that the Federal Transit Administration refers other transit properties to her as a resource. She created, implemented, and refined the Disadvantaged Business Enterprise standards that are an important requirement in contracting. As the number and complexity of LTD's projects have grown over the years, Jeanette has risen with the challenge and assured that LTD's on-going regulatory compliance will protect our access to state and federal project funds. Her management of the Triennial Review process, a federal requirement that involves intense preparation and coordination, has invariably resulted in review reports that define the gold standard. She has earned external professional recognition for her outstanding project work.

I was extremely pleased that this exceptional person has received this much-deserved honor. This recognition is long overdue and celebrated by everyone who works with Jeanette and knows the incredible value she provides to LTD. It has been an honor to be her associate for all the years that I have worked for this organization.



**AWARD:**

Ms. Bailor will attend the October 16, 2013, meeting to be introduced to the Board and to receive her award.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** PUBLIC HEARING: LONG-RANGE TRANSIT PLAN

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

**ACTION REQUESTED:** Hold a Public Hearing on the Long-Range Transit Plan

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### BACKGROUND:

After a four-year planning and outreach process, the Long-Range Transit Plan (LRTP) is open for a final public comment period from October 7 to November 1, 2013. The public comment period was advertised on LTD's Web site and Facebook, and a press release was sent out. A draft of the LRTP can be found at LTD.org, the Eugene and Springfield public libraries, and the Springfield and Eugene chambers of commerce. Legal notice of the public hearing was published in *The Register-Guard* on Thursday, October 10. Holding this public hearing allows the public to comment directly to the LTD Board of Directors prior to its consideration of the LRTP adoption, which is planned for the November 20 Board meeting.

The LRTP gives LTD the opportunity to develop a strategic framework which establishes goals, policies, and strategies to meet the long-term (20-year) transit service needs of this community. The LRTP considers a broad spectrum of issues that may affect transit service for our community in the future, including economic and resource volatility, environmental preservation, social equity, and transportation demands. The strategies presented in the LRTP lay the foundation for adapting to future trends and uncertainties.

### Timeline for LRTP Adoption:

- **October:** LTD Board Meeting, Public Hearing
- **November:** LTD Board Meeting, Adoption

**ATTACHMENT:** Draft Long-Range Transit Plan, October 2013

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2013\10\LRTP Board Summary 10 16 2013 (3).docx



# ***DRAFT*** Lane Transit District Long-Range Transit Plan October 2013

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DRAFT

## Section 1

# Creating a Livable Community

In everything Lane Transit District does, we literally carry the community and its aspirations *forward*. In that context, we take responsibility for creating a livable community in a number of ways.

Transit services enable the residents of our community to connect to jobs, school, doctor's appointments, grocery shopping, family and friends, and much more.

### LTD's History of Service:

*Since 1970 LTD has provided transportation services to Eugene and Springfield, and surrounding communities. LTD began with 18 buses and 13 fixed bus routes and has grown to 93 buses operating during peak service, 35 fixed bus routes and two lines of the EmX, LTD's bus rapid transit system.*

Transit makes a significant contribution towards establishing a community identity, supporting vibrant commercial and social exchanges, improving physical health, and guiding sustainable neighborhood and regional development.

LTD is more than just a bus service; we are a leader in the community. We work with our community partners to push the envelope by seeking innovative ways to deliver the best transit service possible to advance the community's goals.

### By the Numbers

*LTD's operations are primarily funded through a regional payroll tax. Additional revenue comes from passenger fares, advertising, special programs, and federal grants.*

- The service area population is 293,800 people.
- Approximately 39,000 riders per weekday and 11,500,000 riders annually are served.
- Approximately \$7,000,000 in fare is received annually, representing 22% of LTD's general fund operating costs.
- Operating expenses average \$0.78 per passenger mile.
- Boardings per revenue hour average 45.
- Passenger miles per revenue hour average 171.3.
- LTD employs over 300 people.

### Ridership Demographics

- Ridership continues to be dominated by young riders, nearly two thirds (54 percent) are 30 years or younger.
- In general, the income of LTD riders is much lower than the Lane County population overall.
- More than 60 percent of all LTD trips are commute trips, and half of commute trips are trips to and from school.

Figure 1: Then and Now – 1972 and 2013 Bus Routes

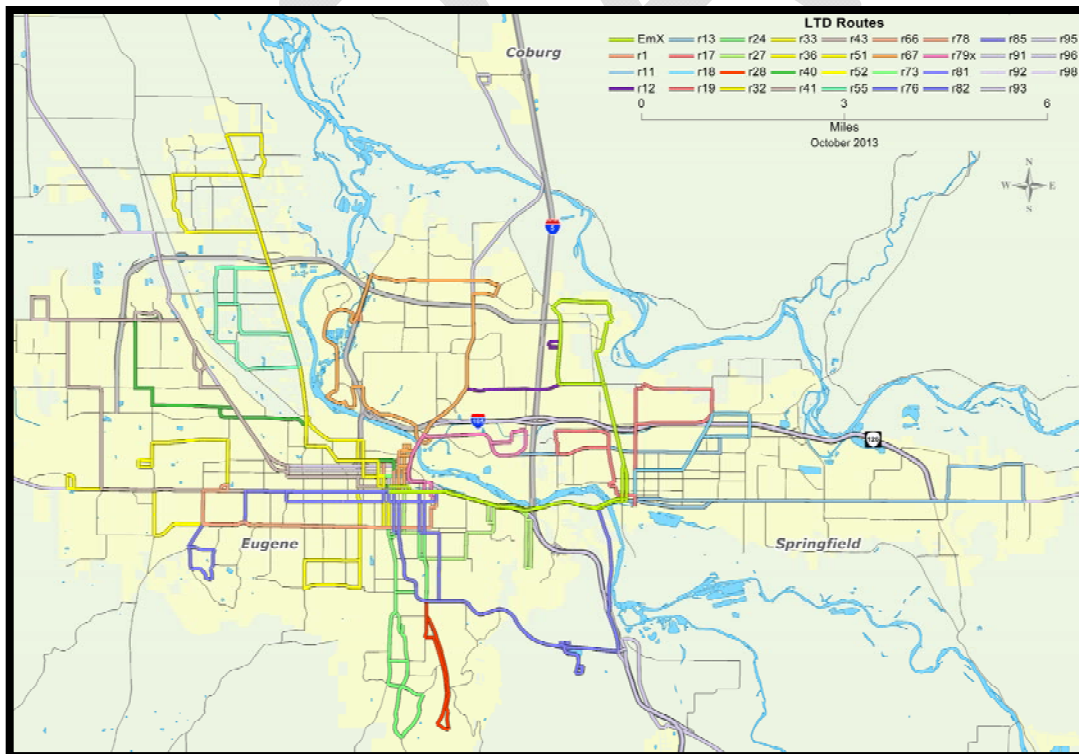
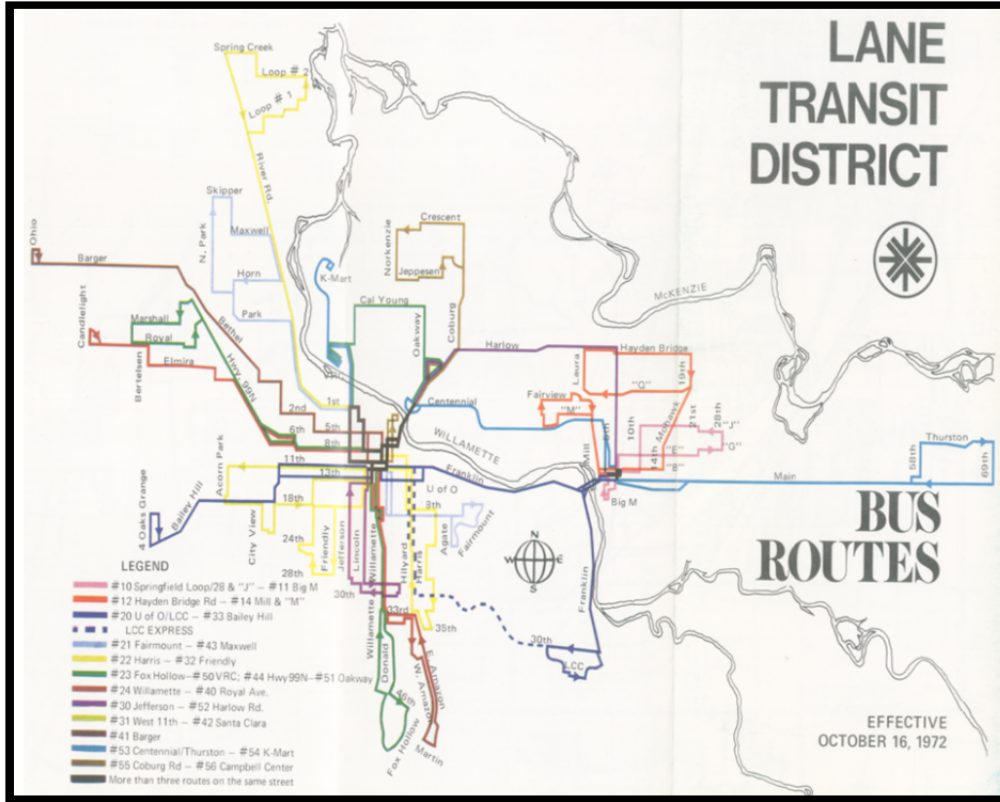
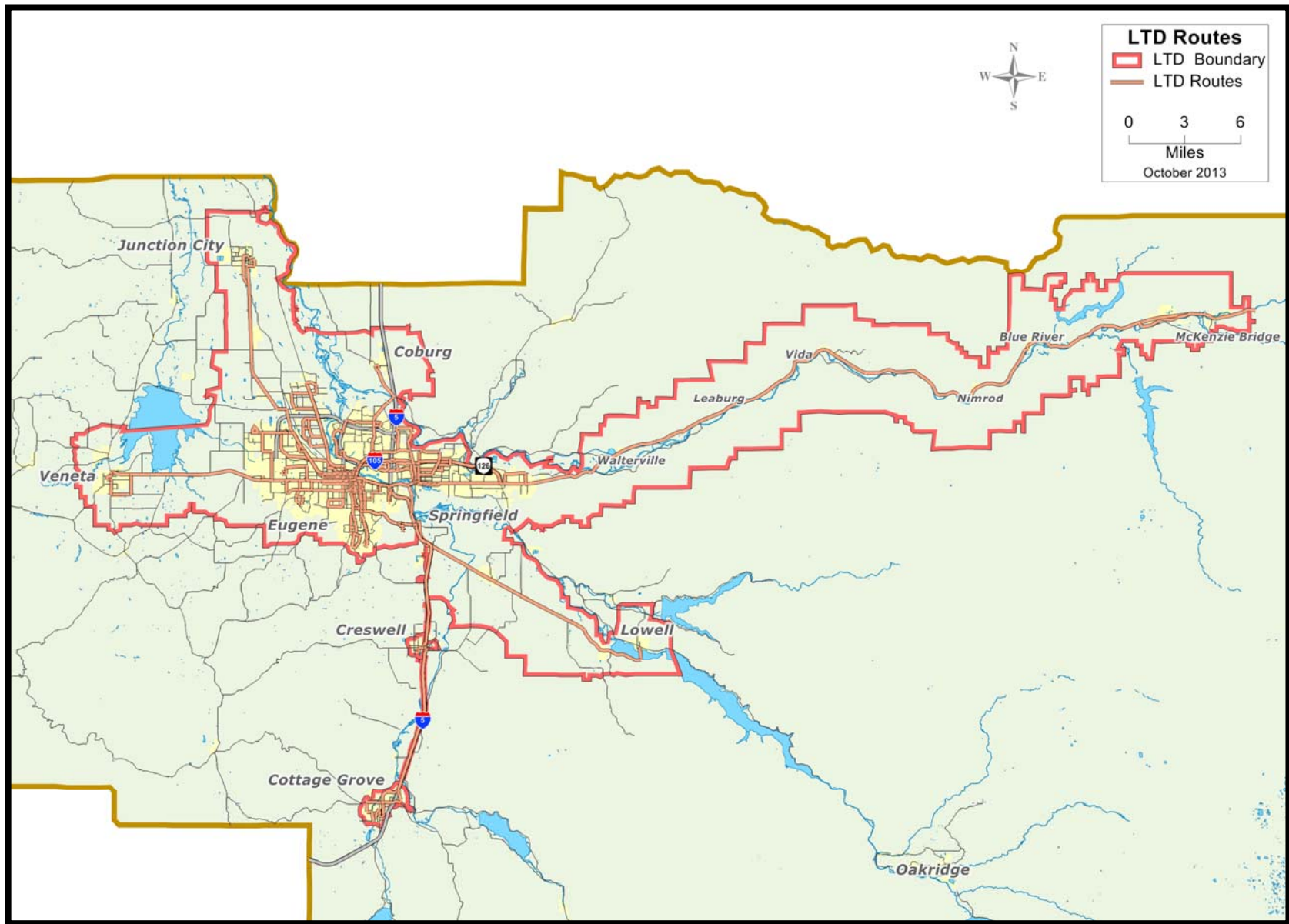




Figure 2: Lane Transit District's Boundary



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## GUIDING PRINCIPLES FOR THE FUTURE

LTD's mission statement calls on the organization to enhance the community's quality of life by:

- Delivering reliable, responsive, and accessible public transportation services.
- Offering innovative services that reduce dependency on the automobile.
- Providing progressive leadership for the community's transportation needs.

As we plan for the future, it is appropriate to establish a set of guiding principles based on this mission statement. These guiding principles are based on a triple bottom line structure that informs how transit influences the economy, equity, and the environment in our community.

LTD strives to provide transit services that support the **economy** by:

- Providing reliable and affordable connectivity between jobs and employees.
- Facilitating compact urban growth.
- Spurring downtown and neighborhood renewal.
- Creating opportunities for entrepreneurship and local economic development.
- Increasing business activity and efficiency by enabling businesses to locate near each other and attract

related industries and suppliers, as well as new customers.

LTD strives to provide transit services that support social **equity** by:

- Creating places for community life.
- Providing affordable access to school, shopping, medical services, friends and family.
- Enhancing accessibility for youths, senior citizens, and, people with disabilities.

LTD strives to provide transit services that contribute to a healthy **environment** by:

- Providing an efficient mode of transportation.
- Reducing greenhouse gas emissions from transportation.
- Operating sustainable services that use resources wisely.

The 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. The Long-Range Transit Plan (LRTP) is a way for us to lay out strategies to accomplish our mission.

## LONG-TERM PLANNING: LRTP

The LRTP affords LTD the opportunity to develop a framework which establishes goals, policies and strategies to meet the long-term (20-year) transit service needs of the community.

The Plan can help LTD be more nimble and efficient in everyday decision-



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making efforts while providing a path toward achieving the long-term vision of a livable community.

The LRTP considers a broad spectrum of issues—economic and resource volatility, environmental preservation, social equity, and transportation demands—that may affect transit service in the future. As an organization, LTD must keep in mind that there are variables that we do not have control over (i.e. fuel prices and climate change) that will affect the way we go about executing our vision. The strategies presented in this Plan lay the foundation for adapting to future trends and uncertainties.

## 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, including the Transportation Planning Rule and will

provide a formal basis for integrating future transit service and facility planning effectively with planned growth and development in the region.

## WHAT'S IN THE LRTP?

The LRTP is strategically laid out to provide a clear understanding of our existing conditions and our responsibilities to the community. More specifically, the Plan identifies future uncertainties that will challenge how LTD operates and provides services. It then establishes a framework of goals, policies, and strategies to address those challenges and suggests performance measurements to track progress.

**Section 1** (this section) describes the here and now. What does LTD do, and why do we do it. Section 1 also identifies why we are writing the LRTP now.

**Section 2** provides depth and detail about our strategic narrative and what uncertainties we are planning for.

**Section 3** is the heart of our plan, identifying the goals and policies that will drive the strategies we use to work towards and achieve our goals.

**Section 4** describes how we plan to track our progress with specific performance measures.

## Section 2

# Opportunity to Build the Future

As described in Section 1, LTD plays a diverse set of roles in contributing to the community's quality of life.

- In supporting the economy, it provides reliable and affordable connectivity between jobs and employees. Related to that, transit facilitates more compact urban growth. This in turn, leads to increasing efficiencies by enabling businesses to locate near each other. The clusters of economic activity attract related industries and suppliers as well as additional customers.
- In supporting the development of the community, transit provides community members with access to school, shopping, medical services, friends and family.
- In supporting a healthy environment, it provides a sustainable source of mobility. Productive transit service provides one of the most energy efficient methods of transporting community members to where they need to go.

By a broad range of measures, LTD is a well-managed transit operation that provides efficient and effective community benefits. In a comparison of

operating characteristics, reported in the National Transit Database, of peer transit agencies with similar service area populations, LTD performed above average in many areas. See Table 1 for details.

However, looking out over the next 10 to 20 years, key uncertainties challenge LTD's ability to provide these benefits as the community grows.

The following material provides an overview of the strategic context that LTD operates within, followed by descriptions of the broad strategic uncertainties that form the foundation for LTD's long-range planning.

**A successful past is but an opportunity to build the future.**

## LTD'S STRATEGIC CONTEXT

LTD is one entity functioning within many complex community systems. The natural environment, globalization of the economy, advances in technology, national politics, Oregon's economy, social impacts of income inequality and local visions for growth and prosperity—all interact with each other and with the services LTD provides. How each plays out in ways that will impact LTD is uncertain, creating a general ambiguity regarding strategic decision making. This ambiguity raises several questions for LTD and other partners as the region engages in collaborative planning.

**What do these broad dynamics and changes mean for LTD and local government agencies?**

**Table 1: Comparative Operating Characteristics**



Comparison of Operating Characteristics of Selected Transit Properties \*  
National Transit Database (NTD) Report Year 2011

System	Service Area Population	per Service Area Population:			Operating Expenses per Boarding	Productivity**
		Rev Hrs	Boardings	Pass Miles		
Ann Arbor, MI	212,492	0.82	28	87	\$3.44	33.8
Bakersfield, CA	466,353	0.64	15	49	\$3.25	23.0
Bellingham, WA	201,923	0.62	25	76	\$2.78	40.9
Colorado Spr., CO	559,409	0.22	5	31	\$4.19	21.5
Fort Collins, CO	143,986	0.54	15	51	\$3.24	27.9
Livermore, CA	166,972	0.67	10	50	\$6.75	15.4
Olympia, WA	161,000	1.24	28	118	\$4.88	22.6
Reno, NV	327,768	0.76	23	81	\$3.35	30.8
Salem, OR	206,500	0.76	20	66	\$4.40	26.7
Santa Cruz, CA	254,538	0.85	23	139	\$5.43	26.8
Vancouver, WA	365,750	0.71	18	92	\$4.45	26.0
<b>Mean (average)</b>	<b>280,041</b>	<b>0.72</b>	<b>19</b>	<b>116</b>	<b>\$4.09</b>	<b>28.4</b>
<b>Lane Transit</b>	<b>293,800</b>	<b>0.85</b>	<b>38</b>	<b>145</b>	<b>\$2.95</b>	<b>45.0</b>

\* Properties selected based on providing a level of service comparable to LTD or providing service to a

\*\* Boardings per revenue hour.

\*\*\* Fixed-route service is contracted service. No employee counts are reported to NTD for contracted services.

### How do global events impact the local strategic environment?

### What larger events and uncertainties should LTD and its partners be paying attention to?

The primary interrelated forces that form the surrounding strategic context and the operational environment include:

- Energy
- Climate
- Economics
- Population

### Energy

The price of gasoline has risen dramatically since the early 1990s and projections indicate prices will continue to rise. Rising gasoline prices increase the cost of single-occupant vehicle trips and increase demand for transit. At the same time, high gas prices may trigger the use of more fuel efficient vehicles and alternative fuels that could, in theory, maintain personal vehicle operating costs at current levels.

LTD may be affected by changing fuel prices, as the cost of oil rises. LTD may

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need to reduce services or take advantage of innovative technologies.

### Climate

Climate change may increase domestic migration throughout the United States. More people may seek refuge in the temperate climate of the Northwest, increasing stress on local transportation systems.

Increasing concerns over a changing climate may also drive national and state policies for greenhouse gas reductions. Implementation of these policies may favor transit service in place of single-occupant vehicle travel and may encourage the use of new, lower carbon fuels to operate transit vehicles.

The changing environmental climate may affect the demand for LTD services and the policy context in which LTD operates.

### Economics

Rising federal, state and local debt may put fiscal pressure on governments to reduce funding for local transit agencies. This economic volatility has the potential to negatively influence the provision of transit service. Constrained funding may impact LTD's ability to continue and expand services.

The composition of the local, employed workforce and the physical location of employers may also affect transit need and receipt of benefits. An increase in transit ridership has the potential to correlate with a decrease in employment, as more people look for cost effective means of travel. However, this may be offset considering fewer people may ride

transit as they no longer need transport to work related activities.

### Population

National trends indicate younger generations are increasingly making lifestyle decisions that are different than their parents'. Younger generations are more commonly trading car ownership for biking, walking, and transit use. On the other end of the spectrum, the proportion of older adults is increasing as the baby boom generation ages and life expectancies increase. Generally, older populations are less mobile and drive less than other adults.

Changing demographics will likely have a strong influence on the demands for travel, and driving culture may result in more LTD transit users.

### Local Population and Employment Trends

The population of the Central Lane Metropolitan Planning Organization region is expected to grow by 25 percent between 2010 and 2035. Employment in the region is expected to grow by 41 percent during that same period. Should land use patterns and travel behavior continue as they exist today, a forecast of trends from 2010 to 2035 points to several issues:

- Congestion could rise dramatically, increasing the cost of travel and reducing the efficiency of transit operating within the region's roadway network.
- Without a balanced approach to the development of future transportation



system improvements, little change will be made in the transportation choices available to the region and the proportion of drive alone auto trips will likely increase while the proportion of alternative modes use will likely decrease.

- The density and physical location of technical, professional, manufacturing, service and retail jobs throughout Lane County has potential to influence the span of transit service and frequency.

Despite the general ambiguity in both global and local context, environmental, political, economic, and social trends are more likely to increase demand for transit, rather than decrease. Variable costs of automobile travel, population growth, changing lifestyles, and trends in public policy all lean heavily toward an increased demand for LTD's transit services.

## STRATEGIC THEMES FOR LTD

Many of the prominent uncertainties that have significant potential to influence LTD's ability to provide services can be summarized by two broad strategic themes: Resources and Community Connectivity.

The first theme - **Resources** - concerns issues related to LTD getting what it needs to deliver on its vision. These issues include revenue and cost management, labor availability (including emerging skill sets), and partnerships - those relationships with public agencies and the private sector that will be necessary to leverage the services LTD provides.

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

## THEME 1: RESOURCES

The fluctuation and limited availability of critical resources is an ongoing strategic issue for LTD operations and services. Limitations on the availability of resources, whether it is due to costs or other factors, create real challenges for LTD in getting what it needs to deliver on its vision. Specific resources posing challenges include revenue and cost management, labor, and partnerships. Each of these challenges is described briefly below.

### Resource and Cost Management

With transit operational costs expected to rise on average 3.5% annually, increasing revenues will be needed just to sustain existing service levels. Growing our services will require a combination of additional revenue and effective management of key cost areas (i.e., labor, fuel, healthcare, and pensions).

Fares, payroll taxes, and federal funding play critical roles in providing the funding needed to sustain and enhance LTD's services. The variability of these revenue sources challenges LTD's capacity to absorb increasing fuel and

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personnel costs while also avoiding reductions in service levels.

Federal policy on transit is somewhat incoherent and shifting. As a result, federal funding for transportation infrastructure and operations is inconsistent. Similarly, state policy on transit is virtually non-existent. Outside of support for capital projects, the state's support for transit operations has been inconsistent at best. Strategically, LTD will want to engage with the state and other transit districts to evolve the state's financial role in supporting transit. We may also need to begin discussions regarding local options for revenue generation.

The most volatile element of LTD's operational costs is associated with fuel. LTD will face rising and uncertain energy costs due to fuel price volatility and emerging propulsion technologies. The LTD Long-Range Financial Plan assumes fuel costs will increase by 5% per year compared to the 3.5% increase associated with overall costs. The complexity of propulsion technologies will continue to evolve from where they are today. While technology trends are uncertain, systems will likely become more complex and efficient—influencing both the skill sets required to maintain new technologies and the costs of operations.

### **Workforce Development**

Like other transit operations, personnel wages, health care and pension costs are a significant proportion of LTD's operating costs. Similar to revenues, personnel costs will likely also reflect an

increasing and uncertain trend. For example, as the complexity of fleet technologies evolve over time—so must the capacity of LTD's workforce. Personnel must have advanced skills that not only enable them to work on cutting-edge systems, but also have the capability to be adaptive and creative in ways that can facilitate the absorption of innovative new strategies.

Changing demographics, new generations with different values entering the labor force, innovative technologies, and the demand for a creative and adaptive workforce will be relevant factors in strategic decision-making for LTD and other partners in the years ahead.

### **Partner Resources**

Healthy, well-functioning partnerships have always been a critical resource contributing to LTD's success. LTD currently has partnerships across a broad spectrum of public agencies, elected officials, the local business community, users of the system, nonprofits, community organizations, vendors, consultants, research institutes, and other transit operators throughout the country.

To fully leverage LTD's investment in and contribution to our region, existing relationships will need to be sustained and deepened, and emerging partnerships will need to be fully developed.

An example of a deepening partnership is the City of Eugene and LTD partnership in the West Eugene EmX project. Staff from both agencies have met to discuss the design and construction of the EmX project as it

relates to economic development, land use, and other transportation system interests of the City. This is expected to lead to improved coordination of resources and improve the overall outcomes of LTD's investment.

## THEME 2: COMMUNITY CONNECTIVITY

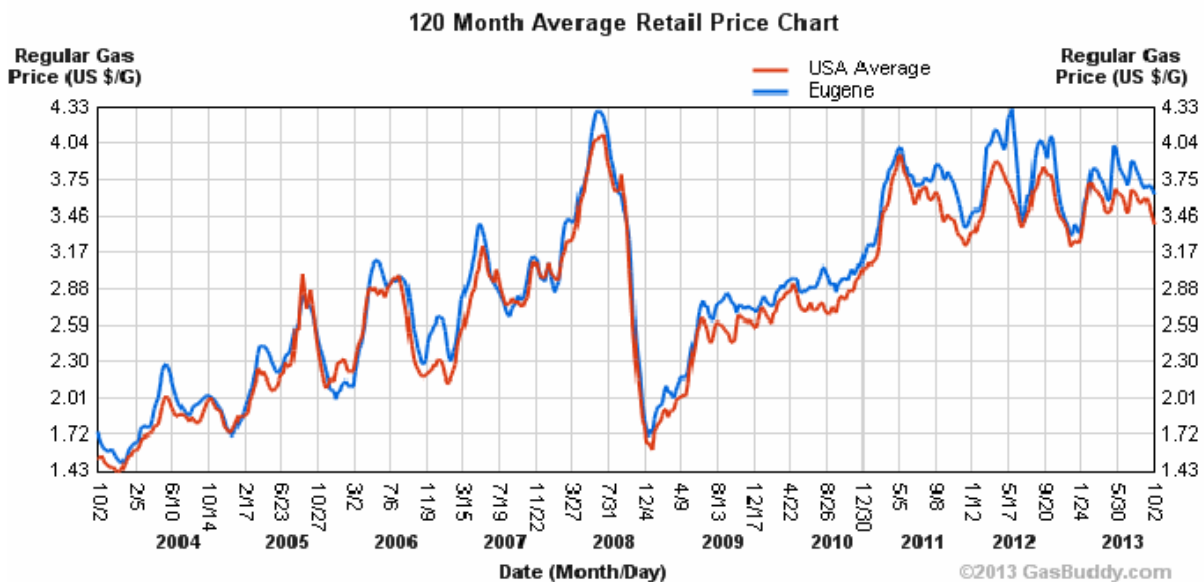
An underlying purpose of LTD's services is to connect the community. The community benefits when we effectively understand the needs of our ridership (both current and emerging needs), and make efficient connections between our services and other modes of travel in the region. In addition, coordinating and collaborating with our partners, particularly the major metropolitan cities, enables us to better leverage the significant investments we make in our service and capital infrastructure.

As Eugene, Springfield and surrounding communities continue to grow and regional transportation demands diversify, there is uncertainty as to how LTD can most effectively provide services that meet emerging demands. Changing demographics, the economic climate, environmental policy and social values influence the nature of travel. How people "connect" to work, shop and areas of recreation will likely result in new mobility markets. LTD's role in making those connections may also need to change and anticipate travel trends that not only physically connect people, but also provide travel information in accessible and functional formats.

### Connecting to Riders and Emerging Markets

When we consider mobility markets as a source of uncertainty, one end of the spectrum can be defined by changes in

Figure 3: Volatile Fuel Prices



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the demand for transportation stemming from dramatic shifts away from the dominant form of transportation—the single-occupant automobile. On the other end, mobility markets might change very little if technology or social climates continue to support that prevalence. The dynamics of these factors and the way they interact will determine demand for travel, and in particular LTD services.

Shifts in local and regional labor markets, residential land use patterns, and access to efficient technologies, e.g. broadband internet communications and electric vehicles, are factors that influence travel behaviors at the community scale and will continue to play a role in defining the demand for LTD services.

Technological connectivity is another concept that has potential to support emerging mobility markets, while serving to attract new riders. Even though it is uncertain how technologies will progress, more transportation providers are implementing mobile device applications and electronic fare cards. These innovative and accessible technologies can be attractive to riders because they simplify travel and put transit service more on par with the auto.

### **Connecting to Other Modes**

LTD's services are part of a broader system of modes, several of which might be part of making a complete trip. For example, some users of LTD ride a bike to a station, park their bike, ride a bus to a station or stop near their destination and walk to their destination. A transit system that is designed to connect

neighborhoods to economic, occupational and recreational centers will continue to be a fundamental element of a viable regional transportation strategy in the future.

To better serve existing demand and to meet emerging mobility markets, there will be increasing need to effectively connect pedestrian, bicycle and auto modes to the transit system. With this in mind, the physical infrastructure needed to support a highly connected transportation network requires significant investment and collaborative planning, which ties back into the importance of partnerships.

### **Connecting to Broader Community Visions**

LTD benefits when we can align our investments in service and infrastructure with the broader visions of the communities we serve. Connecting effectively to the economic development, social equity and environmental stewardship goals of the broader community ensures that we are providing access - connections between employers and workers, customers and businesses; access for people who have physical disabilities or few alternative means of accessing the services they need; all in ways that protect and enhance the livability of the community.

Improved transit service has been identified as a significant component towards achieving the broader community vision— the Lane Livability Consortium, Envision Eugene, Springfield Tomorrow, and other local planning mechanisms developed by



Eugene and Springfield are examples of this. Integrating LTD's plans for growth and development with these visions ensures that we fully leverage our investments and are contributing most effectively to the growth and prosperity of the region's residents.

## SUMMARY OF STRATEGIC ISSUES

Recognizing these themes is the first step towards developing a long-term strategic decision-making process for LTD. It is imperative for LTD to examine current capacities and functions, and how they may adapt to future unknown circumstances. The interaction of these unknown circumstances, however, results in a general ambiguity directly impacting decisions on future strategy.

Table 2 provides a summary of the key strategic issues LTD should consider throughout decision-making processes.

## A STRATEGY FRAMEWORK FOR THE LONG-RUN

### Internal and External Focus of Strategies

With its focus on coordination with the transportation planning efforts of LTD's partners within the Metro area, the LRTP has more of an external focus. Yet, a

number of the strategic issues identified in this Section will require actions that are more internally focused.

LTD's internally focused strategic work plan is called the Roadmap. It is important to clearly differentiate the roles of the LRTP and Roadmap. There are several key differences between the two documents including:

- Timeframe
- Intended focus
- Purpose of strategies

### LRTP

The LRTP is a long-term plan and is more externally focused than the LTD Roadmap. The goals, policies, and strategies are based on planning for uncertainties outside of LTD's control that will impact the way interact with our regional partners and in the way we provide services and operate within the community.

### The LTD Roadmap

The Roadmap (currently being updated) is a short-term plan and is both internally and externally focused. The Roadmap includes LTD's vision statement, mission statement, core values, and strategic goals. The Roadmap identifies the short-term actions we want to take in moving toward LTD's long-term goals.

**Table 2: Summary of Strategic Issues**

<b>Key Resource Strategic Issues</b>		
<b>Revenue and Cost Management</b>	<b>Workforce Development</b>	<b>Partner Resources</b>
<ul style="list-style-type: none"> <li>•Sustaining a level of service while adapting to the uncertainties in future funding from state and federal sources.</li> <li>•Managing payroll tax fluctuations in a manner that facilitates a sustainable level of service over multiple years</li> <li>• Examining appropriate funding options needed to meet the transportation needs of the community</li> <li>•Monitoring fuel volatility and cost trends to determine the appropriate balance of new propulsion technologies.</li> </ul>	<ul style="list-style-type: none"> <li>•Obtaining the skill sets needed to handle advancements in technologies associated with the operation and maintenance of transit vehicles;</li> <li>•Fostering an organizational culture that can adapt to the rapid change anticipated in the coming years</li> <li>•Managing personnel costs.</li> </ul>	<ul style="list-style-type: none"> <li>•Sustaining and deepening existing relationships</li> <li>•Fully developing emerging relationships</li> </ul>
<b>Key Community Connectivity Strategic Issues</b>		
<b>Connecting to Riders and Emerging Markets</b>	<b>Connecting to Other Modes</b>	<b>Connecting to Broader Community Visions</b>
<ul style="list-style-type: none"> <li>•Being able to anticipate changes in the demand for transit brought about by shifts in the factors that influence transportation behavior.</li> </ul>	<ul style="list-style-type: none"> <li>•Monitoring technology uses and how they impact transportation decisions and costs</li> <li>•Incorporating new technologies that increase the ease of using transit.</li> </ul>	<ul style="list-style-type: none"> <li>•Ability to collaborate with partners (both private and public) to plan and invest in intermodal systems of connectivity</li> </ul>

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## L RTP Framework Elements

The success of the LRTP will essentially rest on its ability to serve as a framework for addressing the strategic challenges summarized in Table 2. That framework is made up of a set of goals, policies, strategies, and performance measures presented in Section 3. These elements are briefly defined below:

### Goals

The framework has six goals that articulate LTD's objectives for the future.

### Policies

There are a number of policies outlined for each goal.

### Strategies

Each policy has strategies associated with it that provide LTD with potential tactics for reaching the overarching goals.

## Performance Measures

Performance measures connect long-range planning to daily actions. They allow LTD to monitor progress.

## Addressing LTD's Strategic Issues

### Connecting Issues to Goals

A first step in evaluating the extent to which a plan has the potential to address an agency's issues is to assess the connection between the issues facing that agency and the goals that have been set in the plan. Table 3 below provides a summary of how the goals developed for LTD's LRTP map to the strategic challenges identified previously. This assessment shows that the proposed goals are framed in a manner that they cover the range of anticipated strategic challenges facing LTD over the next 20 years.

**Table 3: Mapping Strategic Issues to Goals**

Strategic Category	Strategic Challenge	Related Goals
<p><b>Revenue and Cost Management</b></p>	<ul style="list-style-type: none"> <li>•Sustaining a level of service while adapting to the uncertainties in future funding from state and federal sources</li> <li>•Managing payroll tax fluctuations in a manner that facilitates a sustainable level of service over multiple years</li> <li>• Examining appropriate funding options needed to meet the transportation needs of the community</li> <li>•Monitoring fuel volatility and cost trends to determine the appropriate balance of new propulsion technologies</li> </ul>	<p><b>Goal 5:</b> Use LTD’s resources sustainably in adapting to future conditions</p>
<p><b>Workforce Development</b></p>	<ul style="list-style-type: none"> <li>•Obtaining the skill sets needed to handle advancements in technologies associated with the operation and maintenance of transit vehicles</li> <li>•Fostering an organizational culture that can adapt to the rapid change anticipated in the coming years</li> <li>•Managing personnel costs</li> </ul>	<p><b>Goal 5:</b> Use LTD’s resources sustainably in adapting to future conditions.</p>
<p><b>Partner Resources</b></p>	<ul style="list-style-type: none"> <li>•Sustaining and deepening existing relationships</li> <li>•Fully developing emerging relationships</li> </ul>	<p><b>Goal 5:</b> Use LTD’s resources sustainably in adapting to future conditions  <b>Goal 6:</b> Engage the regional community in LTD’s short and long-term planning processes</p>
<p><b>Connecting to Riders and Emerging Markets</b></p>	<ul style="list-style-type: none"> <li>•Being able to anticipate changes in the demand for transit brought about by shifts in the factors that influence transportation behavior</li> </ul>	<p><b>Goal 1 -</b> Provide attractive travel options to improve ease of connectivity throughout LTD’s service area  <b>Goal 3:</b> Ensure equitable and accessible transit service  <b>Goal 4:</b> Maintain and enhance safety and security of LTD’s services  <b>Goal 6:</b> Engage the regional community in LTD’s short and long-term planning processes</p>
<p><b>Connecting to Other Modes</b></p>	<ul style="list-style-type: none"> <li>•Monitoring technology uses and how they impact transportation decisions and costs</li> <li>•Incorporating new technologies that increase the ease of using transit.</li> </ul>	<p><b>Goal 1 -</b> Provide attractive travel options to improve ease of connectivity throughout LTD’s service area  <b>Goal 3:</b> Ensure equitable and accessible transit service</p>
<p><b>Connecting to Broader Community Visions</b></p>	<ul style="list-style-type: none"> <li>•Ability to collaborate with partners (both private and public) to plan and invest in intermodal systems of connectivity</li> </ul>	<p><b>Goal 2:</b> Sustain and enhance economic prosperity, environmental health, and quality of life through investment in transit service and infrastructure  <b>Goal 6:</b> Engage the regional community in LTD’s short and long-term planning processes</p>

## Section 3

# Strategic Framework

There are many questions and uncertainties for how the future may unfold. Given this general sense of ambiguity, what will be LTD's role in the community in the coming future? How do we begin to prepare? What are the indicators that will guide our path along the way? Paying close attention to the many of the uncertainties presented in Section 2 will enable LTD to most effectively respond to broader signals of change.

A clear and well-defined strategic framework with goals, policies and strategy will give the organization a common direction. The strategic framework will give LTD the confidence and commitment to meet, not only organizational goals as a transit provider, but also the broader goals and vision for the community as a whole. The integration of a strategic framework into daily services and operations will result in positive outcomes for LTD and the community in which we serve.

The LRTP is a way for LTD to lay out strategies into a cohesive framework to succeed in our vision and to coordinate community partners. 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 service that presents a variety of attractive travel options for residents in the Eugene and Springfield metropolitan region. Ridership is a key indicator of transit attractiveness; reliable and high frequency transit service with enhanced multi-modal connections to metropolitan commercial, residential, and employment centers will increase the attractiveness of LTD services.

**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 personal vehicle trips.**

**Definition and Intent:** The Frequent Transit Network is a regional initiative to better connect areas of more active 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. Transportation and land use management strategies can be used to improve multi-modal roadway balance and transit travel time, reduce operating costs, increase productivity, and make transit a more

## What is the Frequent Transit Network?

Frequent transit corridors shall be referred to as the “Frequent Transit Network (FTN).” The FTN network represents the highest orders of transit. FTN Corridors will have the following characteristics:

- Enables a well-connected network that provides regional circulation
- Compatible with and supportive of adjacent urban design goals
- Operates seven days a week in select corridors
- Service hours are appropriate for the economic and social context of the area served
- Coverage consists of at least 16 hours a day and area riders trip origins or destinations are within ¼ of a mile-straight line distance
- Average frequency of 15 minutes or better all day long
- Transit service is reliable and runs on schedule
- Transit vehicles are branded and visibly identifiable
- Transit stations are of high quality with amenities, including bicycle and pedestrian connections to stations and end-of-trip facilities, such as bike parking. Park and rides are provided at key termini.

attractive transportation option through. The intent of this policy is to coordinate the decisions we make on corridor level investments with the growth and development strategies of the Eugene and Springfield metropolitan region.

### Reference:

TransPlan 2002, Transit System Improvements Policy #3

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

**Strategy 1.1.A:** Encourage transit-supportive development along Frequent

Transit Network corridors through collaboration, such as public-private partnerships.

**Strategy 1.1.B:** Review zoning changes made in conjunction with the comprehensive plan as they relate to the Frequent Transit Network.

**Strategy 1.1.C:** Develop level of service guidelines based on land use characteristics, including residential, employment and commercial density, mix of uses, and building types.

**Strategy 1.1.D:** Incorporate elements of transit infrastructure in roadway design, (e.g., queue jumps, transit signal priority) in a manner that improves and maintains the speed and reliability of transit in the region.

**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, possess feasible financing, and demonstrate local government support.

**Definition and Intent:** BRT represents the highest level of transit service available within the Frequent Transit Network. The expansion of the BRT system is subject to its ability to increase transit mode split, obtain funding, and gain local government support. Government support for BRT is highly dependent on garnering general public and business approval for related projects.

### Reference:

TransPlan 2002, Transit System Improvements Policy #2

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



**Strategy 1.2.A:** Conduct analysis to evaluate mode share, government support, and financing of the Frequent Transit Network.

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

**Definition and Intent:** In a regional context, it is important for LTD to efficiently allocate resources in a manner that connects outlying portions of the

community to opportunities and services in the Metropolitan area, while maintaining the provision of higher frequency service on major corridors. Transit connections to these areas will preserve system productivity through ridership.

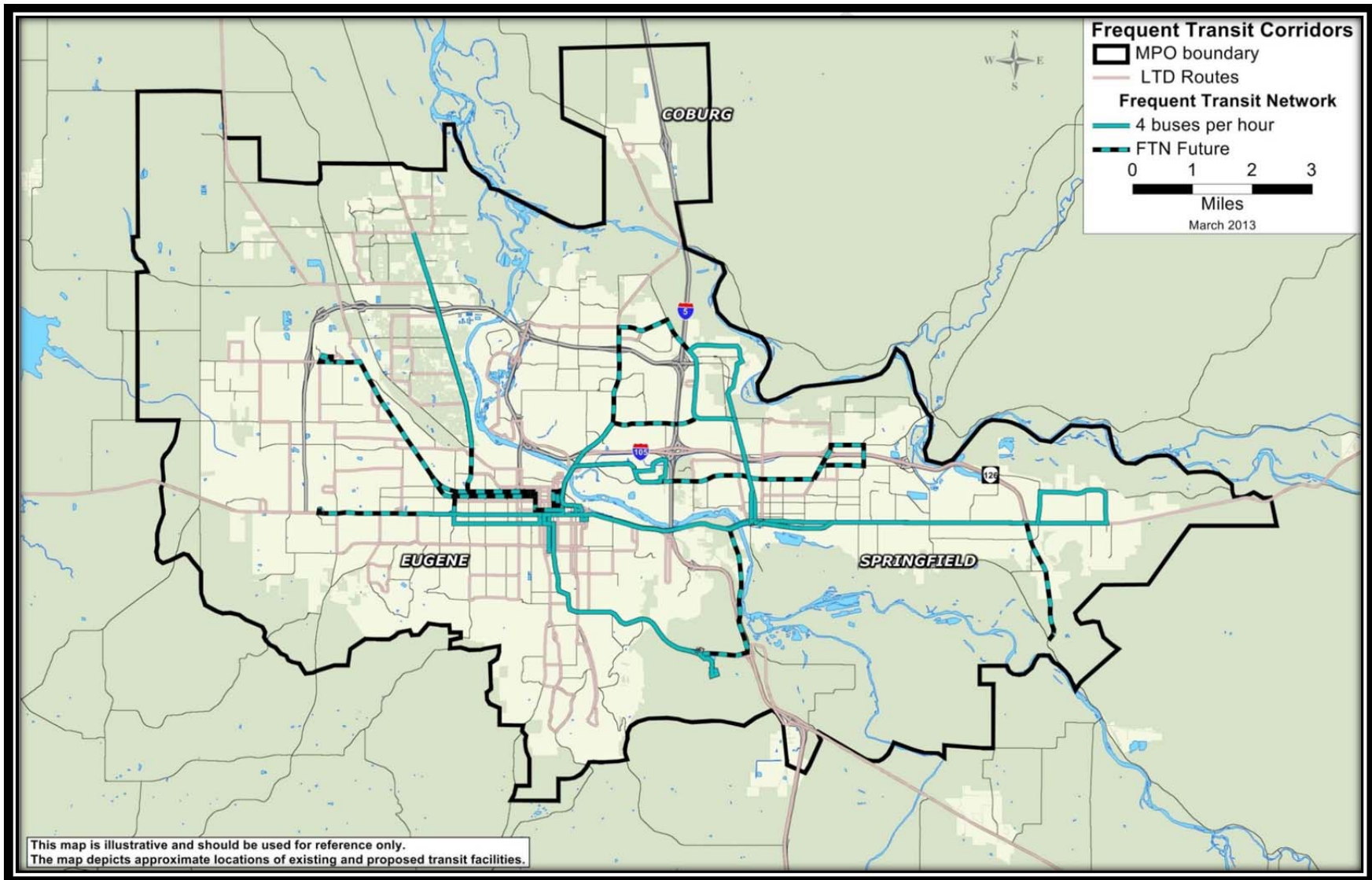
**Strategy 1.3.A:** When considering the retention and expansion of service, prioritize services with sustainable financing.

### What is Bus Rapid Transit in relation to the FTN?

Bus Rapid Transit (BRT) is the highest level of service available within the FTN. BRT is a permanent, integrated system that uses buses or specialized vehicles on roadways or dedicated lanes to efficiently transport passengers. BRT system elements (running ways, stations, vehicles, fare collection, intelligent transportation systems, and branding elements) can easily be customized to community needs, and result in more passengers and less congestion.



Figure 4: Proposed Frequent Transit Network





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

**Definition and Intent:** Most transit users 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

**Strategy 1.4.A:** Support improved multimodal connectivity, such as wayfinding and pedestrian and bicycle facilities that increase connections to transit.

**Strategy 1.4.B:** Develop supportive infrastructure for improved intermodal connectivity through capital investments such as, future EmX expansions, park-and-ride facilities, rideshare, vanpooling, bike parking, and mobility hubs, etc.

**Strategy 1.4.C:** When implementing passenger boarding improvements coordinate with the cities within the service area to improve safe, comfortable, and direct access to transit stops for pedestrians and bicyclists; such as coordinating the reconstruction of streets around BRT stations.

**Strategy 1.4.D:** Assist with the development of accessible traveler information technologies that enhance ease of travel between all modes.

**Strategy 1.4.E:** Coordinate the integration of transit system technologies with transportation technologies implemented by local public and private partners

**Strategy 1.4.F:** Coordinate the integration of travel system technologies with transportation technologies implemented by statewide partners, i.e. ODOT, Tri-Met.

**Policy 1.5 Fully integrate transit investments with development plans throughout 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

**Strategy 1.5.A:** Support the adoption of transit-supportive land use regulations and urban design standards.

**Strategy 1.5.B:** Evaluate a transit-oriented development (TOD) program in connection with Frequent Transit Network corridors.

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**Policy 1.6 Coordinate transit investments with local development 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.

**Strategy 1.6.A:** Consider long-range plans of outlying communities to anticipate changes in the provision of transit service.

**GOAL 2: SUSTAIN AND ENHANCE ECONOMIC PROSPERITY, ENVIRONMENTAL HEALTH, AND QUALITY OF LIFE IN THE COMMUNITY THROUGH INVESTMENT IN TRANSIT SERVICE AND INFRASTRUCTURE.**

Quality of life is greatly influenced by economic, social, and environmental conditions throughout the region. LTD can help to sustain and increase prosperity in the community by focusing resources on a transit system that connects people's homes with jobs, schools, services, and other opportunities. Forms of active transportation, such as transit, can also increase physical activity as riders walk to more services and destinations, improve air quality by reducing auto travel, and stimulate social interactions. Coordinating infrastructure investments with community partners would afford the opportunity to invest in the system, as well as, the health and prosperity of the community.

**Policy 2.1 Implement public transportation strategies that strengthen the economic vitality of the region.**

**Definition and Intent:** It is important to recognize the significance of aligning transit with land use in strengthening economic vitality. Investment in public transportation affects the economy in terms of employment, wages, and business income. Public transportation

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establishes connections to jobs, and creates immediate employment and income by supporting manufacturing, construction and public transportation operation activities. Long-term effects of investment have potential to improve economic efficiency, increase business output and local tax revenues, as access to timely and reliable transit connections improve.

**Reference:**

Regional Transportation Plan 2011, Objective #5

**Strategy 2.1.A:** Actively develop and maintain relationships with economic development interests throughout the region.

**Strategy 2.1.B:** Collaborate with regional partners to align transit service and infrastructure investments with economic development goals of the region.

**Policy 2.2 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.

**Strategy 2.2.A:** Work with Federal, State and local partners to secure funding for transit investment priorities in the region.

**Strategy 2.2.B:** Reflect transit investment priorities in the LTD Capital

Improvements Program and the Long-Range Financial Plan.

**Strategy 2.2.C:** Seek co-investment opportunities with regional partners along Frequent Transit Network (FTN) corridors.

## **GOAL 3: ENSURE EQUITABLE AND ACCESSIBLE TRANSIT SERVICE THROUGHOUT LTD'S SERVICE AREA.**

Transit is an essential community service that provides personal mobility and freedom for people of every walk of life. The role of transit is to create connections and serve people, efficiently, affordably and safely. Persons with limited transportation options or depend on public transit, have the greatest need for linkages to jobs, essential goods and services, and will be given special consideration in transit planning.

### **Policy 3.1 The allocation of resources for accessible service should 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 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 service to enhance quality of life for transit riders. The provision of transit service should consider future capacity needs as the local population increases and ages over time. Increasing

frequency and span of service have direct impacts on fleet capacity, this is especially important in terms of the limited space for mobility devices on board a bus.

### **Reference:**

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

**Strategy 3.1.A:** Collaborate with Eugene and Springfield to locate affordable housing, and health and community services along transit routes, with priority along Frequent Transit Network corridors.

**Strategy 3.1.B:** Strengthen connectivity of medical transportation services through coordination of the RideSource Call center and health care providers.

**Strategy 3.1.C:** Maximize ridesharing and grouped ride services to address non-medical transportation needs.

**Strategy 3.1.D:** Develop strategies to provide cost-effective and equitable human services transportation beyond the district, through coordination with rural areas and small cities.

**Policy 3.2 Assure that no individual be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any LTD program, service or activity.**

**Definition and Intent:** LTD's standards as a transit provider go above and beyond the regulatory standards for administering service. Every effort will be made to assure full access of all populations to LTD services; and prevent

discrimination and preserve social justice through the impacts of programs, policies and activities. All phases of transit planning emphasize the importance of public involvement and will analyze the distribution benefits and impacts of service decisions.

**Reference:**

Lane Transit District. Title VI Compliance Plan. September 2012.

Lane Council of Governments. Central Lane Metropolitan Planning Organization. Title VI Plan. June 2009.

**Strategy 3.2.A:** Implement the LTD Title VI Compliance Plan to provide meaningful access to LTD services, information, and receipt of transit benefits.

**GOAL 4: MAINTAIN AND ENHANCE SAFETY AND SECURITY OF LTD'S SERVICES.**

Practicing and continually enhancing transit safety and security 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, waiting for, and riding the transit system.

Lane Transit District's System Safety Program Plan (SSPP) and the Emergency Preparedness and Security Plan (EPSP) integrate safety and security into all Lane Transit system operations.

**Policy 4.1 Maintain safety and security as a core value in all operational, planning and strategic decisions.**

**Definition and Intent:** The dynamic operating environment of LTD means that safety is more than a priority. Safety is a core value integrated into organizational culture, through which all decisions are made. This includes everything from hiring and training employees to operating and maintaining vehicles. Managing safety and security are critical components of a fully functioning and resilient organization, and thereby improve performance in all areas of business.



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## Reference:

Lane Transit District System Safety Program Plan 2012, Policy Statement

Land Transit District Emergency Preparedness and Security Plan, 2008.

Federal Highway Administration Moving Ahead for Progress in the 21st Century (MAP-21), 2012.

**Strategy 4.1.A:** Restructure the LTD System Safety Program Plan to comply with Federal safety requirements.

**Strategy 4.1.B:** 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.

**Strategy 4.1.C:** Coordinate with agency partners to implement safety improvements for routes used by LTD.

**Strategy 4.1.D:** Implement strategies of the LTD Emergency Preparedness and Security Plan, including, increased surveillance and bolstering the presence of security forces.

## GOAL 5: USE LTD'S RESOURCES SUSTAINABLY IN ADAPTING TO FUTURE CONDITIONS.

The fluctuation and limited availability of critical resources, i.e. funding, fuel and personnel, are ongoing strategic issues for LTD operations. Resource limitations can create real challenges for the provision of service, ultimately affecting LTD's ability to meet community need. LTD is a publicly funded agency and must be judicious and innovative in its use of taxpayer dollars. Therefore LTD must be cognoscente of the long-term planning context and the various economic, social and environmental forces that may influence transit demand.

**Policy 5.1** When making investments in transit service and infrastructure, consider long-term system interactions between social equity, economic opportunity and efficiency, and environmental preservation.

**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.

**Strategy 5.1.A:** Develop a triple bottom line process for the evaluation of LTD programs and services.

**Strategy 5.1.B:** Measure, monitor, and document LTD programs and services considering sustainability and efficiency metrics, including, environmental stewardship, cost management, and service equity.

**Strategy 5.1.C:** Adopt management techniques that enable continuous improvement in operational efficiency.

**Strategy 5.1.D:** Participate in regional sustainability reporting, i.e. through the City of Eugene Climate and Energy Strategy Plan (CEAP) and other similar efforts.

**Strategy 5.1.E:** Actively engage network of partners to advance regional sustainability efforts.

**Policy 5.2 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.

**Strategy 5.2.A:** Develop and define the concept of a Sustainable Level of Service.

**Strategy 5.2.B:** Develop a resource allocation plan that advises the LTD reserve policy.

**Policy 5.3 Seek resources that allow the provision of an appropriate level of transit service to the region.**

**Definition and Intent:** It is the intent of this policy to engage the broader community in the discussion of an appropriate level of service, in order to fully leverage capital investment. Transit provides many community benefits, in terms of direct mobility and indirect access; therefore it is important to sustain resources needed to provide the desired level of service that meets community need.

**Strategy 5.3.A:** Develop an appropriate level of service framing strategy to manage the community dialogue process.

**Strategy 5.3.D:** Collaborate with Federal, State, and local partners to identify funding that enables LTD to sustain an appropriate level of transit service.

**Policy 5.4 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.

**Strategy 5.4.A:** Monitor and evaluate internal and external long-term trends, such as labor costs, workforce skills, and transportation demands.

**Strategy 5.4.B:** Develop internal strategies to adapt to changes in funding,

technology, and other conditions, revealed through long-term monitoring.

**Policy 5.5** Maintain standards that balance the allocation of fixed-route service by considering a range of service elements including (1) productivity, (2) customer convenience, (3) comfort and safety, and (4) service reliability.

**Definition and Intent:** Route evaluation and service level determination are subject to a standardized process that provides transparency and a framework for decision making. Service levels will weigh both immediate and long-term needs of the community in comparison to cost effectiveness.

**Reference:**

LTD Fixed-Route Service Policy, 2011.

**Strategy 5.5.A:** Use the LTD Fixed-Route Service Policy for the evaluation and allocation of bus service.

## **GOAL 6: ENGAGE THE REGIONAL COMMUNITY IN LTD'S SHORT AND LONG-TERM PLANNING PROCESSES.**

LTD decision-making can be improved upon by enhancing public involvement throughout the service area. Through engagement processes, LTD strives to provide opportunity for high-quality interaction that fosters in-depth dialogue with community representatives, stakeholders, and the general public. Strategies will be employed that seek to engage diverse populations, with special consideration given to communities who may be underrepresented in traditional planning processes. These strategies support two-way communication that not only inform LTD planning, but also educate people in the community of services available to them.

**Policy 6.1** 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.

**Strategy 6.1.A:** Develop a District-wide Public Outreach Framework that guides public engagement strategies, establishes outreach targets, and outlines an evaluation process.



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**Strategy 6.1.B:** Provide multiple avenues of communication with members of the community, including public meetings, a comprehensive and interactive website, and an active presence in local planning processes.

**Strategy 6.1.C:** Implement recommendations of the Lane Livability Consortium regarding strategies to broaden community participation.

**Policy 6.2 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. The coordination of efforts among these partners can lead to increased organizational efficiency of community resources. It is important to recognize that some communities are less represented than others when policymaking bodies debate and decide what should be done with transit resources.

**Reference:**

Lane Transit District. Title VI Compliance Plan. September 2012.

Lane Council of Governments. Central Lane Metropolitan Planning Organization. Title VI Plan. June 2009.

**Strategy 6.2.A:** Collaborate with partners to ensure that new transit system improvements address social, economic, and environmental concerns and opportunities.

**Strategy 6.2.B:** Implement recommendations of the Lane Livability Consortium to improve effective collaboration with partners.

**Strategy 6.2.C:** Actively work with the State to enhance its role in developing transit statewide.

**Policy 6.3 Inform the region's residents and businesses about transportation options.**

**Definition and Intent:** As a result of the various outreach, education and marketing services provided by Point2point, the public will not only gain a better understanding of the full range of travel options available to them; but also recognize the various benefits associated with these modes of travel, i.e. improved physical health, environmental preservation, and economic savings.

**Strategy 6.3.A:** Develop and provide direct outreach strategies, including individualized marketing of printed materials, face-to-face interaction, and promotion of services through social media.

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## Section 4

# Monitoring to Adapt

Over the coming years, several factors will have uncertain influence on the delivery of transit service in the Eugene–Springfield area. The goals, policies and strategies presented in this plan are constrained by these uncertainties. The role of transit is likely to evolve with changing demand and community need, therefore this plan must adapt as well.

Performance measures enable a connection between long-range planning and day-to-day actions. The performance measures laid out in this section provide the tools to ground-truth the efforts of our strategic framework. Performance measures provide indication of LTD’s ability to keep pace with changing conditions. This section sets out a process to monitor how the plan performs over time. The monitoring program ties plan goals and policies to the implementation of strategies, presented in Section 3.

LTD is committed to fully engaging in this important work. To be successful, this monitoring must be open, constructive, and ongoing.

The strategies documented in this plan, are only as effective as LTD’s ability to measure and monitor their progress. As the future unfolds, tracking performance enables LTD to evaluate on-going decision making with an improved understanding of risks and uncertainties, enabling operations and services to adapt in pursuit of LTD’s vision.

The development of performance measures is an iterative process. These are not an exhaustive or complete set of performance measures, but they are a starting point in which LTD will begin to monitor change in the context of the plan’s goals and policies. New data and measurements can easily be incorporated, resulting in a long-range plan that remains current and relevant to the community.

### Long-Range Transit Performance Measures

Table 4 below is structured to indicate how progress toward each of the plan’s six goals will be measured. The table includes the definition and intent of each goal, below which is a Goal Focus summarizing the key concepts in each goal. The third column provides a list of potential ways in which those concepts might be measured. The final set of columns provides a set of 11 specific measures that will be used for on-going monitoring of the plan.

An ‘X’ in a given column indicates that measure is proposed as a measure for the specified goal. For example, Goal 1 calls for the provision of “attractive travel options to improve ease of connectivity.” “Frequency of Transit Service” is proposed to be a measure of that goal (frequency of service being something that makes a given travel option attractive). Each of the 11 measures

included in Table 4 are briefly described below. Table 5 at the end of this section provides a baseline value for each measure.

### **PM 1: On-Time Departures**

On-Time Departures represent the percentage of service departures within 5 minutes of the scheduled time. On-time bus performance is a critical factor of service reliability, and is a necessity for people to get to their destinations in a timely manner. An objective of LTD's service operations is to maximize the reliability of travel so as to improve the attractiveness of transit.

LTD uses electronic data collection methods through an automated vehicle locator system to determine on-time performance. These measurements are taken at significant time points and averaged over the entire system. There are approximately 90,000 time points reported in a typical month.

### **PM 2: Frequency of Transit Service**

TBD

### **PM 3: Passenger Miles per Revenue Hour**

Passenger miles per revenue hour represent the average weekday passenger miles per actual vehicle revenue hour of regular fixed-route services. An actual vehicle revenue hour reflects the hours that vehicles travel while in revenue service, including layover.

Measuring this will identify how far each rider travels on transit. In comparison to boardings per revenue hour, this measure

better reflects the quantity of service provided.

### **PM 4: Passenger Miles per Capita**

Passenger miles per capita is a measure of the total passenger miles on transit in comparison to the service area population. The service area population is defined by the number of people that reside within LTD's service area boundary.

Passenger miles per capita are often used as a general indicator of community transit usage. Over time, this measure can be useful in comparing to other communities of similar scale.

### **PM 5: Percent of Households with Access to Transit**

Percent of households with access to transit is a measure of coverage and accessibility. Access to transit is defined by the percentage of MPO residential addresses within a 1/3 mile of premium EmX transit stops, and within a 1/4 mile of all other fixed-route stops.

Many people throughout the community depend on transit; therefore it is essential that service connections are within a reasonable walking distance to residences.

### **PM 6: Percent of Employment with Access to Transit**

Percent of employment with access to transit is a measure of coverage and economic connectivity. Access to transit is defined by the percentage of MPO employers within a 1/3 mile of EmX transit stops, and within a 1/4 mile of all other fixed-route stops.

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Increases in this measure over time will reflect LTD's impact on strengthening the local economy.

### **PM 7: Preventable Vehicle Collisions**

Transit vehicle collisions are reported in two general categories, preventable collisions (i.e. due to the fault of a bus driver) and unpreventable (e.g. due to an automobile driver). The ability of operators to prevent collisions will reflect a trend of improved safety. Driver training is a critical component to reducing preventable incidents. However, reporting of collisions may reflect an increased number of incidents in more recent years, as reporting has intensified. Over the long term, reporting will even out and reflect a more accurate trend of safety.

### **PM 8: Sense of Safety While Riding with Other Passengers**

The sense of safety while riding on LTD buses is a qualitative measure that captures the general public perception. The feeling of being safe is often the result of many influencing factors such as, profanity usage, disorderly conduct, and comfort due to vehicle capacity and availability of seats. LTD is committed to improving all aspects of service safety.

### **PM 9: Operating Costs per Vehicle Revenue Mile**

Operating costs per actual vehicle revenue mile is an indicator of cost efficiency (how much it costs in total to deliver the service). Total operating costs reflect three main categories of costs: service and operations, maintenance, and

general and administrative. These are then compared to vehicle revenue miles which represents vehicle miles traveled while in revenue service.

A lower cost per mile can indicate efficient management of service and operations, if achieved while maintaining the integrity of service. Operating costs have potential to increase or decrease over time. These costs are directly influenced by external influencing factors, such as policy, regulation, technology, labor force costs, and personnel benefits.

### **PM 10: Operating Costs per Boarding**

Operating costs per boarding indicates the general cost associated with an individual bus ride. The objective over the long-term is to reduce or, at a minimum, maintain costs associated with each boarding.

Similar to PM 9, total operating costs reflect three main categories of costs: service and operations, maintenance, and general and administrative.

### **PM 11: General Rider Satisfaction**

General rider satisfaction is a qualitative measure that captures the user's perception of overall performance. Performance satisfaction is influenced by a variety of factors including helpfulness of LTD drivers, customer service employees, and bus service frequency and reliability. This indicator will reflect LTD's ability to meet community needs.

Table 4: Summary of Key Performance Measures

GOAL	GOAL DEFINITION AND INTENT	Potential Measures	Potential Measures										
			On-Time Departures (percent of Total Departures)	Frequency of Transit Service	Passenger Miles per Vehicle Hour	Passenger Miles per Vehicle Revenue	Percent of Households with Access to Transit	Percent of Employers with Access to Transit	Preventable Vehicle Collisions (Percent of Total Vehicle Collisions)	Sense of Safety While Riding (Percent of Passengers)	Operating Cost per Vehicle Revenue Mile	Operating Cost per Boarding	General Rider Satisfaction
<b>Goal 1: Provide attractive travel options to improve ease of connectivity throughout LTD's service area.</b>	LTD seeks to provide service that presents a variety of attractive travel options for residents in the Eugene and Springfield metropolitan region. Ridership is a key indicator of transit attractiveness; reliable and high frequency transit service with enhanced multi-modal connections to metropolitan commercial, residential, and employment centers will increase the attractiveness of LTD services.	<ul style="list-style-type: none"> <li>·Service reliability</li> <li>·Frequency</li> <li>·Ridership</li> <li>·Coverage</li> <li>·Intermodal connectivity*</li> </ul>	X	X	X	X	X	X			X		X
	<b>Goal focus:</b> Attractive travel options Ease of connectivity												
<b>Goal 2: Sustain and enhance economic prosperity, environmental health, and quality of life through investment in transit service and infrastructure.</b>	Quality of life is greatly influenced by economic, social, and environmental conditions throughout the region. LTD can help to sustain and increase prosperity in the community by focusing resources on a transit system that connects people's homes with jobs, schools, services, and other opportunities. Forms of active transportation, such as transit, can also increase physical activity as riders walk to more services and destinations, improve air quality by reducing auto travel, and stimulate social interaction. Coordinating infrastructure investments with community partners would afford the opportunity to invest in the system, as well as, the health and prosperity of the community.	<ul style="list-style-type: none"> <li>·Service reliability</li> <li>·Frequency</li> <li>·Coverage</li> <li>·Efficiency</li> </ul>	X	X	X	X	X	X			X	X	X
	<b>Goal focus:</b> Economic prosperity Environmental health Quality of life												



<p><b>Goal 3: Ensure equitable and accessible transit service.</b></p>	<p>Transit is an essential community service that provides personal mobility and freedom for people of every walk of life. The role of transit is to create connections and serve people, efficiently, affordably and safely. Persons with limited transportation options or depend on public transit, have the greatest need for linkages to jobs, essential goods and services, and will be given special consideration in transit planning.</p> <p><b>Goal focus:</b>  Equitable Service  Accessible Service  Coverage</p>	<ul style="list-style-type: none"> <li>·Service reliability</li> <li>·Frequency</li> <li>·Coverage</li> <li>·Physical design of the system*</li> </ul>	X	X	X	X	X	X				X
<p><b>Goal 4: Maintain and enhance safety and security of LTD's services.</b></p>	<p>Practicing and continually enhancing transit safety and security 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 waiting for, and riding the transit system. Lane Transit District's System Safety Program Plan (SSPP) and the Emergency Preparedness and Security Plan (EPSP) integrate safety and security into all Lane Transit system operations.</p> <p><b>Goal focus:</b>  Safety  Security</p>	<ul style="list-style-type: none"> <li>·Frequency of incidents</li> <li>·Rider perception of safety and security*</li> </ul>						X	X			
<p><b>Goal 5: Use LTD's resources sustainably in adapting to future conditions.</b></p>	<p>The fluctuation and limited availability of critical resources, i.e. funding, fuel and personnel, are ongoing strategic issues for LTD operations. Resource limitations can create real challenges for the provision of service, ultimately affecting LTD's ability to meet community need. LTD is a publicly funded agency and must be judicious and innovative in its use of taxpayer dollars. Therefore LTD must be cognoscente of the long-term planning context and the various economic, social and environmental forces that may influence transit demand.</p> <p><b>Goal focus:</b>  Resources  Sustainability  Adaptability  Future conditions and long term trends</p>	<ul style="list-style-type: none"> <li>·Frequency</li> <li>·Ridership</li> <li>·Coverage</li> <li>·Efficiency</li> <li>·Resource trends*</li> </ul>	X	X	X	X	X	X		X	X	X



<p><b>Goal 6: Engage the regional community in LTD's short-and long-term planning processes.</b></p>	<p>LTD decision-making can be improved upon by enhancing public involvement throughout the service area. Through engagement processes, LTD strives to provide opportunity for high-quality interaction that fosters in-depth dialogue with community representatives, stakeholders, and the general public. Public engagement has potential to strengthen community support for planning initiatives; therefore LTD will devote resources for administering outreach to engage diverse populations, with special consideration given to communities who may be underrepresented in traditional planning processes. These strategies support two-way communication that not only inform LTD planning, but also educate people in the community of services available to them. A framework for the evaluation of public outreach is critical, so as to be able to assess the quality and effectiveness of strategies.</p>	<ul style="list-style-type: none"> <li>·Quality of engagement*</li> <li>·Quantity of engagement*</li> <li>·Engagement tools and approaches*</li> </ul>								X		X
<p><i>Goal focus:</i> Engagement</p>												

\* These elements require data that LTD does not currently collect or is not readily available. These elements will require a broader conversation about monitoring and reporting prior to establishing performance measures.

DRAFT

**Table 5: Summary of Baseline Data**

Key	Measure	Existing Conditions (2011)
PM 1	On-Time Departures (Percent of Total Departures)	96% <sup>1</sup>
PM 2	Frequency of Transit Service	TBD <sup>2</sup>
PM 3	Passenger Miles per Revenue Hour	213.38 <sup>3</sup>
PM 4	Passenger Miles per Capita	143.26 <sup>4</sup>
PM 5	Percent of Households with Access to Transit	73% <sup>5</sup>
PM 6	Percent of Employers with Access to Transit	84% <sup>6</sup>
PM 7	Preventable Vehicle Collisions (Percent of Total Vehicle Collisions)	72% <sup>7</sup>
PM 8	Sense of Safety While Riding with Other Passengers (Positive Rating)	77% <sup>8</sup>
PM 9	Operating Costs per Vehicle Revenue Mile (Dollars)	\$10.42 <sup>9</sup>
PM 10	Operating Costs per Boarding (Dollars)	\$2.92 <sup>10</sup>
PM 11	General Rider Satisfaction (Positive Rating)	75% <sup>11</sup>

\*Note: ABBG data for 2012 (through June) will be available January 1, 2014.

<sup>1</sup> American Bus Benchmarking Group. Fixed-Route Key Performance Indicator System. May 2013.

<sup>2</sup> Lane Transit District. Riders Digest. September 2013.

<sup>3</sup> American Bus Benchmarking Group. Fixed-Route Key Performance Indicator System. May 2013.

<sup>4</sup> Lane Transit District. Service Area Population Estimates. 2010.

<sup>5</sup> Lane Transit District. MPO Residential Access to Transit. October 2013.

<sup>6</sup> Ibid.

<sup>7</sup> American Bus Benchmarking Group. Fixed-Route Key Performance Indicator System. May 2013.

<sup>8</sup> Lane Transit District. 2011 Origin and Destination Study. February 2012.

<sup>9</sup> American Bus Benchmarking Group. Fixed-Route Key Performance Indicator System. May 2013.

<sup>10</sup> Ibid.

<sup>11</sup> Lane Transit District. 2011 Origin and Destination Study. February 2012.

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## Appendix A

# Public Processes

This plan was developed by the LTD long-range planning team, in coordination with many LTD functional departments and local partners. The planning team convened throughout a 12 month process to discuss and revise the strategic framework, performance measures and implementation plan.

### Long-Range Planning Team

- Planning and Development
- Customer Services and Planning
- Accessible and Customer Services
- point2point
- Transit Operations
- Finance and Information Technology
- Facilities Services
- Maintenance
- Human Resources and Risk Management
- City of Eugene – Transportation Planning
- City of Springfield – Transportation Planning

### Public Comment Opportunities

The completed outreach opportunities are listed below:

- EmX Steering Committee Meeting, June 4<sup>th</sup>, 2013
- LTD Board Meeting, June 13<sup>th</sup>, 2013
- Marketplace@Sprout, June 14<sup>th</sup>, 2013
- Eugene Sunday Streets, July 21<sup>st</sup>, 2013
- Eugene Bicycle and Pedestrian Advisory Committee, October 10<sup>th</sup>, 2013
- Public Hearing, October 16<sup>th</sup>, 2013

In addition, LTD made the plan available at [www.ltd.org](http://www.ltd.org) for public comment from October 7, 2013 through November 1, 2013.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i)

**PREPARED BY:** Doris Towery, President, Board of Directors

**ACTION REQUESTED:** That the LTD Board of Directors meet in Executive (non-public) Session pursuant to ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD.

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**ATTACHMENT:** None.

**PROPOSED MOTION:** I move that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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 October 16, 2013:

1. Approval of the Minutes of the September 9, 2013, Special Board Meeting
2. Approval of the Minutes of the September 18, 2013, Regular Board Meeting

**ATTACHMENTS:**

1. Minutes of the September 9, 2013, Special Board Meeting
2. Minutes of the September 18, 2013, Regular Board Meeting

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

LTD Resolution No. 2013-026: It is hereby resolved that the Consent Calendar for October 16, 2013, is approved as presented.

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MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/EXECUTIVE SESSION

Monday, September 9, 2013

Pursuant to notice given to *The Register-Guard* for publication on September 5, 2013, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Monday, September 9, 2013, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Doris Towery, President, presiding  
Gary Gillespie, Vice President  
Michael Dubick, Secretary  
Ed Necker, Treasurer  
Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board, Minutes Recorder

Absent: Carl Yeh  
Martha Reilly

**CALL TO ORDER/ROLL CALL:** Ms. Towery called the meeting to order at 5:45 p.m. and called roll.

**EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i):** Mr. Necker moved that the Board meet in executive session pursuant to ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general Manager) of LTD. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Towery (4)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Reilly, Yeh (2)

The Board entered Executive Session at 5:47 p.m.

**RETURN TO REGULAR (OPEN) SESSION:** The Board returned to regular session at 6:48 p.m.



**ADJOURNMENT:** There was no further business, and the meeting was adjourned at 6:48 p.m.

LANE TRANSIT DISTRICT

ATTEST:

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Michael Dubick  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

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MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING/EXECUTIVE SESSION

Wednesday, September 18, 2013

Pursuant to notice given to *The Register-Guard* for publication on September 12, 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 and executive session on Wednesday, September 18, 2013, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

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

Absent: Martha Reilly

**CALL TO ORDER/ROLL CALL:** Ms. Towery convened the meeting and called the roll at 5:35 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Ms. Towery announced that LTD received, for the 17<sup>th</sup> year in a row, the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting, and recognized Chief Accountant/Internal Auditor Carol James and Finance and Information Technology Director Diane Hellekson for the award.

**COMMENTS FROM THE GENERAL MANAGER:** Mr. Kilcoyne welcomed Gary Wildish, who is the governor's appointee to LTD's Board of Directors, replacing the position vacated by Greg Evans. Mr. Wildish's first official Board meeting will be in October.

Mr. Kilcoyne presented Marcus Hecker and Bill Mullican with LTD's Vision Award. LTD Director of Transit Operations Mark Johnson nominated Mr. Hecker and Mr. Mullican for their instrumental work in testing the automated vehicle guidance system. Their commitment to the project and their perspective as drivers have been essential in achieving the positive outcome that LTD is experiencing.

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

**BOARD CALENDARS:** Mr. Kilcoyne briefly reviewed the scheduled activities: the October 14 special meeting is canceled; and he invited Board members to participate in the Fleet BBQ/Potluck on September 25.

**EMPLOYEES OF THE MONTHS:** The Board recognized Bus Operator Nicole Houghton as the August Employee of the Month; Employer Programs Specialist Marcia Maffei as the September Employee of the Month; and Human Services Transportation Coordinator Kris Lyon as the October Employee of the Month. Ms. Towery thanked Ms. Houghton, Ms. Maffei, and Ms. Lyon for their service and dedication to LTD's mission and presented them with certificates of appreciation, checks, and pins to commemorate their award.

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

**Josef Siekiel-Zdzienicki**, Eugene, asked those present if anyone had been stopped on Sixth Avenue in the right lane with Fifth Avenue being repaved. The articulated No. 51 or No. 52 bus is stopping traffic. He asked if, for \$95.6 million, this situation could be avoided on West 11<sup>th</sup>.

**Bob Macherione**, representing Our Money, Our Transit (OMOT), requested that service be restored to the Firwood Village Apartments and he stated that he has been told that there are no funds. He expressed that the area has a Title VI population that needs bus service, and LTD could easily reroute a bus. He stated that LTD chose to spend \$400,000 matching funds on a bus stop at Sacred Heart. He asserted that LTD has resisted his organization's input, which is to recommend going to an open BRT system to avoid property acquisition issues and unwanted fixed guideways. His group is participating in a federal lawsuit that will be before an administrative law judge. LTD will not have the benefit of a stacked committee in court. If constituents are willing to fund a federal lawsuit, LTD is overestimating its power. If OMOT loses the federal lawsuit, the group will make sure that everything that LTD does will go to a public vote with a City Charter amendment.

**MOTION EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(h):** Carl Yeh moved that the Board meet in executive session pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Mr. Necker provided the second.

**VOTE** The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Towery, Yeh (5)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Reilly (1)

The Board entered executive session at 5:58 p.m.

**RETURN TO REGULAR (OPEN) SESSION:** The Board returned to regular session at 6:30 p.m.

**ITEMS FOR INFORMATION AT THIS MEETING:**

**2013 Legislative Session Review:** Director of Human Resources and Risk Management Mary Adams said that the 2013 Legislative Session did not result in major reforms, with the exception of increased funding for education. She introduced LTD's Contract Lobbyist Doug Barber to discuss details of the session, the potential for a special session, and some of the issues that might be addressed.

Mr. Barber stated that the most important item for LTD was funding for the West Eugene EmX Extension through lottery bonds. He said that it was encouraging that the legislature was continuing to address the backlog of transportation projects with the approval of ConnectOregon V, which also included funding for bicycle/pedestrian projects. Mr. Barber stated that the Columbia River Crossing (I-5 Bridge Replacement Project) bill was passed early in the session, but was contingent on the State of Washington also approving \$425 million for the project. The funding was not approved, and Governor Kitzhaber and legislative leaders were developing an Oregon-only project and budget that might be addressed in a special session if one was held at the end of September.

Mr. Barber noted that another item of interest was the Senior Medical Tax Deduction, which allows households with a member 62 years of age or older to deduct all household medical expenses from their Oregon tax return. Oregon is the only state with this deduction. Several options for a bill that reduces the impact of this deduction on state revenues were discussed. The bill was amended to allow only the deduction of medical expenses for only those who are 62 or older, rather than the entire household. He said that other options might be considered during a special session. The District's interest in the issue related to the connection with the increasing costs of senior and disabled transit and the potential to use some of that funding for services for that population, including transit. He said that a special session, if called, would begin on September 30. Several issues that could be taken up at a special session are summarized in the agenda packet.

Mr. Dubick asked if funds for senior and disabled transit could be used for operations. Mr. Barber replied that the funds were designated for operations and could be used to offset monies from the District's General Fund that would otherwise have to be allocated for the services.

Mr. Gillespie asked if there were any potential ballot measures, other than dues checkoff that would affect LTD. Mr. Barber said that he was not aware of any ballot measures, but it was still early in the season; and with the cutoff date for signatures in July 2014, it would be some time until the range of measures that qualified for the ballot was known. He said that a short session related primarily to budget issues would begin February 3, 2014, and no controversial legislation would be considered.

**ITEMS FOR ACTION AT THIS MEETING:**

**MOTION** **Consent Calendar:** Mr. Dubick moved adoption of LTD Resolution No. 2013-024: It is hereby resolved that the Consent Calendar for September 18, 2013, is approved as presented. Mr. Gillespie provided the second. The Consent Calendar consists of the minutes of the June 13, 2013, Board Work Session, and the June 19, 2013, Regular Board Meeting.

**VOTE** The Consent Calendar was approved as follows:  
AYES: Dubick, Gillespie, Necker, Towery, Yeh (5)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Reilly (1)

**Environmental and Sustainability Commitment:** Director of Customer Services and Planning Andy Vobora stated that the Board had adopted the District's first Sustainability Policy in 2007, although LTD's sustainability efforts began much earlier. He said that the District had aggressively pursued that commitment over the years; had established a Green Team in 2012 to examine sustainability practices throughout the organization, and developed recommendations to improve those efforts. He reviewed a number of past and current initiatives that demonstrated the District's commitment and noted that in

2013, LTD was accepted as one of ten organizations nationally to participate in the Federal Transit Administration's (FTA) Environmental and Sustainability Management System (ESMS) Institute. He said that the key difference between LTD's sustainability policy and the ESMS approach was that the policy addressed all LTD facilities, activities, services, and products, while the ESMS initiative would focus on the maintenance and administrative facilities within the footprint of the Glenwood campus. As LTD gains experience in applying the ESMS at Glenwood, other facilities could be added to the management system. Mr. Vobora said that an important element of implementing the ESMS was adoption of a commitment by the Board.

**MOTION** Mr. Necker moved LTD Resolution 2013-025: Be it resolved that the LTD Board of Directors hereby adopts the Lane Transit District Environmental and Sustainability Commitment. Mr. Yeh provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Dubick, Gillespie, Necker, Towery, Yeh (5)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Reilly (1)

**ITEMS FOR INFORMATION AT THIS MEETING (continued):**

**Board Member Reports:** Mr. Gillespie said that the EmX Steering Committee was in agreement to add two members representing students to the committee. He asked if those appointments could be made at the next Steering Committee quarterly meeting.

Planning and Development Manager Tom Schwetz said that the LTD Board makes appointments to the EmX Steering Committee, and that a slate of candidates could be developed and presented to the Board. Ms. Towery added that the Board could make those appointments at its November meeting, prior to the next Steering Committee meeting.

Mr. Dubick reported that three LTD projects had fared well in the Lane Area Commission on Transportation (ACT) and Super ACT process and had been recommended to the Oregon Transportation Commission (OTC) for State Transportation Improvement Program (STIP) funding. The projects are: the Northwest Eugene-Lane Community College Corridor National Environmental Policy Act (NEPA), the SmartTrips Regional Residential Program, and the OR126-Franklin Boulevard Phase One.

Ms. Towery said that Lane County had done very well in the STIP process, and she thanked Eugene Mayor Kitty Piercy; Springfield City Councilor Hilary Wiley; and staff from Eugene, Springfield, and Lane Council of Governments for their efforts.

Mr. Schwetz related an anecdote about the first Super ACT meeting and commented on how the process had been refined and improved over the years to achieve cooperative decisions and results.

Mr. Gillespie reported that he and Mr. Kilcoyne would be unavailable for the next Oregon Passenger Rail Leadership Council meeting, and he thanked LTD Staff Member John Evans for attending on their behalf.

Mr. Necker reported that the Accessible Transportation Committee met September 17 and focused on development of its work plan and schedule for the Grant Review Committee.

**Monthly Financial Report:** Ms. Hellekson said that the District was two months into the fiscal year and the outlook was positive. Payroll tax receipts were up and fuel costs were down-well below the \$3.75/gallon budgeted. She stated that the District was beginning to use some of the reserves stored at the Coos Bay facility. Ms. Hellekson stated that personal services also were down due to the manner in which the unfunded liability portion of the pension contribution was being paid over the course of the fiscal year and the number of operator and administrative retirements. She said that the annual independent audit field work would begin on September 30, and she anticipated that the report would be presented to the Board at its December meeting.

Ms. Hellekson cautioned that boardings were still lower than desired; however she was uncertain of the reason. She said that October would be a benchmark, as the University of Oregon would be back in session. A change in how home football service was reported also could affect the boardings statistics. She added that this information had previously been excluded, but would now be reported as part of the fixed-route system.

**ADJOURNMENT:** Ms. Towery adjourned the meeting at 7:10 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:** October 16, 2013

**ITEM TITLE:** GENERAL MANAGER 2014 COMPENSATION

**PREPARED BY:** Mary Adams, Director of Human Resources and Risk Management

**ACTION REQUESTED:** Adoption of Board of Director Human Resources Committee Recommendation

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**BACKGROUND:**

The general manager is the direct employee of the LTD Board of Directors. Through the work of the Board's Human Resources Committee, the Board reviews and determines the compensation of the general manager. The Board's Human Resources Committee met on September 24, 2013, to discuss a proposal to increase the general manager's compensation. The Committee will present its recommendation at the October 16 Board meeting.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move the following resolution:

LTD Resolution No. 2013-027: It is hereby resolved that the LTD Board of Directors approves an increase to the LTD General Manager's compensation of \_\_\_\_ percent, to be effective on \_\_\_\_\_, as recommended by the LTD Board of Directors Human Resources Committee.

<Q:\Reference\Board Packet\2013\10\GM 2014 Compensation agensum.docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** GENERAL MANAGER 2014 GOALS AND OBJECTIVES

**PREPARED BY:** Mary Adams, Director of Human Resources and Risk Management

**ACTION REQUESTED:** Adoption of Board of Director Human Resources Committee Recommendation

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**BACKGROUND:**

The general manager is the direct employee of the LTD Board of Directors. The Board reviews the performance of the general manager each fall through the work of the Board's Human Resources Committee. Part of the evaluation process is a comparison of the general manager's performance against the Board-adopted goals and objectives. The Board's Human Resources Committee met on September 24, 2013, to discuss and review draft goals and objectives. The document has been approved by the Committee and is being recommended for Board adoption.

**ATTACHMENT:** LTD General Manager FY 2014 Performance Goals and Objectives

**PROPOSED MOTION:** I move approval of the following resolution:

LTD Resolution No. 2013-028: It is hereby resolved that the LTD Board of Directors approves the LTD General Manager 2014 Goals and Objectives as recommended by the LTD Board of Directors Human Resources Committee.

Q:\Reference\Board Packet\2013\10\GM 2014 Goals agensum.docx

# DRAFT

## LTD General Manager FY 2014 Performance Goals and Objectives

October 16, 2013

The Board of Directors and the general manager (GM) understand that the GM's role is to provide oversight and direction to staff for accomplishing many of the following goals. Ultimately, the Board holds the general manager responsible for the overall accomplishments of these goals and the performance of Lane Transit District.

### Personal Goals:

1. Work with coach on skill building to successfully interact in small groups, one-on-ones, and extemporaneous situations.
2. Sustain good relations with staff.
  - a. Distribute weekly communication to all team members on the internal e-mail system.
  - b. Attend each department meeting at least quarterly.
  - c. Occasionally help out with Operations functions, such as bus cleaning or assisting at the Customer Service Center.
  - d. Ride each bus route at least once.
3. Keep Board members continuously informed on current issues affecting the District and the community.
  - a. Have a monthly lunch with the Board president and a Board member, which will result in having lunch with each Board member at least twice a year.
  - b. Regularly notify Board members of newsworthy items via e-mail.
4. Continue community outreach by presenting to all neighborhood groups and service clubs in the service area.
  - a. Make presentations to all formal neighborhood groups and service groups who have not already received a presentation from the current general manager.
  - b. Continue the Advisory Cabinet of community and business leaders that meets at least quarterly to provide advice on issues facing the District.
  - c. Accept invitations to participate in community events.
5. Timely completion of direct reports' performance evaluations.

### Agency Goals:

6. Successfully address the transition resulting from eight administrative retirements that will occur in FY 2014 by determining reorganization and job descriptions to better align with agency goals and priorities. Fill positions with qualified candidates to ensure a smooth transition.

7. Complete the Finding of Economic Recovery and outreach needed in order for the LTD Board of Directors to authorize increasing the payroll tax rate to .8 over a ten-year period.
8. Secure a new labor agreement in compliance with the Long-Range Financial Plan.
9. Complete design of the West Eugene EmX Extension; secure remaining local match for the project; and assure that every effort is made to successfully mitigate impacts of the project and address the needs of business and property owners in the corridor.
10. Initiate planning for the LCC–Thurston corridor, utilizing a community-based participatory design process.
11. Initiate the planning for the LCC–Northwest Eugene corridor, utilizing a community-based participatory design process.
12. Increase revenue service hours by reducing non-revenue hours to no more than 21 percent of total service hours (currently 25 percent).
13. Implement TransitStat to improve customer service, working conditions, and efficiency.
14. Determine the appropriate level of service and quantify/qualify the benefits of providing this level of service.
15. Initiate a community conversation to develop a consensus on how to provide adequate funding for the appropriate level of service determined in Goal No. 13 and to reduce the volatility of LTD's funding; develop a strategy for securing legislative and/or electoral success.
16. Encourage and support staff development and diversity within the organization.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Michael Dubick and Martha Reilly, and meets on the second Tuesday of the month. At the September 24 meeting, the Committee met in executive session to review and evaluate the performance of LTD's general manager.
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 is scheduled to meet on the fourth Thursday of the month. At the Committee's September 26 meeting, information was shared regarding the completed Main Street stakeholder outreach. Additionally, the Committee reviewed and provided final input on the draft Main Street Project Goals.
3. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh 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 September 26 meeting, Oregon State Representative Val Hoyle provided the featured presentation. Information Items covered at the meeting included review of the plan for the Annual Appreciation Dinner, a progress report on the Fiscal System Replacement Request for Proposal, and review of the Annual Data Report from the Office of Adult Abuse Prevention and Investigations.
4. **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. At the October 3 meeting, a quorum was not present; so all items were presented for the Committee's information only. Updates were given on Oregon's priorities for reauthorization of MAP-21, the Statewide Transportation Improvement Program (STIP) Enhance process,

the 2017-2020 STIP needs list, and Scenario planning. A presentation was given by Andrea Hamberg, from the Oregon Health Authority, on transportation and health.

5. **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. At the October 9 meeting, information was shared about the Super ACT meeting, ConnectOregon V, and the 2017-2020 STIP needs list. Additionally, the process for selecting candidates for chair and vice chair was discussed in detail.
6. **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. At the October 15 meeting, the ATC reviewed the Oakridge Diamond Express and the Florence Rhody Express services as part of a year-long, in-depth review of all services funded under the Special Transportation Funds. The Committee also reviewed recent legislative actions and discussed future legislative opportunities. Staff provided an update on the West Eugene EmX project.

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

1. **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 tentatively scheduled to be held on November 13.
2. **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 December 3.
3. **Governor's Oregon Passenger Rail Leadership Council:** Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for inter-city passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The October 1 meeting was canceled. The next meeting is scheduled to be held on December 17.
4. **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.
5. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.
6. **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 yet been scheduled.

<Q:\Reference\Board Packet\2013\10\BD Report Summary.docx>



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** MAIN STREET-MCVAY TRANSIT FEASIBILITY PROJECT STATUS

**PREPARED BY:** John Evans, Senior Project Manager

**ACTION REQUESTED:** Review Main Street Preliminary Themes and Draft Main Street Goals and provide staff direction regarding the proposed launch of a Main Street-McVay Transit Improvement Feasibility Study.

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### BACKGROUND:

Lane Transit District was awarded funding from the Federal Transit Administration (FTA) to prepare a transit services feasibility study for the Springfield Main Street and McVay Highway corridors. During the past several months, the City of Springfield and LTD have worked closely to gather initial stakeholder and public input. Based on this input, the project Governance Team worked with project staff to draft a set of goals for the Main Street Project elements to guide project direction and decision making.

The purpose of the Transit Improvement Feasibility Study is to analyze the need, technical viability, and public support for potential Main Street transit improvements. There are four related projects occurring in the Main Street corridor (Smart Trips, Downtown Demonstration, Main Street Vision, and Pedestrian Crossings) that have been closely coordinated with this initial public outreach for the potential Main Street-McVay Transit Feasibility Study. It is critical that all five of these projects are coordinated and managed in a way that is understandable to the community in terms of consistency and interrelationships. To date, these projects have been coordinated through a three-tiered management structure that includes project direction provided by an ad hoc governance team that includes Board President Doris Towery, Board Member Michael Dubick, Springfield Mayor Christine Lundberg, Springfield City Councilor Marilee Woodrow, and staff project management coordination and project oversight.

A well-coordinated project team, including staff from LTD and the City of Springfield, together with project consultant firm, Cojito, has worked closely with elected officials from Springfield and LTD Board members to conduct initial stakeholder and public outreach. This initial outreach included small group meetings called *Community Conversations* and general public outreach at the City's SummerFair event, National Night Out, and the recent Nick Symmonds Springfield 800 Community Run adjacent to City Hall.

City and consultant staff presented the findings of these public and stakeholder events to the Main Street Projects Governance Team on September 26, 2013. After hearing the input received to date, the Governance Team unanimously recommended to the Springfield City Council to move forward with the Main Street-McVay Transit Feasibility Study. In addition, the Governance Team worked with City and LTD staff to develop draft Main Street Project Goals that provide overarching guidance to all of the Main Street projects.

Attached are a summary report on the Main Street Preliminary Themes and the Draft Main Street Project Goals. At the October 16 Board Meeting, LTD and Cogito staff will present highlights of the summary.

**ATTACHMENTS:**

1. Main Street Preliminary Themes
2. Draft Main Street Project Goals

**PROPOSED MOTION:** None.

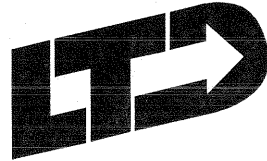
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# **MAIN STREET PRELIMINARY THEMES**

*Summary of Collaborative Community Conversations*

*City of Springfield & Lane Transit District*

June – September 2013



## OVERVIEW

### Historic Multimodal Main Street



The Main Street Corridor has played a vital role in Springfield over time. As the primary artery to the city's vibrant residential and commercial life, its importance will only increase over the next 20 years. The City, in partnership with Oregon Department of Transportation (ODOT) and Lane Transit District (LTD), has received grants to coordinate future land use and transit system planning. The coordinated

approach allows the City and community to engage together in a broad inclusive visioning process to collectively decide on a preferred future for the corridor.

As a first step in this two-year long process, the City of Springfield and LTD embarked on a series of community conversations regarding Main Street. These conversations with the general public and area stakeholders occurred from June through August of 2013 as group meetings with stakeholders and at two large local events, SummerFair and the Nick Symmonds Springfield 800 Community Run. The purpose was to gain an early understanding of initial community thinking about the current Main Street corridor, its potential future, and how transit might support it. Information gathered provides a preliminary platform for greater in-depth exploration with the broader Springfield community.

### Relationship to other planning processes

The results of this initial outreach will be built upon by other planning efforts (see page 3) underway, planned, or under discussion including:

#### *Main Street Corridor Vision Plan*

Identifies the community's preferred future for the land uses and transportation systems along Main Street, seeking input on ways to:

- Guide future development of mutually supportive land uses and transportation systems to improve corridor conditions and livability;
- Provide enhanced opportunities for successful commerce and corridor redevelopment;
- Increase corridor accessibility to jobs, workforce, education, services, and the ability to accommodate future growth in travel;
- Improve safety and balance mobility for motorists, pedestrians, bicyclists, and transit users.

### *Main-McVay: Improved Transit Feasibility Study*

A potential two-phase project that first seeks public and stakeholder input on transportation challenges and opportunities along Main Street and explores transit options to address and enhance mobility along the Main-McVay corridor.

### *Downtown Demonstration Project*

As an outcome of the Downtown Circulation project, this small project will install several pedestrian scale decorative posts and LED light fixtures along one block downtown.

### *Main Street Pedestrian Crossing Project*

A collaborative effort between the City of Springfield and the Oregon Department of Transportation to implement the six remaining pedestrian crossing projects recommended under the 2010 Main Street Pedestrian Safety Study.

### *SmartTrips Main Street (2014)*

A comprehensive individual household and business-marketing program aimed at increased bicycling, walking, use of public transit, and ridesharing through education, incentives, community outreach and events.

Phase 1: 29<sup>th</sup> – 48<sup>th</sup>

Phase 2: 48<sup>th</sup> – 62<sup>nd</sup>

## **Geographic scope**

The scope of the preliminary Main Street outreach encompassed:

- Main Street from 69<sup>th</sup> in Thurston to Mill Street downtown
- Approximately one-half mile on either side of the Main St. corridor
- Potential Main Street transit connections extending east to the Thurston area, and west to Lane Community College



## Preliminary Theme Development

Three key outreach strategies form the basis of the preliminary Main Street themes. Outlined is the process, questions, and dominant themes derived from public input received via:

- Community Conversations
- SummerFair
- Nick Symmonds Springfield 800 Community Run

## Community Conversations

Beginning in late spring 2013, leadership representatives from the City of Springfield and Lane Transit District hosted a series of small community conversations intended to capture a sample of thinking about the corridor's current assets, areas for improvement, and potential future.

### Participants

The City of Springfield developed the participant list with input from Lane Transit District to gather preliminary thoughts from Main Street stakeholders including representatives from:

- Corridor businesses
- Large corridor employers
- Recreation providers
- K-12 Schools
- Higher education
- Economic development
- City Services
- Social service agencies
- Community organizations

### Why Main Streets Matter

We all know where our Main Streets are, but do we know *what* they are and *why* they matter? Whether they are named First Avenue or Water Street or Martin Luther King Boulevard, what they represent is universal. Main Street is the economic engine, the big stage, the core of the community. Our Main Streets tell us who we are and who we were, and how the past has shaped us. We do not go to bland suburbs or enclosed shopping malls to learn about our past, explore our culture, or discover our identity. Our Main Streets are the places of shared memory where people still come together to live, work, and play.

**- National Main Street Center**  
*A subsidy of the National Historic Trust*

Between the months of June and August 2013, the City of Springfield and LTD invited participants to group conversations. The following reviews the stakeholder representatives that provided Main Street input.



<b>MAIN STREET COMMUNITY CONVERSATIONS</b>	
<b>STAKEHOLDER GROUP</b>	<b>NAME</b>
Corridor Businesses	McKenzie Feed & Pet Supplies
	Wilson RV
	All American Barber Shop
	Fins Drive In
	True Value Hardware
	Roberts Supply Company
	Hutch's Bicycle Shop
	D'Marias Beauty Salon
	Veterinary Allergy & Dermatology Services
Corridor Large Employers	Rosboro
	International Paper Company
	Wildish
	John Hyland Construction
Recreation	Willamalane Recreation District
Schools	Academy of Arts and Academics
	Springfield High School
	Thurston High School
	Lane Transit District's School Solutions
Higher Education	Lane Community College
Economic Development	Chamber of Commerce
	NEDCO
City Services	Library
Community Organizations Social Service Agencies	Habitat for Humanity
	Planned Parenthood
	Catholic Community Services
	Head Start

## Process

### Community Conversations

Each community conversation adhered to a consistent discussion framework. Held at Willamalane, the 90-minute sessions all had a facilitator and note taker with up to two leadership representatives each from the City of Springfield and Lane Transit District. The representatives' role was to listen to stakeholder input and answer specific questions, if asked.

Agency representatives included:

- City of Springfield Mayor, Christine Lundberg
- City of Springfield City Councilor, Marilee Woodrow
- LTD Board President, Doris Towery
- LTD Board Member, Mike Dubick
- LTD Board Member, Carl Yeh

To create a common stage for discussion, participants received a brief overview of Main Street's history, current employment, residents, and transit usage within the identified corridor. In addition, consultants provided future employment and residential growth projections for the City of Springfield.

Key questions posed included:

- What's working well on the Main Street corridor today?
- What's not working well?
- What changes/improvements, if any, would you like to see over the next 20 years?
- Should the City of Springfield and Lane Transit District study potential transit options on Main Street?

All participants were very open, candid, and appreciative of the opportunity to informally talk with their public leaders. Likewise, the City of Springfield and LTD leadership gained an early sense of the community's Main Street perspectives.

### **SummerFair**

Over the weekend of July 19, 2013 Springfield leadership and staff hosted a booth to gather additional input to explore on Main Street themes. Over 35 people provided thoughtful input on what positive attributes exist on Main Street today and what they would like to see, use, and enjoy twenty years from now. Springfield staff recorded public comments received.

### **Nick Symmonds Springfield 800 Community Run**

City staff hosted an information booth to present the preliminary Main Street themes at this community event. The public reviewed the themes summary, added comments, and learned about opportunities for future involvement in the Main Street planning projects. Springfield staff and LTD's outreach consultant recorded public comments received.

## **THEMES**

Outlined are the primary themes by category as expressed through the community conversations and public events.

## **WHAT'S WORKING WELL ON THE MAIN STREET CORRIDOR TODAY?**

### **ROADWAY**

- Traffic flows well
  - Pedestrian crossings are an improvement
  - Good infrastructure for cars and bikes
  - Good, wide lanes with few signals and driveways
  - Limited congestion
- "Feels like the City is restoring and renovating."*
- "We have momentum."*
- "The City and Lane Transit District have created excellent public transportation for Springfield."*
- "We now have a small town feel with a modern twist."*

### **BUSINESS CLIMATE**

- Downtown is experiencing a revival with new businesses
- Main Street offers high business visibility
- High variety of businesses (type & age)
- It's a corridor of opportunity

### **AESTHETICS & IDENTITY**

- We have honored our past by keeping our historic architecture
- Downtown Main St. feels more like community now with Second Friday Art Walks, banners, flowers, etc.
- We have preserved our trees
- City is reshaping itself in a positive way

### **TRANSIT**

- Downtown LTD station has been an advantage to Springfield business
- Easy access to reliable and frequent public transportation is great
- Transit has helped create sense of place for Springfield
- City supports transit

### **LAND USE**

- Mixed use development in downtown (Royal Building)
- Diversity of Main St. because it represents the diversity of Springfield

## WHAT IS NOT WORKING WELL ON MAIN STREET?

### ROADWAY

- Speed is too high
- Congestion at intersections feeding into Main St.
- Difficult for bicycles and pedestrians to cross
- Corridor is not attractive to any other mode than autos, buses, and trucks
- Need a two-way bike path

*"Works great as a freight corridor but not as a community's Main Street."*

*"Once you leave downtown there is no 'there, there.'"*

### AESTHETICS & IDENTITY

- Lacks a sense of ownership
- After 21<sup>st</sup> street, don't feel connected
- Too much garbage along street

### SAFETY

- Crime an issue in mid-Springfield
- Sense of not feeling safe in our neighborhoods

### LAND USE

- Underutilized areas along Main St.
- Does not feel cohesive but jumbled
- The corridor divides neighborhoods

## WHAT ARE SUGGESTED FUTURE IMPROVEMENTS TO MAIN STREET?

*"Keep it unique.*

*Keep it special.*

*Keep it flowing. "*

### ROADWAY

- Adjust speeds to better serve all who use Main St. not just freight
- Make it easier to travel for ALL modes (car, transit, foot, bicycle)
- Explore alternate freight routes
- As traffic increases, improve bike and pedestrian infrastructure, access, and safety

### BUSINESS CLIMATE

- Take advantage of the corridor's opportunities (increase shopping, restaurants, and other services all along Main St.)
- Offer redevelopment opportunities
- Put future jobs on or near Main St.

### AESTHETICS & IDENTITY

- Make it more than one long drag
- Don't create a cookie cutter approach
- Invest in infrastructure that enhances the corridor aesthetics (improved transit, sidewalks with trees)
- Improved transit will add to the appearance of Main St.

### TRANSIT

- Improve public transit
- Transit offers opportunities for housing and access to jobs, school, and the region
- Make transit convenient and safe
- Buses should not stop traffic but be integrated
- Transit stops can reflect Springfield

### LAND USE

- More mixed use, higher density housing
- Can't do increased density without enhanced transit
- Close the gaps between downtown and Thurston
- More bike racks everywhere
- Look at development possibilities before you make decisions

## SHOULD THE CITY OF SPRINGFIELD AND LTD STUDY POTENTIAL TRANSIT OPTIONS ON MAIN STREET?

- Need to get out in front of change to foster best development options for Main St. *Now is the time to do it*
- Now is the time to do it *Need to get out in front of change to foster best development options for Main St.*
- Can't be a great city without transit, good bicycle, and pedestrian infrastructure *Nothing is broken - do not fix it*
- Want to be forward thinking and transit is an essential part of that
- Do no harm to existing businesses by making it more friendly for transit, bicycles and foot traffic
- A transit study is not needed because transit is working fine on the corridor
- Nothing is broken - do not fix it
- Transit adds to the foundation to transform Springfield
- Be prepared for the future
- No better time to do than now
- Why wait until you have a problem? Study it now to anticipate it
- Cheaper to do it now than later
- Understand what right-of-way the City has now and what might be needed (don't want a South Willamette Street situation)
- Studying it now will help connect the dots
- Understand how transit can help maintain the existing traffic flow
- Connecting Thurston and LCC is a logical connection
- Create a community where you don't need a car
- Study it but realize you need to think about it all - multimodal integration
- If you expand EmX, parking will become an issue downtown
- Need to be sure to preserve parking
- Building of EmX should require a public vote
- Having access to transportation options is so very important
- Residents, visitors, employees, and employers all benefit, the economy benefits, the environment benefits
- EmX is awesome
- Just do it

### **STUDY PROCESS**

- City needs to be the lead or present when speaking with businesses
- Work on smart partnerships
- City and LTD can be part of the solution

## **DRAFT Main Street Project Goals**

1. Encourage economic revitalization and land use redevelopment
2. Provide transportation choices to residents, businesses and commuters to encourage individual and community well-being and public safety
3. Improve transportation safety and access for walkers, cyclists, transit riders and drivers along and through the corridor
4. Improve aesthetics on Main Street, making it an attractive place to live, work and shop
5. Create Main Street identities



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** 2013 OREGON LEGISLATURE SPECIAL SESSION UPDATE

**PREPARED BY:** Edward McGlone, Government Relations Manager

**ACTION REQUESTED:** None

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### BACKGROUND:

After adjourning the regular 2013 Legislative Session, Governor Kitzhaber and several members of legislative leadership expressed disappointment that they failed to reach a compromise on a “grand bargain” of tax increases, Public Employees Retirement System (PERS) cuts, and selected business tax cuts to free up more money for public education and mental health services. The governor spent the months after session traveling the state, lobbying both the public and legislators about the importance of reaching a deal. By mid-September, the governor and leadership from both parties in each chamber reached a framework agreement to a deal that raised certain taxes, offered a tax cut to small businesses, changed certain PERS calculations, including cost of living adjustments, froze community college and university tuition, increased the K-12 budget by \$100 million, and blocked local governments from enacting regulations against genetically modified organisms.

As had been discussed during the regular session, one of the revenue-raising methods included tweaking the Senior Medical Deduction (a tax policy that allows Oregonians aged 62 and older who itemize their taxes to deduct their medical bills from their tax liability). Over the past several biennia, the Senior Medical Deduction rapidly grew in cost to the state, and reform was necessary to keep the program sustainable. Consistent with what was proposed in the regular session, a substantial amount (\$41 million) was appropriated for senior services.

The Oregon Transit Association, in conjunction with the American Association of Retired Persons (AARP) and local transit providers, lobbied the legislature during the regular and special sessions to ensure that at least some of the money appropriated for senior services went to transportation for seniors and people with disabilities. As part of the special session appropriation bill, \$5 million was appropriated to Oregon Department of Transportation (ODOT) for elderly and disabled persons transportation services, and another \$26 million was set aside to be appropriated for other senior services during the 2014 February Session. Using the formula by which ODOT distributes money from the Elderly and People With Disabilities Transportation Program, Lane Transit District stands to gain as much as \$400,000 from this appropriation.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** SEPTEMBER FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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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 separate from the Board packet. On the Tuesday before the regular monthly Board meeting, a link to the financial reports will be sent by e-mail to all Board members and senior LTD staff and the reports will be posted to the LTD website. The September report will be posted on October 15.

**ATTACHMENT:** None

Q:\Reference\Board Packet\2013\10\Reg Mtg 10-16-13\14fin03 packet

## AGENDA ITEM SUMMARY

**DATE:** October 16, 2013

**ITEM TITLE:** SEPTEMBER 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 September 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 following grant applications submitted to FTA have been executed:

- OR-39-0007 (\$75,000, 2011 5339 Alternatives Analysis funds): This grant funds the Main Street/McVay Transportation Planning Study. This grant was executed on August 16 making it an active grant.
- OR-90-X161-01 (\$4,911,010, 2012 5307 funds): This amendment funds preventive maintenance, security, computer software, support vehicles, and miscellaneous facilities improvements and equipment. This grant was executed on September 10, 2013.
- OR-95-X055 (\$1,447,601 FY 2013 STP funds): This application provides funding for preventive maintenance and Point2point Solutions projects. This grant was executed on September 10, 2013.

### 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) 2015-2018 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 Super ACT (each ACT was represented by their chair and co-chair) met on September 12 and voted to recommend funding for the two LTD projects (listed below). The River Road Station Development project was withdrawn from consideration earlier in the process.

- 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.
- 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\10\Grant report summary oct13.docx>



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	1,885,822.19	344,108.59
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	51.00	7,721,200.00	8,385,250.66	(664,050.66)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	51.00	30,808,867.00	28,477,809.59	2,331,057.41

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	130,271.91	279,728.09
	-	1,250,000.00	970,271.91	279,728.09

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	1,509.00	1,062,000.00	27,272.72	1,034,727.28
11.62.02 Call Center Telephone System	-	298,000.00	275.93	297,724.07
	1,509.00	1,360,000.00	27,548.65	1,332,451.35

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	408,193.29	96,376.71
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	789,514.99	522,180.01

OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
44.23.02 Main St/McVay Planning Study	-	937,500.00	59,249.02	878,250.98

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Transportation Assessments	-	96,528.00	-	96,528.00
11.7L.00 Mobility Management	-	97,026.00	-	97,026.00
	-	193,554.00	-	



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	-	1,460,900.00	1,056,483.10	404,416.90
11.42.08 Software	-	480,000.00	480,000.00	-
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	-	175,000.00	175,000.00	-
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	124.00	50,000.00	43,322.53	6,677.47
11.71.12 Vanpools	-	163,400.00	166,302.00	(2,902.00)
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	-	56,080.00	56,080.00	-
	124.00	18,531,037.00	18,000,434.34	530,602.66

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	5,035.00	500,000.00	182,756.04	317,243.96
11.42.09 (01) Security Improvements	-	150,000.00	83,367.60	66,632.40
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.42.11 Support Vehicles	-	60,000.00	2,436.44	57,563.56
11.42.20 Miscellaneous equipment	791.00	100,000.00	7,643.38	92,356.62
11.43.03 Improvements	-	600,000.00	534,900.26	65,099.74
11.71.12 Vanpools	5,010.00	102,125.00	116,533.74	(14,408.74)
11.7A.00 Prevent_Maint_2	3,901.00	4,626,638.00	704,009.65	3,922,628.35
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
	14,737.00	13,730,013.00	9,222,897.11	4,507,115.89

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	1,872,380.47	467,973.53
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,972,681.47	467,973.53

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	16,727.33	66,856.67
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	905.57	(305.57)
11.72.11_Rideshare_ETC	-	6,000.00	5,956.88	43.12
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,872.04	627.96
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	1,047,911.00	967,687.55	80,223.45



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare	450.00	441,436.00	331,939.66	109,496.34
11.7L.00 Safe Routes-School Districts	-	129,834.00	43,081.09	86,752.91
11.7L.00 SmartTrips 2	4,245.00	384,487.00	94,854.98	289,632.02
44.23.02 Bike Parking Study	696.00	100,301.00	100,559.43	(258.43)
	<u>5,391.00</u>	<u>1,613,285.00</u>	<u>1,127,662.16</u>	<u>485,622.84</u>



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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, October 16, 2013



## MONTHLY DEPARTMENT REPORTS

October 16, 2013

### Government Relations

*Edward McGlone, Government Relations Manager*

On September 23, Edward McGlone began work as the new government relations manager. The timing of this start was fortuitous for Lane Transit District (LTD), as the state legislature began holding hearings on bills for a special session that week. (For more information see the 2013 Oregon Legislature Special Session Update included in this meeting packet). LTD Board Member Ed Necker submitted a letter in support of legislation that adds \$5 million to elderly and disabled transit services. Accessible and Customer Service Manager Cosette Rees also testified before the legislative committee to discuss LTD's RideSource program and the need for further state funding. The legislature ultimately approved the \$5 million appropriation as part of a "grand bargain" of tax increases, Public Employees Retirement System cuts, and small business tax incentives.

The Government Relations Department also has closely monitored the federal government shutdown in Washington, D.C., and has updated LTD's Leadership Council on the latest developments in stalemate. Mr. McGlone has spent the remainder of his time becoming familiar with LTD's policies, departments, and history. Finally, former General Manager Linda Lynch has agreed to a limited-term contract to mentor Mr. McGlone and offer her guidance and experience as he settles into his new position.

### Customer Services and Planning

*Andy Vobora, Director of Customer Services and Planning*

#### **OUTREACH**

Several activities are planned for the coming weeks, including discussions with the Laurel Hill Valley Citizens–Eugene Neighbors Executive Committee and the Goodpasture Island Neighbors. The District has been working with the Northeast Neighbors on a project involving the placement of a bus shelter on Crescent Avenue. The Association worked with individuals and businesses to raise funds in an effort to offset the civil work needed to relocate a shelter that has been underutilized at another bus stop in the system. The relocation project is slated for completion in mid-October.

The District completed a series of radio ads featuring back to school and University of Oregon (UO) football service messages. In production are five testimonial ads featuring community partners with agencies such as Trillium, Oregon Supported Living, PIVOT Architecture, and BRING Recycling. Ads will be heard on KPNW and viewed in both *The Register-Guard* and *The Eugene Weekly*. Additionally, ads are currently running on *The Register-Guard* Web site and on KLCC.

Press releases have included subjects regarding UO football service, new staff joining the District, LTD Finance receiving the Government Finance Officers Association (GFOA) Award, fall service changes, the Long-Range Transit Plan comment period, and the appointment of Gary Wildish to the LTD Board of Directors.

## **MARKETING AND COMMUNICATIONS**

*Russ Arnold, Marketing Supervisor*

Staff interviewed candidates for the graphic designer position; and after an offer is made, a new staff person is expected to begin by late October. In the interim, former LTD Designer Hannah Bradford has rejoined the team.

The marketing representative position has been posted and applications will be screened mid-month. Interviews will follow, and a new staff person is expected to begin by mid-November.

The redesign of the District's Web page is moving forward. The scope of the project expanded slightly to include a Web store and a point of sale system. The timeline calls for rollout of the new page in late Spring 2014. The long-awaited real-time passenger components are expected to be the highlight of the new Web page.

Marketing Representative Angie Sifuentez was selected by the Oregon Transit Association as the Outstanding Public Transportation Employee of the Year! Ms. Sifuentez retires at the end of October following a 39-year career with LTD.

## **ACCESSIBLE AND CUSTOMER SERVICES**

*Cosette Rees, Accessible and Customer Services Manager*

There is no Accessible and Customer Services Department report this month.

## **FACILITIES**

*Joe McCormack, Facilities Manager*

There is no Facilities Department report this month.

## **PLANNING AND DEVELOPMENT**

*Tom Schwetz, Planning and Development Manager*

## **POINT2POINT**

*Theresa Brand, Transportation Options Manager*

Highlights this month include the conclusion of the Regional Bicycle Parking Study project. Staff will begin to develop future bicycle parking facilities in the region based on researched and proven

demand. Each jurisdiction, along with LTD, is interested in how bicycle parking relates to increased intermodal connectivity.

Staff participated at the (UO) Welcome Week, providing information to the incoming students.

Staff attended the Statewide Transportation Options Meeting held in Portland in September. Preliminary work is underway by the Oregon Department of Transportation (ODOT) to develop a Statewide Transportation Options Plan. Point2point will serve as an advisor on the project, which is slated for completion in 2014.

**Ridesharing**

Point2point continues to work with ODOT and other regional network administrators throughout the state to conduct the *Oregon Drive Less Challenge* on October 21 through November 1. This event encourages those 18 years and older to use transportation options beyond driving solo and to try a new mode that they currently are not using. The statewide goal is to reduce miles driven by 500,000 miles during the two-week period.

**Drive Less Connect Program**

<b>Drive Less Connect Statistics</b>	<b>Sept 2013</b>	<b>All Time 9/1/11–9/30/13</b>
New Registrants	80	1,478
Non-single Occupant Vehicle Miles Logged	36,551	1,560,922
Trips Reported (one-way)	2,560	95,075
CO <sub>2</sub> Reduction (pounds)	25,549	1,078,266
Gasoline Saved (gallons)	1,288	54,696

**Vanpool**

A new Eugene to Salem commuter vanpool began operating during August.

*2013 Vanpool Statistics*

	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>
Number of Vanpools	11	11	12	12	13	13	14	15
Average No. of Full-time Riders	76.8	80.4	82.7	82.3	88.9	76.8	92.6	90.4
Vehicle Miles Reduced (VMR)	134,274	138,177	142,829	146,482	158,013	131,977	161,647	147,840
CO <sub>2</sub> Reduced (pounds)	107,419	110,542	114,263	117,185	126,410	105,582	129,317	118,272

**Employer Programs**

Point2point staff provided transportation education and information at the Eugene Water and Electric Board (EWEB) Health and Safety Fair. This event is attended by hundreds of EWEB employees.

Deck Monitoring, LLC, with three employees, cancelled its group pass contract.

Bridgeway House School joined the group pass program with 18 students. Currently, there are 19 schools/school programs in the Group Pass program with more than 1,500 students receiving group passes.

### **CarShare**

Using two Enterprise CarShare vehicles, Point2point staff provided shuttle service for the BRING Sustainable Home and Garden Tour on September 8. This allowed for targeted outreach for the carsharing program to more than 200 sustainability-minded individuals.

Point2point facilitated CarShare meetings between the regional carsharing vendor (Enterprise CarShare), Lane Community College, and the UO student housing complex on 13<sup>th</sup> and Olive Streets.

### **Regional Bike Parking Study**

Point2point and Alta Planning & Design hosted the Regional Bike Parking Study Workshop on Tuesday, September 24, at the Eugene Library. The results of the study and how LTD can create better bicycle parking in the greater Eugene-Springfield-Coburg metro area were highlighted.

The workshop included discussion on the following:

- Why bicycle parking is important for businesses, employers, and residents.
- What makes bicycle parking bad, good, or great.
- How to select and install high-quality bicycle parking.
- What resources are available for developers, property managers, employers, and advocates.
- What LTD, Springfield, and Eugene will do to improve bicycle parking in this region.

The 24 attendees represented the Eugene and Springfield Bicycle and Pedestrian Advocacy committees, Lane Community College, planners from the cities of Eugene and Springfield, Greater Eugene Area Riders (GEARS), landscape architects, developers, local bicycle shops, and riders.

### **Park and Ride**

Eighteen additional parking spaces at the Booth Kelly overflow Park & Ride lot adjacent to the Springfield Station were acquired from the City of Springfield. This site has the most usage of any in the region.

### **School Services**

The Schoolsolutions program is providing stipends to 15 Eugene and Springfield schools to host an event celebrating International Walk and Bike to School Day. Nearly 100 percent of the \$5,000 available was allocated to interested schools. International Walk and Bike to School Day was held on Wednesday, October 9.

Informational materials were provided for Hamlin Middle School's open house in early October.

The Safe Walking Route Maps being developed for the Eugene and Springfield public schools are being presented to school staff for approval and will be used as a resource for families and students. Maps for Hamlin Middle School, Agnes Stewart Middle School, and Arts and Technology Academy have recently been approved by school staff.

Bike-Ped and Sustainability Transportation Options Coordinator Allison Camp promoted school services at the Eugene Sunday Streets Event in the Bethel School District on September 8.

**SmartTrips**

SmartTrips held its second outreach event, the Royal Delle Riders Bike Ride, on September 15. The event was a slow-paced, family-friendly, two-mile ride from Fred Meyer on 5<sup>th</sup> and Q Streets to Royal Delle Park. At the end of the ride, participants enjoyed snow cones and other refreshments, safety materials, and travel information. Kerri's Neighborhood Bike Shop provided free bike tune-ups for participants as well.

As of early October, SmartTrips has delivered 270 travel kits to residents in the Hayden Bridge neighborhood. The third wave of order forms was sent out on September 27. SmartTrips will be mailing out a final reminder to all residents in the target area who have not ordered a travel kit.

SmartTrips held its third outreach event on October 9, from 7 a.m. to 9 a.m. Staff celebrated National Walk to School Day by hosting breakfast on the EWEB Path in Springfield near Debra Drive. The SmartTrips team provided Hayden Bridge residents with travel and safety information.

**SERVICE PLANNING**

*Will Mueller, Service Planning Manager*

The fall bid is in effect and no major issues have surfaced. Service Planner Tim Simon has joined the team and is working with staff during the last month of Service Planning Manager Will Mueller's tenure with the District. Staff have been working hard to prepare for a peer review that is scheduled for October 14-16. All materials have been distributed to the participants.

**Transit Operations**

*Mark Johnson, Director of Transit Operations*

**UO Football Service**

LTD's expanded service to UO football games has been going well. The game that took place on September 28 provided some unique challenges. With the torrential downpours, UO fans began exiting the game in droves at the end of the first quarter. That put LTD in a difficult position as staff were not prepared to start post game service until much later. Nevertheless, post-game service began quickly as staff realized that the exodus was going to continue. Staff were able to move the fans to where they needed to go, albeit with some delays and a lot of wet employees.

**American Bus Benchmarking Group**

Director of Transit Operations Mark Johnson was elected president of the American Bus Benchmarking Group (ABBG) for 2013-14. LTD is a founding member of the ABBG, and Mark has been working with the group since its inception. The purpose of the ABBG is to develop a consistent set of key performance indicators among the members to better understand how the agencies perform and what factors separate good performers from poor performers in any given area. The overall goal is to improve the performance of all systems in the group.

## **Maintenance**

*George Trauger, Director of Maintenance*

There is no Maintenance Department report this month.

## **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*

### **United Way**

The United Way campaign is kicking off in October, with Jeff Hadden and Wyman Scarborough serving as the District's campaign co-chairs, and Bus Operator Scott Morton serving as loaned executive. Overall, LTD looks forward to a successful campaign in 2013. Early feedback on Scott's performance has been very positive.

### **Oregon Public Transit Conference**

Director of Human Resources and Risk Management Mary Adams and Risk Manager David Lindelien attended the 2013 Oregon Public Transit Conference in Bend. The conference focused on safety and planning, and Mary led the annual meeting of the Oregon Transit Labor Exchange.

### **RECRUITMENT AND PERSONNEL**

*David Collier, Senior Human Resources Analyst*

Staff interviewed six candidates for the Human Resources administrative secretary position being vacated as Administrative Secretary Susan Oldland transfers to the part-time position that supports Customer Services and Planning. A final decision will be made soon, and the transition will occur in October.

Government Relations Manager Edward McGlone's orientation will take place over several months. On his second day, LTD led a meeting with other transit districts to discuss strategies for future state-wide transit funding.

The Maintenance Department conducted interviews on September 30 for the position of inside cleaner. References are being checked, and the replacement will start by the middle of October.



The Operations Department is currently recruiting for bus operators. Video testing occurred the first week of October, and interviews are taking place between October 14 and October 25. Eight new operators will start on December 2 with a class of four operators scheduled to start on February 17.

On September 30 the Graphics Department conducted interviews for a new graphic designer. References are being checked, a selection will follow, and the new designer will start by the middle of October.

The Marketing Department has begun recruiting for a new marketing representative to replace Public Relations Specialist Angie Sifuentez, who will retire at the end of October. The position will close on October 11, with the new person starting in early November.

<Q:\Reference\Board Packet\2013\10\Dept Report.docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 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:** August 2013 RideSource Activity and Productivity Report  
*(The link to the September 2013 Performance Reports will be sent out electronically with the financial reports on or before October 15.)*

**PROPOSED MOTION:** None

## Special Mobility Services: RideSource Activity and Productivity Information

<b>August-13</b>	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	15,904	16,698	-4.8%	31,330	31,992	-2.1%	189,232	194,932	-2.9%
RideSource(All Modes)	13,332	13,665	-2.4%	26,992	26,673	1.2%	161,688	158,289	2.1%
Shopper	551	584	-5.7%	1,111	1,068	4.0%	6,486	6,086	6.6%
Escort Volunteers-Metro	1,221	1,087	12.3%	1,954	2,006	-2.6%	10,813	14,709	-26.5%
Escort Volunteers-Rural	800	1,362	-41.3%	1,273	2,245	-43.3%	10,245	15,848	-35.4%
<b>RideSource Cost per Ride</b>	\$ 23.68	\$ 22.64	4.6%	\$ 24.84	\$ 23.13	7.4%	\$ 24.15	\$ 22.30	8.3%
RideSource(All Modes)	\$ 27.07	\$ 26.36	2.7%	\$ 27.69	\$ 26.47	4.6%	\$ 27.13	\$ 26.22	3.5%
RideSource Shopper	\$ 13.86	\$ 14.06	-1.4%	\$ 14.33	\$ 14.08	1.8%	\$ 14.03	\$ 14.66	-4.3%
RideSource Escort	\$ 3.96	\$ 3.92	1.1%	\$ 4.63	\$ 4.46	3.8%	\$ 4.34	\$ 3.54	22.7%
<b>Ride Reservations</b>	14,554	14,675	-0.8%	29,379	28,737	2.2%	175,593	170,183	3.2%
Cancelled Number	1,226	1,095	12.0%	2,520	2,254	11.8%	15,096	15,545	-2.9%
Cancelled % of Total	8.42%	7.46%		8.58%	7.84%		8.60%	9.13%	
No-Show Number	124	173	-28.3%	326	357	-8.7%	1,915	2,019	-5.2%
No-Show % of Total	0.85%	1.18%		1.11%	1.24%		1.09%	1.19%	
Ride Refusals Number	0	0	#DIV/0!	0	0	#DIV/0!	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	8,129	8,096	0.4%	16,270	15,664	3.9%	95,179	91,022	4.6%
Agency Staff	7,946	7,856	1.1%	15,937	15,203	4.8%	93,263	88,263	5.7%
Agency SMS Volunteer	183	240	-23.8%	333	461	-27.8%	1,916	2,759	-30.6%
Avg. Trips/Service Hr.	1.71	1.76	-2.8%	1.73	1.77	-2.3%	1.77	1.81	-2.2%
<b>RideSource System Miles</b>	101,904	102,382	-0.5%	202,693	198,202	2.3%	1,193,054	1,145,223	4.2%
Avg. Miles/Trip	7.34	7.19	2.2%	7.21	7.14	0.9%	7.09	6.97	1.8%
Miles/Vehicle Hour	12.54	12.65	-0.9%	12.46	12.65	-1.5%	12.53	12.58	-0.4%

### Special Mobility Services: RideSource Activity and Productivity Information

<u>August-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>
<b>On-Time Performance %</b>	88.4%	89.4%	-1.1%	89.0%	88.9%	0.1%	88.6%	88.2%	0.4%
Sample	11,935	12,239		23,999	23,853		144,645	141,505	
On-Time	10,553	10,947		21,353	21,209		128,111	124,799	

- 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:** October 16, 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. **Finding of Economic Recovery**: A work session will be held on November 11 or November 20 to review standards for determining economic recovery and requirements for Board action regarding the payroll tax.
- B. **Long-Range Transit Plan**: A public hearing on the Long-Range Transit Plan will be held during the October 18 regular meeting, with adoption to follow at the November 20 regular Board meeting.
- C. **EmX Steering Committee Appointments**: Interest has been expressed in having students represented on this committee. Staff will bring recommendations to the Board at the November 20 regular Board meeting.
- D. **SmartTrips Program**: An update on the SmartTrips program will be presented to the Board during the November or December regular Board meeting.
- E. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board during the December regular Board meeting.
- F. **Budget Committee Appointments**: At the end of this calendar year, two Budget Committee members' terms will expire. Appointments will be approved at the December regular Board meeting.
- G. **LTD/ATU Pension Work Group**: Staff will report to the Board on the process and progress of this work group in the fall.
- H. **2014 Legislative Agenda**: In the fall staff will provide an overview of funding requests and discuss strategy for the 2014 Legislative Session.
- I. **Labor Negotiations**: In preparation for the expiration of the current contract on June 30, 2014, an executive session will be held later this fall to brief Board members on the process and to discuss strategy.

- J. **Bicycle Parking Study**: An overview of the Draft Regional Bicycle Parking Study will be presented to the Board at a future meeting.
- K. **Annual Performance Report**: Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- L. **High-capacity Transit Corridor Projects**: Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 16, 2013

**ITEM TITLE:** SEPTEMBER FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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### BACKGROUND:

Financial results for the first three months of the 2013-14 fiscal year are summarized in the attached reports.

Passenger fares are 2.5 percent higher for the first three months of the new year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended September 30, decreased 2.8 percent compared to the previous period. September 2013 boardings were 8.4 percent lower than September 2012. September 2013 had one more weekday than September 2012. Please note that the home football game shuttles are now part of regular fixed-route service and boardings should be included in total ridership. However, due to technical challenges, that information has not yet been added to total boardings. It is hoped that football service boardings will be captured in the totals by the November Board meeting.

Payroll tax revenues are up 5.7 percent versus last year. The increase in payroll tax rate from .0068 to .0069 on January 1, 2013, accounts for some of this increase. Year-to-date results are consistent with the current-year budget assumptions and the current Long-Range Financial Plan.

There are usually no self-employment tax receipts expected until after the first of January for the calendar year that will end December 31. Self-employment tax payments are due at the same time as state income tax returns, usually on April 15. Year-to-date receipts of \$44,150 are likely payments for prior periods.

State-in-lieu receipts are disbursed quarterly. Receipts for the quarter ending September 30, 2013, were accrued in early October and are 10.4 percent higher than for the comparable period in the previous fiscal year.

Interest rates of return remain near historic lows. The Local Government Investment Pool is still 0.54 percent, down from 0.6 percent a year ago.

Total personnel services expenditures, the largest category of operating expense, show an 1.8 percent decrease versus the previous year. The decrease is primarily the result of the prepayment of the actuarial recommended contribution to the administrative employee retirement plan of \$556,000 to reduce the unfunded liability that occurred in July 2012. In FY 2013-14, this required payment is being spread over the twelve-month period in order to make cash management easier for the pension plans' third-party administrator. Lane Transit District makes contributions to the administrative employee retirement plan for prospective obligations and to the Amalgamated Transit Union employee plan for all obligations every

two weeks as part of payroll processing. LTD is also experiencing a high rate of employee retirements, which create periods in which bus operator positions are vacant.

Materials and services results vary widely from department to department, and payment timing can vary from year to year. There also are several large expenses that occur early in the fiscal year. Total materials and services are as expected through the first three months of the current fiscal year.

Fuel prices were slightly lower in September. The current-year budget assumes \$3.75 per gallon. Lane Transit District still has several months of fuel inventory stored in Coos Bay. In September, 39,602 gallons of stored fuel, with a value of \$3.41 per gallon (\$135,153.70 total), was moved to Glenwood storage tanks for use in fixed-route service. LTD also purchased 97,371 gallons at an average of \$3.13 per gallon. As open market prices continue to be low, it will make sense to use the higher-valued inventory on which LTD must pay storage and delivery costs.

The General Fund is stable through September. The next quarterly distribution of payroll tax receipts is expected in early November.

Year-to-date results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2013-14 budget.

Capital Projects Fund activity has been focused primarily on planning for the West Eugene EmX Extension. There have also been investments in hardware and software upgrades, and investments in passenger boarding improvements. Project expenditures are consistent with FY 2013-14 budget expectations.

In December, Board members will receive the "FY 2012-13 Comprehensive Annual Financial Report" (CAFR). Field work for the annual independent audit of last fiscal year was completed on October 3. Results will be reported to the Board at a future meeting.

**ATTACHMENTS:** Attached are the following financial reports for September 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





**Lane Transit District**  
**Operating Financial Report**  
**For the Fiscal Period Ending 9/30/2013 With Comparisons to Prior Year to Date**  
**Current Year: 2013-2014**  
**Unaudited**

	Prior YTD 12-13	Adopted Budget	YTD Actual	% Budget	% Over Last Year
<b>Revenues &amp; Other Sources</b>					
Passenger Fares	1,081,205	4,349,800	1,107,763	25.5%	2.5%
Group Pass	439,941	2,704,000	450,879	16.7%	2.5%
Advertising	71,000	255,000	274,000	107.5%	285.9%
Special Service	204,898	146,800	40,836	27.8%	-80.1%
Miscellaneous	16,603	151,000	31,898	21.1%	92.1%
Total Operating	<u>1,813,647</u>	<u>7,606,600</u>	<u>1,905,376</u>	25.0%	5.1%
Payroll Tax (cash basis)	5,894,118	25,543,100	6,230,361	24.4%	5.7%
Self-employment Tax (cash basis)	55,804	1,785,600	44,150	2.5%	-20.9%
State-in-Lieu (accrual basis)	399,329	1,820,000	440,874	24.2%	10.4%
Operating Grants	1,351,853	5,056,000	82,615	1.6%	-93.9%
Total Taxes & Grants	<u>7,701,104</u>	<u>34,204,700</u>	<u>6,798,000</u>	19.9%	-11.7%
Interest Income	17,072	50,000	21,847	43.7%	28.0%
Sale of Assets	-	15,000	-	0.0%	N/A
Total Revenues & Other Sources	<u>9,531,823</u>	<u>41,876,300</u>	<u>8,725,223</u>	20.8%	-8.5%
<b>Expenditures &amp; Other Uses</b>					
<b>Personnel Services</b>					
Administration	2,581,918	9,811,800	2,329,719	23.7%	-9.8%
Administration - Contra Payroll	(160,096)	(978,100)	(136,837)	14.0%	-14.5%
Administration - Net	<u>2,421,822</u>	<u>8,833,700</u>	<u>2,192,882</u>	24.8%	-9.5%
Contract	4,509,134	19,555,000	4,612,582	23.6%	2.3%
Total Personnel Services	<u>6,930,956</u>	<u>28,388,700</u>	<u>6,805,464</u>	24.0%	-1.8%
<b>Materials &amp; Services</b>					
General Administration	36,915	150,000	28,566	19.0%	-22.6%
Government Relations	69,842	134,000	70,254	52.4%	0.6%
Finance	52,401	188,000	44,916	23.9%	-14.3%
Information Technologies	386,123	785,500	402,375	51.2%	4.2%
Human Resources	43,034	330,100	20,559	6.2%	-52.2%
Marketing	74,892	362,600	114,117	31.5%	52.4%
Accessible & Customer Services	3,365	67,800	2,856	4.2%	-15.1%
Planning & Development	8,763	109,700	11,854	10.8%	35.3%
<i>point2point Solutions</i>	56,415	671,100	85,299	12.7%	51.2%
Facilities Services	301,513	1,368,400	242,253	17.7%	-19.7%
Transit Operations	161,759	728,800	149,900	20.6%	-7.3%
Maintenance	826,580	4,763,400	788,092	16.5%	-4.7%
Insurance / Liability Costs	253,623	1,064,900	315,175	29.6%	24.3%
Accessible Services Transfer	389,476	2,635,400	755,952	28.7%	94.1%
Medicaid Fund Transfer	-	147,200	-	0.0%	N/A
Capital Transfer	1,600,000	1,792,700	1,792,700	100.0%	12.0%
Total Materials & Services	<u>4,264,701</u>	<u>15,299,600</u>	<u>4,824,868</u>	31.5%	13.1%
Total Expenditures & Other Uses	<u>11,195,657</u>	<u>43,688,300</u>	<u>11,630,332</u>	26.6%	3.9%
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,663,834)</u>	<u>(1,812,000)</u>	<u>(2,905,109)</u>		-74.6%
<b>Net to Fund</b>	<u>(1,663,834)</u>	<u>(1,812,000)</u>	<u>(2,905,109)</u>		-74.6%



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

	Current Balance	Balance 06/30/13 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 13,156,947	\$ 14,903,988
Receivables	2,769,819	2,956,561
Accrued Payroll Taxes Receivable	5,936,000	5,936,000
Due from Other Governments	440,874	523,914
Due from Other Funds	-	478,973
Inventory of Parts and Supplies	3,046,319	3,054,615
Prepaid Expenses	435,485	286,392
Deposits	60,000	60,000
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>\$ 149,466,064</u></b>	<b><u>\$ 151,821,063</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 461,169	\$ 474,161
Accrued Payroll Related Payable	1,018,531	471,032
Unearned Revenue	109,109	113,074
Liability Claims/Other Payable	589,526	569,958
CAL/Sick Accrual	3,615,533	3,615,533
Net OPEB Obligation	3,103,545	3,103,545
Total Liabilities	<u>8,897,413</u>	<u>8,347,303</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>142,006,913</u>
Fund Balance	1,466,847	(1,777,921)
Excess (Deficiency) of Revenues Over Expenditures	<u>(2,905,109)</u>	<u>3,244,768</u>
Ending Fund Balance	<u>(1,438,262)</u>	<u>1,466,847</u>
Total Reserves & Fund Balances	<u>140,568,651</u>	<u>143,473,760</u>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 149,466,064</u></b>	<b><u>\$ 151,821,063</u></b>



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

	Current Balance	Balance 6/30/2013 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 21,101	\$ -
Receivables	15,067	526,817
Grants Receivable	<u>359,778</u>	<u>519,973</u>
<b>Total Assets</b>	<b><u>\$ 395,946</u></b>	<b><u>\$ 1,046,790</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 191,840	\$ 312,829
Due to Other Funds		478,943
Unearned Revenue	<u>3,643</u>	<u>-</u>
<b>Total Liabilities</b>	<b><u>195,483</u></b>	<b><u>791,772</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	255,018	290,630
Excess (Deficiency) of Revenues Over Expenditures	<u>(54,555)</u>	<u>(35,612)</u>
Ending Fund Balance	<u>200,463</u>	<u>255,018</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 395,946</u></b>	<b><u>\$ 1,046,790</u></b>



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

	Current Balance	Balance 6/30/2013 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 468,053	\$ 175,926
Receivables	<u>360,335</u>	<u>497,937</u>
<b>Total Assets</b>	<b><u>\$ 828,388</u></b>	<b><u>\$ 673,863</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 170,045	\$ 152,175
Medicaid Medical Reserves	<u>493,440</u>	<u>340,074</u>
Total Liabilities	<u>663,485</u>	<u>492,249</u>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	181,614	200,676
Excess (Deficiency) of Revenues Over Expenditures	<u>(16,711)</u>	<u>(19,062)</u>
Ending Fund Balance	<u>164,903</u>	<u>181,614</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 828,388</u></b>	<b><u>\$ 673,863</u></b>



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

	Current Balance	Balance 06/30/13 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 8,130,528	\$ 7,376,760
Accounts Receivable	-	12,914
Grants Receivable	<u>992,468</u>	<u>925,591</u>
<b>Total Assets</b>	<b><u><u>\$ 9,122,996</u></u></b>	<b><u><u>\$ 8,315,265</u></u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 165,734	\$ 604,911
Retainage Payable	9,845	9,828
Unearned Revenue	<u>4,281,764</u>	<u>4,305,808</u>
Total Liabilities	<u>4,457,343</u>	<u>4,920,547</u>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	3,394,718	1,516,794
Excess (Deficiency) of Revenues Over Expenditures	<u>1,270,935</u>	<u>1,877,924</u>
Ending Fund Balance	<u>4,665,653</u>	<u>3,394,718</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u><u>\$ 9,122,996</u></u></b>	<b><u><u>\$ 8,315,265</u></u></b>

**Lane Transit District  
General Fund  
Schedule of Resources and Requirements  
For the Period 9/1/13 - 9/30/13  
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
<b>Resources</b>							
Beginning Working Capital	14,127,400	-	-	-	14,127,400	14,900,000	772,600
Passenger Fares	4,349,800	325,700	395,566	69,866	971,400	1,107,763	136,363
Group Pass	2,704,000	120,000	109,998	(10,002)	470,000	450,879	(19,121)
Advertising	255,000	-	-	-	250,000	274,000	24,000
Special Service	146,800	12,500	-	(12,500)	19,300	40,836	21,536
Miscellaneous	166,000	800	3,962	3,162	4,000	31,898	27,898
Payroll Tax (cash basis)	25,543,100	120,000	155,648	35,648	6,120,000	6,230,361	110,361
Self-employment Tax (cash basis)	1,785,600	20,000	10,563	(9,437)	45,000	44,150	(850)
State-in-Lieu (accrual basis)	1,820,000	400,000	440,874	40,874	415,000	440,874	25,874
Operating Grants	5,041,000	-	29,457	29,457	-	82,614	82,614
Interest Income	50,000	-	7,219	7,219	-	21,847	21,847
Proceeds From Sale of Assets	15,000	-	-	-	-	-	-
<b>Total General Fund Resources</b>	<b>56,003,700</b>	<b>999,000</b>	<b>1,153,287</b>	<b>154,287</b>	<b>22,422,100</b>	<b>23,625,222</b>	<b>1,203,122</b>
<b>Requirements</b>							
General Administration	641,500	34,620	42,841	(8,221)	402,800	145,023	257,777
Government Relations	251,700	20,990	27,911	(6,921)	62,970	72,250	(9,280)
Finance	1,328,100	107,240	94,219	13,021	313,520	305,992	7,528
Information Technologies	1,409,100	117,430	93,099	24,331	352,290	585,934	(233,644)
Human Resources	1,029,800	85,840	59,726	26,114	257,520	194,980	62,540
Marketing	935,500	77,980	64,578	13,402	233,940	255,767	(21,827)
Accessible & Customer Services	743,800	62,020	55,032	6,988	186,060	168,117	17,943
Planning & Development	949,200	79,120	77,047	2,073	237,360	228,548	8,812
<i>point2point Solutions</i>	1,290,200	107,530	60,929	46,601	322,590	240,003	82,587
Facilities Services	2,075,300	167,170	135,258	31,912	501,510	413,673	87,837
Transit Operations	18,440,500	1,536,560	1,433,627	102,933	4,597,854	4,328,476	269,378
Maintenance	8,953,400	746,190	592,097	154,093	2,238,570	1,827,741	410,829
Insurance / Liability Costs	<u>1,064,900</u>	<u>88,780</u>	<u>147,270</u>	<u>(58,490)</u>	<u>266,340</u>	<u>315,175</u>	<u>(48,835)</u>
<b>Total Operating Requirements</b>	<b>39,113,000</b>	<b>3,231,470</b>	<b>2,883,634</b>	<b>347,836</b>	<b>9,973,324</b>	<b>9,081,679</b>	<b>891,645</b>
Accessible Services Transfer	2,635,400	219,600	213,826	5,774	658,800	755,952	(97,152)
Medicaid Fund Transfer	147,200	-	-	-	-	-	-
Capital Projects Transfer	1,792,700	-	-	-	1,792,700	1,792,700	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	<u>10,315,400</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Operating Requirements</b>	<b>16,890,700</b>	<b>219,600</b>	<b>213,826</b>	<b>5,774</b>	<b>2,451,500</b>	<b>2,548,652</b>	<b>(97,152)</b>
<b>Total General Fund Requirements</b>	<b>56,003,700</b>	<b>3,451,070</b>	<b>3,097,460</b>	<b>353,610</b>	<b>12,424,824</b>	<b>11,630,331</b>	<b>794,493</b>
<b>Resources Less Requirements</b>	<b>-</b>				<b>9,997,276</b>	<b>11,994,891</b>	



**Lane Transit District**  
**Accessible Services Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 9/1/13 - 9/30/13**  
**Unaudited**

				Percent of Year	25.0%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
State Special Transp Funds - In District	413,000	103,750	34,020	(309,250)	25.1%
State Special Transp Funds - Out of District	112,000	27,950	9,232	(84,050)	25.0%
State Special Transp Funds - Administration	2,000	-	-	(2,000)	0.0%
Special Transportation Operating	53,800	13,974	-	(39,826)	26.0%
Federal Grants - 5310	987,300	246,825	82,275	(740,475)	25.0%
Federal Grants - 5311	151,600	37,900	12,630	(113,700)	25.0%
Federal Grants - 5316 JARC	211,300	-	-	(211,300)	0.0%
Federal Grants - 5317 New Freedom	45,800	-	-	(45,800)	0.0%
Other Federal Grants	969,500	-	-	(969,500)	0.0%
Other State Grants	-	-	-	-	NA
Farebox	342,300	82,191	24,809	(260,109)	24.0%
Local Grants	91,500	22,875	-	(68,625)	25.0%
Miscellaneous	-	-	-	-	NA
Transfer from General Fund	<u>2,635,400</u>	<u>755,952</u>	<u>213,826</u>	<u>(1,879,448)</u>	28.7%
Total Revenues	<u>6,015,500</u>	<u>1,291,417</u>	<u>376,792</u>	<u>(4,724,083)</u>	21.5%
<b>Expenditures &amp; Other Uses</b>					
Eugene-Springfield Based Services					
ADA RideSource	4,866,800	1,187,124	353,223	3,679,676	24.4%
Mental Health & Homeless	92,700	16,981	23	75,719	18.3%
Travel Training & Host	142,900	21,784	42	121,116	15.2%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,102,400</u>	<u>1,225,889</u>	<u>353,288</u>	<u>3,876,511</u>	24.0%
Rural Lane County Services					
South Lane	110,400	5,717	-	104,683	5.2%
Florence	168,700	45,559	15,544	123,141	27.0%
Oakridge	<u>222,800</u>	<u>34,166</u>	<u>273</u>	<u>188,634</u>	15.3%
Total Rural Lane County Services	501,900	85,442	15,817	416,458	17.0%
Mobility Management	178,500	11,885	-	166,615	6.7%
Crucial Connections	9,000	1,011	145	-	11.2%
Veterans Transportation	8,600	2,827	714	5,773	32.9%
Lane County Coordination	96,100	18,918	2,671	77,182	19.7%
Transfer to Capital Fund	119,000	-	-	119,000	0.0%
Contingency	<u>259,700</u>	<u>-</u>	<u>-</u>	<u>259,700</u>	0.0%
Total Accessible Services Expenditures	<u>6,275,200</u>	<u>1,345,972</u>	<u>372,635</u>	<u>4,921,239</u>	21.4%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(259,700)	(54,555)			
Beginning Balance	<u>259,700</u>	<u>290,630</u>			
Ending Balance	<u>\$ -</u>	<u>\$ 236,075</u>			



**Lane Transit District**  
**Medicaid Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 9/1/13 - 9/30/13**  
**Unaudited**

				Percent of Year	25.0%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Medicaid	5,066,200	1,270,584	393,085	(3,795,616)	25.1%
Medicaid Non-Medical	521,000	90,261	-	(430,739)	17.3%
State Special Transportation Fund (STF) Operating	-	-	-	-	N/A
State Discretionary Funds	-	-	-	-	N/A
Miscellaneous	-	-	-	-	N/A
Transfer from General Fund	147,200	-	-	(147,200)	0.0%
Total Revenues	<u>5,734,400</u>	<u>1,360,845</u>	<u>393,085</u>	<u>(4,373,555)</u>	23.7%
<b>Expenditures &amp; Other Uses</b>					
Medicaid Medical Service					
Services	4,251,900	1,058,860	387,081	3,193,040	24.9%
Mobility Management	54,400	5,132	-	49,268	9.4%
RideSource Call Center Administration	592,000	145,404	130	446,596	24.6%
Lane Transit District Administration	167,900	25,319	1,284	142,581	15.1%
Total Medicaid Medical (NEMT)	<u>5,066,200</u>	<u>1,234,715</u>	<u>388,495</u>	<u>3,831,485</u>	24.4%
Medicaid Non-Medical (Waivered) Service					
Services	387,300	105,787	37,774	281,513	27.3%
Mobility Management	20,400	1,738	-	18,662	8.5%
Grant program match requirements	253,900	34,504	-	219,396	13.6%
RideSource Call Center Administration	-	-	-	-	N/A
Lane Transit District Administration	6,600	813	-	5,787	12.3%
Total Medicaid Non-Medical (Waivered)	<u>668,200</u>	<u>142,841</u>	<u>37,774</u>	<u>525,359</u>	21.4%
Total Medicaid Fund Expenditures	<u>5,734,400</u>	<u>1,377,556</u>	<u>426,269</u>	<u>4,356,844</u>	24.0%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	-	(16,711)			
Beginning Balance	<u>200,700</u>	<u>181,614</u>			
Ending Balance	<u>200,700</u>	<u>164,903</u>			



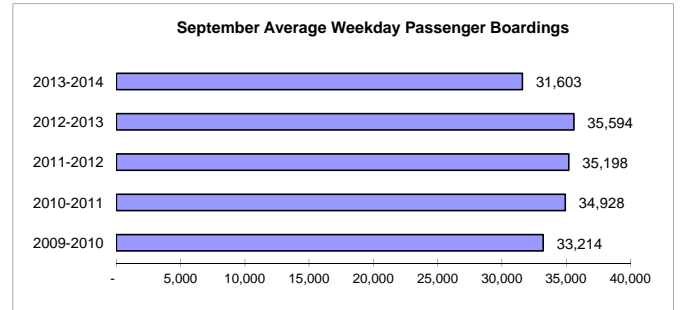
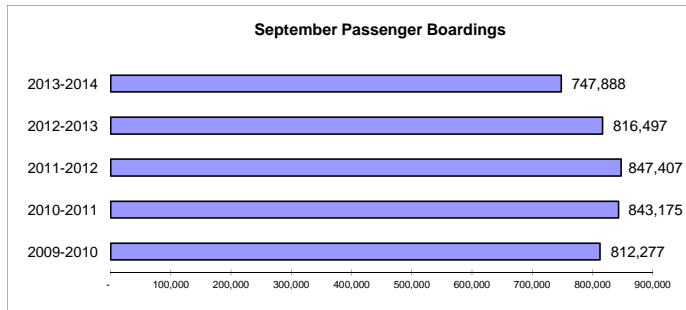
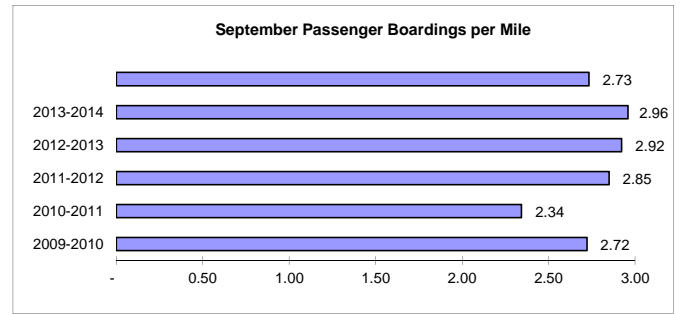
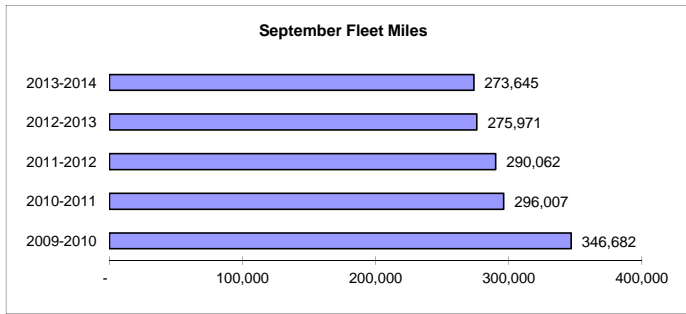
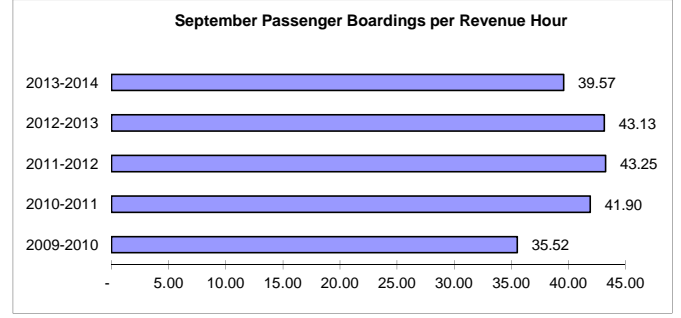
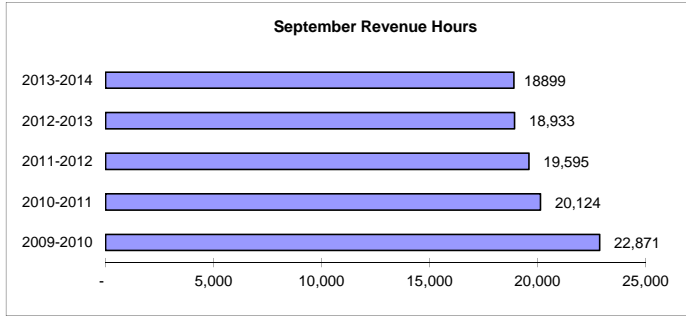


**Lane Transit District**  
**Capital Projects Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 9/1/13 - 9/30/13**  
**Unaudited**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 25.0%	YTD % of Budget
<b>Revenues &amp; Other Sources</b>						
Federal Grant Income						
Formula Funds (Section 5307)	5,695,000	181,839	-	(5,513,161)		3.2%
Discretionary Funds	82,209,600	30,099	-	(82,179,501)		0.0%
Other Funds	1,268,200	12,026	-	(1,256,174)		0.9%
Total Federal Grants	<u>89,172,800</u>	<u>223,964</u>	<u>-</u>	<u>(88,948,836)</u>		0.3%
Other State Grant Income	20,000,000	-	-	(20,000,000)		0.0%
Other Local Funds	-	-	-	-		N/A
Miscellaneous Income	-	-	-	-		N/A
Transfer from General Fund	1,792,700	1,792,700	1,792,700	-		100.0%
Transfer from Accessible Services Fund	119,000	-	-	(119,000)		0.0%
Total Resources	<u>111,084,500</u>	<u>2,016,664</u>	<u>1,792,700</u>	<u>(109,067,836)</u>		1.8%
<b>Expenditures</b>						
Grant Paid Capital						
EmX						
West Eugene EmX Extension	85,720,000	410,700	60,089	85,309,300		0.5%
EmX Vehicles	9,280,000	764	764	9,279,236		0.0%
Main Street/McVay EmX Extension	885,300	15,074	2,240	870,226		1.7%
Gateway EmX Extension	840,000	15,232	4,431	824,768		1.8%
Total EmX	<u>96,725,300</u>	<u>441,769</u>	<u>67,524</u>	<u>96,283,531</u>		0.5%
Revenue Rolling Stock	8,916,500	602	602	8,915,898		0.0%
PBI/Facilities	1,260,000	52,913	6,258	1,207,087		4.2%
Software & Hardware	2,820,100	179,947	11,389	2,640,153		6.4%
Intelligent Transportation Systems	688,000	-	-	688,000		0.0%
Transit Security Projects	709,100	950	-	708,150		0.1%
Bus Related Equipment	450,000	-	-	450,000		0.0%
Miscellaneous Equipment	117,000	4,210	791	112,790		3.6%
Communications	150,000	-	-	150,000		0.0%
Shop Equipment	30,000	1,497	-	28,503		5.0%
Support Vehicles	150,000	-	-	150,000		0.0%
Accessible Services Vehicles and Projects	700,000	63,841	63,710	636,159		9.1%
Budgeted for Capital Contingency/Reserves	119,000	-	-	119,000		0.0%
Total Expenditures	<u>112,835,000</u>	<u>745,729</u>	<u>150,275</u>	<u>112,089,271</u>		0.7%
<b>Unreserved Fund Balance</b>						
Change to Fund Balance	(1,750,500)	1,270,935				
Beginning Fund Balance	<u>1,750,500</u>	<u>3,394,718</u>				
Ending Fund Balance	<u>-</u>	<u>4,665,653</u>				

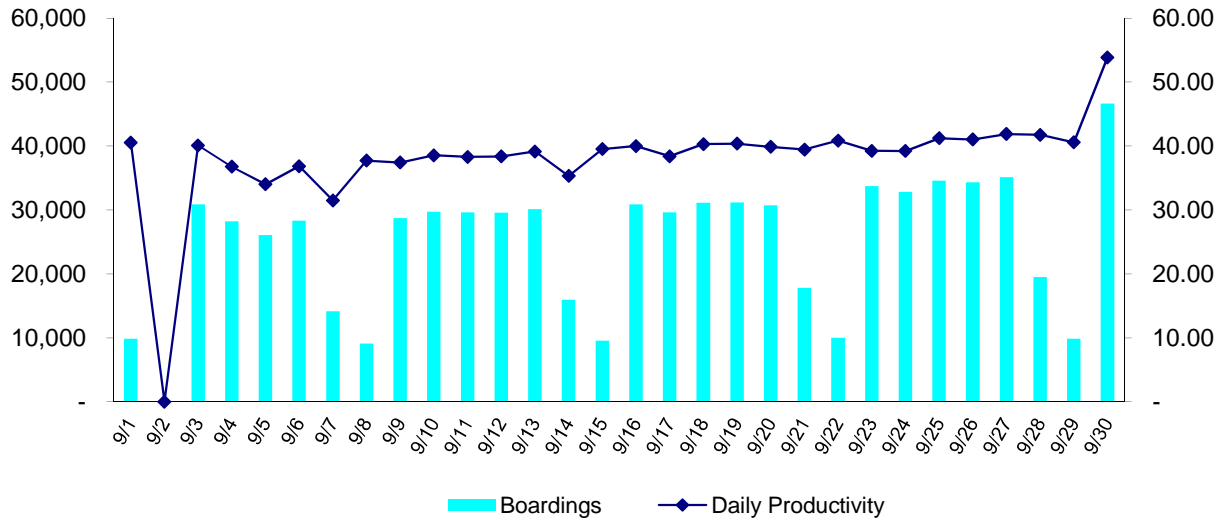
**LANE TRANSIT DISTRICT**  
**September 2013 Performance Report**  
15-October-2013

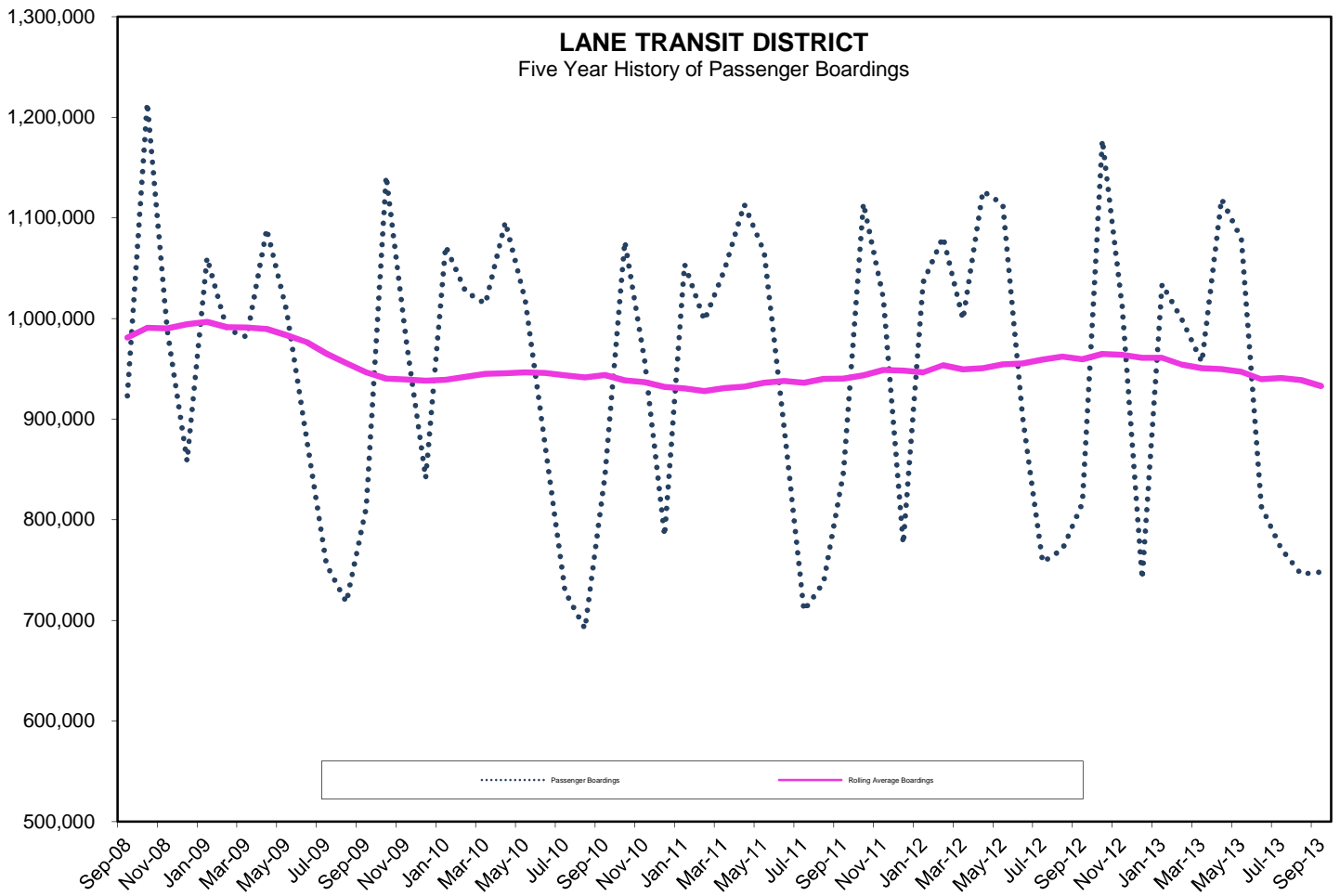
Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
<b>Fixed Route Service</b>									
Passenger Boardings	747,888	816,497	- 8.4%	2,265,028	2,345,261	- 3.4%	11,196,049	11,513,627	- 2.8%
Mobility Assisted Riders	10,462	11,644	- 10.2%	34,953	36,211	- 3.5%	137,692	126,980	+ 8.4%
<b>Average Passenger Boardings:</b>									
Weekday	31,603	35,594	- 11.2%	30,061	31,735	- 5.3%	37,911	39,124	- 3.1%
Saturday	16,865	18,161	- 7.1%	17,059	17,233	- 1.0%	18,992	19,263	- 1.4%
Sunday	9,675	9,881	- 2.1%	9,424	9,549	- 1.3%	9,994	10,172	- 1.8%
Monthly Revenue Hours	18,899	18,933	- 0.2%	58,670	58,387	+ 0.5%	247,586	247,305	+ 0.1%
Boardings Per Revenue Hour	39.6	43.1	- 8.2%	38.61	40.17	- 3.9%	45.22	46.56	- 2.9%
Weekly Revenue Hours	4,662	4,757	- 2.0%	4,573	4,596	- 0.5%	4,845	4,820	+ 0.5%
Weekdays	20	19		64	63		255	255	
Saturdays	4	5		13	13		52	54	
Sundays	5	5		13	14		52	51	
<b>Passenger Revenues &amp; Sales</b>									
Total Passenger Revenues	\$505,564	\$462,889	+ 9.2%	\$1,558,636	\$1,521,169	+ 2.5%	\$6,954,442	\$6,850,812	+ 1.5%
Average Passenger Fare	\$0.676	\$0.567	+ 19.2%	\$0.69	\$0.65	+ 6.1%	\$0.62	\$0.60	+ 4.4%
Farebox Revenue	\$171,365	\$177,133	- 3.3%	\$506,710	\$564,245	- 10.2%	\$2,024,449	\$2,117,725	- 4.4%
Adult Pass	2,133	1,908	+ 11.8%	6,341	6,116	+ 3.7%	25,410	24,035	+ 5.7%
Youth Pass	1,159	1,110	+ 4.4%	1,663	1,576	+ 5.5%	12,136	10,824	+ 12.1%
Reduced Fare Pass	1,113	1,029	+ 8.2%	3,702	3,667	+ 1.0%	14,747	13,590	+ 8.5%
Adult 3 Month Pass	91	78	+ 16.7%	214	216	- 0.9%	860	1,078	- 20.2%
Youth 3 Month Pass	132	139	- 5.0%	170	200	- 15.0%	723	890	- 18.8%
Reduced Fare 3 Month Pass	83	64	+ 29.7%	181	176	+ 2.8%	708	722	- 1.9%
Adult 10-Ride Ticket Book	1,282	288	+ 345.1%	4,299	288	+ 1392.7%	16,593	288	+ 5661.5%
Half-Fare 10-Ride Ticket Book	363	117	+ 210.3%	827	117	+ 606.8%	3,893	117	+ 3227.4%
Agency Adult 25-Day Pass Book	-	91	- 100.0%	-	556	- 100.0%	-	3,004	- 100.0%
Agency Half-Fare 25-Day Pass Book	-	14	- 100.0%	-	126	- 100.0%	-	342	- 100.0%
RideSource 10-Ride Ticket Book	496	482	+ 2.9%	1,675	1,608	+ 4.2%	6,652	6,790	- 2.0%
<b>Fleet Services</b>									
Fleet Miles	273,645	275,971	- 0.8%	862,445	838,541	+ 2.9%	3,536,377	3,535,688	+ 0.0%
Average Passenger Boardings/Mile	2.73	2.96	- 7.6%	2.63	2.80	- 6.1%	3.17	3.26	- 2.8%
Fuel Cost	\$246,284	\$270,573	- 9.0%	\$753,399	\$761,318	- 1.0%	\$3,046,651	\$3,314,270	- 8.1%
Fuel Cost Per Mile	\$0.900	\$0.980	- 8.2%	\$0.874	\$0.908	- 3.8%	\$0.862	\$0.937	- 8.1%
Repair Costs	\$202,057	\$166,207	+ 21.6%	\$562,622	\$473,079	+ 18.9%	\$2,441,886	\$2,383,151	+ 2.5%
Total Repair Cost Per Mile	\$0.738	\$0.602	+ 22.6%	\$0.652	\$0.564	+ 15.6%	\$0.691	\$0.674	+ 2.4%
Preventive Maintenance Costs	\$29,166	\$29,930	- 2.6%	\$93,723	\$88,895	+ 5.4%	\$425,270	\$388,680	+ 9.4%
Total PM Cost Per Mile	\$0.107	\$0.108	- 1.7%	\$0.109	\$0.106	+ 2.5%	\$0.120	\$0.110	+ 9.4%
Mechanical Road Calls	54	77	- 29.9%	145	161	- 9.9%	644	808	- 20.3%
Miles/Mech. Road Call	5,068	3,584	+ 41.4%	5,948	5,208	+ 14.2%	5,491	4,376	+ 25.5%
<b>Special Mobility Service</b>									
SMS Rides	14,813	15,529	- 4.6%	45,952	45,679	+ 0.6%	188,134	190,704	- 1.3%
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	5	- 60.0%
RideSource	7,383	7,146	+ 3.3%	22,697	21,631	+ 4.9%	84,421	91,652	- 7.9%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	1	5	- 80.0%



## Daily Ridership Recap September 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
9/1/2013	Sunday	Sunday	9,850	130	243.00	40.53
9/2/2013	Monday	Closed	-	-	-	-
9/3/2013	Tuesday	Weekday	30,876	464	770.00	40.10
9/4/2013	Wednesday	Weekday	28,223	336	768.00	36.75
9/5/2013	Thursday	Weekday	26,051	258	766.00	34.01
9/6/2013	Friday	Weekday	28,325	349	769.00	36.83
9/7/2013	Saturday	Saturday	14,134	209	449.00	31.48
9/8/2013	Sunday	Sunday	9,093	219	241.00	37.73
9/9/2013	Monday	Weekday	28,707	575	767.00	37.43
9/10/2013	Tuesday	Weekday	29,711	497	771.00	38.54
9/11/2013	Wednesday	Weekday	29,599	472	773.00	38.29
9/12/2013	Thursday	Weekday	29,569	490	771.00	38.35
9/13/2013	Friday	Weekday	30,139	537	770.00	39.14
9/14/2013	Saturday	Saturday	15,961	261	452.00	35.31
9/15/2013	Sunday	Sunday	9,563	169	242.00	39.52
9/16/2013	Monday	Weekday	30,878	511	772.00	40.00
9/17/2013	Tuesday	Weekday	29,639	360	772.00	38.39
9/18/2013	Wednesday	Weekday	31,143	499	773.00	40.29
9/19/2013	Thursday	Weekday	31,171	498	772.00	40.38
9/20/2013	Friday	Weekday	30,735	412	771.00	39.86
9/21/2013	Saturday	Saturday	17,829	243	452.00	39.44
9/22/2013	Sunday	Sunday	10,007	134	245.00	40.84
9/23/2013	Monday	Weekday	33,751	439	860.00	39.25
9/24/2013	Tuesday	Weekday	32,849	409	838.00	39.20
9/25/2013	Wednesday	Weekday	34,585	407	839.00	41.22
9/26/2013	Thursday	Weekday	34,339	460	837.00	41.03
9/27/2013	Friday	Weekday	35,127	414	839.00	41.87
9/28/2013	Saturday	Saturday	19,534	241	468.00	41.74
9/29/2013	Sunday	Sunday	9,860	116	243.00	40.58
9/30/2013	Monday	Weekday	46,640	353	866.00	53.86
<b>Totals</b>			<b>747,888</b>	<b>10,462</b>	<b>18,899</b>	<b>39.57</b>





**EXECUTIVE COMPENSATION COMPARISON**

June 2013

AGENCY	OPERATING BUDGET	# OF EMPLOYEES	SALARY	DATE OF LAST INCREASE	AUTO ALLOWANCE	DEFERRED COMPENSATION	BENEFITS OTHER THAN REG. PKG	CONTRACT
Eugene Water and Electric Board	\$224 million, however capital intensive business total budget is \$305 million	522	\$207,268	none	none	Eligible for Section 457 Plan. He can contribute if he chooses.	Same benefits as other employees.	Yes
Eugene School District			\$185,365	Oct 2012	\$550/month	\$12,200	No health insurance or retirement	yes
City of Eugene	\$271.2 million (with \$159 million for personnel services)	1,435	\$182,562	7/1/2012 (increase to base wage)	\$500/month	\$19,000/annually (includes deferred comp increase effective 7/1/2013)	\$40/month cell phone; Receives 10 management vacation days on top of regular vacation (other non-reps may receive 5, 7, or 10 days). Link to <a href="#">non-rep benefit summary</a> . Link to <a href="#">premium rates</a> .	Yes
Springfield Utility Board	\$62,645,726	142	\$167,890	7/10/13 COLA	None	3% of base salary	If productivity goals and threshold goals are achieved, then GM would receive the same base amount as regular employees (who are also in the Productivity Incentive Program), plus up to 3% of base. For 2012 was \$7553. Other benefits the same as employees	Yes
City of Springfield	\$91,368,288	406	\$150,346	July 2013	\$508.33	\$6,014	Includes \$9,734 pers pickup, \$1300 tech stipend, \$4800 mileage and \$5783 for 80 hrs floating holiday that can be sold or used as vacation time each year. Does not accrue.	yes
Lane Transit (Eugene)	\$56,006,700	307	\$150,000		\$333.33/mo.	Eligible for Section 457 Plan. He can contribute if he chooses.	Same benefits as other employees.	Yes
Springfield School District	\$88,400,000	1109	\$137,500	July 1, 2013 (new hire)	\$500/month	\$900/month	Includes \$8,250 PERS Pickup, \$80/month tech. stipend, \$75/month cellular phone stipend, 28 days vacation, 20 days sick leave, 8 paid holidays, full medical/dental/vision plan	Yes
Bethel School District	\$70,285,974	631	\$125,000	7-1-2013 1.5% COLA (still less than pre-recession salary)	None	None	None	yes
Lane Council of Government	\$35,035,094	213	\$122,000	July 2013	\$360/month car and phone	\$200/month	No	Yes

LTD REGULAR BOARD MEETING

10/16/13

Handout