



**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Wednesday, June 17, 2015  
5:30 p.m.  
LTD Board Room  
3500 E. 17<sup>th</sup> Avenue, Eugene (in Glenwood)**

**A G E N D A**

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- |       |   |              |    |
|-------|---|--------------|----|
| I.    | CALL TO ORDER   |              |    |
| II.   | ROLL CALL   |              |    |
|       | Pierce _____ Gillespie _____ Yeh _____ Wildish _____  |              |    |
|       | Necker _____ Grossman _____ Nordin _____  |              |    |
| III.  | PRELIMINARY REMARKS BY BOARD PRESIDENT  | ( 2 minutes) |    |
| IV.   | COMMENTS FROM THE GENERAL MANAGER   | ( 2 minutes) | 5  |
| V.    | ANNOUNCEMENTS AND ADDITIONS TO AGENDA   | ( 2 minutes) | 6  |
| VI.   | BOARD CALENDARS   | ( 3 minutes) | 7  |
| VII.  | EMPLOYEES OF THE MONTHS – JUNE AND JULY   | (10 minutes) | 8  |
| VIII. | EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(e),<br>TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED<br>BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY<br>TRANSACTIONS<br>[Tom Schwetz, Andy Vobora]   | (10 minutes) | 10 |
| IX.   | AUDIENCE PARTICIPATION  | (10 minutes) |    |
|       | <ul style="list-style-type: none"> <li>◆ <i>Public Comment Note:</i> 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.</li> <li>◆ Citizens testifying are asked to limit testimony to three minutes.</li> </ul> |              |    |

X. ITEMS FOR ACTION AT THIS MEETING

- |   |              |    |
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| A. Consent Calendar   | ( 1 minute)  | 11 |
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| 3. Minutes of the May 7, 2015, Special Board Meeting/<br>Strategic Planning Work Session (Page 33 )   |              |    |
| 4. Minutes of the May 11, 2015, Special Board Meeting/<br>Strategic Planning Work Session (Page 39 )  |              |    |
| 5. LTD Resolution No. 2015-023 Reaffirming LTD's<br>District Boundaries (Page 44 )                    |              |    |
| B. Public Hearing and Approval: FY 2014-15 Supplemental Budget<br>[Todd Lipkin]                       | ( 5 minutes) | 46 |
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| 2. Opening of Public Hearing by Board President   |              |    |
| 3. Public Testimony   |              |    |
| • <i>Each speaker is limited to three (3) minutes</i>   |              |    |
| 4. Closing of Public Hearing  |              |    |
| 5. Board Discussion and Decision  |              |    |
| C. Public Hearing & Adoption: FY 2015-16 Budget<br>[Todd Lipkin]                                      | (10 minutes) | 48 |
| 1. Staff Presentation   |              |    |
| 2. Opening of Public Hearing by Board President   |              |    |
| 3. Public Testimony   |              |    |
| • <i>Each speaker is limited to three (3) minutes</i>   |              |    |
| 4. Closing of Public Hearing  |              |    |
| 5. Board Discussion and Decision  |              |    |
| D. Fiscal Year 2015-16 LTD Road Map<br>[Andy Vobora]  | (10 minutes) | 54 |
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b. LTD Board Human Relations Committee		
c. LTD Pension Trusts		
d. Governor’s Oregon Passenger Rail Leadership Council		
e. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
f. LTD Board Finance Committee		
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J. Main-McVay Project Update (Fall)	
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**The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).**



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**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

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

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

**PREPARED BY:** Jeanne Schapper, Executive Office 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

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** BOARD CALENDARS

**PREPARED BY:** Jeanne Schapper, Executive Office 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 sent separately 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 summer vacation dates.

**ATTACHMENTS:** The link to Board activity calendars is provided separately to Board members.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** JUNE AND JULY EMPLOYEES OF THE MONTHS

**PREPARED BY:** Jeanne Schapper, Executive Office Manager/Clerk of the Board

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### BACKGROUND:

**June Employee of the Month:** Accounting Technician Delores Donis is the recipient of the June 2015 Employee of the Month (EOM) award. Delores began work for the District in 2000, and since the Monthly Value Award was implemented in 2008, has received five awards. It's merely coincidence that Delores also serves on the Rewards and Recognition Committee.

Delores lives LTD's core values, *Work Together, Take Initiative, Be Professional, and Practice Safety*, every day; however, recently, a coworker wanted to recognize Delores for her never-failing helpfulness. No matter what she is doing, she will drop everything to help an LTD team member. This particular coworker was new to his position and unfamiliar with some of the requisite departmental accounting functions. More than once, the coworker approached Delores for assistance; and every time, Delores assured him that it was no imposition whatsoever. It's all part of teamwork, and Delores is a valued LTD team member.

When asked to comment on Delores' selection as Employee of the Month, Controller Tom Schamber said:

I'm pleased with the recognition Delores is getting with this award. She is a foundational member of the Finance team with 15 years of service to LTD.

Delores pays the District's bills, which is no small task. It requires her to interact with a large number of District employees and hundreds of vendors. Her workflow is constant and interruptions are frequent. Accuracy and adherence to timeliness are required. Despite these obligations, she is always willing to stop everything to help someone with a question. It isn't always convenient, but she makes the time. She patiently answers their questions, often teaching them how to use our financial systems to find answers for themselves in the future. She does it without judgment or condescension. I see this happen every day (usually many times).

She often jokes that people run the other way when they see her coming down the hall when deadlines are near. That may be true (though I've never witnessed it); but as this award proves, people respect Delores for her selflessness and professionalism.

Congratulations, Delores! You are very deserving of this award.

**July Employee of the Month:** Bus Operator Cino Faulds has been selected to receive the July 2015 Employee of the Month award. Cino has been with the District since December 2014; and during that time, he has received one Safe Driving award and several Employee of the Month nominations. He also has recently been selected as one of the new operator instructors.

A recent compliment from a customer led to Cino's award nomination. Cino was driving the No. 11 Thurston bus during a heavy downpour. A woman and her daughter were standing at a stop in the rain, arms loaded with bags of groceries. Cino was kind enough to get off the bus and assist them with loading their groceries onto the bus. They wanted to let LTD know how much they appreciated his kindness.

When asked to comment on Cino's selection as Employee of the Month, Transit Operations Field Supervisor Jeff Hadden said:

Since he joined LTD in 2014, Cino has received three Employee of the Month (EOM) nominations. This is truly a testament to the kind of operator Cino is. Since joining the LTD family, I have witnessed his ability to handle difficult situations on numerous occasions. Cino has a wonderful personality and is well liked by his customers and fellow employees.

Cino has a very positive effect on his coworkers, and his enthusiasm is a great benefit to the many people with whom he comes in contact. Cino's commitment to quality customer service has built many positive relationships among his riders. He has made many friends in the community on behalf of LTD and is a great example of a safe and considerate driver. Cino is an exemplary employee who believes customer service really matters.

This EOM nomination came from community members who greatly appreciated Cino going above and beyond. Cino is an exemplary employee who believes in being positive and always striving to do your very best. I know Cino will continue to do great things and is very deserving of this Employee of the Month award.

#### **AWARDS:**

Delores and Cino will attend the June 17, 2015, meeting to be introduced to the Board and to receive their awards.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

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

**PREPARED BY:** Andy Vobora, Director of Customer Services and Planning, and Tom Schwetz, Planning and Development Manager

**ACTION REQUESTED:** That the Board move into Executive (non-public) Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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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)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Jeanne Schapper, Executive Office 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 June 17, 2015, consists of:

- 1) Approval of the Minutes of the March 31, 2015, Special Board Meeting/Strategic Planning Work Session
- 2) Approval of the Minutes of the April 15, 2015, Regular Board Meeting
- 3) Approval of the Minutes of the May 7, 2015, Special Board Meeting/Work Session
- 4) Approval of the Minutes of the May 11, 2015, Special Board Meeting/Work Session
- 5) Approval of LTD Resolution No. 2015-023 Reaffirming LTD's District Boundaries

**ATTACHMENTS:**

- 1) Minutes of the March 31, 2015, Special Board Meeting/ Strategic Planning Work Session
- 2) Minutes of the April 15, 2015, Regular Board Meeting
- 3) Minutes of the May 7, 2015, Special Board Meeting/ Work Session
- 4) Minutes of the May 11, 2015, Special Board Meeting/ Work Session
- 5) LTD Resolution No. 2015-023 Reaffirming LTD's District Boundaries

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

LTD Resolution No. 2015-022: It is hereby resolved that the Consent Calendar for June 17, 2015, is approved as presented.

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MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT  
STRATEGIC PLANNING WORK SESSION

Wednesday, March 31, 2015

Pursuant to notice given to *The Register-Guard* for publication on March 26, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Monday, March 31, 2015, beginning at 9:00 a.m., at the LTD Board Room, 3500 E. 17<sup>th</sup> Avenue, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Julie Grossman, Secretary  
Ed Necker, Treasurer  
Gary Gillespie  
  
Jon Hinds, Citizen Budget Committee Member  
Donald Nordin, Citizen Budget Committee Member  
Dean Kortge, Citizen Budget Committee Member  
  
Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Vacant: Position 3

Absent: Angelynn Pierce  
Dwight Collins  
Edward Gerdes

**CALL TO ORDER/ROLL CALL:** Mr. Wildish called the meeting of the Lane Transit District (LTD) Board of Directors to order and called the roll.

**WELCOME BY BOARD PRESIDENT:** Mr. Wildish welcomed those present and thanked them for participating in the work session. Those present introduced themselves and shared their length of LTD service as Board and citizen Budget Committee members and staff.

**DISCUSSION OF STRATEGIC QUESTIONS REGARDING LTD'S BUDGET AND SERVICE FOR FISCAL YEAR 2015-16 AND BEYOND:**

**Financial Update:** Finance Manager Todd Lipkin said that the District's financial outlook was positive with increased fare revenue and reduced costs, particularly fuel. He said that the storage of fuel purchased at low prices helps to mitigate against future price increases. He said that the payroll tax revenue was somewhat behind budget due to the ongoing effects of a take back in taxes that was erroneously paid by an employer in the prior year and was not discovered until the current budget was in place. He said that the increasing trajectory of



payroll taxes was consistent with budget projections. The category of materials and services was under budget, and Accessible Services Fund transfers from the General Fund were lower than projected thanks to increased legislative support for paratransit services. He anticipated that the Accessible Services Fund transfer amount in the new budget would double.

Mr. Lipkin explained that full funding for the West Eugene EmX Extension project had been appropriated at the state and federal levels, with the state matching dollars already available to LTD. He said that the federal dollars would become accessible once a grant agreement was completed. An agreement would be finalized in about two months, and LTD had sufficient cash reserves to proceed with the project.

Mr. Kortge pointed out that the District's General Fund continued to support accessible services because the District was obligated to provide paratransit services whether or not state dollars were available to supplement those costs.

In response to a question from Mr. Kortge, Mr. Lipkin said that the lawsuit pending in the 9<sup>th</sup> Circuit Court of Appeals was unlikely to prevail; but if it did, LTD would only need to address some environmental updates; construction activities would not be affected.

Mr. Lipkin said that several years ago, the Board decided to move the administrative employees' pension from a defined benefit to defined contribution plan to mitigate rising costs. He said that this action closed the defined benefit plan, and the Pension Trust had begun discussions of asset allocation and investment. He said that the District was on a 20-year funding strategy and is currently at 68 percent, with a target of 75-85 percent funded. He said that a change to the Amalgamated Transit Union (ATU) plan also was negotiated, which applied any negotiated changes to the benefit paid per hour to only future years of service and avoided future unfunded gaps. He said the ATU plan's funded percentage was 62.1, with a 20-year funding strategy like the administrative plan's.

Mr. Kortge asked if any consideration had been given to off-loading benefits to an insurance company. Mr. Lipkin said that had not yet been discussed but could be considered by the Pension Trust at its next meeting.

In response to a question from Mr. Necker, Mr. Lipkin said that Accessible Services Fund revenue was shown in the budget under Federal and State Assistance.

**Economy:** Controller Tom Schamber said that a number of LTD staff had attended the Eugene Chamber of Commerce's Economic Forecast. The Eugene-Springfield area was in its sixth year of economic expansion, with growth likely to continue for at least another year. He listed a number of employers that were expanding in the local area and said that the current unemployment rate was 6.1 percent. He used a chart to illustrate various economic trends at the local and state levels, including job growth. He said that 50 to 60 percent of the jobs lost in 2008 had been recovered, which was a very positive trend. He said that the number of local businesses also had returned to pre-recession numbers, although that did not address the number of employees per business. The major economic unknown in the next year was the Federal Reserve's decision on interest rates.

Mr. Wildish asked if there was information available on the area's average income. Mr. Schamber said that was not addressed in the presentation, although other sources indicated that the average income was steadily growing as the labor market tightened.

Mr. Gillespie said he was encouraged by the opening of a new Veterans Administration clinic as those jobs tended to be living wage jobs. He asked if there had been discussion of potential legislative action to increase the minimum wage. Mr. Lipkin said that the discussion focused on the impact on at-risk youth and employees, rather than the impact on businesses.

**Legislative Update:** Government Relations Manager Edward McGlone said that there were two major funding issues of interest to LTD in the legislature: elderly and disabled transportation funding, and student bus pass funding. He noted that during the past session, the legislature had significantly increased state support for paratransit services, resulting in \$1.5 million going to LTD this biennium. The Oregon Transportation Forum was advancing a large package of transportation measures, including a recommendation for funding elderly and disabled transportation at the true need level of approximately \$75 million. He said that he doubted that amount would become available, but he hoped to see an increase over last year's funding level.

Mr. McGlone added that a pilot project currently in the legislature would fund the student transportation pass program at \$2 million for the biennium, and he felt that the proposal was competitive in the budget discussions.

Mr. Necker asked what percentage of an elderly and disabled transportation appropriation would be received by LTD. Mr. McGlone replied that LTD received approximately 15 percent of the statewide funding amount.

Mr. Gillespie commended Mr. McGlone's efforts at the legislature on behalf of LTD and noted that creation of his position had been very beneficial to the District.

**West Eugene EmX Extension Update:** Director of Customer Services and Planning Andy Vobora said that during the past two years, LTD staff had been working with residents and businesses along the corridor to mitigate issues and develop solutions. He used maps to illustrate some of those solutions and how they had benefited the community in a variety of ways, including addressing parking issues and increasing pedestrian safety. He mentioned the business support program, which included Small Business Development Center workshops, bus passes for employees of businesses along the construction route, and robust advertising for businesses during construction.

Mr. Vobora said that construction had begun along Charnelton Street and described efforts to minimize disruption to activities in the area. Construction activities would follow on 6<sup>th</sup> and 7<sup>th</sup> avenues, Garfield Street, and West 11<sup>th</sup> Avenue. He said that new buses had been ordered and would be constructed during the spring and summer. Once delivered, the buses would be worked into the rotation.

**User Benefit Upgrades:** Marketing Manager Russ Arnold demonstrated the new LTD website that would incorporate real-time information for users and which he hoped would

launch in mid-June. He said that LTD was partnering with Google to provide a real-time data trip planner, and a mobile-enhanced version was being developed using smart phone GPS information.

Mr. Gillespie asked if individual bus stop identifying numbers would be added, as that was a helpful component of TriMet's application. Mr. Arnold said that bus stops were currently identified by location but that staff had discussed using actual stop numbers. He added that the District's phone system was being upgraded to voice over internet protocol (VoIP), which allows for more enhancements to the system and real-time feed.

In response to a question from Mr. Yeh, Mr. Arnold explained how route information could be downloaded to computers and phones.

Mr. Nordin said that there had been some concerns expressed in the community about the Eugene Water & Electric Board's (EWEB) smart meters and asked if any concerns had been expressed about increased radiation from more infrared communication between buses and devices. Mr. Arnold said that the system already existed; the changes would only make it accessible to the public and not result in any increases in infrared communication or radiation. He had not heard of any concerns to date.

Mr. Kilcoyne noted that many transit districts already used the system and he was not aware of any objections from the public.

Mr. Hinds asked how route revisions on time points would be factored into the system. Mr. Arnold said that when changes occurred, they would automatically be incorporated.

Ms. Grossman asked about the new technology for purchasing fares. Mr. Arnold said that the new VoIP phone system would enhance a number of customer services activities, including expanding options, rider amenities, speeding up response times, call back options, and many other benefits still being developed. He hoped to program the system to enable people to call in with a touch-tone phone and access real-time information about bus location and times.

**Strategic Plan:** Mr. Vobora reviewed development of LTD's Why statement: "*We provide people with independence to achieve their goals, creating a more vibrant, sustainable and equitable community.*" He also reviewed the How statements, which express the District's core values, and the What statements, which identify the District's strategic goals. He said that goals, performance outcomes, and metrics would inform department work plans and budgets.

Mr. Vobora stated that feedback from community focus groups was being used to identify community perceptions about the District and develop a campaign to humanize the LTD brand. He said that it was clear that perceptions changed significantly when participants were given information about all of the products and services provided by LTD, and that different outreach strategies were required to assure that the community was well informed about the District. He added that the District employees' wide range of involvement in the community, along with rider human interest stories, also would be used to put a face on LTD for the public. A number of media channels would be used to conduct a robust education effort to inform people about the District and its services.

Ms. Grossman commented that many people in the focus groups were unaware that services such as RideSource, Point2point, and EmX were part of LTD. She said she liked the idea of branding to assure that all products and services were clearly identifiable as being provided by LTD. Mr. Vobora said that the process of rebranding to assure that LTD was clearly identified as the provider of various services was in progress throughout the organization.

Mr. Gillespie encouraged the use of rider stories to demonstrate the value of transit to the community and contradict negative information that had been disseminated.

Mr. Yeh agreed that LTD's current branding strategy was fragmented and was pleased to see rebranding efforts.

Mr. Hinds asked if staff had considered using community television to broadcast a periodic update on what was occurring at LTD. Mr. Vobora said that was done in the 1980s and that staff would revisit the issue.

Mr. Wildish commended the use of rider stories to humanize LTD's services. He said that it was hard to argue with a person and his or her need for transit services, and there were thousands of people in the community that relied on LTD.

Mr. Necker agreed with the importance of putting a face on transit.

**Past to Future:** Mr. Kilcoyne said that the retirement of a number of senior administrative staff in 2014 created opportunities for the internal promotion of key staff, hiring of fresh, new talent, and department reorganization to create a strong position from which LTD could move forward. He said that the reorganization had enabled LTD to become a more efficient and effective organization in several areas, such as the creation of an internal auditor position. He said that improved efficiency and conservative budgeting had contributed to allowing the District to begin restoring some services that had been reduced over the years. He said that more robust enhancements have been planned for the future, although they will require some difficult decisions by the Board and Budget Committee on how to move ahead.

Mr. Kilcoyne said that a key task for the District was to determine the vision for transit in Lane County. The optimal transit network and the community needs should be met in terms of span, frequency, connectivity, and coverage of service. He said that the first step in the planning process, termed *MovingAhead*, was a review of the eight corridors identified in the frequent transit network (FTN). Those corridors were identified in TransPlan many years ago and remain the areas in which high frequency service is warranted. He said that of the eight corridors, four would be identified as priorities for receiving enhancements. The next step would be beginning the environmental work. This approach would consider the entire network at once and try to advance components throughout the network, rather than taking one corridor at a time. He said that in addition to identifying the community's vision for transit and transit needs, the process would need to address how to fund that system in order to make the vision implementable.

Mr. Kilcoyne said that factors such as planned development along identified transit corridors, an aging population, and goals for decreasing greenhouse gas emissions would increase the

importance of a comprehensive transit system and the resources to sustain it. He said that the first step was the need to raise the payroll tax. He said that he reviewed the history of legislative authorization for LTD and TriMet to incrementally raise the payroll tax. Implementing the tax increase would require the Board to make a finding of economic recovery. Last year LTD commissioned a study, which determined that there had been economic recovery in the region; however, concerns from the business community caused the Board to direct that the Long-Range Financial Plan (LRFP) assumptions would not project implementation of a payroll tax increase until January 1, 2017.

Mr. Kilcoyne said that initially a payroll tax increase was necessary to sustain existing service; however, a number of factors indicating continuing economic growth meant that a payroll tax increase would allow for a substantial increase in service, although this would not result in an optimal system. Significant investments at this point would demonstrate to the community LTD's good faith effort to meet identified needs. An outreach effort with the business community had begun and would continue to expand that two-way discussion. He presented the Board and Budget Committee with two questions to consider:

- 1) Does LTD believe the community deserves increased amenities and better service levels?
- 2) If so, how much, and when?

In response to a question from Mr. Necker, Mr. Kilcoyne said that if the economy continued to rebound and the payroll tax was increased, substantial service improvements were possible. He added that he did not believe that restoring the full level of service and meeting a significant increase in the demand for services in the future would be possible without funding from one or more additional sources.

**RECESS:** The Board and Budget Committee took a short break at 10:30 a.m. and reconvened at 10:40 a.m.

**Community Investment Scenarios:** Mr. Lipkin reviewed the following scenarios in the current LRFP:

- Scenario 1 assumes implementation of a payroll tax increase in January 2017, with a single step increase each year over a 10-year period: \$750,000 of service and user benefit additions in the first two years, and \$1.1 million of additions in the third year.
- Scenario 2 assumes implementation of a payroll tax increase sooner than January 2017, with a single step increase each year over a 10-year period: \$750,000 of service and user benefit additions in the first year, and \$1.2 million of additions in the second and third years.
- Scenario 3 assumes no payroll tax increase: No increase in service or user benefits in the first and second years, the West Eugene EmX investment in the third year, significant limitations on user benefits upgrades, and no operational support for the fare management system.

Mr. Lipkin said that the current schedule called for the Board to approve the LRFP on May 20, 2015, prior to the Budget Committee meeting that would immediately follow. He said that

all other assumptions in the LRFP were the same as in previous years. He invited feedback from members on the three scenarios.

Ms. Grossman asked if it was possible to qualitatively illustrate what service increases might look like based on local planning initiatives and feedback from the community on what it wants, and then prioritize those enhancements and determine what each revenue increase over the first three years of the LRFP would buy. Mr. Vobora said that it would be challenging to identify specific service additions, but the revenue increase equated to an approximate 12 to 13 percent increase in service hours. He said that the third scenario of no increase was tied to the Board's decision on April 15, 2015, regarding the proposed service package. He said that the Service Advisory Committee was discussing how to prioritize what the community was asking for in relation to what supported other plans. He said that the proposed service package included an increased span of service in the evening in response to community demand. The mid-term plan consisted of a list of service enhancements that had not yet been funded, many of which related to service frequency. He said that this plan could help illustrate to the community how its feedback helped to guide LTD's investment decisions.

In response to a question from Mr. Necker, Mr. Lipkin said that the scenarios reflected the additional revenue that would be realized each year.

In response to a question from Mr. Gillespie, Mr. Lipkin said that the proposed service package to be considered by the Board on April 15 was based on an assumption in the current LRFP of implementing the payroll tax increase in January 2017. He said that the increase in service was not sustainable without the payroll tax increase. Moving the implementation of a tax increase to January 2016 would compound the District's ability to add service in successive years. He said that those were issues that the Board would consider during their decision making as to when to implement a payroll tax increase.

Mr. Hinds asked what the long-term financial implications for the fare management system would be if there were not a tax increase. Mr. Lipkin said that the fare management was more of a user benefits issue than a financial issue. He said that LTD currently had the least expensive fare management system and would not require significant new investments; however, implementing the new system would require investments in order to significantly expand user benefits and increase system efficiency. Mr. Kilcoyne said that it was difficult to quantify whether the benefits of a new system would exceed the costs, but it would increase efficiency, potentially reduce incidents of fare evasion, and increase fare revenue.

Mr. Hinds said that it would be good to invest in new fare management technology. If LTD increased service and then had to cut it because the payroll tax was not increased, it would feed into negative perceptions from some in the community about the District's financial management. He said that he did not support increasing service without the ability to sustain it in the future. If service was increased, it could be attractive to businesses that were considering locating in the area. He added that expanded service could be an economic tool for cities and chambers of commerce.

Mr. Kortge reflected on earlier discussions of the need to determine LTD's key purpose and the basic services being provided. He said that it was important to be able to identify specifically how the revenue from a payroll tax increase would be invested in service

expansion and enhanced user benefits. He said that he agreed with Mr. Hinds that new fare management technology was a good investment.

Ms. Grossman asked if LTD had a representative on the South Willamette Economic Development Commission. Mr. Kilcoyne said that there was not currently an LTD representative on the commission; but he had discussed the matter with Eugene City Manager Jon Ruiz, who indicated that there would be an opportunity for LTD representation at the third tier of the planning process in late Summer 2015.

Mr. Kortge asked what service increases would result from a \$750,000 investment. Mr. Vobora said that the proposed service package expanded service on 13 routes that would run an hour later in the evening, increased frequency on the River Road corridor during mid-day, and extended service to the Veterans Administration clinic. Mr. Kilcoyne added that the proposed service package would be implemented during Fiscal Year 2015-16. Service packages for the next two years had yet to be determined. The mid-term plan included a long list of service additions to consider, as well as obtaining more feedback on those options from the community, stakeholders, and partners.

Mr. Vobora said that the frequency on some corridors would increase because of the need to reconfigure some routes when West Eugene EmX became operational. He said that the Moving Ahead process would capture the community's vision for high frequency corridors in terms of transit and other transportation modes.

Mr. Lipkin offered that staff would provide the Budget Committee with specific information on what \$750,000 would purchase in terms of service and user benefits based on the Board's decisions.

Ms. Grossman commented that it was easier to obtain support for a payroll tax increase if it was buying additional levels of service instead of just sustaining the current level.

Mr. Nordin said that he hoped to see increased investment in the Point2point program, which offered access to alternative transportation modes like bike sharing at a lower cost. Mr. Vobora noted that it would be beneficial for LTD to be able to support programs like bike share in partnership with other entities in the community.

Mr. Gillespie remarked that increased user benefits described by Mr. Arnold would help riders navigate the system and promote greater connectivity.

Mr. Wildish asked Board and Budget Committee members to comment on the questions posed by Mr. Kilcoyne and issues raised during the subsequent discussion.

Mr. Yeh said that long-term sustainability was necessary for any increases in service.

Mr. Gillespie said that he preferred systematic implementation and supported moving the payroll tax increase to January 2016. He said that there should be a list of service additions and enhancements that would be implemented with each year's increased revenue from the payroll tax. He said that it was important to look beyond crises and plan for further improvements to the system. He said that improving an aspect of the transportation system for "choice" transportation users raised the likelihood for increased ridership. He said that

making a smart phone application available to allow access to real-time travel information could capture a new ridership population. He said that it was critical to the concept of West Eugene EmX connectivity.

Mr. Necker said that he was inclined to support earlier implementation of a payroll tax increase, and he agreed with earlier speakers about presenting a tangible list of what the additional revenue would buy.

Ms. Grossman said that she also supported a January 2016 payroll tax increase to the extent that it could be shown to complement the greater vision for the community. She said that there had been many ongoing discussions throughout the region, and there was definitely a feeling that action needed to begin on many of the strategies, including transportation. She said that she supported the increase so long as it was part of the larger community's vision. She noted that the Economic Forecast presentation highlighted transportation as a positive economic factor in the region.

Mr. Kortge said that it appeared that the region's economic stability would support a payroll tax increase; the question was when it should be implemented. It was necessary to defend the increase with information on what benefits the community would realize from the tax increase. He said that he supported a payroll tax increase in January 2016.

Mr. Nordin stressed the need for revenue to support the system and continue to improve it. He indicated his support for an earlier implementation date of January 2016 for the payroll tax increase. He said that, ideally, the payroll tax could be replaced with another revenue source that would provide the necessary funding for future expansion.

Mr. Hinds pointed out that LTD had been recognized as the best mid-sized transit system in North America. He said that if the payroll tax was not increased, the system would become stagnant and unable to respond to community needs, expand service, and improve access and flexibility.

In response to a question from Mr. Wildish, Mr. Vobora said that the proposed payroll tax increase would result in an annual increase of \$100 for an employer with a \$1 million payroll.

Mr. Wildish observed that the word "tax" had negative connotations, but translated into the actual dollar amount for an employer put it in perspective. He said that he was pleased with outreach efforts to the business community and liked the strategy of humanizing the face of LTD to the community because it was people serving people.

Mr. Lipkin reiterated that staff would provide information regarding the financial impact on a business, based on the size of the business, to help Board members communicate that information. He asked if the Board and Budget Committee wanted the LRFP to assume an earlier payroll tax implementation in January 2016, which would solidify the three-year strategy on that basis, or leave the assumption at a January 2017 implementation. He also invited input on the timing of making a finding of economic recovery, which was required in order to implement a tax increase.

Mr. Kortge cautioned about perception and said that a budget should not be formulated based on the assumption of a payroll tax increase until the Board had made a decision.



Mr. Necker said that he preferred to not assume an increase in the LRFP until a decision was made.

Mr. Gillespie suggested, for purposes of comparison, two scenarios: one that assumed an earlier increase in the tax and one that did not. He said that his decision on earlier implementation of a payroll tax increase would hinge on what the two scenario budgets would look like separately.

Mr. Kilcoyne clarified that Mr. Kortge said that he did not believe the LRFP should assume an increase earlier than 2017 without Board action, although that did not preclude the Board from taking action to implement earlier.

Mr. Kortge said that his concern was based on the perception that preparing a budget prior to Board action meant a decision had already been made.

Mr. Lipkin said that the timeline for implementation of an increase in January 2016 would require notification of the Department of Revenue on September 1, 2015. That meant that a finding of economic recovery would need to occur in June, followed by first and second readings and then adoption of an ordinance. He said that he hoped that the Board's decision on an increase could occur over the summer in order to give Service Planning staff some clarity for developing the service package. The service package that the Board would consider at its April 15, 2015, meeting was only sustainable with a payroll tax increase effective no later than January 2017. He noted that making a finding of economic recovery was required as a preliminary step, but that action would not actually increase the payroll tax rate. He suggested that the decision could be made at the April 15 meeting; and approval of a service package, contingent on a tax increase, also would be considered.

In response to a question from Mr. Gillespie, Mr. Lipkin clarified that an earlier implementation date of January 2016 would result in an increased investment of \$500,000 in each subsequent year, compared with a January 2017 implementation.

Mr. Wildish said that it was important to avoid a perception by the community that decisions were made prior to community consultation. He said that he preferred to remain with the LRFP assumption of a January 2017 implementation date, with the option to consider an earlier implementation.

Mr. Lipkin said that if the LRFP was based on the assumption of a payroll tax increase in January 2017, there was no reason not to present it to the Board at its April 15 meeting.

Mr. Wildish determined that there was consensus among Board and Budget Committee members to approve the LRFP in April with the current assumptions, including January 2017 implementation of a tax increase.

Mr. Vobora distributed copies of the LTD Brand Book.

**ADJOURNMENT:** Mr. Wildish thanked everyone for their participation and adjourned the meeting at 11:45 a.m.

LANE TRANSIT DISTRICT:

ATTEST:

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Julie Grossman  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, April 15, 2015

Pursuant to notice given to *The Register-Guard* for publication on April 9, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, April 15, 2015, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17<sup>th</sup> Avenue, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Julie Grossman, Secretary  
Ed Necker, Treasurer  
Gary Gillespie  
Angelynn Pierce

Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Vacant: Position 3

**CALL TO ORDER/ROLL CALL:** Mr. Wildish convened the meeting and called the roll at 5:34 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish welcomed those present.

**COMMENTS FROM THE GENERAL MANAGER:** Mr. Kilcoyne stated that legislation, sponsored by Representative John Lively, for a pilot project to restore the youth bus pass program for two years has moved from the House Transportation Committee to the Ways and Means Committee, which is a positive sign.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** Mr. Wildish announced that an item relating to the General Manager Retirement Agreement had been added to item XI., Items for Action at this Meeting. The related agenda materials were distributed at the meeting.

**BOARD CALENDARS:** Mr. Kilcoyne reviewed the Board meetings in May and June, along with other scheduled events.

**EMPLOYEES OF THE MONTHS — APRIL AND MAY 2015:** The Board recognized Customer Service Representative Gail Beasley as the April Employee of the Month and

Operations Supervisor Shawn Mercer as the May Employee of the Month. Mr. Wildish presented both employees with their awards and thanked them for their outstanding service and dedication to LTD's mission. Ms. Beasley and Mr. Mercer thanked the Board for their awards.

**EGAN WARMING CENTER PRESENTATION:** Director of Customer Services and Planning Andy Vobora explained that LTD had begun a working relationship with Egan Warming Center when it was established in the community to provide shelter for homeless people during extreme cold weather. He introduced Bill Winkley, Egan Warming Center volunteer coordinator.

Mr. Winkley thanked LTD on behalf of the organization and the hundreds of guests that it served during winter months at locations in Eugene and Springfield. He said that LTD was a critical component by providing free transportation to one of the centers in the area to anyone requesting the service. He said that LTD also provided bus passes that the centers could give to overnight guests during activation periods to help them with transportation the following morning. He said that this winter had been relatively mild and that the centers were only activated for nine nights. He emphasized that LTD's services were critical during those periods. He complimented LTD's bus drivers who were very helpful in spreading the word of Egan Warming Center services in the community, which was greatly appreciated.

Mr. Winkley described a program in Salt Lake City that was being used to virtually eliminate homelessness. He said that the City's Housing First Program provided homeless people with a home and a case worker and that this was much less expensive than supporting those individuals with services on the street. He said that Oregon was considering a similar pilot project in Albany and the Eugene-Springfield area if funding was approved by the legislature. He introduced Shelley Corteville, who would be serving as the next Egan Warming Center volunteer coordinator.

Mr. Wildish expressed his appreciation for the services that the Egan Warming Center provided for homeless people in the community. He added that he had participated as a volunteer during activation periods and witnessed the Center's good works first hand.

Mr. Kilcoyne thanked Mr. Winkley for sharing the story of LTD's partnership with Egan Warming Center during a recent visit to the legislature in Salem.

**AUDIENCE PARTICIPATION:** Mr. Wildish explained the procedures for offering comments to the Board.

**Don Nordin**, Eugene, said that he was a long-time member of the LTD Budget Committee. He suggested that when the necessary work was done to the roof at LTD's Glenwood campus, it would be an opportunity to install solar panels on the south-facing roofs to provide power for a future generation of LTD's bus fleet. He said that he felt that the public would be supportive of using ambient energy to improve the system.

**Bob Macherione**, Eugene, representing Our Money, Our Transit ((OMOT), noted that Mr. Kilcoyne was retiring and said that he hoped that the next general manager would do a better job and be willing to meet with him. He said that OMOT was not opposed to transit; it wanted basic bus service to be a priority and to be maintained. He said that his requests to restore

service to low-income housing had resulted in only lifeline service. He said that he did not feel that the Board was well informed and added that most of the members had been on the Board less than two years. He said LTD had spent \$300,000 defending against an OMOT lawsuit and that he was not certain what information was being provided to the Board because he was unable to attend executive sessions related to legal matters.

Mr. Macherione stated that the lawsuit had been filed because LTD would not listen. He said that public input was requested and then LTD did the opposite. He said that thousands of people signed a petition opposed to the West Eugene EmX project and that LTD changed its story. He said that the project had started and that LTD should be paying for construction easements. He said that LTD's general disrespect to the public, which paid for its wages and retirement, showed in its response brief where he was referred to as "selling used sports cars in a strip mall." He said that was extremely insulting and if LTD was going to insult him publicly, then it had to listen to him. He warned the Board not to bite the hand that fed it or to motivate its opponents.

**William Mueller**, Eugene, stated that he had worked for and retired from LTD after 28 years of service, first as a bus operator, then as a transit planner, and finally as the service planning manager. He took exception with some of Mr. Macherione's comments. He said that he believed that Mr. Macherione did want a better transit system and said that he felt that he had been listened to and treated with respect by LTD staff. He described numerous meetings with Mr. Macherione and how his concerns had often been discussed at staff meetings. He said that Mr. Macherione's concerns regarding service to low-income housing related to service in the Cal Young neighborhood and Brewer Lane specifically. He said that up until the late 1990s, four buses per hour served that area and ridership along that route was extremely low, which was why the service was cut in the early 2000s during the budget crunch.

Mr. Mueller said that the decision to cut that service was not done lightly. He said that one of his daughters previously lived in that housing complex, and most of the residents owned automobiles and seldom rode the bus. He said that only five or six riders per day came from the complex and that was not sufficient to support the route in that area.

Mr. Mueller stated that based on his years of experience in transit planning and service management, with the exception of Mr. Macherione, most OMOT members did not have LTD's best interests at heart. He referred to a recent opinion piece in *The Register-Guard*, authored by Mr. Macherione, which insisted OMOT should have a place at the table during selection of the next LTD general manager. He questioned why that would be appropriate when a majority of OMOT members did not support LTD. He said that he felt that OMOT members were primarily concerned about an increase in the payroll taxes that supported public transit in the Eugene-Springfield area and that the opposition to the West Eugene EmX project was a red herring.

**PUBLIC HEARING: FY 2016-2015 CAPITAL IMPROVEMENTS PROGRAM (CIP):** Finance Manager/CFO Todd Lipkin provided a brief overview of the 10-year CIP. He said that the public comment period would be open until May 10, 2015, to provide further opportunity for public input. He said that all of the comments received would be included in the agenda packet for the Board's regular meeting in May, at which time approval of the CIP would be requested. He pointed out that the agenda item summary included in the agenda packet

identified four funding tiers for classifying projects as were used in the CIP last year; those had actually been reduced to three tiers for the current CIP because the third and fourth tiers were virtually identical.

Mr. Wildish opened the public hearing and explained the procedure for providing testimony. He determined there was no one wishing to speak and closed the hearing.

Mr. Yeh asked if the solar panels suggested by Mr. Nordin could be included in the CIP. Mr. Lipkin said that he would discuss the possibility of solar panels with Facilities staff when they began planning the roof project.

Mr. Gillespie commented that the addition of solar panels could make LTD eligible for tax credits.

**ITEMS FOR ACTION AT THIS MEETING:**

**Fiscal Year 2016-2025 Long-Range Financial Plan (LRFP):** Mr. Lipkin said that as the economy recovered from the recession, LTD's payroll tax revenue began to increase incrementally. He said that the proposed LRFP assumed a 5 percent annual increase in that base. He said that LTD's reserves continue to build due to conservative budgeting that was high on costs and low on revenues. He said that Oregon's unemployment rate was now below the national average. He said that the plan assumed an increase to the payroll tax rate effective January 1, 2017, going from .007 percent to .0071 percent. The increase would support an increased investment in the community.

**MOTION** Mr. Necker moved the following resolution: LTD Resolution No. 2015-011: Resolved, that the LTD Board of Directors approves the FY 2016-2025 Long-Range Financial Plan as presented. Ms. Pierce provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**Annual Route Review (ARR): Fiscal Year 2015-16 Service Proposal:** Planning and Development Manager Tom Schwetz provided a summary of the planning efforts, Board reviews, outreach activities, and responses that went into developing the FY 2015-16 service proposal. He used a slide presentation to highlight recommendations in the areas of service span, frequency, system maintenance, and service to the new Veterans Administration Clinic on Chad Drive. He said that the total program, to be implemented in October 2015, would cost \$800,000.

Mr. Gillespie said that he had requested over the past two years consideration of changing departure times from the Eugene Station in order to better meet the needs of choice riders by removing the disconnect between the end of workdays and the times buses departed. He hoped that issue would be addressed during the next ARR and encouraged planners to revisit the 8:45 p.m. departure time. He said that departure times at the quarter and three-quarter hour would be a better fit than the current hour and half-hour times.

Mr. Necker noted that the issue had been somewhat addressed by increased frequency of service on core routes, but agreed with Mr. Gillespie's suggestion.

Mr. Yeh concurred with Mr. Gillespie's comments regarding adjustments in the next ARR in order to capture more choice riders. He said that he appreciated the ARR feedback provided by customers.

Mr. Wildish acknowledged the challenges of service planning and commended the efforts of LTD's planners. He said that he was pleased to see increased frequency on route Nos. 41/43, which provide more convenient service in a needed area.

**MOTION** Mr. Yeh moved the following resolution: Resolution No. 2015-12: It is hereby resolved that the LTD Board of Directors approve the FY 2015-16 service recommendation as presented on April 15, 2015. Ms. Grossman provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**Environmental and Sustainability Management System (ESMS):** Mr. Vobora provided an overview of the Federal Transit Administration's (FTA) ESMS program in which LTD was selected to participate in 2013. He said that the District's ESMS Environmental Commitment document set forth the environmental stewardship and sustainability practices that LTD instituted under the program. He said that the entire Glenwood facility was chosen as the footprint for LTD's ESMS project to ensure that all employees were part of the program. He described the five significant aspects on which LTD focused:

1. Reduction of electricity use
2. Proper aerosol can disposal
3. Reduction of water use
4. Reduction of diesel fuel consumption
5. Fuel spill prevention

Mr. Vobora said that an audit of the ESMS program by Virginia Tech University resulted in a score for LTD of 94 percent, which was an extremely good score. Because the program was based on a continuous improvement cycle, a 100 percent score would not be met. He said that the District was moving toward third-party certification and had selected ABS Quality Evaluations as the third party auditor. A Stage 1 audit would occur in July 2015 and the Stage 2 audit would be conducted in September 2015. Staff felt that the audit process would ultimately result in ISO 14001 certification. He noted that LTD also was in the American Public Transportation Association (APTA) sustainability program and expected to move from the silver to gold level in that program during the next year.

Mr. Vobora asked Board members to approve updated language to the Objectives section of the ESMS Environmental Commitment to reflect the District's updated strategic plan.

Ms. Grossman asked which of the goals and benchmarks had been most difficult to achieve. Mr. Vobora said that the program provided a great foundation for the entire organization in terms of process improvement strategies, and the most challenging part was documentation. He said the ESMS program's greatest value to the organization was establishing and documenting processes for continuous improvement.

In response to a question from Mr. Yeh, Mr. Vobora said that the three-year certification process would cost \$18,000 for the third-party certification. At the end of that period, the District could decide whether to continue with third-party certification or simply self-certify.

Mr. Yeh asked what impact the move to all electric buses would have on the goal to reduce electricity consumption. Mr. Vobora said that when the fleet moved to electric buses, that goal would need to be revisited; but there would be significant achievements in the goals related to diesel fuel consumption, fuel spills, and greenhouse gas emissions.

Mr. Gillespie said that he had been impressed with the changes LTD had made during his tenure on the Board and felt that \$18,000 was probably less than the District would spend to clean up a fuel spill. He was pleased with the total commitment throughout the organization to stewardship and sustainability.

**MOTION** Mr. Necker moved the following resolution: Resolution 2015-013: 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: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**General Manager Retirement Agreement:** Director of Administrative Services Roland Hoskins stated that the Board Human Relations (HR) Committee had forwarded its recommendation for the General Manager Retirement Agreement to the full Board for its review and approval. He said that a copy of the agreement was provided in the agenda materials.

**MOTION** Ms. Grossman moved the following resolution: Resolution 2015-0015: It is hereby resolved that the LTD Board of Directors accepts the retirement of LTD's general manager as provided in the attached Voluntary Retirement Agreement. Mr. Necker provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**General Manager Selection Process:** Mr. Hoskins asked the Board to review and approve the proposed timeline for the selection of a new general manager and to appoint a subcommittee to focus on the selection process. He said that the goal was to have



the general manager hired by early November 2015 in order to avoid delays over the holiday season.

Ms. Pierce asked what protocols would be in place to cover the gap between Mr. Kilcoyne's departure, scheduled for September 2015, and the start date of December 1 for a new general manager. Mr. Hoskins said that the HR Committee had discussed that issue, and the retirement agreement with Mr. Kilcoyne, and decided that a month-to-month extension of his employment would be allowed, if necessary. He said that other options would be presented to the Board at a future meeting.

**MOTION** Mr. Yeh moved approval of LTD Resolution 2015-014: Be it resolved that the LTD Board of Directors hereby approves the timeline for the selection of the next LTD general manager as stated in the attached General Manager Selection Process Proposed Timeline, and that the Board appoint a subcommittee to focus on the selection process. Ms. Grossman provided the second.

**VOTE** The resolution was approved as follows:  
AYES: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Mr. Hoskins said that there were several options for the Board and the public's participation in the selection process, including developing desirable characteristics and qualities desired in a general manager. He asked for Board feedback on which aspects of the process should involve the subcommittee and which aspects should involve the full Board.

Mr. Necker commented that the last selection process had been effective, with the HR Committee narrowing the field of applicants to the top candidates; those candidates then met with the full Board. He asked if a recruitment firm had been selected. Mr. Hoskins said that the request for proposals (RFP) had been developed and was being reviewed by legal counsel. He said that the RFP was based on the last selection process RFP, with some minor modifications.

Mr. Hoskins said that during the last selection process, the HR Committee defined the scope of community outreach and proposed some interview questions to the Board. He said that the selection subcommittee was involved in checking references and conducted phone interviews and site visits.

Mr. Kilcoyne said that in the last selection process, there were no interviews of applicants, except by the recruitment firm, until the final candidates came to meet with the full Board. He said that was very unusual.

Ms. Grossman emphasized the importance of having the full Board identify important qualities and characteristics of a general manager before the search process begins.

Mr. Hoskins said that the Board has a number of options for conducting the executive search, ranging from allowing the recruitment firm to do a majority of the work to having the Board more involved. He said that he felt that the recruitment process would be more

manageable, given the aggressive timeline, if a Board subcommittee was appointed to work with staff and the recruitment firm. He said that the process would involve a number of meetings and that it would be easier to schedule those with a subset of the Board rather than the full Board.

Mr. Gillespie said that the full Board could be informed on the process with a standing agenda item on monthly Board meeting agendas.

Mr. Hoskins commented that the general manager criteria were not well-defined with respect to behavioral characteristics. He said that the criteria should be related to what the Board wanted the general manager to accomplish and that the application/interview questions should be focused on what the Board wanted a general manager to be to the agency. He said that the new general manager should be good for the agency, good for the community, and able to grow the organization consistent with the Board's intent. He said that LTD's leverage in the community was based on community relationships and the ability to make things happen with other organizations through connecting services, such as its partnership with the Egan Warming Center.

As an example of characteristics the Board might consider, Mr. Hoskins noted Mr. Kilcoyne's connection to transit organizations and leaders at the national level, which gave LTD more influence at that level. He said that the downside was that a general manager strongly involved at the national level might be less involved locally. He said that the Board needed to be clear about what it wanted for the agency and what type of general manager could achieve that.

Mr. Wildish encouraged Board members to participate as fully in the process as they could because the selection of a new general manager was a critical decision for LTD.

Mr. Kilcoyne said that a special Board work session would be scheduled in the near future to identify characteristics and further refine the selection process.

Mr. Gillespie questioned the role of the HR Committee if all aspects of the process came before the full Board.

Ms. Pierce related that she sat on the board of another organization and that board had 27 members. The organization had recently begun the search for a new executive director and all board members had input, which she felt was very valuable because the entire board was confident that the right person would be chosen.

Mr. Gillespie clarified that the HR Committee could handle reviewing responses to the RFP and making a recommendation on a recruitment firm to the entire Board.

Ms. Grossman agreed that the HR Committee could review RFP responses and make a recommendation to the full Board, so long as the Board was precise in what it was seeking.

Mr. Wildish summarized that the full Board would develop a list of desired characteristics for a new general manager in a special work session, and then the rest of the process could be divided among the HR Committee, Board subcommittee, and full Board as appropriate.

In response to a question from Mr. Necker, Mr. Hoskins said that the RFP could be issued prior to determining general manager characteristics as the RFP would be seeking a qualified recruitment firm; however, the characteristics should be developed by the full Board as soon as possible so that they would be available once a firm was hired and during the community engagement process. He said that the HR Committee could also direct the community engagement process and identify people or groups that staff should contact.

Mr. Hoskins spoke to options for filling the gap between Mr. Kilcoyne's retirement and hiring a new general manager. He said that the HR Committee was inclined toward the option that would continue Mr. Kilcoyne's employment on a month-to-month basis. He said that when an external person was hired to fill that gap, it often was because something in the organization needed to be corrected, which is not the case with LTD. He said that another option was to hire an internal person to act as general manager. He said that option tended to have a dampening effect on the pool of applicants because potential candidates might be unwilling to risk their current positions if there was a perception that an internal person was a viable candidate. He encouraged the Board to discuss its options and determine how it wanted to proceed during the gap period.

Mr. Gillespie affirmed that the HR Committee liked the option of extending Mr. Kilcoyne's employment on a month-to-month basis during the gap period.

#### **ITEMS FOR INFORMATION AT THIS MEETING:**

**Board Member Reports:** Mr. Gillespie reported that the Oregon Metropolitan Policy Organization Consortium (OMPOC) meeting was productive and that several members had expressed an interest in LTD's training programs and matching fund strategies. He said that the next meeting would be held in Bend.

**Monthly Financial Report:** Mr. Lipkin reported that there had been a final resolution on the state-in-lieu/University of Oregon matter. He said that the University had agreed to pay the payroll tax, although it would be a few months before LTD received that revenue because the University would need to revise its reporting methodology. He did not anticipate any problems.

**Monthly Engagement Reports:** There were no question or comments.

**Monthly Performance Reports:** Mr. Kilcoyne noted that ridership was down in January, February, and March. He said that despite the decrease in ridership, fare revenue had increased during the same period. He had asked staff to research the accuracy of ridership numbers. He said when a similar situation occurred at another district, he managed it was determined that ridership was being under-reported. He said that at a recent meeting of the Oregon Transit Association, there were mixed reports from around the state. He added that ridership had increased in some districts, decreased, or remained flat in others; and there did not seem to be a pattern.

**Monthly Grant Report:** There were no questions or comments.

**Monthly Department Reports:** There were no questions or comments.

**EXECUTIVE (NON-PUBLIC SESSION):** Mr. Wildish announced that the Board would now meet in executive session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**MOTION** Mr. Necker moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Mr. Yeh provided the second.

**VOTE** The motion was approved as follows:

AYES: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

The Board entered Executive Session at 7:26 p.m. LTD staff present during executive session included Service Planning Manager Tom Schwetz, Director of Customer Services and Planning Andy Vobora, Director of Administrative Services Roland Hoskins, Human Relations Manager David Collier, Director of Operations and Customer Satisfaction Mark Johnson, Internal Auditor Cheryl Munkus, and Finance Manager/CFO Todd Lipkin.

**RETURN TO REGULAR (OPEN) SESSION:** The Board returned to regular session at 7:45 p.m.

**ADJOURNMENT:** Mr. Wildish adjourned the meeting at 7:45 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

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Julie Grossman  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Thursday, May 7, 2015

Pursuant to notice given to *The Register-Guard* for publication on May 4, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/work session on Thursday, May 7, 2015, beginning at 3:00 p.m., at the LTD Board Room, 3500 E. 17<sup>th</sup> Avenue, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Julie Grossman, Secretary  
Ed Necker, Treasurer  
Gary Gillespie  
Angelynn Pierce

Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Vacant: Position 3

**CALL TO ORDER/ROLL CALL:** Mr. Wildish convened the meeting and called the roll at 3:07 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish welcomed those present.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** None.

**WORK SESSION:**

**Request for Proposals (RFP) Status Update:** Mr. Gillespie reported that the Human Relations (HR) Committee had reviewed RFP responses, two of which were complete. He said that the two responses were thoroughly evaluated and ranked very close to one another. He said that the Committee determined that the responses were sufficient to proceed with interviews of the two recruiting firms, and a list of questions was developed. He said that interviews of the two firms were scheduled for May 18, 2015, after which the HR Committee would make a recommendation to the Board.

Mr. Necker asked if the issue of hiring a recruitment firm as opposed to internal advancement had been discussed.

Director of Administrative Services Roland Hoskins said that the recruitment firm would follow the Board's direction on the general manager search. The Board was responsible for hiring and supervising the general manager through a contractual relationship. He said that it also was the Board's decision to seek a new general manager internally or to conduct an external search. He said that legal counsel had been asked to determine if the Board was required to accept internal applicants.

Mr. Necker asked if internal candidates would apply through the recruitment firm. Mr. Hoskins said that was the intent. He said that the Board needed to understand the pros and cons of the various recruitment and hiring options in order to make the most informed decision. He emphasized that until a recruitment firm was actually hired, the Board would have time to consider all of the options and identify leadership characteristics that candidates should possess. He said that the Board also would need to determine how to proceed in the event that Mr. Kilcoyne was no longer available before a new general manager was hired. He said that the Board was not obligated to hire anyone if the search process did not produce a viable candidate.

Mr. Gillespie suggested sharing with the full Board the questions that the HR Committee developed for interviewing recruitment firms and asking members to suggest any other questions that should be posed to the firms. Mr. Hoskins said that the questions, along with the two RFP responses deemed acceptable by the HR Committee, would be provided to the Board.

**Leadership Characteristics:** Mr. Hoskins asked Board members to think about and identify the leadership characteristics of a general manager that they felt were important for the organization.

Mr. Necker said that the general manager should have transit and community involvement experience. He said that public transit experience was important for a general manager to have in order to understand what worked well, the advantages of public transit, and the importance of public opinion. He felt that a candidate should have worked in the field of public transit, although not necessarily at the director level.

Mr. Hoskins observed that someone could be very technically competent in the field of public transit but lack the requisite leadership skills. He asked that the Board consider leadership characteristics that would help the person translate that experience into the ability to move this organization forward.

Mr. Gillespie said that the ability to critically analyze the system and propose change was important, in addition to familiarity with the American Public Transportation Association (APTA) and Federal Transit Administration (FTA). He said that he wanted to see the District move from a hub-and-spoke design to having better connectivity throughout the community. He hoped that the general manager would be "hands on" and work with planners on routes and departure times, location of stations, etc.

Mr. Necker said that he felt that the hub-and-spoke design was acceptable for the fixed-route service, and the EmX system would provide more direct connections.

Ms. Grossman said that she wanted the general manager to understand that perception is everything, and relationships drive the community in a unique way that set it apart from other communities. The ability to nurture relationships and obtain the support of other leaders was critical, as was a focus on how the general manager and organization could serve the community. The general manager should understand how relationships and service could change the perceptions of LTD in the community. She said that a general manager should also recognize that transit and LTD were an intricate component of a community's vision to grow and be a vibrant, livable place. Transit needs to fit into that broader community vision, and the general manager should be able to mobilize LTD to be a part of that vision.

Ms. Pierce agreed with Ms. Grossman's remarks regarding the importance of perceptions. She said that the new general manager would be LTD's leader and face in the community. She said that she wanted to see a charismatic, well-spoken, politically savvy leader who could gain community support while listening to what the community wants. A leader should be able to inspire greatness in the staff. She said that technical experience was good, but it could be learned; charisma was an innate quality. She said that LTD was an established organization poised for greatness and needed a leader who could realize this potential.

Mr. Yeh questioned if LTD was ready for a leader who was the face of LTD in the community. Ms. Pierce said that LTD was seen in many different ways in the community by users of its various services; a leader could be a focal point for the community.

Mr. Gillespie said that a general manager should have experience in a collective bargaining environment and be a transit user.

Mr. Yeh agreed with the importance of charisma, community involvement, and other qualities mentioned and did not want to see any of those sacrificed in order to hire someone who was technically competent. He said that he wanted to see a seasoned person who had managed a medium- to small-sized agency who could tell the story of the importance of transit and how it supported a healthy community and lifestyle. A general manager should have experience as a transportation advocate and should be able to share the benefits of transit in a way that resonates with the community.

Mr. Wildish said that transit experience is important in order to understand the complexities of operating a transit system. He said that he agreed with the emphasis on community involvement and being the face of LTD to community leaders and transit funding sources. A general manager should be able to communicate the long-range vision of transit in an interesting, relevant way.

Mr. Hoskins asked Board members why LTD seemed to have a poor image in the community.

Mr. Necker said that negative impressions stemmed from the build-out of the bus rapid transit (BRT) system. He said that most people could not visualize the entire system; they only saw the section that affected them. He said that there also was a perception that decisions were made before public input was requested.

Ms. Pierce said that it was not so much the building of the BRT system as a lack of communication surrounding it. She said that a better job could be done of communicating the BRT vision and how it would serve the community now and in the future.

Ms. Grossman said that LTD's reputation had been tarnished by the perception among some in the community that LTD knew what was best for the community and just did it without consultation. She said that was why the ability to listen and nurture community relationships was so important in a leader.

Mr. Gillespie felt that LTD generally enjoyed a good reputation in the community, particularly with users of its services. He said that negative opinions for the most part came from a tax-averse group that did not believe in public spending for public need. He said that LTD could do a better job of attracting choice users.

Mr. Hoskins shared information obtained during interviews with community leaders regarding the qualities of an effective leader. He said that these stories highlighted the importance of listening, taking a soft approach and speaking from the heart, even when faced with an angry or hostile audience. He said that type of leadership fit well with Eugene's community values and was an important characteristic for the general manager. He noted that the people interviewed did not use the pronoun "I," preferring to use "we" and "us" instead.

Ms. Grossman commented that the community valued leaders who were able to show their humanity and vulnerability.

Mr. Wildish agreed that a leader should be able to listen, pay attention, and not be defensive.

Mr. Hoskins said that those qualities were important for leaders in Eugene because of polarity in the community and the value placed on inclusiveness. A leader should be able to unite people around a common goal and do the right thing, even if it was risky.

Mr. Gillespie said that candidates should be asked to give an example of their biggest accomplishment and their biggest failure and describe what they had learned in each instance.

Mr. Hoskins asked how the general manager should influence the Board.

Ms. Pierce said that the ability to build and maintain relationships, and communicate well, were essential.

Ms. Grossman said that the stories from community leaders highlighted the need to have a clear sense of self and the ability to remain true to that self when establishing relationships in the community.

Mr. Necker felt that the traits of humility and compassion were very important.



Mr. Hoskins summarized what he had heard from community interviews:

- Listening was the most important quality for a leader.
- Openness and the ability to create possibilities for humility and trust.
- Nothing could be done without staff support in any organization. LTD, from its general manager to line staff, needed to be good listeners.
- Learning how to understand and work through problems and tolerate dissention should be an organizational value.
- Recognizing the sovereignty of others abilities and thoughts; not assuming you (CEO/GM) are always right; honor what others say and find common ground.
- Do not be a political broker; be astute and able to implement the direction of boards, councils, etc.
- Do not lose sense of self.
- Understand the landscape through listening and learning.
- Less telling and more listening.

Mr. Hoskins said that it was clear that successful leaders in Eugene were nurturing rather than dominating and possessed the ability to learn and listen. He said that LTD had a good reputation at the organizational level; its employees were respected and partnerships valued. The breakdown appeared to be at the political level.

Mr. Wildish pointed out that the general manager had two audiences: internal to the organization and external in the community.

Ms. Grossman said that LTD should be asking community members to share their experiences with its services. She referred to the video of feedback from focus groups that demonstrated how attitudes could be changed when the public was educated about LTD and its services. She said that she hoped to see the District build on that momentum.

Mr. Gillespie said that LTD was now seeing support from other jurisdictions in the region for the projects it was proposing for state funding.

Ms. Pierce reiterated that it was important to hire the right person; and if that person was not among the initial group of candidates, it was acceptable to keep looking.

Ms. Grossman asked how LTD staff would be kept informed about progress in the search for a general manager and if that information should come from the Board. Mr. Hoskins said that he would schedule open meetings where he could discuss progress with interested employees, and written communications also would be used to keep the organization informed. He said that it would be beneficial for staff to hear that the Board was vested in the process, recognized the importance of this hire, and was providing policy guidance and direction. He said that Board members were welcome to participate in any meetings related to hiring a general manager.

Mr. Hoskins said that information on recruitment firm applications and proposed interview questions would be sent to Board members. He said that phone interviews with the two candidate firms would be conducted on May 18, and recommendations would be presented

to the Board at its May 20, 2015, meeting. He said that he hoped to have a firm hired by June 8, but that could be extended if additional time was needed to vet applicants.

**ADJOURNMENT:** Mr. Wildish adjourned the meeting at 4:31 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

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Julie Grossman  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Monday, May 11, 2015

Pursuant to notice given to *The Register-Guard* for publication on May 7, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/work session on Monday, May 11, 2015, beginning at 6:45 p.m., at the LTD Next Stop Center, 1099 Olive Street, Eugene, Oregon.

Present: Gary Wildish, President  
Carl Yeh, Vice President  
Julie Grossman, Secretary  
Ed Necker, Treasurer  
Gary Gillespie  
Angelynn Pierce

Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Vacant Position 3

**CALL TO ORDER/ROLL CALL:** Mr. Wildish convened the meeting and called the roll.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish welcomed those present.

**COMMENTS FROM THE GENERAL MANAGER:** Mr. Kilcoyne introduced Don Nordin, who had been appointed to fill the Subdistrict 3 vacancy on the LTD Board. He said that he anticipated confirmation by the Senate shortly and that Mr. Nordin's first Board meeting would be in June.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** None.

**WORK SESSION:**

**Main-McVay: Recommendations for Preferred Solutions** — Senior Project Manager John Evans said that the Main-McVay Transit Study was being co-managed with the City of Springfield. He introduced Tom Boyatt from the City of Springfield and project consultants Linda Wannamaker and Stefano Viggiano, who would assist in the presentation. He also introduced Stakeholder Advisory Committee (SAC) members Emma Newman, Brett Rowlett, and Randy Hledik. He said that the project was funded in 2011; and since that time, a governance team and SAC were formed. The SAC made recommendations, based on data

and analyses they were provided, to the governance team, which then passed those recommendations on to the Springfield City Council and LTD Board of Directors.

Mr. Boyatt illustrated the scope of the project with a map of the study area. He said that the study area was divided into two segments: the Main Street corridor and the McVay Highway; each had different characteristics and land development. He said that the problems to be solved on Main Street were overcrowded buses, increased travel times and operating costs, vehicle congestion, and safety and security of riders accessing transit stops. He said that projected employment and residential growth in the area and in the community as a whole were likely to worsen those conditions.

Mr. Boyatt noted that the McVay Highway had similar issues; and, additionally, there were no sidewalks and bike lanes, making pedestrian access poor. He said that service demand was different than Main Street, with the Lane Community College (LCC) schedule being a primary factor. There also was an unfunded need to improve the Interstate 5 southbound exit to the 30<sup>th</sup> Avenue ramp. As with Main Street, problems were likely to worsen in the future.

Mr. Boyatt said that the project had five goals, which were developed by the SAC and reviewed and approved by the governance team:

1. Improve corridor transit service
2. Meet current and future demand in a cost-effective and sustainable way
3. Support economic revitalization and redevelopment opportunities
4. Enhance safety and security
5. Enhance other modes of travel in the corridor

Mr. Evans stated that the process for making recommendations began with examination of a broad range of transit solutions, including modes, locations, and stations. The SAC then narrowed those to a range of solutions that made the most sense based on the purpose and need the group had developed. That list was further reduced to the most promising and feasible solutions for the community. He said that if recommendations were approved by the City Council and LTD Board, they would be moved to the environmental process and project development.

Mr. Evans reviewed the extensive public input process. In addition to the SAC, which represented diverse groups and interests, listening sessions were held and comments could also be made on the project website. He emphasized that the City Council and LTD Board were not being asked to make final decisions, but to only determine which solutions should be investigated further. He defined the three options considered for each corridor:

1. No change in current service
2. Enhanced bus (between regular service and bus rapid transit)
3. Bus rapid transit (BRT)

Mr. Evans said that the recommendation, details of which were included in the agenda packet, were as follows:

McVay Highway corridor:

- No change option
- Enhanced bus option

Main Street corridor:

- No change option
- Enhanced bus option
- Bus rapid transit

Mr. Gillespie asked if a Springfield Station transfer was being considered if BRT was only on one section of the route. Mr. Viggiano replied that if BRT was included, efforts would be made to connect it with the existing system. He noted that there were several options for doing that, including severing the connection between Franklin and Gateway so that Gateway would operate as an independent segment. Enhanced bus service would not be connected to BRT service and would require a transfer at the Springfield Station.

Mr. Evans said that the SAC was recommending advancing the options set forth for each corridor to the next phase of the corridor, along with a recommendation for additional safety and lighting improvements as part of the project. He said that SAC recommendations would be considered by the Springfield City Council on May 18 and the LTD Board on May 20.

Mr. Hledik said that he represented property owners on the SAC and listed the other interests represented by members. He described the SAC process and commended members for their commitment to a challenging task. Conclusions and recommendations by the SAC were not unanimous, but were supported by an overwhelming majority of members.

Mr. Rowlett said that he represented LCC staff and students on the SAC. He said that LCC concerns involved more options on the Springfield route and safer pedestrian routes to the school. The McVay corridor was particularly hazardous for pedestrians and bicyclists, so safety improvements were a top priority. He commended SAC members for approaching their task with open minds and no preconceived ideas of what solutions should be considered; all options were on the table.

Ms. Newman, representing the school district on the SAC, said that the recommendations were broad concepts that would be refined during the next phase of the project to determine how best to address current problems and future growth. She said that safety was a common theme during SAC discussions, as was connectivity within the system. She said that the transit study was part of a Main Street vision initiative that encompassed a number of other projects. SAC members were encouraged to participate in all those projects as well in order to have a context for transit issues.

Mr. Necker asked if a transfer at McVay Station had been considered. Mr. Viggiano said that there were too many unknowns at this point, but most transfers were likely to occur at the Springfield Station. Mr. Evans said that those types of details would be addressed during future design studies.

Mr. Rowlett said that there were still many uncertainties around the McVay corridor as Eugene and Springfield refined their respective plans.

Mr. Gillespie expressed concern that ridership was contingent on LCC enrollment. Mr. Rowlett said that LCC enrollment was dependent on the condition of the economy; in difficult times enrollment increased; and when people went back to work, enrollment declined. He said that he felt that more students would elect to travel by bus if it was a convenient option.

Mr. Hledik said that the SAC also considered the City's recently adopted refinement plan that called for a multi-modal transportation corridor and a trunk sewer line being placed along the McVay Highway that could be instrumental in future development. He said that the corridor was not as developed as other routes, which could make it easier to plan for enhancements before development occurred.

Ms. Grossman asked about the nature of dissent on the SAC to the recommended options. Ms. Newman expressed that some members wanted to keep BRT as an option for the McVay segment because of the potential for changes in land use designations and increased residential development, although the timeline for that was unknown. She said that other members did not want to see anything along that segment except the current service. Mr. Hledik added that the reasons for no votes, particularly with respect to BRT, were not well articulated by the dissenters.

Mr. Rowlett said that the SAC did not want to be in a situation where it would be difficult to qualify for federal funding and took a regional perspective that identified options that would increase ridership along the corridor.

Mr. Evans said that the Board would be provided details of options at its next meeting and asked to take action on the SAC's recommendations.

**Economic Analysis:** Mr. Kilcoyne said that a finding of economic recovery was necessary prior to the Board taking action to adjust the payroll tax rate. The Board decided last year to defer that action for one year.

Governmental Relations Manager Edward McGlone stated that in November 2013, LTD commissioned a study by ECONorthwest regarding economic recovery in the region. He said that the study was necessary in order to consider a payroll tax increase as authorized by the legislature. The study included both the criteria required by statute and other discretionary criteria requested by the Board that would provide a more comprehensive picture of the community's economic status. He said that the data had been refreshed since the report was presented to the Board in May 2014.

Mr. McGlone introduced Senior ECONorthwest Economist Andrew Dyke, Ph.D. to present a summary of the updated report entitled *Recent Economic Performance of the Eugene-Springfield Metropolitan Statistical Area*. Dr. Dyke stated that the purpose of the report was to support the Board's decision-making process; it provided information about current economic conditions, but did not make a determination of economic recovery or forecast future economic conditions. He said that data related to the following economic indicators had been analyzed:

- Total employment
- Employment in selected industries
- Unemployment rate and labor force participation rate
- Personal income by place of residence and by place of work
- Selected components of personal income
- Residential and commercial construction permits
- Number of business establishments

Dr. Dyke characterized current conditions as a continued improvement over the previous year, with more positive trends than in the previous report. He reviewed the methodology used in the analysis and discussed the summary of findings and detailed findings for the economic indicators as set forth in the report, using line charts to illustrate growth and trends from 1991 to 2014 in each category.

Ms. Grossman asked if any of the indicators showing a downward trend were more significant than those with upward trends. Dr. Dyke expressed that lack of jobs remained a concern, as did the lack of increase in earnings, although there had not been a significant increase in earnings at the national level either. He said that overall, the trends at the local level were reasonably positive and indicated a growing confidence in the economy.

In response to a question from Mr. Gillespie, Dr. Dyke said that the inflation rate remained at about 2 percent.

**EXECUTIVE (NON-PUBLIC SESSION):** Mr. Wildish announced that the Board would now meet in executive session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**MOTION** Ms. Grossman moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Mr. Gillespie provided the second.

**VOTE** The motion was approved as follows:

AYES: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

The Board entered Executive Session at 8:05 p.m. LTD staff present during executive session included Service Planning Manager Tom Schwetz, Director of Administrative Services Roland Hoskins, Human Relations Manager David Collier, Director of Operations and Customer Satisfaction Mark Johnson, Internal Auditor Cheryl Munkus, Senior Project Manager John Evans, and Government Relations Manager Edward McGlone.

**RETURN TO REGULAR (OPEN) SESSION:** The Board returned to regular session at 8:21 p.m.

**ADJOURNMENT:** There being no further business, Mr. Wildish adjourned the meeting at 8:21 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

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Julie Grossman  
Board Secretary

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Jeanne Schapper  
Clerk of the Board



**at your service**

*Lane Transit District  
P. O. Box 7070  
Springfield, Oregon 97475  
(541) 682-6100  
Fax: (541) 682-6111*

**CONSENT CALENDAR ITEM:  
RESOLUTION REAFFIRMING DISTRICT BOUNDARIES**

Prepared by Andy Vobora, Director of Customer Services and Planning  
June 17, 2015

**ACTION REQUESTED:**

Approval of resolution reaffirming District boundaries

**BACKGROUND:**

Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2015-2016. Attached for the Board's approval, as part of the Consent Calendar for June 17, 2015, is a resolution reaffirming LTD's boundaries for the coming fiscal year.

**CONSEQUENCES OF REQUESTED ACTION:**

The District will operate within the boundaries set forth in Ordinance No. 42.

**ATTACHMENT:**

LTD Resolution No. 2015-023, A Resolution Reaffirming the Territory in the District Within Which the Transit System Will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a).

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**RESOLUTION**

**LANE TRANSIT DISTRICT**

LTD Resolution No. 2015-023

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT  
WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN  
ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a)

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 2015– 2016, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 42.

June 17, 2015  
Date Adopted

\_\_\_\_\_  
Board President

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** APPROVAL OF FISCAL YEAR 2014-2015 SUPPLEMENTAL BUDGET

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

**ACTION REQUESTED:** (1) Hold a public hearing on Fiscal Year 2014-2015 Supplemental Budget.  
(2) Approve the resolution adjusting the Fiscal Year 2014-2015 Adopted Budget for the Medicaid Fund as described below.

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### **BACKGROUND:**

The FY 2014-2015 Adopted Budget is being adjusted for the following reasons:

#### **General Fund**

Requirements - The transfer to the Medicaid Fund is being increased by \$100,000 to cover the increased match requirement for the Medicaid Non-Medical (Waivered) program.

#### **Medicaid Fund**

Resources – Increase Medicaid revenue by \$2,000,000 to fund additional trips under the Non-Emergency Medical Transportation (NEMT) Program. On January 1, 2014, approximately 18,000 additional individuals became eligible for this service leading to increased usage of the program. Increase the transfer from

Requirements - The Medicaid program costs are being increased by \$2,000,000 (\$181,600 from contingency and the addition of \$1,818,400) to cover increased trips under the NEMT program. The Medicaid Non-Medical (Waivered) Program is being increased to cover the increased match requirement for the program.

### **RESULTS OF RECOMMENDED ACTION:**

The FY 2014-2015 Adopted Budget will be modified for the noted changes so that anticipated expenditures and transfers will not exceed amended appropriations as required by Oregon Local Budget Law.

**ATTACHMENT:** LTD Resolution No. 2015-024

**PROPOSED MOTION:** I move approval of LTD Resolution No. 2015-024, which amends the LTD Fiscal Year 2014-2015 budget as represented in the resolution.

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## LANE TRANSIT DISTRICT RESOLUTION NO. 2015-024

Be it resolved that appropriations for the Fiscal Year 2014-2015 Budget adopted by the Lane Transit District Board of Directors be adjusted as indicated below.

### General Fund

#### Requirements

Transfer to Medicaid Fund	172,000	100,000	272,000
Operating Contingency	1,000,000	(100,000)	900,000
	<u>1,172,000</u>	<u>-</u>	<u>1,172,000</u>

### Medicaid Fund

#### Resources

Medicaid	7,106,900	1,900,000	9,006,900
Transfer from General Fund	172,000	100,000	272,000
	<u>7,278,900</u>	<u>2,000,000</u>	<u>9,278,900</u>

#### Requirements

Transit Services	7,278,900	2,000,000	9,278,900
Contingency	181,600	(181,600)	-
	<u>7,460,500</u>	<u>1,818,400</u>	<u>9,278,900</u>

Adopted by Lane Transit District Board of Directors on the 17th day of June, 2015.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** ADOPTION OF FISCAL YEAR 2015-2016 BUDGET

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

**ACTION REQUESTED:** (1) Hold a public hearing on Fiscal Year 2015-2016 Budget.  
(2) Adopt Fiscal Year 2015-2016 Budget by attached resolution.

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### BACKGROUND:

The LTD Budget Committee approved the budget for Fiscal Year 2015-2016 on May 20, 2015. The fixed-route operating budget is \$42,333,100. The legal total of all combined funds, plus reserves and transfers, is \$180,352,400. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2015.

The budget described in the attached resolution for all Lane Transit District funds is the same as the budget that was approved by the LTD Budget Committee on May 20 with one correction. There has been an increase in the appropriation of \$250,000 to budget for pass-through funds going to the City of Eugene to fund their SmartTrips program. These funds were part of the Oregon Department of Transportation's STIP Enhanced grant program that awarded funds to both Point2point & the City of Eugene.

Following the close of the public hearing, the Board must act to either adopt the budget as presented or amend the budget and then adopt it.

Budget highlights and a brief overview will be presented at the June 17 Board meeting. A copy of the final budget document will be provided to each member of the Budget Committee following adoption of a FY 2015-2016 budget.

### RESULTS OF RECOMMENDED ACTION:

Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2015-2016 business plan beginning July 1, 2015.

**ATTACHMENTS:**

- (1) Lane Transit District Resolution No. 2015-025
- (2) General Fund Approved Budget
- (3) Accessible Services Fund Approved Budget
- (4) Medicaid Fund Approved Budget
- (5) Capital Projects Fund Approved Budget

**PROPOSED MOTION:** I move approval of Resolution No. 2015-025, adopting the LTD Fiscal Year 2015-2016 approved budget as presented and appropriating \$180,602,400 as represented in the resolution.

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**LANE TRANSIT DISTRICT RESOLUTION NO. 2015-025**

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for Fiscal Year 2015-2016 in the total combined fund sum of \$180,602,400 now on file at the Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below, are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Transit Services	\$42,583,100
 <u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Accessible Services Fund	2,586,900
Transfer to Medicaid Fund	195,000
Transfer to Capital Projects Fund	1,667,600
Operating Contingency	1,000,000
Other Contingency	14,075,700
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-operating	<u>20,525,200</u>
 Total General Fund	 <u>63,108,300</u>
 <u>ACCESSIBLE SERVICES FUND</u>	
Transit Services	6,931,200
Operating Contingency	<u>130,000</u>
Total Accessible Services Fund	<u>7,061,200</u>
 <u>MEDICAID FUND</u>	
Transit Services	9,411,600
Operating Contingency	<u>134,200</u>
Total Medicaid Fund	<u>9,545,800</u>
 <u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	91,931,700
Capital Reserve	<u>8,955,400</u>
Total Capital Projects Fund	<u>100,887,100</u>

\_\_\_\_\_  
June 17, 2015  
Date Adopted

\_\_\_\_\_  
Board President

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**Lane Transit District  
General Fund  
Fiscal Year 2015-2016**

Resources	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Beginning Working Capital</b>	<b>\$12,305,770</b>	<b>\$15,898,627</b>	<b>\$16,830,100</b>	<b>\$17,882,800</b>	<b>\$17,908,200</b>	<b>\$17,908,200</b>
<b>Operating Revenues</b>						
Cash Fares & Passes	4,317,885	4,438,630	4,456,700	4,639,200	4,714,500	4,714,500
Group Passes	2,596,422	2,630,319	2,667,000	2,576,700	2,550,000	2,550,000
Advertising	287,500	460,000	310,000	437,000	437,000	437,000
Special Services	439,110	204,191	161,300	170,300	152,000	152,000
	<b>\$7,640,917</b>	<b>\$7,733,140</b>	<b>\$7,595,000</b>	<b>\$7,823,200</b>	<b>\$7,853,500</b>	<b>\$7,853,500</b>
<b>Nonoperating Revenues</b>						
Payroll Taxes	24,891,778	25,374,737	27,835,500	28,131,000	30,100,200	30,100,200
Self-employment Taxes	1,576,826	1,647,329	1,600,000	1,590,600	1,680,000	1,680,000
State-in-Lieu	1,941,063	1,914,665	2,040,000	570,300	200,000	200,000
Federal Assistance	5,228,522	5,069,829	4,936,100	4,800,000	4,800,000	4,800,000
State Assistance	0	723,888	0	0	0	0
Local Assistance	13,700	42,385	16,000	51,460	15,000	15,000
Miscellaneous	351,024	316,476	115,700	354,500	253,400	253,400
Interest	72,833	83,006	90,000	56,000	48,000	48,000
	<b>\$34,075,746</b>	<b>\$35,172,315</b>	<b>\$36,633,300</b>	<b>\$35,553,860</b>	<b>\$37,096,600</b>	<b>\$37,096,600</b>
<b>Total Resources</b>	<b>\$54,022,433</b>	<b>\$58,804,082</b>	<b>\$61,058,400</b>	<b>\$61,259,860</b>	<b>\$62,858,300</b>	<b>\$62,858,300</b>

Requirements	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Operating Requirements</b>						
Personnel Services	26,612,484	27,662,504	30,091,300	28,725,600	31,626,600	31,626,600
Materials & Services	7,304,297	7,978,750	9,745,800	8,363,720	9,598,200	9,598,200
Insurance & Risk Services	1,211,535	1,071,978	1,041,300	1,037,600	1,108,300	1,108,300
	<b>\$35,128,316</b>	<b>\$36,713,232</b>	<b>\$40,878,400</b>	<b>\$38,126,920</b>	<b>\$42,333,100</b>	<b>\$42,333,100</b>
<b>Transfers</b>						
Transfer to Accessible Services Fund	1,395,490	2,252,912	1,979,700	1,687,940	2,586,900	2,586,900
Transfer to Medicaid Fund	0	162,436	172,000	185,700	195,000	195,000
Transfer to Capital Projects Fund	1,600,000	1,792,700	3,351,100	3,351,100	1,667,600	1,667,600
	<b>\$2,995,490</b>	<b>\$4,208,048</b>	<b>\$5,502,800</b>	<b>\$5,224,740</b>	<b>\$4,449,500</b>	<b>\$4,449,500</b>
<b>Reserves</b>						
Operating Contingency	0	0	1,000,000	0	1,000,000	1,000,000
Working Capital	0	0	12,677,200	0	14,075,700	14,075,700
Self-Insurance, Risk, and HRA Liability	0	0	1,000,000	0	1,000,000	1,000,000
	<b>\$0</b>	<b>\$0</b>	<b>\$14,677,200</b>	<b>\$0</b>	<b>\$16,075,700</b>	<b>\$16,075,700</b>
<b>Total Requirements</b>	<b>\$38,123,806</b>	<b>\$40,921,280</b>	<b>\$61,058,400</b>	<b>\$43,351,660</b>	<b>\$62,858,300</b>	<b>\$62,858,300</b>

<b>Total FTE</b>	<b>310.03</b>	<b>313.27</b>	<b>313.27</b>	<b>314.37</b>	<b>322.52</b>	<b>322.52</b>
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Percentage Change Analysis	FY 2013-14 Actual compared with FY 2012-13 Actual	FY 2014-15 Estimate compared with FY 2013-14 Actual	FY 2014-15 Estimate compared with FY 2013-14 Actual	FY 2015-16 Proposed compared with FY 2014-15 Budget	FY 2015-16 Approved compared with FY 2014-15 Budget
Total Resources	8.9%		4.2%	2.9%	2.9%
Total Operating Revenues	1.2%		1.2%	3.4%	3.4%
Total Nonoperating Revenues	3.2%		1.1%	1.3%	1.3%
Total Requirements	7.3%		5.9%	2.9%	2.9%
Total Operating Requirements	4.5%		3.9%	3.6%	3.6%
Total Transfers	40.5%		24.2%	-19.1%	-19.1%
Total Reserves				9.5%	9.5%



**Lane Transit District  
Accessible Services Fund  
Fiscal Year 2015-2016**

Resources	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Beginning Working Capital</b>	\$290,630	\$255,018	\$231,600	\$215,230	\$215,200	\$215,200
<b>Operating Revenues</b>						
Passenger Fares	336,202	335,367	337,500	336,400	362,200	362,200
Federal Assistance	3,117,391	2,560,098	2,929,200	2,911,700	2,697,400	2,697,400
State Assistance	481,149	597,270	1,263,000	1,233,810	1,076,300	1,076,300
Local Assistance	90,000	103,220	97,900	109,550	123,200	123,200
Miscellaneous	1,146	743	0	200	0	0
	\$4,025,888	\$3,596,698	\$4,627,600	\$4,591,660	\$4,259,100	\$4,259,100
<b>Other Sources</b>						
Transfer from General Fund	1,395,490	2,252,912	1,979,700	1,687,940	2,586,900	2,586,900
	\$1,395,490	\$2,252,912	\$1,979,700	\$1,687,940	\$2,586,900	\$2,586,900
<b>Total Resources</b>	<b>\$5,712,008</b>	<b>\$6,104,628</b>	<b>\$6,838,900</b>	<b>\$6,494,830</b>	<b>\$7,061,200</b>	<b>\$7,061,200</b>

Requirements	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Operating Requirements</b>						
<b>Eugene/Springfield Services</b>						
ADA RideSource	4,486,213	4,932,371	5,268,900	5,238,900	5,823,800	5,823,800
Transit Training and Hosts	138,669	122,517	150,600	124,700	144,400	144,400
Special Transport	86,599	92,739	108,100	106,500	99,900	99,900
	\$4,711,481	\$5,147,627	\$5,527,600	\$5,470,100	\$6,068,100	\$6,068,100
<b>Rural Lane County Services</b>						
South Lane	102,210	123,435	115,000	126,900	124,900	124,900
Florence	165,576	165,379	188,100	190,800	193,800	193,800
Oakridge	196,855	217,625	243,200	229,500	243,800	243,800
	\$464,641	\$506,439	\$546,300	\$547,200	\$562,500	\$562,500
<b>Other Services</b>						
Mobility Management	160,413	165,784	260,000	150,000	175,000	175,000
Crucial Connections	3,141	1,193	9,300	7,150	5,300	5,300
Veterans Transportation	19,301	13,819	32,000	25,150	20,300	20,300
Lane County Coordination	90,777	54,540	112,000	80,000	100,000	100,000
	\$273,632	\$235,336	\$413,300	\$262,300	\$300,600	\$300,600
<b>Total Operating Requirements</b>	<b>\$5,449,754</b>	<b>\$5,889,402</b>	<b>\$6,487,200</b>	<b>\$6,279,600</b>	<b>\$6,931,200</b>	<b>\$6,931,200</b>
<b>Transfer to Capital Fund</b>	<b>\$7,236</b>	<b>\$0</b>	<b>\$168,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$183,700</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$130,000</b>
<b>Total Requirements</b>	<b>\$5,456,990</b>	<b>\$5,889,402</b>	<b>\$6,838,900</b>	<b>\$6,279,600</b>	<b>\$7,061,200</b>	<b>\$7,061,200</b>

Percentage Change Analysis	FY 2013-14 Actual compared with FY 2012-13 Actual		FY 2014-15 Estimate compared with FY 2013-14 Actual	FY 2015-16 Proposed compared with FY 2014-15 Budget	FY 2015-16 Approved compared with FY 2014-15 Budget
Total Resources	6.9%		6.4%	3.3%	3.3%
Transfer from General Fund	61.4%		-25.1%	30.7%	30.7%
Total Requirements	7.9%		6.6%	3.3%	3.3%



**Lane Transit District  
Medicaid Fund  
Fiscal Year 2015-2016**

Resources	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Beginning Working Capital</b>	<b>\$151,801</b>	<b>\$132,739</b>	<b>\$181,600</b>	<b>\$134,150</b>	<b>\$134,200</b>	<b>\$134,200</b>
<b>Operating Revenues</b>						
Medicaid Nonemergency Medical Transportation	4,670,208	5,796,208	6,628,800	8,169,500	8,578,000	8,578,000
Medicaid Waiverd Transportation	552,160	465,617	478,100	608,300	638,600	638,600
State Assistance	147,321	0	0	0	0	0
Interest	3,241	1,870	0	0	0	0
	<b>\$5,372,930</b>	<b>\$6,263,695</b>	<b>\$7,106,900</b>	<b>\$8,777,800</b>	<b>\$9,216,600</b>	<b>\$9,216,600</b>
<b>Other Sources</b>						
Transfer from General Fund	0	162,436	172,000	185,700	195,000	195,000
	<b>\$0</b>	<b>\$162,436</b>	<b>\$172,000</b>	<b>\$185,700</b>	<b>\$195,000</b>	<b>\$195,000</b>
<b>Total Resources</b>	<b>\$5,524,731</b>	<b>\$6,558,870</b>	<b>\$7,460,500</b>	<b>\$9,097,650</b>	<b>\$9,545,800</b>	<b>\$9,545,800</b>

Requirements	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Operating Requirements</b>						
Medicaid Medical Services						
Services	3,843,869	4,675,695	5,365,700	6,854,800	7,197,500	7,197,500
Mobility Management	57,344	66,042	166,600	117,400	123,300	123,300
Program Administration	787,892	1,054,926	1,096,500	1,197,300	1,257,200	1,257,200
	<b>\$4,689,105</b>	<b>\$5,796,663</b>	<b>\$6,628,800</b>	<b>\$8,169,500</b>	<b>\$8,578,000</b>	<b>\$8,578,000</b>
Medicaid Non-Medical (Waiverd) Services						
Services	375,176	331,704	439,900	579,600	608,600	608,600
Mobility Management	23,598	22,975	20,900	36,800	38,600	38,600
Program Administration	108,161	74,318	5,900	4,100	4,200	4,200
Grant Program Match Requirements	195,952	199,056	183,400	173,500	182,200	182,200
	<b>\$702,887</b>	<b>\$628,053</b>	<b>\$650,100</b>	<b>\$794,000</b>	<b>\$833,600</b>	<b>\$833,600</b>
<b>Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$181,600</b>	<b>\$0</b>	<b>\$134,200</b>	<b>\$134,200</b>
<b>Total Requirements</b>	<b>\$5,391,992</b>	<b>\$6,424,716</b>	<b>\$7,460,500</b>	<b>\$8,963,500</b>	<b>\$9,545,800</b>	<b>\$9,545,800</b>

Percentage Change Analysis	FY 2013-14 Actual compared with FY 2012-13 Actual	FY 2014-15 Estimate compared with FY 2013-14 Actual	FY 2014-15 Proposed compared with FY 2014-15 Budget	FY 2015-16 Approved compared with FY 2014-15 Budget
Total Resources	18.7%	38.7%	28.0%	28.0%
Total Requirements	19.2%	39.5%	28.0%	28.0%





Lane Transit District  
Capital Projects Fund  
Fiscal Year 2015-2016

Resources	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Beginning Working Capital</b>	\$1,516,795	\$3,394,719	\$5,760,600	\$3,549,900	\$5,356,800	\$5,356,800
<b>Grants</b>						
Federal Assistance	1,885,376	9,399,106	85,913,900	17,688,900	78,379,700	78,379,700
State Assistance	1,600,000	23,154	13,200,000	2,948,000	15,483,000	15,483,000
Local Assistance	16,114	73,762	0	0	0	0
	\$3,501,490	\$9,496,022	\$99,113,900	\$20,636,900	\$93,862,700	\$93,862,700
<b>Other Sources</b>						
Transfer from General Fund	1,600,000	1,792,700	3,351,100	3,351,100	1,667,600	1,667,600
Transfer from Accessible Services Fund	7,236	0	168,000	0	0	0
	\$1,607,236	\$1,792,700	\$3,519,100	\$3,351,100	\$1,667,600	\$1,667,600
<b>Total Resources</b>	\$6,625,521	\$14,683,441	\$108,393,600	\$27,537,900	\$100,887,100	\$100,887,100

Requirements	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Estimate	FY 2015-16 Proposed	FY 2015-16 Approved
<b>Capital Outlay</b>						
<b>Frequent Transit Network</b>						
West Eugene EmX Extension	934,113	7,446,141	87,197,800	14,232,500	72,740,000	72,740,000
Gateway EmX Extension	165,126	853,424	600,000	66,000	0	0
Main Street-McVay Transportation Study	45,932	187,865	716,100	660,000	1,850,000	1,850,000
MovingAhead	0	8,047	638,000	355,000	0	0
	\$1,145,171	\$8,495,477	\$89,151,900	\$15,313,500	\$74,590,000	\$74,590,000
<b>Other Projects</b>						
Revenue Vehicles - Fixed Route	0	74,317	12,799,900	3,008,000	6,930,000	6,930,000
Revenue Vehicles - Accessible Services	44,423	138,815	840,000	200,000	0	0
Support Vehicles	19,763	102,075	100,000	100,000	100,000	100,000
Stations, Shelters & Facilities	1,228,135	1,240,181	741,800	1,038,000	2,421,800	2,421,800
Computer Hardware & Software	382,591	933,505	2,589,900	1,912,000	5,145,600	5,145,600
Intelligent Transportation Systems	22,999	10,862	375,500	8,000	698,000	698,000
Transit Security Projects	332,477	32,222	723,600	421,600	715,000	715,000
Communications Equipment	0	0	653,800	45,000	439,700	439,700
Shop Equipment	40,859	27,845	30,000	115,000	75,000	75,000
Miscellaneous Equipment	14,384	78,246	140,000	20,000	816,600	816,600
	\$2,085,631	\$2,638,068	\$18,994,500	\$6,867,600	\$17,341,700	\$17,341,700
<b>Total Capital Outlay</b>	\$3,230,802	\$11,133,545	\$108,146,400	\$22,181,100	\$91,931,700	\$91,931,700
<b>Reserves</b>	\$0	\$0	\$247,200	\$0	\$8,955,400	\$8,955,400
<b>Total Requirements</b>	\$3,230,802	\$11,133,545	\$108,393,600	\$22,181,100	\$100,887,100	\$100,887,100

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** FISCAL YEAR 2015-16 *LTD ROAD MAP*

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

**ACTION REQUESTED:** Approve the Fiscal Year 2015-16 *LTD Road Map*

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### BACKGROUND:

In 2003 David Funk worked with Lane Transit District to develop the LTD Brand Plan. This work involved a task team consisting of a member of the Board of Directors, senior staff, bus operators, customer service staff, administrative staff, and maintenance staff. The final document that was created has been used extensively by the marketing and communications work group in the execution of a variety of brand elements. Additionally, key brand plan elements were incorporated into the organization's strategic plan titled *The LTD Road Map*.

*The LTD Road Map* has been updated a number of times since the mid-2000s. These updates have been minor in nature and have focused primarily on developing more specificity in the work plan elements. During the past two years, the Board and staff have discussed the District's vision through a series of workshops. During this same period, there has been detailed development of supporting plans such as the Capital Improvement Program, the Regional Transportation Options Plan, the Long-Range Transit Plan, and an update to the Lane Coordinated Human Services Transportation Plan.

In an effort to better define the District's vision and overall strategic direction, staff began discussions around how best to incorporate supporting plans and clarify the vision in a way that captures what the District aspires to provide to the community.

At the LTD Board of Director's annual strategic planning workshop in March 2014, the Board had an opportunity to review progress on the District's effort to recast the vision and mission into statements of *Why we do what we do*, and *How we do what we do*. Jen Bell, of Bell+Funk, provided an update and engaged the Board in a discussion of the draft *How* statements.

In June 2014 staff reviewed the *Why* and *How* statements; and over the subsequent months, staff worked on finalizing the *What* statements. The complete *Why*, *How*, and *What* statements were finalized and reviewed with the Board at the November 2014 strategic planning work session.

Staff have now completed the performance outcomes, which provide specific targets for the District to aspire to over the coming fiscal year.

**ATTACHMENTS:** Fiscal Year 2015-16 *LTD Road Map*

**PROPOSED MOTION:** I move approval of Resolution No. 2015-026, a resolution to approve the Fiscal Year 2015-16 Lane Transit District *Road Map* as presented.

Q:\Reference\Board Packet\2015\6\June 17 Reg Mtg\LTD FY 2015-16 Road Map Adoption AIS.docx

# The LTD Road Map

## Introduction

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Lane Transit District plays a key role in maintaining a high quality of life and helps promote social equity in the Eugene-Springfield metropolitan area and surrounding communities. LTD provides an attractive transportation option that helps the entire community's transportation network operate more efficiently. With nearly 11 million annual customer boarding's, transit is a critical element in achieving the community's sustainability goal and in reducing the region's emission of greenhouse gases.

LTD services to the community include:

- Fixed-route bus service
- EmX bus rapid transit service
- Event service express routes
- Point2point transportation options program (carpool, vanpool, employer programs)
- Paratransit service (origin to destination service for the elderly and people with disabilities)
- Medicaid non-emergency medical transportation service

The *LTD Road Map* addresses why we exist, how we provide service, and what we do to support the community in achieving its goals. It provides a basis for who we are and where we want to go. The components of *The LTD Road Map* are dynamic and meant to be evaluated annually.

## Why we do what we do:

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We believe in providing people with the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community.

## How we do it:

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- We serve the community with respect.
- We continuously question if there's a better way.
- We plan for a sustainable future.
- We collaborate internally and externally.
- We care for our employees, customers, and business partners.

## What we do:

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- We provide accessible and reliable transit services that address the needs of the community.
- We provide a viable alternative to the automobile through high-quality transportation options, programs, and services.
- We provide leadership in transportation planning in our communities.
- We practice safety, and maintain safe and accessible vehicles, services, and facilities.
- We practice sound fiscal and sustainability management.

***We provide accessible and reliable transit services that address the needs of the community.***

Performance Outcomes:

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- Maintain fixed-route, and paratransit on-time performance of 90 percent.
- Maintain goal of less than .5 percent missed trips
- Within the metro area, provide fixed-route service coverage within 90 percent of jobs and 85 percent households. A one-third mile standard will be used to calculate these metrics.
- Achieve an 80 percent overall approval rating on customer and community satisfaction surveys.
- Achieve a 10 percent improvement in miles between road calls.

***We provide viable alternatives to the automobile through high-quality transportation options, programs, and services.***

Performance Outcomes:

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- Increase per capita ridership from 37 to 38.
- Expand regional vanpools from 16 to 18 vans.
- Increase passenger miles by 3 percent per year.

***We practice sound fiscal and sustainability management.***

Performance Outcomes:

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- Maintain fixed-route cost per passenger boarding/passenger mile below \$3.50 (with adjustments for inflation).
- Maintain paratransit cost per passenger trip at or below \$30.00 (with adjustments for inflation).
- Lower administrative overhead expenses to no more than 20 percent of the General Fund budget.
- Maintain negative employee turnover (employees who leave for reasons other than retirement or forced termination) at 3 percent or less.
- Achieve and maintain the ISO 14001 environmental and sustainability management system certification for the LTD Glenwood facility.
- Achieve the Gold Level in the APTA Sustainability Commitment program by 2016.

***We provide leadership in the development of the region's transportation system.***

Performance Outcomes:

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- LTD staff and Board members are to develop and maintain relationships with community, state, and federal organizations.
- Actively seek and support partner jurisdiction's grant applications that support the District's effort to build and maintain the infrastructure needed to develop the region's transportation system.

- Identify and cultivate leadership within the organization through continuous training and development programs ensuring that all employees develop the competencies necessary to effectively accomplish their work.
- Play an active role in local, state, and federal legislative efforts that support transit and transportation options programs.

***We practice safety and maintain safe and accessible vehicles, services, and facilities.***

Performance Outcomes:

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- Maintain the number of workplace accidents resulting in a claim to fewer than 20.
- Maintain the number of time-loss hours per hours worked at .0025
- Maintain a fixed-route goal of less than one preventable accident per 100,000 miles.
- Maintain a paratransit goal of less than one preventable accident per 100,000 miles.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** PUBLIC RECORDS REQUEST POLICY

**PREPARED BY:** Jeanne Schapper, Executive Office Manager/Clerk of the Board

**ACTION REQUESTED:** Adopt Public Records Request Policy

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### BACKGROUND:

Under Oregon Public Records Law, every person has a right to inspect nonexempt public records of government agencies, subject to reasonable procedures and restrictions. The District recognizes and respects the public's right to access public records; and as such, has maintained a public records policy.

Further, Oregon Revised Statutes authorizes LTD to establish fees reasonably calculated to reimburse LTD for its actual cost of making public records available.

Technology and laws are constantly changing, requiring that the District reexamine its policies and procedures. The implementation of LTD's new website presented an opportunity for the District to review its current public records policy. Staff determined that a complete rebuild of the policy was in order.

Each year, the Oregon Legislature discusses measures that could potentially change public meetings and public records law. Even though the 2015 Legislature is taking a long, hard look at public meetings and public records law, staff would like to move forward with the new policy. With the overhauling of LTD's website, having a more streamlined process for the public to make a request for public records outweighs the possibility that the new policy will require legislatively-imposed updates in the near future. Further, we cannot predict that the legislature will pass any laws that would materially affect this policy.

Attached is a draft policy for public records requests. Attorney Dwight Purdy also will be present at the meeting to answer questions.

### ATTACHMENTS:

- 1) Exhibit 1: Public Records Request Policy
  - 2) Exhibit 1.A: Public Records Request Form
  - 3) Exhibit 1.B: Public Records Fee Schedule
  - 4) Resolution No. 2015-027, Establishing a Public Records Policy and Setting Fees
- (Copies of Resolution No. 2015-027 also are available at the Lane Transit District office in Glenwood and will be posted soon on LTD's new Website, [ltd.org](http://ltd.org).)*

### PROPOSED MOTIONS:

- (1) I move that Resolution No. 2015-027 be read by title only.

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

**RESOLUTION NO. 2015-027, A RESOLUTION ESTABLISHING A PUBLIC RECORDS POLICY AND SETTING FEES**

(2) I move the following resolution:

LTD Resolution No. 2015-027: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Resolution No. 2015-027, a Resolution Establishing a Public Records Policy and Setting Fees.

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## Exhibit 1

### Public Records Request Policy

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#### Objective

To ensure that all public records requests are handled in a consistent manner and in compliance with state law.

#### Application

This policy applies to any request for public records, pursuant to Oregon Public Records Law, unless otherwise stated herein.

#### Policy

##### Section I. – General Information

Pursuant to ORS 192.420 (1), every person has a right to inspect any non-exempt public record of Lane Transit District (“LTD”). LTD recognizes and respects the public’s right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner.

Some records are exempt from disclosure, in whole or in part.

The Executive Office Manager/Clerk of the Board shall be designated as the Public Records Officer.

##### Section II. – Making a Public Records Request

A request for public records that are in the custody of LTD may be made by submitting a written request to the Public Records Officer. Public records requests may be submitted in person, by mail, by fax, or by e-mail. The request form is available online at [ltd.org](http://ltd.org), or at the Administration Office at 3500 E. 17<sup>th</sup> Avenue, Eugene (in Glenwood).

##### Mailing Address:

Public Records Officer  
P.O. Box 7070  
Springfield, OR 97475

##### Physical Address:

Public Records Officer  
3500 E. 17<sup>th</sup> Avenue  
Eugene, OR 97403

##### Other Contact Information:

[recordsrequest@ltd.org](mailto:recordsrequest@ltd.org)  
Phone: 541-682-6100  
Fax: 541-682-6111  
[www.ltd.org](http://www.ltd.org)

All written requests must be submitted on LTD’s Public Records Request Form, which is attached as **Exhibit 1.A**. The Public Records Request Form must be fully completed and must include the following information from the requestor: (1) name; (2) mailing address; (3) e-mail address; (4) telephone number; and (5) a sufficiently detailed description of the record(s) requested to allow LTD to search for and identify responsive records. The Public Records Request Form must be signed and dated by the requestor.

LTD may request additional information or clarification from the requestor, as necessary.

If the requestor is a party to a judicial proceeding to which LTD is a party, or has filed a notice under ORS 30.275, and asks to inspect or receive a copy of a public record that the requestor knows relates to the proceeding or notice, the requestor must submit the request in writing to the Public Records Officer and, at the same time, the attorney for LTD.



### Section III. – Calculation of Fees

ORS 192.440 allows LTD to establish fees reasonably calculated to reimburse LTD for its cost of making public records available. LTD calculates fees for responses to public records requests as set forth below and in the Fee Schedule, which is attached as **Exhibit 1.B**. The Fee Schedule may be updated, as appropriate, by the LTD Board of Directors.

- A. Attorney Fees. LTD may charge for attorney fees for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.
- B. Pre-payment of Fees and Cost Estimates. Payment of fees is required before LTD provides the requested record(s). For cost estimates less than \$25.00, LTD will not provide an estimate of fees in advance. Cost estimates that exceed \$25.00 will be provided to the requestor, and LTD requires pre-payment of one-half of the estimated fee before taking further action on the request. Payment of the remaining fees is required before LTD provides the requested record(s). If the actual charges are less than the prepayment, any overpayment will be refunded in a timely manner.
- C. ADA Format. No additional fees will be charged for providing a record in an alternate format in accordance with the Americans with Disabilities Act.
- D. Fee Waivers or Reductions. Pursuant to ORS 192.440 (5), LTD may reduce or waive fees if it determines that doing so is “in the public interest because making the record available primarily benefits the general public.” Release of public records are “‘in the public interest’ when it affects the community or society as a whole, in contrast to a concern or interest of a private individual or entity.”<sup>1</sup> The decision to waive or reduce fees is within the discretion of the Public Records Officer. Requests for a fee waiver or reduction must be evaluated on a case-by-case basis by the Public Records Officer, based on the following factors:
  - 1. Financial hardship on the public body;
  - 2. The extent of time and expense and interference with the business of the public body;
  - 3. The volume of the records requested;
  - 4. The necessity to segregate exempt from nonexempt materials; and
  - 5. The extent to which an inspection of the records is insufficient for the public interest or for the particular needs of the requestor.<sup>1</sup>
- E. Transit Union. Requests from an authorized Amalgamated Transit Union Local 757 representative for a limited number of easily available documents will not be charged. All other requests will be charged in accordance with Section 3, above.

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<sup>1</sup> State of Oregon Department of Justice Attorney General’s Public Records and Meetings Manual, 2014, (State of Oregon acting by and through its Department of Justice), 19-23.

#### Section IV. – LTD Response to Public Records Request

LTD shall respond to a person who makes a written request for public records as soon as practicable and without unreasonable delay. However, it will be done in such a manner so as to provide the least disruption to the regularly scheduled workload of each department.

The response will acknowledge receipt of the request and will include one of the following:

- A. A statement that LTD does not possess, or is not custodian of the public record(s);
- B. A statement from LTD that it needs clarification of the request;
- C. Copies of all requested public records for which LTD does not claim an exemption from disclosure under ORS 192.410 to 192.505;
- D. For cost estimates that exceed \$25.00, a cost estimate for providing the records, requiring pre-payment of the estimated fee before LTD will take any further action on the request, with instructions on how to pay the fees;
- E. A statement that LTD is the custodian of at least some of the requested public records and the amount of time LTD needs before the records will be available to the requestor;
- F. A statement that LTD is uncertain if it possesses the public record and that LTD will search for the record and make an appropriate response as soon as practicable; or
- G. A statement that the requested record(s) are exempted from public disclosure under state and/or federal law.

*Protecting the Rights of Others: If the requested record(s) contain information that may affect the rights of others, the Public Records Officer or designee may provide notice and allow time for action by the other parties before providing the requested records.*

#### Section V. – Procedure for Inspecting Records at LTD

A requestor must complete the Public Records Request Form as set forth in Section 2 of this policy. A requestor requesting to inspect records at LTD shall also call the Public Records Officer and indicate the number of people seeking to inspect the requested record(s) so that a conference room may be reserved. Once LTD has received and reviewed the request, the requestor will be contacted when the records are ready for the requestor's review. Fees will be charged in accordance with Section 3, above.

A space will be provided to the requestor for reviewing the public record(s). There will be an hourly charge for a staff person's time to supervise the requestor's inspection of records. This fee must be paid in advance. Any pages to be copied should be marked by the requestor with a post-it note, which LTD will provide.

When the requestor has completed his/her review, the requestor shall return the record(s) in the same order and condition as provided. The requestor will be contacted when copies are available for pick-up. As set forth in Section 3, pre-payment of fees will be required.

#### Section VI. – Requests for Information

It is important to distinguish between a request for information and a public records request. As articulated in the Attorney General's Public Records and Meetings Manual, Oregon Public Records Law does not impose on public bodies the duty to create public records.

LTD shall not create any new documents or customize any existing documents in response to a public records request. However, LTD may prepare and release a condensation from a record as permitted under ORS 192.423.

#### Section VII. – Review of Denials of Public Records

- A. Denial: Within five (5) business days of LTD's issuance of a denial or partial denial of the requestor's public records request, the requestor may petition the Public Records Officer in writing for a review of that decision. The petition must clearly identify the reasons the requestor disagrees with LTD's denial. The Public Records Officer will provide the petition and any other relevant information to the General Manager, or his/her designee. The General Manager, or his/her designee, will promptly consider the petition and either affirm or reverse the denial.
- B. Appeal: If a public records request is denied, the person making the request may appeal the denial to the Lane County District Attorney's Office. If the Lane County District Attorney determines that disclosure is appropriate, LTD can disclose the records or challenge the District Attorney's decision in court.

#### Section VIII. – Document Retention

LTD shall comply with the requirements set forth in Oregon Administrative Rules Chapter 166, Division 150, pertaining to retention requirements for Special Districts.

**Exhibit 1.A.**

**Lane Transit District Public Records Request Form**

To request to inspect or receive a copy of a Lane Transit District ("LTD") record, complete this form and submit it to: **Lane Transit District, Attn: Public Records Officer, P.O. Box 7070, Springfield, OR 97475 | E-mail: recordsrequest@ltd.org | Phone: 541-687-5555 | Fax: 541-682-6111.** The request should identify the requested records as specifically as possible. LTD may request additional information or clarification from the requestor if necessary to expedite LTD's response to the request.

<b>REQUEST SUBMITTED BY:</b>		
Name:	Firm/Company:	
Address:	City/State/Zip:	
Phone:	Fax:	E-mail Address:
<b>REQUEST DETAILS:</b>		
I am interested in: <input type="checkbox"/> inspecting <input type="checkbox"/> obtaining a copy of the following LTD records: <u><b>(Clearly identify the requested records as specifically as possible).</b></u>		
<input type="checkbox"/> <b>I request an:</b>		
<input type="checkbox"/> <b>Electronic File</b>		
<input type="checkbox"/> <b>Hard Copy</b>		

**Inspection of public records:** Public records are available for inspection weekdays, between the hours of 9:00 a.m. and 4:00 p.m., excluding observed holidays. Please contact the Public Records Officer in advance to schedule an appointment. No person examining records may remove them from LTD or write on them, fold them, or otherwise alter their appearance.

**Public records fees:** LTD is authorized under public records laws to recover its costs of making records available including locating, retrieving, compiling and reviewing requested records, separating exempt material, supervising inspection of records, and duplicating, certifying and mailing records. Fees for search time may be charged regardless of whether LTD is able to locate the requested records. Fees will be charged in accordance with LTD's Public Records Request Policy and Fee Schedule.

I have read and understand the above provisions, and by my signature, agree to abide by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit 1.B

### Lane Transit District Public Record Request Fee Schedule

#### Section 1 – General

ORS 192.440(4) authorizes LTD to establish fees associated with public records requests. Fees charged for the provision of requested public records shall be based on the actual costs to be incurred by LTD for processing public records requests, including, but not limited to, staff time costs and costs associated with materials used in processing the requests.

#### Section 2 – Staff Time Charges

Staff time costs shall include, but are not limited to, employee time spent while locating, reviewing, and copying records and supervising public inspection of records. Staff time costs shall be calculated at an hourly rate equivalent to the employee's salary plus benefits (computed at an hourly rate, 15-minute minimum) of each employee involved in processing the request.

#### Section 3 – Copy Charges

Costs for copies of public records shall be charged to the requestor as follows:

1. Standard Copies
  - a. Black & White: \$.05 per page
  - b. Color: \$0.12 per page
  - c. Oversized documents (larger than 11" x 17"): Actual cost
2. Tapes, DVDs, CDs
  - a. CDs and DVDs: \$3.00 (plus staff time)  
*(If video must be reviewed for confidentiality, an additional research charge may be incurred for this review.)*
  - b. Audio Tape - \$8.00 (plus staff time).  
*(If audio must be reviewed for confidentiality, an additional research charge may be incurred for this review.)*
3. Miscellaneous
  - a. Postage: Actual postage cost
  - b. Certifying Copy of Public Record - \$5.00

#### Section 4 – Attorney Fees

LTD may charge for attorney fees for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.



Lane Transit District  
P. O. Box 7070  
Springfield, Oregon 97401

(541) 682-6100  
Fax: (541) 682-6111

LTD RESOLUTION NO. 2015-027

A RESOLUTION ESTABLISHING A PUBLIC RECORDS POLICY  
AND SETTING FEES

WHEREAS, under Oregon Public Records Law, every person has a right to inspect nonexempt public records of Lane Transit District ("LTD"), subject to reasonable procedures and restrictions; and

WHEREAS, LTD recognizes and respects the public's rights to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner; and

WHEREAS, ORS 192.440 (4) authorizes LTD to establish fees reasonably calculated to reimburse LTD for LTD's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the person's request;

WHEREAS, LTD desires to adopt a policy, including fees and charges, which provides reasonable access to nonexempt public records and the recovery of LTD's actual reasonable costs, including labor and materials, incurred in making public records available; and

WHEREAS, the opportunity for public comment has been provided prior to the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution:

Adopting the Public Records Request Policy, as set forth in Exhibit 1, which is attached hereto and is incorporated herein by this reference.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, LTD Board of Directors

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** RIVER ROAD CORRIDOR PROPERTY PURCHASE

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

**ACTION REQUESTED:** Provide direction regarding the purchase of property along River Road.

---

### BACKGROUND:

The River Road Station is one of LTD's best-utilized Park & Ride locations. Located at the intersection of River Road and Beltline Road, the station provides easy access to LTD services for residents from the northwestern part of the community.

At the time this station was developed, the parcel of land was a remnant of the Beltline Road construction. In 1980 LTD constructed a transit station platform and a Park & Ride lot and had a lease arrangement with Lane County. In 2007 LTD purchased the property from Lane County.

Heavy congestion at the River Road and Beltline interchange, and queuing on River Avenue, make ingress and egress to LTD's current station and Park & Ride progressively more difficult. In addition, there has been significant growth in both residential and commercial activity north of the Beltline interchange, generating increased transit ridership in that area. These issues, combined with the City of Eugene's plans to designate River Road as one of its key corridors for focused long-term growth, mean the current site will become increasingly unviable. It is prudent for LTD to identify a site north of the Beltline interchange for development of a new location for a station and Park & Ride.

**ATTACHMENTS:** None.

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

LTD Resolution No. 2015-021: It is hereby resolved that the LTD Board of Directors directs the general manager to pursue purchase of property on which a new station can be developed to serve the River Road corridor.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Jeanne Schapper, Executive Office 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. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. At the June 2 meeting, discussion about the Frequent Transit Network (FTN) was continued; updates were provided about the Main-McVay Transit Study and MovingAhead; and Vision Zero, pedestrian safety, and transit were discussed.
2. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the June 4 meeting, the Committee adopted the Central Lane Metropolitan Planning Organization (MPO) Title VI Program Plan, conducted a public hearing for the Draft Central Lane MPO Public Participation Plan, conducted a public hearing for MPO Surface Transportation Program-Urban (STP-U) funding for updating the Intelligent Transportation System (ITS) Plan, received an overview of MovingAhead, received information on the development of the Draft Oregon Bicycle and Pedestrian Plan, and received an update on the process for the FY 2016-18 MPO STP-U funding.
3. **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, meeting on the second Wednesday of the month. Board President Gary Wildish serves as LTD's representative on this Commission. At the June 10 meeting, the Commission adopted the 2015-2016 Work Plan, provided direction to staff to review Stakeholder applications, reviewed the LaneACT Public Participation Plan, received an update on the Oregon Bicycle and Pedestrian Plan, received an overview of the Lane County Transportation System Plan, and received an update on transportation funding.



4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The May 19 meeting was canceled. The June 16 meeting report was not available for inclusion in the June 17 Board meeting packet.

**NO MEETINGS HELD:**

1. **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. The LCOG Board meets five times a year. The next meeting is scheduled to be held on June 25.
2. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the second Tuesday of the month. The June 9 meeting was canceled; the next meeting is tentatively scheduled to be held on July 14.
3. **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. The Pension Trustees generally meet three times a year. LTD Board Member Gary Gillespie serves as a trustee for both plans. The next meeting is scheduled to be held on July 15.
4. **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 intercity passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The next meeting has not been scheduled.
5. **Eugene 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 been scheduled.
6. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.
7. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Gary Wildish and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting has not been scheduled.
8. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** GENERAL MANAGER RECRUITMENT UPDATE

**PREPARED BY:** Roland Hoskins, Director of Administrative Services

**ACTION REQUESTED:** None

---

**BACKGROUND:**

On June 22, 2015, the LTD Board of Directors and community stakeholders will participate in a large group work session designed to gather feedback on characteristics and skills that will benefit the next general manager of LTD. KL2 Connects, LLC, is the firm that was selected by the LTD Board to direct the recruitment process, and Celia Kupersmith and Al Schlimm of KL2 will facilitate this meeting.

KL2 staff will be collecting input from Board members regarding traits that will aid in the general manager's success at LTD and in our community. The feedback gathered at the June 22 meeting will be integral in helping KL2 create the leadership profile for the general manager position.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** SAFE ROUTES TO SCHOOL PROGRAM REPORT

**PREPARED BY:** Ellen Currier, Safe Routes to School Mapping Project Leader

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

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### BACKGROUND:

In 2011 the Central Lane Metropolitan Planning Organization (MPO) authorized funds to develop the strategy for a regional Safe Routes to School (SRTS) plan and began program implementation. During the past three years, the program has grown significantly in each aspect of the “five Es” of Safe Routes to School programming: 1) Encouragement, 2) Education, 3) Evaluation, 4) Engineering, and 5) Enforcement. In the fall of 2013, with funding from the Oregon Department of Transportation, a part-time SRTS coordinator was hired in the Springfield School District, creating a truly regional program (one of the first in the country). Having a coordinator located in each school district has helped to grow bicycle and pedestrian education classes, form new community partnerships, and increase participation in biking and walking encouragement activities.

The program has made significant inroads in the work outlined in the SRTS strategic plan, and coordinators working with Point2point are working towards creating a sustainable funding plan to support and grow this regional program. The team is continuing to work towards updating the 2011 plan to include more detail about organizational structure, funding, and equity. An expected completion of this strategic plan update is planned for mid to late summer of this year.



## PROGRAM ACHIEVEMENTS

### 1. ENCOURAGEMENT

International Walk and Bike Day takes place in October, and Walk and Bike Month is in May. These events play an important role in raising awareness among staff, parents, and students about the benefits of walking and biking to school. Point2point supports these efforts by providing stipends to schools, which they use to purchase prizes and help parent volunteers coordinate events. This year stipends were offered for both fall and spring encouragement activities, and 20 schools benefited from these stipends. The following quotes were from families participating in the May event:

- *We have gotten to meet a few people in our neighborhood and now connected with them so we can trade off walking the kids in a group.*
- *My mom said I can walk tomorrow!*
- *Thank you for the scooter! I walked to school every day this year!*

### 2. EDUCATION

The regional team continued to offer bike and pedestrian safety education classes through the City of Eugene River House Recreation Program. The program offered pedestrian safety education to 1,080 second grade students and bike safety education to 895 fifth and sixth graders across the region. These classes were primarily funded through the Jane Higdon Foundation, which has funded the program during the previous two years. The Jane Higdon Foundation has recently renewed their support for bike safety education in our region at the increased amount of \$30,000. Additionally, Springfield was able to offer pedestrian safety classes to all schools because of a grant from the Springfield Education Foundation. The Regional SRTS program is working closely with River House and Willamalane Parks and Recreation District to transition the Springfield bike and pedestrian classes to Willamalane staff. This is an important partnership because it restores capacity to River House staff to expand education in Eugene 4J and Bethel school districts.

### 3. EVALUATION

This year the regional team worked closely to coordinate data collection times for student hand tallies and parent surveys. A decision was made to collect parent surveys on alternate years to avoid survey fatigue. The Eugene-Springfield team also is actively working with the statewide SRTS Committee on evaluation and will continue to work for consistent data collection across the state.

### 4. ENGINEERING AND INFRASTRUCTURE IMPROVEMENTS

During the past school year, coordinators have worked closely with school district employees and city and county staff to help improve the connectivity and safety around schools. This infrastructure is an essential part of helping parents and children feel safe and comfortable walking and biking to school. This year the Eugene-Springfield SRTS team published a School Bike Parking Assessment tool that was presented at the Oregon Active Transportation Summit. As a result, Sportworks donated 36 new bike racks for schools across the region.

Point2point continues to work on finalizing the SRTS recommended Walking Route Maps. Currently, about 80 percent of schools have a completed map, and the remaining maps will be finalized this summer and posted to Point2point and individual school websites. These maps are currently being used to support walking assessments at schools and create action plans.

**5. ENFORCEMENT**

Enforcement is another important safety component for children who choose to walk and bike to school. SRTS coordinators work closely with schools and police to help monitor and enforce safe practices near schools. All three school districts have been active in working on crossing guard improvements and working with local police to ensure safe driving in and around school property.

**ATTACHMENT:** School Bicycle Parking Assessment

**PROPOSED MOTION:** None.



# School Bicycle Parking Assessment



Report produced by Shane MacRhodes and Emma Newman



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## Introduction

This report presents a school bicycle parking facility assessment tool and describes how to use it. It also presents ideas about how to make improvements to your bicycle parking facilities and shares the results from the original Eugene-Springfield Safe Routes to School bicycle parking study.

## Purpose

Infrastructure is a key element in determining active transportation mode choices. Along with other improvements such as multi-use paths, sidewalks, traffic calmed streets, and other active transportation infrastructure, bicycle parking can be a key element in encouraging students and families to bike to school more often. Many infrastructure improvements are in the city right-of-way, but bicycle parking facilities, and their connectors, are one of the main built environment areas that school districts can improve on their own.

This regional bicycle parking study analyzed the existing bicycle parking environment for the three school districts in our region: Eugene School District 4j, Bethel School District, and Springfield Public Schools. This study expanded upon an original effort initiated at 4j in 2013 to document the existing bicycle parking environment and create a plan to upgrade low scoring schools.

With the expansion of the regional Safe Routes to School program, the goal was to conduct the study throughout the region during the summer of 2014 and produce a regional plan for improvements that would serve as a model for other districts and regions. Our hope is that Safe Routes to School Coordinators, school district transportation and facilities departments, and other local transportation organizations and advocates will use this tool to analyze current bicycle parking and make biking to school more convenient and accessible for everyone.



Edgewood Elementary School Bicycle Parking. Photo by Shane MacRhodes.





## Benefits of School Bicycle Parking Assessments

*"As a third-grade pupil, if you exercise and bike to school, your ability to concentrate increases to the equivalent of someone half a year further in their studies."*

- Niels Egelund of Aarhus University in Denmark

Schools that provide bicycle parking that is visible, convenient, functional, secure, and safe are showing families that they encourage active transportation as a real choice for getting to school. Schools that have out-of-date bike racks hidden in the back while providing an easy drop-off and pick-up area for parents driving their children to school create an environment that prioritizes personal vehicles over opportunities for students to travel to school actively. By placing solid functioning racks in visible and up front locations near watchful eyes, schools can show that they encourage students to be active and arrive to school ready to learn.<sup>1</sup>

By completing a bicycle parking assessment, a school district will have a more complete understanding of existing conditions and a clear plan for making improvements for each school.



Bicycle Parking in Front of North Eugene High School. Photo by Shane MacRhodes.

### Proven Benefits of Biking to School:

- Increase student academic achievement
- Help students and families establish healthy life habits
- Combat the nation's childhood obesity epidemic
- Reduce school traffic congestion
- Improve air quality around schools
- Increase student attendance rates<sup>2</sup>

### Benefits of Quality Bicycle Parking Facilities:

- Shows school and district's encouragement of healthy transportation
- Supports Safe Routes to School
- Increases security to prevent bike theft
- Increases awareness of student safety

## What is Quality Bicycle Parking?



sportworks®

Sportworks Tofino No Scratch Bike Rack.

### General Criteria for Good Quality Bicycle Parking<sup>3</sup>

Any bicycle rack should conform to the following guidance:

- Allow locking of the frame and one or both wheels with a U-lock
- Anchored to the ground securely
- Resists cutting, rusting, bending, or deformation, both from natural causes and from human abuse
- Works well for a variety of bicycle frame types (e.g. should work for step-through frame as well as diamond frame, children's bicycles as well as adult bicycles)

Note: staple racks fulfill the above criteria very well and are generally recommended.

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## Six Steps to Assessing School Bicycle Parking Facilities

In order to use the following assessment tool, you will first need to download it at [bit.ly/BikeParkingTool](http://bit.ly/BikeParkingTool) and create a copy of your own. Then, follow the six steps below to complete an assessment of your bicycle parking facilities.

1. First, you will need to track down two key pieces of information: building capacity of each school and your city's parking capacity code for schools.
  - A. Building Capacity — the school district facilities department should be able to supply a list of schools and what each one's building capacity is. Use the building capacity numbers to fill in the Building Capacity column in the assessment tool (see below).
  - B. Bicycle Parking Code — your city government may or may not have a city code for school bicycle parking. The Eugene and Springfield codes for schools (public and private, elementary through high) are 1 space per 8 students with at least 25% of the parking being "long-term," which means it needs to be well-lighted, in a secure location, sheltered from precipitation, and within a convenient distance of a main entrance.<sup>4, 5</sup> Codes vary in detail so it is important to research your local code. If no code exists for your city, use 1 spot per 8 students and document the code you used in your assessment. Where applicable, make sure to include standards regarding covered parking.
2. Familiarize yourself with the types of racks and different metrics in the bicycle parking assessment tool below.
3. Go out to the schools you wish to analyze and fill in the Count, Capacity Calculation, and Parking Scoring sheets of the tool. Take photos of all of the racks for documentation and reference and take notes about how people can and are using the bicycle parking areas.
4. Use the tool to add the total score count of each school and then assign the school a grade based on the scoring metric.
5. Compare school grades across the district to identify particularly low scoring schools that are most in need of bicycle parking improvements.
6. Look at low scoring grades and focus on improving those scores through facility improvements. Celebrate improvements to build momentum for further improvements.

## School Bicycle Parking Assessment Tool

Below are examples of the Count Sheet, Capacity Calculation Sheet and the Parking Scoring Sheet, which make up the different components of the Bicycle Parking Assessment tool. Visit the link to the right to download your own copies.

Visit  
[bit.ly/BikeParkingTool](http://bit.ly/BikeParkingTool)  
 to download a tool with the grading sheets to  
 use for your school(s)

**Count Sheet** Use the first sheet, the Count Sheet, to take notes and count what you find at each individual school. You will use these notes to later fill in the Capacity and Parking Scoring Sheets. Print out one copy for each school you will assess and count the number of parking spaces for each type of rack either in the 'covered' or 'uncovered' section. Write down any notes about security, accessibility, location, or other information that stands out as important to note for that school.

### Count Sheet

School name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Counted By: \_\_\_\_\_

	Number of Uncovered Spaces	Number of Covered Spaces
Quality Racks (Staple, inverted-U, etc.)		
Wave Racks		
Front Loader Racks (Toaster)		
Wheel Bender Racks		
Art/Other Racks		

Location Notes	
Quantity Notes	
Covered Notes	
Security Notes	
Accessibility Notes	

## Capacity Calculation Sheet

Capacity Calculation Sheet

School	Uncovered Capacity	Secured Capacity	Covered Capacity	Covered & Secured Capacity	Skateboard Capacity	Existing Bike Parking Capacity	Code	Percent of Code Fulfilled	Covered Spaces Needed	Building Capacity	Capacity Notes
Jefferson Elem.		15	6			21	44	48%	11	350	3 covered staple racks, 3 wave in an uncovered enclosure on side of school.
						0	0	#DIV/0!	0		
						0	0	#DIV/0!	0		

The Capacity Calculation sheet is where you will fill in your individual school bicycle parking capacity numbers in order to calculate the Quantity value on the Parking Scoring sheet. Complete the Capacity Calculation sheet before the Parking Scoring sheet. This is where you will fill in the Building Capacity and Code requirements you collected earlier. Those numbers and your counts will then automatically calculate your percentage score, number of covered racks needed to meet code, and assist you in determining the number of new quality racks needed. See descriptions below to help you in completely filling out the Capacity Calculation sheet .

### Uncovered Capacity

Number of bicycle parking spaces that are uncovered and not secured.

### Secured Capacity

Number of bicycle parking spaces that are secured but not covered.

### Covered Capacity

Number of bicycle parking spaces that are covered, but not secured.

### Covered & Secured Capacity

Number of bicycle parking spaces that are covered *and* secured.



Covered Bicycle Parking at McCornack Elementary School. Photo by Shane MacRhodes.



## Capacity Calculation Sheet *(continued)*

### Existing Bicycle Parking Capacity

Total number of current bicycle parking spaces. The tool calculates this for you by adding up all of the above metrics.

### Code

Number of bicycle parking spaces required to meet code requirements. In Eugene and Springfield, this is 1 space per 8 students. This is calculated by dividing the Building Capacity column by 8. State at the bottom of your calculation sheet what code or standard you are using and what it calls for.

### Code Covered

Number of covered bicycle parking spaces required to meet code requirements. In Eugene and Springfield, this is 25% of total required code capacity.

### Building Capacity

As stated in the methodology section, track down a list of building capacity numbers for each school you wish to assess from the district facilities department. Enter the building capacity numbers for each school.

### Capacity Notes

Transfer any Capacity related notes from your school Count Sheets to the Capacity sheet notes column.



Bay Middle School Students Park Bikes Along Front Fence. Photo Courtesy of People for Bikes.

## Parking Scoring Sheet

### Parking Scoring Sheet

School	Rack Type	Location	Quantity	Covered	Security	Accessibility	Total	Grade	Free & Reduced %	Notes
Jefferson Elem.	30	10	0	5	8	5	58	D	68.5%	All wave racks located in side enclosure that is accessible by neighborhood path, but students approaching from front of school do not have safe access.
			0				0			
			0				0			
			0				0			
			0				0			
School	Rack	Location	Quantity**	Covered	Security	Safety	Total	Grade	Free & Reduced %	
Grading Points*	None-0 Wheel Bender-10 Front Load-15 Wave-25 Quality-40	No parking- 0 Out of site/inconvenient Side area-10 Front & Center-20	None- 0 Below Code-5 At Code-10 Above Code-15	No-0 Below Code-5 Meet Code-10 Above Code 15 All Covered-20	Unsecured-0 Secured-10	Inaccessible, difficult to reach-0 Very accessible, convenient to reach-10	0-115			Grades: 90-115:A 79-89:B 65-78:C 50-64:D 0-49:F
						District average:	5	D	68.50%	

Note: Add more rows above to template as needed.

When you are on-site calculating the number of bicycle parking spaces you will also be writing down information on the Count Sheet to help you fill out the Parking Scoring Sheet with information on the type of bike racks at the school, their location, the number that are covered, and the security and accessibility of the parking. The following descriptions will help you with the scoring process:



Covered Bicycle Parking at Madison Middle School. Photo by Shane MacRhodes



## Parking Scoring Sheet *(continued)*

### Rack Types *(40 points)*

The type of bike rack used is an important factor in both convenience and security. Older bike racks tend to simply hold the front wheel and date from a time of less bike theft concerns and different lock and wheel attachment designs. The ‘cable lock’ is the older and more frequent type of bike lock and can stretch down to reach older ‘wheel bender’ style racks. However, more modern and secure ‘u-locks’ are not as easy to cut, but require a solid locking surface to be located next to the bicycle’s frame. If a school has multiple styles of racks, choose a score that averages the styles and quantities present (i.e. a school with 10 quality parking spaces and 10 wheel bender spaces would be assigned 25 points for rack type score). The general rack types found at schools can be categorized as follows:



#### **Wheel Bender Racks** *(10 points)*

These racks consist of slots for placing one wheel of the bicycle into. This rack does not allow the frame of the bike to be locked, especially using a u-lock. It is the least secure and least stable of all the rack types.



Adams Elementary. Photo by Shane MacRhodes.

#### **Front Load/Toaster Racks** *(15 points)*

Front load racks consist of vertical bars that connect larger upper and lower metal tubing that accept bicycles on one or both sides of the rack. These are similar to the wheel bender, but have the potential of providing a closer locking point if using a cable lock. They still do not supply a locking point for the frame or two points of contact, which increases the rates of bicycles falling over and getting damaged.



Springfield High School. Photo by Emma Newman.

## Parking Scoring Sheet *(continued)*

### Rack Types *(continued)*

#### **Wave Racks** *(25 points)*

Wave racks can technically accommodate more bicycles in a smaller space than staple racks, but only support a bicycle frame at one point, resulting in a greater chance of a bicycle falling over when parked in the rack. In order for the full capacity to be used, two bicycles have to be positioned in the dip of the wave, which is often a very tight and inconvenient fit. Some schools with high demand and limited space or with a limited budget may choose a wave rack over a staple or other type of high quality rack. When possible, a rack with two points of contacts and better functionality should be used.



Agnes Stewart Middle School. Photo by Emma Newman.

#### **Quality Racks** *(40 points)*

Quality racks are those that meet the criteria laid out at the beginning of this report on page 5. They provide two points of contact, work well with a variety of frames and wheel sizes, and are made of quality materials. Staple/inverted-U racks are the most widely accepted quality rack, though you or your district may accept others. These racks consist of a thick metal bar or tube bent into the shape of a square arch or inverted “U”. The top part is approximately level with the top bar of many bicycle frames, and thus supports the bicycle and allows the frame to be easily secured.



Radius Pipeworks Hoop Rack.



Saris Bike Dock Rack.



## Parking Scoring Sheet *(continued)*

### Rack Types *(continued)*

#### Other Types of Racks *(points depend on style)*

##### ***Stakeboard/Scooter Racks***

See Further Parking Facility Improvements section.

##### ***Decorative/Art Racks***

These racks can provide a fun and inviting environment while still providing the recommended two points of contact and secure locking surface. If art racks meet the quality rack criteria, give the school an extra 5 points.

##### ***Double Decker***

Generally used indoors for long-term parking, two-tier bike racks can be used to increase bicycle storage capacity in a fixed space. In order to easily maneuver a bicycle onto the top tier, some double decker bike racks incorporate hydraulic pistons to lift the bike into the rack after the user has locked it. These types of racks can be used for staff parking and/or bike fleet storage. See “Further Parking Facility Improvements” section.



Willagillespie Elementary. Photo by Shane MacRhodes.



Dero Decker Rack.

## Parking Scoring Sheet *(continued)*

### Location

Where bicycle parking is located is a key element to how attractive, accessible, and usable it is. Having bike racks that are located in the front of the building where they are visible not only make them easy to find, but also show that biking to school is an encouraged and important mode of transportation.

It is a common misconception that positioning parking in the back or in a less traveled area is more secure and therefore desired. However, having the parking near the front increases visibility for security purposes and highlights its importance to the school. A less travelled “hidden” area is often less secure and more prone to theft. With more schools consolidating their entrances to one more secure front entrance, rather than letting students enter from multiple locations, it can be even more important to locate racks near the main secured entrance.

For schools that still allow students to enter from multiple locations, it may be desirable to locate parking at various parking zones around the school. It will still be important to locate some racks near the front for visitors and staff. It is also a good idea to place some parking near the playground, fields, or other locations students and community members may use when school is not in session.

### Points:

0 points for no bicycle parking at all, 5 points for parking that is out of sight or inconvenient to reach, 10 points for a side or less convenient location (maybe only one location at a school with multiple entrances), 20 points for front and center location and multiple parking areas around the school.



Old Front Load Racks at Hamlin Middle School Located in Fenced Enclosure Behind School. Photo by Emma Newman.



New Staple Racks at Hamlin Middle School by Front Office. Photo by Emma Newman.

## Parking Scoring Sheet *(continued)*

### Quantity

Points in this section depend on the relationship between code and total quantity of bicycle parking currently provided at the school. A formula has been created to calculate the existing bicycle parking quantity (including uncovered unsecured, uncovered secured, covered unsecured, and covered secured) divided by the school building capacity to see if it matches existing code. If no code exists, use a standard to work with, such as 1 bicycle parking space per 8-10 students or see the APBP Bicycle Parking Guidelines for other options.<sup>6</sup> If bike racks are consistently being filled and the school already meets code, additional racks should be installed to meet demand.

#### Points:

0 for no parking, 5 for below code, 10 for at code, and 15 for above code. These points are derived in the Capacity Sheet by calculating the existing racks divided by the number of racks that would be required to meet code. The schools with less than 100% receive 5 points, at 100% receive 10 points, and above 100% receive 15 points.



Upgraded Covered Bicycle Parking at Roosevelt Middle School. Collaboration Project with University of Oregon

### Covered

Covered bicycle parking not only provides a dry or shaded place to secure bikes, it also creates a visual commitment to good parking facilities. Placing your bicycle parking under a shelter not only keeps bikes dry while students are in class, but also provides a protected place to put on or take off rain gear, gather belongings, and chat with other students and parents. It allows students to leave helmets or other gear out, taking up less precious space inside the school or in lockers. Having a cover also allows students to leave a bike for a day or two if needed and know that is protected from the elements.

#### Points:

0 for no covered bicycle parking, 5 points for some covered parking but below code requirements (if no city code exists use recommended 25-50% depending on local conditions), 10 points for meeting covered parking city code requirements, 15 points for being above covered parking code requirements, 20 points for the total code parking capacity existing and being covered. It's important to note that a school cannot reach 10 points until the school meets the total number of covered bicycle parking spaces that would fulfill code (i.e. if code calls for 25% of racks covered, 25% of the total number of racks that would be needed to fulfill total code capacity would need to be covered, *not 25% of existing racks being covered*).



## Parking Scoring Sheet *(continued)*

### Security

This section deals with how secure the bicycle parking is. Some items to consider are: is it fenced-in, visible to staff, monitored with cameras, or generally in a location that encourages less theft? Also important to note is that having all the bicycle parking secured behind a locked gate is not always the best for student usage.

Some students may arrive late, leave early, or have a mid-day appointment that requires access to their bike. Requiring them to find a janitor or administrator to unlock the bike cage can be a barrier to riding. At least some bicycle parking should be located outside of a locked, gated area to provide for easier access. This is especially important at the high school level where students may have a more open campus and different schedules that require easier access to their bikes.

Insecure parking would be located out of sight from watchful eyes or in a location that is especially prime for theft or vandalism. Is the parking in a visible location that discourages bullying, vandalism, and theft?

#### Points:

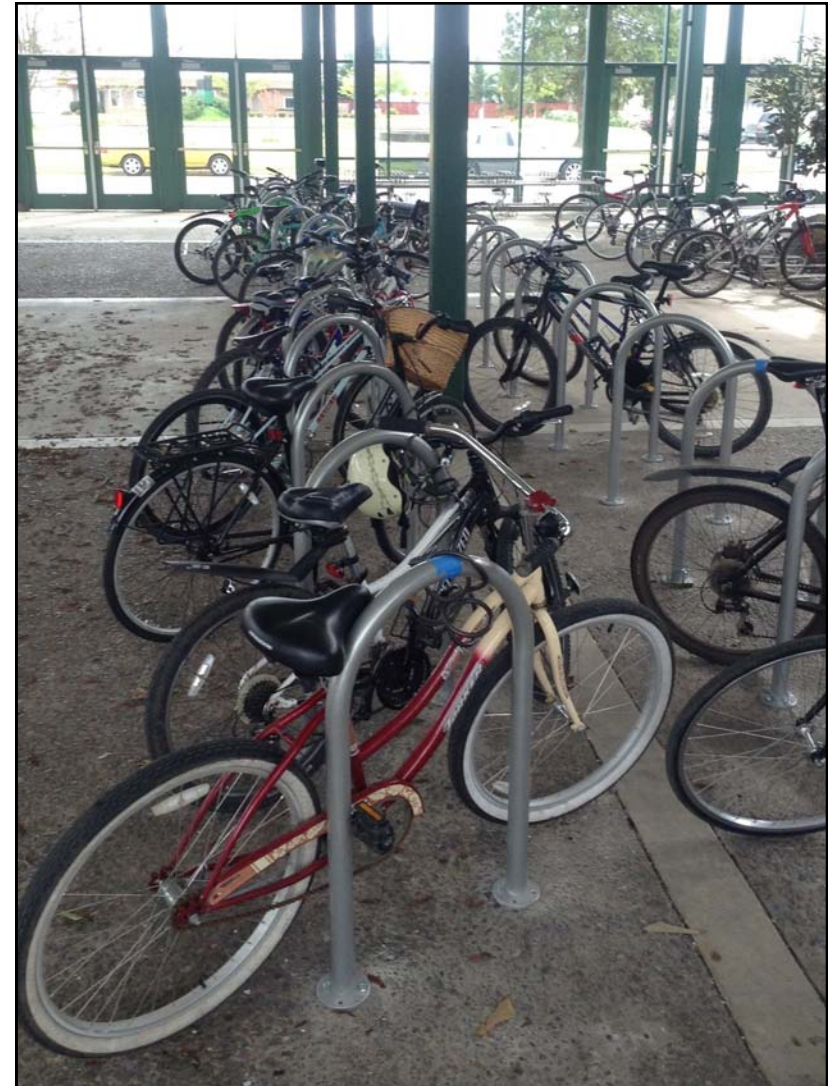
0 for unsecure parking, 10 points for very secure parking.

### Accessibility

How accessible is the bicycle parking? Do the students have to cross multiple driveways, interact with the motor vehicle arrival and departure area, or conflict with a high pedestrian use area? Do the students have to ride through the parking lot to reach the bicycle parking area? Are there path connectors that provide a safe and comfortable connection to the bicycle parking area?

#### Points:

0 for inaccessible and difficult to reach, 10 points for accessible, convenient, and easy to reach parking from the bike routes leading to the school



New Sheldon High School Bicycle Parking Inside Front Doors. Crowd-funded by Student Led Fundraising Efforts. Photo by Shane MacRhodes.

## Parking Scoring Sheet *(continued)*

### Total Points

Each school that is being evaluated receives a total point score, which sums up the points that have been allocated to that school in the Parking Analysis Scoring sheet (rack type, location, quantity, covered, security, and safety). These points are then used to grade the schools.

### Grade

A grade can be calculated for each school by comparing the total points received for a school to the grading chart below.

A	B	C	D	F
90-115	79-89	65-78	50-64	0-49

School	Rack Type	Location	Quantity	Covered	Security	Accessibility	Total	Grade	Free & Reduced %
Jefferson Elem.	30	10	0	5	8	5	58	D	68.5%

### Free & Reduced Lunch

Equity is an important piece of a Safe Routes to School program. One way to measure the socio-economic level of a school is to use free and reduced lunch data throughout the school district. This data is usually available through district nutrition services departments and can be used to compare your parking grades with the socio-economic levels of the schools. Other data to consider for equity could include body mass index (BMI) data, historical investment in bicycle infrastructure at and near the school, and the context of where resources could best be used.

### Notes

Use this section of the tool to document any additional information that is not captured by the standard metrics for each school. It is best to take note of first observations about the bicycle parking facilities while doing the assessment. Sometimes while visiting schools, stories about bicycle parking facilities will be shared by office staff or there will be obvious simple improvements that could be made to the facilities. Does the school have bikes being parked in the hallways? Are stories of bike theft shared by people at the school? Record these notes.

### Photos

We highly recommend taking photos of the bicycle parking facilities to keep additional documentation. This provides visual references, photos to compare original facilities to improved facilities in later evaluation, and photos to help tell the story for funding purposes.

## Improving Your Grade

### New Racks

Installing new quality racks is clearly one of the more effective actions a school or district can take to improve their bicycle parking facilities. However, it costs money and a school that meets or exceeds all of the other matrices can still receive an A grade with wave racks. Contact [Sportworks](#) or other recommended vendors listed in Appendix B to inquire about purchasing new racks.

#### Funding

*Potential funding sources for additional bicycle racks include education foundations, local bicycle riding clubs, city and county grants, facilities funds, bond measures, crowd funding, and in-kind donations from entities that have extra or under-utilized racks available or are able to manufacture racks.*

#### Camas Ridge Elementary School Collaborated with Local Partners to Upgrade Bicycle Parking

Students from the University of Oregon Architecture School partnered with Camas Ridge Elementary School to design, fundraise for, and build a new covered bicycle parking area and community space for families. The goal was to create a space that was not only functional, but fun, educational, and inviting. Support was provided through parent and student volunteer hours and funding from Oregon Transportation Research Education Consortium (OTREC), Eugene Water and Electric Board (EWEB), and the Eugene 4J School District.



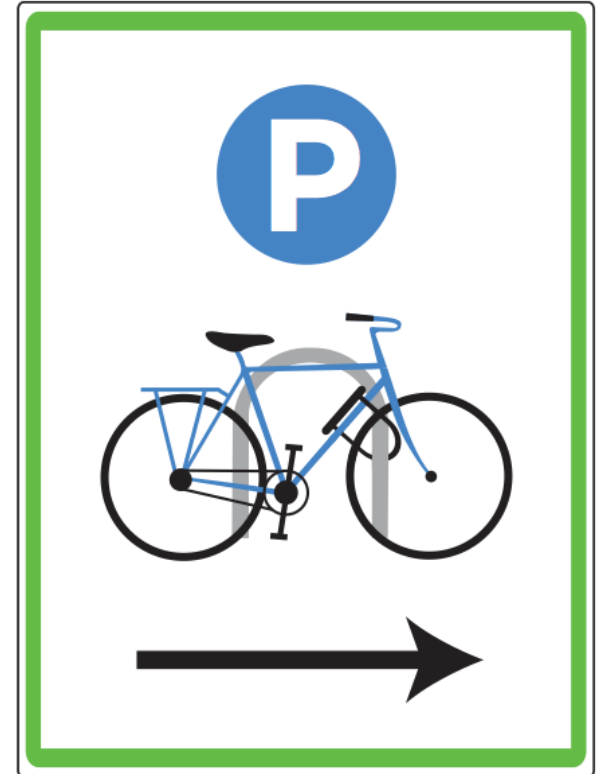
Camas Ridge Covered Bicycle Parking with Rainwater Catchment System. Photo by Shane MacRhodes.



## Location

Changing the location of current racks at a school is one of the easiest and least expensive improvements that can be implemented quickly. Principals and/or SRTS School Teams should be consulted during the development of a new bicycle parking location plan. Then facilities departments can relocate the racks. It is important to make sure the facilities staff understand the appropriate spacing between racks and other objects in the area (fencing, buildings, poles, etc.) so that all of the racks can be fully utilized (see Appendix A). The best bicycle parking location is usually up front and center to show that riding bicycles is encouraged and so that there are more eyes on the bikes. However, sometimes a school should receive a high grade for Location if the logical space is by a back or side door that connects with a multi-use path or a facility that families generally would use to ride to school.

If challenges arise with changing location, signs directing people to the bicycle parking should be posted in visible places so that users can find existing facilities.<sup>7</sup>



Volunteers Construct Portland Public Schools Bike Shelter. Photo by Anne Laufe with the Oregonian.

## Covering

Ratings can be improved if there are existing covered areas under which the existing bike racks can be moved to or by working with facilities departments to construct a new covered bicycle parking area. Some school districts have worked with cities to build new structures with local, state, and federal transportation dollars. Others have even created covered bicycle parking in partnership with volunteers, parents, and local contractors. Portland, Oregon's Safe Routes to School program developed a guide to developing covered bicycle parking projects with a volunteer based, do-it-yourself approach that can serve as a good model.<sup>8</sup>

## Security

There are several different factors that contribute to bicycle parking security, which include visibility, enclosures, security cameras, and lights.

*Gated, locked bicycle parking areas* may or may not be preferred, depending on the use at a school.

### Advantages of Locked Enclosures

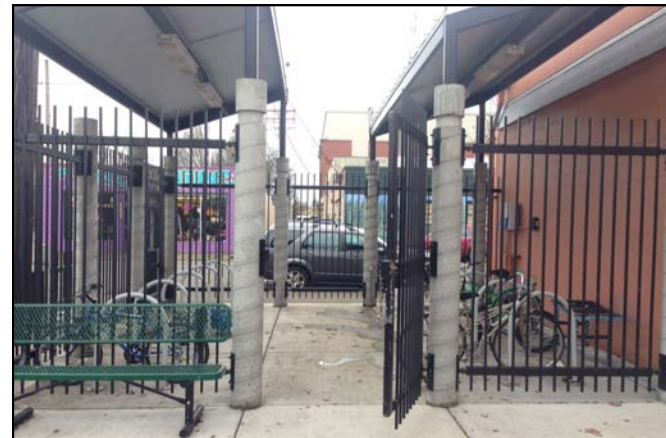
- Students do not have to own a lock in order to ride to school
- Bicycle thieves have an additional obstacle to overcome in order to steal bicycles
- Higher perceived level of security among people considering to ride
- Bicycle riders feel more comfortable leaving accessories on their bicycles in an enclosure

### Disadvantages of Locked Enclosures

- Students do not build the habit of locking their bicycles up themselves to prevent theft
- Inconvenient for students arriving and leaving during the school day
- Staff time that is assigned to unlocking and locking the enclosure (although, the staff role could be reduced by having a code lock that is activated by student ID cards)
- May exclude visitors and staff from accessing bicycle parking during the school day if all of the racks are enclosed
- Fencing, locks, and gates can be additional expenses



Riverbend Elementary School. Photo by Emma Newman.



Academy of Arts & Academics. Photo by Emma Newman.

## Security *(continued)*

*Security cameras* can be used to make potential thieves aware that the area is being monitored and to let riders know that there are efforts being taken to keep their bicycles safe. Security cameras also have the potential to identify bicycle thieves at a school if a bicycle theft problem arises.

*Well-lit bicycle parking areas* can make riding a bicycle to school much more attractive, especially during the darker winter months. Lighting can also be helpful in conjunction with security cameras to let potential thieves know that they are visible and the quality of video on the cameras can be increased in better lit areas.

*Art* not only provides a more pleasant and interesting environment that invites and encourages people to engage more with the space, but fun educational pieces can be tied into the bicycle parking space through creative signage, murals, or other artwork.



Secured Bicycle Parking at Edison Elementary School with Lighting, Locked Enclosure, and Benches for Gathering. Photo by Shane MacRhodes.

### ***TIP - Do the Shuffle***

*As new racks are installed at schools, it is a good idea to shuffle the original racks to other schools across the district that could benefit from them in order to make broader improvements to bicycle parking facilities across the district. New bicycle parking is often included when schools are re-built and the original racks can shift to older schools that were built before current code requirements were established.*



## Accessibility

Changing the location of bicycle parking facilities can greatly improve accessibility and often does not require funds to obtain new racks. For instance, at Briggs Middle School (shown below), the original bicycle parking was installed in the middle of the parking lot. Students who are approaching the school from the multi-use path located towards the back of the school have to cross the bus loop lane twice in order to park their bicycles and enter the school at the main entrance (see red arrows). With the proposed new location for the new bike racks (see blue line), students will be able to ride to school on the multi-use path, enter the school property, use the wide sidewalk in front of the school to access the bicycle parking, and enter the school without ever having to cross motor vehicle traffic (see green arrows). Additionally, the new bicycle parking location is directly in front of the Principal's office, which will also increase security.



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## Further Parking Facility Improvements

We encourage schools and districts who would like to lead the movement for better bicycle parking facilities at schools to consider the following areas of additional work. See Appendix E for overall school site improvement resources.

### Policies

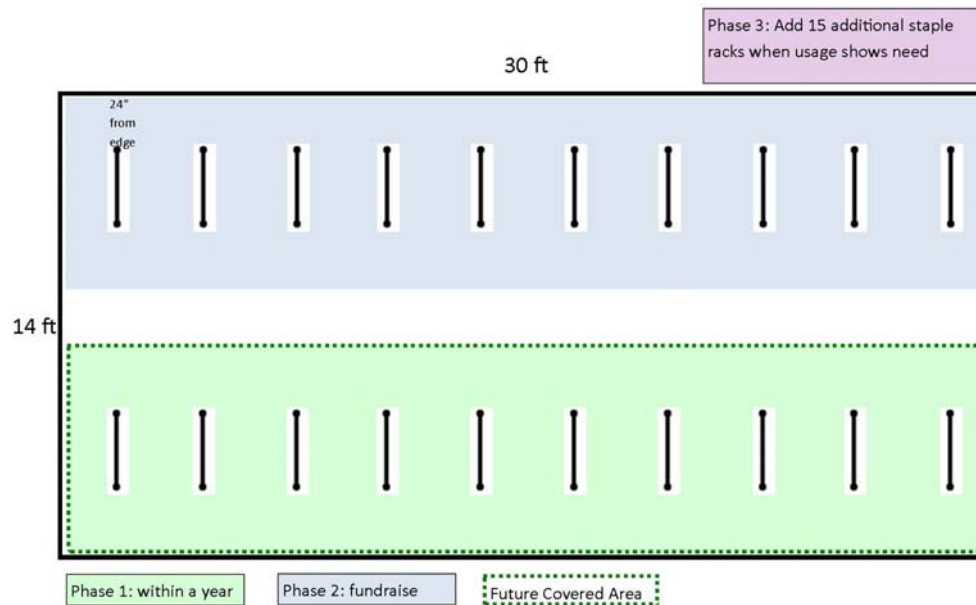
Establishing district-wide bicycle parking policies can be one of the most effective long-term tools. The policies and/or procedures would typically be established by working with the facilities department. For examples and a tool to help you develop your own policy, see the ChangeLab Solutions Safe Routes to School Policy Workbook (See Appendix C).

### Collect Current Use Data (conduct study during school day)

An additional metric could be added to the evaluation tool to account for the current number of bicycles observed parking in the existing facilities to assess the number of people already riding their bicycles to school. When you do current rack usage counts and find bike racks that are consistently being filled, even though the school meets the code or standard, additional racks should be installed to meet demand. Make sure to account for types of weather in data.

As you upgrade the school bicycle parking that is below standards, you can prioritize your efforts on schools that have higher existing usage by phasing projects to install a portion of code requirements first and then complete with full quantity and covered standards over time as the needs arise.

See example of phasing plan to the right.



Potential Future Guy Lee Bike Parking Design

Above shows a potential design for 20 racks. Phase 1 accommodates observed max bike rack use count of 17 bicycles. Front 10 racks could be covered in future.

## Further Parking Facility Improvements *(continued)*

### Incentive Programs

There are new technologies that allow easy counting of students and incentive award programs for encouraging active transportation to school. These technologies (Active4me, Dero ZAP, & Boltage are some of the current models) use RFID tags and allow users and coordinators to interact online with the data. Other programs using punch-cards or other tracking methods can work well too but require more volunteer or staff time.

### Lockers/Gear Storage Room

Lockers or a secured room could be provided to students and/or staff to store their riding gear (helmet, rain gear, etc.) during the school day.

### Staff Parking

Some city codes require long-term bicycle parking. Long-term parking is generally for staff, who often appreciate having secured space inside of the school provided for their bicycles, which could be located in their classrooms or special storage areas. Having these storage areas located near showers can be especially helpful for those with longer commutes. It is beneficial to have staff modeling the behavior of riding to and from school for students who are looking to them as role models.



Covered, Lit, Secure Staff Bicycle Parking at Roosevelt Middle School. Photo by Shane



## Further Parking Facility Improvements *(continued)*

### Skateboard/Scooter Parking

Several skateboard parking models exist, some of which enable users to lock their skateboard or scooter and others which are racks that hold the skateboards and can be overseen by staff in the front office of a school.

### Key Cards for Secured Enclosures

Some bicycle parking facilities, such as several provided by TriMet, Portland's transit district, have keycard activated locking mechanisms to access bicycles within an enclosed area.<sup>9</sup> Locked enclosures with keycard access may become more popular for schools across the country in the coming years.



Bike FixIt Station. Photo by Conserve School Blog.

### FixIt Stations

FixIt Stations provide bicycle riders with basic tools, bicycle stand, and pump to do maintenance. These stations can help students and staff maintain their bicycles and give students an opportunity to practice the mechanic skills that they may receive in a bicycle safety education program.

### Fleet Storage

School districts or schools running a comprehensive Safe Routes to School program may have a fleet of bicycles for teaching bicycle safety education classes that need to be stored in a secure location. Bicycle fleets are typically stored either in a locked, portable trailer or in a storage room that is built into a school, district building, or outside, secured, covered area. In some schools, bicycle storage can be built in conjunction with a basic bicycle mechanic repair shop and even a Safe Routes to School Coordinator's office.



Skateboard Parking. Photo by ChrisL of bicyclevault.com.



Springfield Bike Safety Education Storage Trailer. Photo by Emma Newman.



## Six E's of Safe Routes to School Applied to Bicycle Parking Facilities

The six E's of Safe Routes to School<sup>10</sup> are an important component of successful SRTS programs. In this section we will look at ways to utilize those six E's to create a robust bicycle parking facility beyond the engineering improvements called out in the assessment tool.

### Education

- Teach children how to lock bicycles properly using signs, stickers, flyers, or integrating it into school tours, classes, or events. See Appendix D for Safe Locking Stickers that can be applied to bike racks and Portland Bureau of Transportation education cards.

### Encouragement

- Encourage students to bike to school by placing the parking in a visible and safe location.
- Make the bicycle parking area inviting with benches, artwork, coverings, and other amenities that show that riding to school is encouraged.
- Use the bicycle parking area during International Walk+Bike to School Day events.<sup>11</sup>



City of Eugene Police Register Bicycles at Eugene Sunday Streets Event. Photo by Chris Henry, City of Eugene.

### Enforcement

- Work with the city to enforce and update bicycle parking codes throughout the district.
- It is important to enforce the use of locks to discourage repeat thefts at a school, which can discourage people from riding.
- Enforce and reward helmet use at bicycle parking location.
- Provide bike registration to deter theft (partner with local police department or other organizations that offer a registration service).

## Six E's of Safe Routes to School Applied to Bicycle Parking Facilities

(continued)

### Engineering

- Improve bicycle parking facilities by buying new racks, covering existing racks, etc. See improvements section above.

### Evaluation

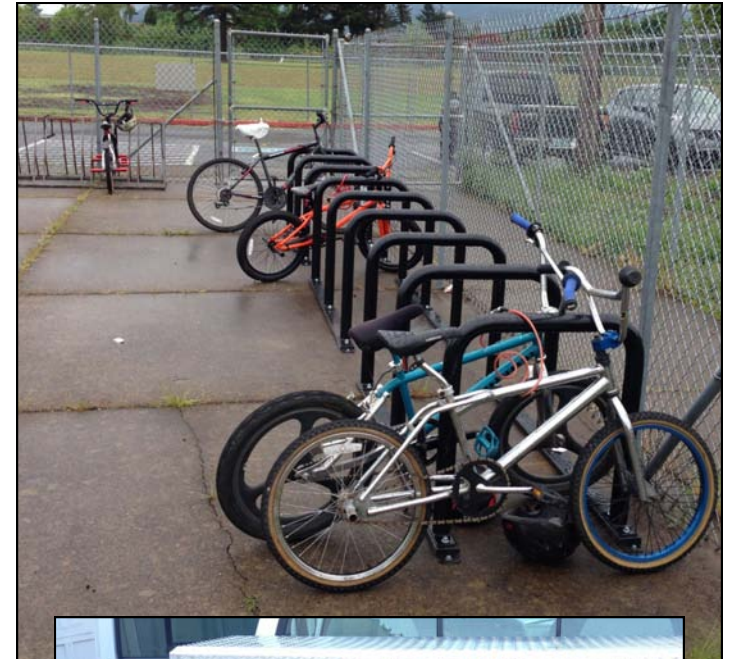
- Conduct this Bicycle Parking Assessment and then update it as the conditions change over time.
- Track use of racks over time, especially documenting before and after engineering improvements are made.
- Collect quotations from students and staff using the parking to document qualitative data

*"The new bike racks are awesome and they make it so much easier to lock up my bike"*

*- Hamlin Middle School student commenting on newly installed bike racks shown in picture to the right*

### Equity

- Make sure good parking is provided equitably throughout the district. Look at free and reduced lunch rates, percentages of students that are within communities of color, and other factors comparing facilities provided and student populations served.
- Other obstacles to riding a bike to school for lower income families can sometimes consist of lack of access to bikes, U-locks, and helmets. In addition to good parking structures, efforts should be made to address additional barriers to biking.



New Staple Racks at Hamlin Middle School. Photos by Emma Newman.

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## Bicycle Parking Assessment Tool in Action

Throughout the 2013-2014 school year, Safe Routes to School Coordinators in the Springfield, 4j, and Bethel school districts visited all of the public schools in the Eugene-Springfield region and assessed their bicycle parking facilities. We will first present the findings and grading sheets for each district and then perform cost estimates for future improvements needed to raise the facilities up to better grade levels.

The assessment was conducted to provide quantitative information to be able to compare schools and districts across the Eugene-Springfield region, as well as identify needs for improvements. As the regional Safe Routes to School team starts conducting more equity assessments, it is useful to be able to see what bicycle parking facilities exist at different schools.

Visit [bit.ly/BikeParkingTool](http://bit.ly/BikeParkingTool) to  
download assessment tool



11,000 students  
12 elementary schools  
4 middle schools  
2 comprehensive high schools  
1 learning community high school  
3 public charter schools  
Average free & reduced: 62%



16,000 students  
18 elementary schools  
1 K-8 school  
8 middle schools  
4 high schools  
1 alternative high school  
4 public charter schools  
Average free & reduced: 46%



6,000 students  
5 elementary schools  
2 K-8 schools  
2 middle schools  
1 high school  
1 alternative high school  
Average free & reduced: 57%

## Springfield Schools - Capacity Calculation Sheet

School	Uncovered Capacity	Covered Capacity	Secured Capacity	Secured & Covered Capacity	Skateboard Capacity	Bike Parking	Code*	Percent	Code Covered	Staples Needed	Cover Spaces Needed?	Building Capacity	Capacity Note
Centennial	0	0	29	0	0	29	69	42%	18	34	18	550	
Douglas Gardens	0	0	26	0	0	26	59	44%	15	30	15	475	The 26 are "secured" in that they are within the school gates
Guy Lee	47	0	0	0	0	47	69	68%	18	35	18	550	
Maple	12	20	12	0	0	44	50	88%	13	3	Above code	400	6 uncovered racks are in back parking lot off of Dubens Ln
Mt. Vernon	8	0	36	0	0	44	63	70%	16	9	16	500	
Page	59	0	0	0	0	59	59	99%	15	30	15	475	
Ridgeview	0	0	75	0	0	75	67	113%	17	33	17	532	
Riverbend	8	0	72	0	0	80	63	128%	16	0	16	500	Extra wave racks could be transferred to another school?
Thurston Elementary	40	28	0	0	0	68	63	109%	16	0	Above code	500	
Two Rivers-Dos Rios	18	0	0	0	0	18	65	28%	17	23	17	516	
Walterville	0	0	0	0	0	0	38	0%	10	19	10	300	No need to have the code required racks at a school that has no student bike access since it is located on a highway.
Yolanda	24	0	0	0	0	24	56	43%	14	16	14	450	
Agnes Stewart Middle	21	14	0	0	0	35	94	37%	24	29	10	750	Moved 2 wave racks under awning to left of front doors. The covered space to the right of front doors can be used for additional bike parking when obtained.
Briggs Middle	84	0	0	0	0	84	73	116%	19	36	19	580	
Hamlin Middle	0	6	72	0	0	78	93	84%	24	34	18	740	
Thurston Middle	0	0	119	0	0	119	70	171%	18	35	18	556	
Gateways High	6	6	0	0	0	12	16	74%	4	0	Above code	129	City of Springfield installed 2 staple racks on Main St in July 2014
Springfield High	36	3	0	0	5	39	197	20%	50	98	47	1575	
Thurston High	0	16	0	0	0	16	206	8%	53	103	37	1650	
Academy of Arts and Academics	10	0	0	20	0	30	61	49%	16	15	Above code	487	Covered and secured for 20 bikes in back, 2 staple racks out front on Main St that are uncovered and 3 staple racks in front of Arts and Sciences building on Main St that the City installed in summer 2014.
<b>Total Needed:</b>										<b>584</b>	<b>304</b>		

\*Code = 1 spot per 8 students (12.5% mode share). Bold school= 80% or below parking capacity to code

Cover: >25% covered = above code for assessment purposes

For the Springfield assessment, staples needed calculation included upgrading any racks that ranked below wave or staple.



### Springfield Schools - Parking Scoring Sheet

School	Rack	Location	Quantity**	Covered	Security	Accessibility	Total	Grade	Free & Reduced %	Notes
Centennial	13	8	5	0	10	6	42	F		All racks on side of school in unpaved enclosure. Looks run down. Staff and some students park bikes inside the school hallways and classrooms.
Douglas Gardens	15	5	5	0	8	7	40	F		Very little quantity and slightly difficult to find since it is inside the school's fenced in area.
Guy Lee	15	10	5	0	0	7	37	F		School has quite a few students riding, especially with SRTS encouragement.
Maple	40	15	5	15	8	10	93	A		New school, very nice parking facility. No racks outside of enclosure for visitors coming to the school in the middle of the day.
Mt. Vernon	25	15	5	0	8	8	61	D		Wave racks in an enclosure off to the side of the school.
Page	15	10	10	0	0	9	44	F		School painted old racks various colors to make them look a bit better. Located close to back door where students who bike to school enter.
Ridgeview	15	10	15	0	8	9	57	D		Wave racks on the side of the school building.
Riverbend	25	10	15	0	10	7	67	C		Theft issue with racks located out front according to office staff. Enclosed parking is off to the side of the building.
Thurston Elementary	40	20	15	10	0	9	94	A		New school, SRTS funded bike parking facilities.
Two Rivers-Dos Ríos	25	20	5	0	0	8	58	D		Wave racks up front and center, but need to increase capacity and improve infrastructure leading to bike parking.
Walterville	0	0	0	0	0	0	0	0/F		Nothing. Out in rural area, Hwy 126 is the only connector road to school. Does not make sense to add bike racks.
Yolanda	25	20	5	0	0	4	54	D		Need to assess improvements to routes that lead to parking facility during SRTS planning process. No ramp, requires people riding to pull in where the buses are.
Agnes Stewart Middle	25	18	5	5	3	9	65	C		2 of the wave racks were moved under the front awning in Nov 2014 to provide some covered parking.
Briggs Middle	10	20	15	0	2	6	53	D		Wire loops rise up from the median strip between the car loop and bus loop. Students have to cross bus loop lane from bike path entrance to reach racks, then cross bus loop lane again to enter front of school.
Hamlin Middle	30	10	5	5	8	7	65	C		Installed 12 new staple racks on May 6, 2014 (3 covered by front office). Provided by ODOT, secured through SRTS school Action Plan justification and documentation.
Thurston Middle	10	15	15	0	8	8	56	D		Students have to cross car/bus lane to get to front doors from bike parking enclosure area.
Gateways High	40	20	5	15	3	7	90	A		A few racks in front of doors and around side of building on Main St. Worked to install two more racks on Main St by collaborating with the City of Springfield in summer 2014.
Springfield High	15	20	5	5	8	10	63	D		Mostly front loader racks that are difficult to lock bikes to (mostly cable locks). Bike theft issue... several student bikes have been stolen. "No parking on fence" signs showing there has been bike locking to fence and lack of capacity issues.
Thurston High	15	5	5	5	7	7	44	F		Located within school gates, but in a dark area next to the vending machine. Need to increase capacity and improve rack type and location.
Academy of Arts and Academics Main Building	40	15	5	20	9	6	95	A		City of Springfield installed 2 staple racks in July 2014.
A3 Arts and Science Campus Building	40	20	5	0	4	7	76	C		City of Springfield installed 3 staple racks in July 2014.
School	Rack	Location	Quantity**	Covered	Security	Safety	Total	Grade		
<b>Grading Points*</b>	None-0 Wheel Bender-10 Front Load-15 Wave-25 Quality-40	No parking- 0 Out of site/inconvenient-5 Side area-10 Front & Center-20	None- 0 Below Code-5 At Code-10 Above Code-15	No-0 Below Code-5 Meet Code-10 Above Code 15 All Covered-20	Unsecured-0 Secured-10	Inaccessible, difficult to reach-0 Very accessible, convenient to reach-10	0-115	Grades:		90-115:A 79-89:B 65-78:C 50-64:D 0-49:F
						District average:	60	D	62.1%	

### 4j Schools - Capacity Calculation Sheet

School	Uncovered Capacity	Secured Capacity	Covered Capacity	Covered & Secured Capacity	Skateboard Quantity	Bike Parking	Code*	Percent	Code Covered	Staples Needed	Covered Spaces Needed	Building Capacity	Capacity Note
ATA/Family	60	0	0	0	0	60	51	<b>118%</b>	13	26	13	408	2013 Bond. Currently 5 wave racks w/12 bike capacity each.
Adams	48	0	6	0	0	54	50	<b>108%</b>	13	0	7	400	Updated 2013 School year with SRTS racks
Awbrey Park	36	0	0	0	0	36	69	<b>52%</b>	18	34	18	550	All wheel bender racks. Could use ATA/Family School waves maybe?
Bertha Holt	40	0	18	20	0	78	63	<b>125%</b>	16	0	Above Code	500	
<b>Buena Vista</b>	12	0	12	0	0	24	63	<b>38%</b>	16	19	4	500	Enrollment 335. Principal turned down 6 staples. Needs more for code- on sides or other locations
Cal Young Middle	48	10	16	10	12	84	77	<b>110%</b>	20	0	Above Code	612	Secured is teacher only (also covered). Large (original) bike storage in back is used for track/PE storage
Camas Ridge	18	0	46	0	0	64	44	<b>146%</b>	11	0	Above Code	350	
César Chávez	40	0	12	10	0	62	66	<b>94%</b>	17	0	Above Code	525	Secured space (10 racks) is currently used for storage
<b>Churchill High School</b>	22	0	26	0	0	48	150	<b>32%</b>	38		12	1200	
<b>Corridor</b>	16	0	0	0	0	16	34	<b>48%</b>	9	9	9	269	
Edgewood	6					6	56	<b>11%</b>	14	26	14	450	
Edison	8		0	42	0	50	38	<b>133%</b>	10	0	Above Code	300	*9 rear, 6 front (visitor) **Covered parking is secured too
Ellis Parker					0	0	25	<b>0%</b>	6	0	6	200	Unsure on student count
Fox Hollow	5	0	0	0	0	5	31	<b>16%</b>	8	15	8	250	
Gilham	90	0	24	0	0	114	66	<b>174%</b>	17	33	Above Code	525	Lots of wave racks, covered area is not good location.
<b>Howard</b>	40	0	0	0	0	40	50	<b>80%</b>	13	25	13	400	<b>2013 Bond</b>
<b>Kelly Middle</b>	0	41	0	18	0	59	93	<b>64%</b>	24	45	6	740	*4 front (visitor) **48 wave racks covered & uncovered in back are secured. All Wave need to be updated.
<b>Kennedy Middle</b>	30	0	2	0	0	32	83	<b>39%</b>	21	40	19	663	*No parking at hidden front rack. Students park on back fence (no rack). Need concrete pad in back- place 3/4 of racks there (30 staples) rest up front (10).
McCormack	8	0	34	0	0	42	50	<b>84%</b>	13	4	Above Code	400	New racks in playground area.
Madison Middle	36	0	16	14	0	66	70	<b>94%</b>	18	0	Above Code	561	
<b>Monroe Middle</b>	0	60	0	0	16	60	80	<b>75%</b>	20	6	20	638	**All covered is secured. Need 6 staples up front for visitor short-term
<b>North Eugene High</b>	64	0	0	0	0	64	150	<b>43%</b>	38		38	1200	
Ridgeline						0	25	<b>0%</b>	6	6	6	200	
<b>River Road</b>	36	0	0	0	0	36	53	<b>68%</b>	14	26	14	425	<b>2013 Bond</b>
Roosevelt Middle	60	8	62		0	130	108	<b>120%</b>	28	0	Above Code	867	2013 Bond *Secured parking is staff visitor in front (not often secured)
<b>Sheldon High School</b>	14	0	84	0	0	98	188	<b>52%</b>	48		Above Code	1500	
South Eugene High	85	0	52	76	0	213	173	<b>123%</b>	44	85	Above Code	1387	Many locations are poorly utilized because of limited availability to access bikes in secured area. Locking is happening in random locations. Theft near path a major problem
<b>Spencer Butte Middle</b>	33	0	17	0	0	50	83	<b>60%</b>	21	34	4	663	Have 6 old staple racks from VRC coming.
Spring Creek	0	0	36	0	0	36	50	<b>72%</b>	13	25	Above Code	400	12 capacity wave, 24 capacity wheel benders. Could use one ATA wave.
Village School	6	0	20	0	0	26	27	<b>97%</b>	7	10	Above Code	215	
Willagillespie	46	0	24	0	0	70	75	<b>93%</b>	19	0	Above Code	600	*18 front, 26 rear. 18 side (side not used in capacity)
<b>Yujin Gakuen</b>	6	0	0	0	0	6	34	<b>18%</b>	9	16	9	268	
Total Needed:										<b>484</b>	<b>221</b>		

\*Code = 1 spot per 8 students (12.5% mode share). Bold school= 80% or below parking capacity to code  
 Staples needed- Bold=replace wheel bender Underline=replace wave Plain=Bond or Not needed

### 4j Schools - Parking Scoring Sheet

School/Building	Rack	Location	Quantity**	Covered	Security	Accessibility	Total	Grade	Free & Reduced %	Notes
ATA/Family	40	10	10	0	5	3	68	C		Parking area is in a dangerous area. Needs to move to front area and have covered area. Grant money coming in 2014 for parking. Possible reconstruction as part of bond?
Adams	40	14	10	2	5	7	78	C+		Needs covered area and better path access to racks in rear of school
Awbrey Park	25	18	6	0	8	8	65	C		Descent location, poor racks and no cover. Some of ATA/Family school racks placed near office? Covered.
Bertha Holt	40	15	10	10	7	7	89	A-		Front area not covered but side covered parking area and secured area.
Buena Vista	40	18	5	10	7	7	87	B+		Could use some near playground.
Cal Young Middle	40	18	10	10	4	7	89	A-		Newer with staples and covered but could use more covered and security.
Camas Ridge	40	15	15	15	5	8	98	A		Great new DesignBridge bike parking area. Not front & center but awesome.
César Chávez	40	12	10	10	7	7	86	B		Front area not covered but side covered parking area (with some originally installed racks removed). Secured area is used for chair storage so not functioning now.
Churchill High	25	12	5	5	5	7	59	D		Need to upgrade racks, improve amount covered, spread around building
Corridor	40	18	5	0	3	8	74	C		Good staple racks in good location. Needs better covering.
Edgewood	10	5	5	0	8	7	35	F		Poor location, wheel benders, uncovered
Edison	40	15	15	15	10	10	105	A		Great new DesignBridge bike parking area. Not front & center but creates gathering spot
Ellis Parker	30	12	10	5	5	7	69	C		Some good racks, some bad, not great location, mostly not covered.
Fox Hollow	10	10	5	0	5	5	35	F		Poor location, wheel benders, uncovered
Gilham	25	15	15	10	7	7	79	B-		Lots of wave racks, covered area is not good location. Possible with 2013 Bond?
Howard	15	25	8	0	8	8	64	C-		Poor racks, not covered, great location. Possible improvement with 2013 Bond?
Kelly Middle	25	15	8	8	10	10	76	C+		Wave racks, some covered, in back. Front area blocked and uncovered.
Kennedy Middle	30	15	7	1	5	6	64	D		Hidden wheel benders uncovered. Kids using back area entrance gate to lock...look at building covered parking there with path connection
McCormack	40	20	8	15	8	6	97	A		Nice new SRTS funded covered parking.
Madison Middle	40	18	10	10	7	7	92	A		Good staple racks. Could be more covered. Sign pointing to racks.
Monroe Middle	40	15	10	20	9	9	103	A		No parking for visitors. Need 3 staples up front plus 1 or 2 outside bike cage.
North High	20	15	5	0	5	7	52	D		
Ridgeline	25	12	5	5	5	7	59	D		Mix of racks, mostly not covered and not great locations
River Road	10	6	5	0	7	6	34	F		Wheel bender racks in back uncovered. Possible improvement with 2013 Bond?
Roosevelt Middle	40	15	15	15	8	7	100	A		Good covered stapled racks. Good guest parking. Possibly cover more with 2013 Bond rebuild?
Sheldon High	39	18	8	18	8	8	99	A		Sheldon Green Team did a Citizinvestor project to update their bike parking from wheel benders to staple racks. A great success story. Still need a bit more capacity around building. A couple waves still exist here too.
South Eugene High	25	18	15	10	6	8	82	B-		All wave. Poor use of secured area because of limited opening hours. Theft an issue near path- so facilities moved some covered racks to near the front of the building. Need overhaul of bike parking layout system.
Spencer Butte Middle	25	20	7	8	7	7	74	C+		Some covered wheel bender racks in a good visible location
Spring Creek	25	18	7	15	7	7	79	B		Uncovered wheel benders and some semi-covered wheel benders. Descent location.
Twin Oaks										
Village School	30	15	8	10	6	7	76	C		Wave racks and some staple. Small quantity and high ridership. Good amount covered.
Willagillespie	40	10	10	11	6	7	84	B		Lots of great covered parking but hidden in back. Front racks are great (useful and artistic) but uncovered.
Yujin Gakuen	10	5	5	0	5	5	30	F		No parking up front. Other poor racks hidden
<b>Grading Points*</b>	None-0 Wheel Bender-10 Front Load-15 Wave-25 Quality-40	No parking-0 Out of site/inconvenient-5 Side area-10 Front & Center-20	None-0 Below Code-5 At Code-10 Above Code-15	No-0 Below Code-5 Meet Code-10 Above Code 15 All Covered-20	Unsecured-0 Secured-10	Inaccessible, difficult to reach-0 Very accessible, convenient to reach-10	0-115			90-115:A 79-99:B 65-78:C 50-64:D 0-49:F
						District average:	74	C	46.00%	

\*See scoring tab for more information  
 \*\*See capacity tab for more information



## Bethel Schools - Capacity Calculation Sheets

School	Uncovered Unsecured Capacity	Secured Unsecured Capacity	Covered Unsecured Capacity	Covered Secured Capacity	Skateboard Capacity	Existing Bike Parking Capacity	Code	Percent of Code Fulfilled	Code Covered	Staples Needed	Cover Spaces Needed	Building Capacity	Capacity Notes
Clear Lake El.	12	12	0	24	0	48	37	128%	9	19	Above Code	299	
Danebo El.	36		8	12	0	56	42	132%	11	14	Above Code	339	
Fairfield El.	16		10	18		44	53	83%	13	53	Above Code	425	
Irving El.			48			48	47	102%	12	15	Above Code	375	32 staples are being built Dec. 2014, have existing wave & wheel benders as well
Malabon El.			42			42	53	79%	13	42	Above Code	425	School being re-built - will have 64 covered staples unsecured
Prairie Mt. K-8	36	0	64	0	12	100	113	89%	28	7	Above Code	900	
Meadowview K-8	40	0	44	0	0	84	113	75%	28	113	Above Code	900	
Shasta MS.	0	40	0	0	0	40	59	67%	15	59	15	475	Only student capacity
Cascade MS		61				61	44	139%	11	44	11	350	
Willamette HS	76					76	188	41%	47	76	47	1500	
Kalapuya HS	30	0	0	0	0	30	25	120%	6	25	6	200	
Total Staple Racks Needed:										<b>223</b>			

Add more rows above to template as needed  
 See Scoring & Notes tab for further explanation  
 Code is 1/8 of building capacity  
 Covered code is 1/4 of overall code  
 1 Staple = capacity of 2 bikes

### Bethel Schools - Parking Scoring Sheet

School	Rack Type	Location	Quantity	Covered	Security	Accessibility	Total	Grade	Free & Reduced %	Notes
Prairie Mt. K-8	40	20	5	20	0	10	95	A		Nice rack system, just lacking a secured place
Kalapuya HS	25	20	15	0	0	10	70	C		Racks in front; need covered/secure place
Meadoview K-8	25	20	5	15	0	10	75	C		Nice rack system covered with large capacity - no staples, or secured space
Shasta MS	20	10	5	0	10	10	55	D		No racks in front, no covered, no staples
Clearlake El	35	20	15	15	10	10	105	A		Nice covered racks in the middle of school courtyard
Danebo El.	35	15	15	15	5	10	95	A		Good combo of racks in back of school
Fairfield El.	25	10	5	15	10	10	75	C		School beign re-built
Malabon El.	10	15	5	20	5	10	65	D		School being re-built - will have 64 covered staples unsecured; Grade will improve to an A
Cascade MS	10	10	15	0	10	10	55	D		uncovered wheel benders in back of school
Willamette HS	40	20	5	0	0	10	75	C		needs covered/secured space; no staples
Irving El.	35	20	15	15	0	10	95	A		32 staples are being built Dec. 2014, have existing wave & whell benders as well
School	Rack	Location	Quantity**	Covered	Security	Safety	Total	Grade	Free & Reduced %	
<b>Grading Points*</b>	None-0 Wheel Bender-10 Front Load-15 Wave-25 Quality-40	No parking- 0 Out of site/inconvenient -5 Side area-10 Front & Center-20	None- 0 Below Code-5 At Code-10 Above Code-15	No-0 Below Code-5 Meet Code-10 Above Code 15 All Covered-20	Unsecured-0 Secured-10	Inaccessible, difficult to reach-0 Very accessible, convenient to reach-10	0-115			Grades: 90-115:A 79-89:B 65-78:C 50-64:D 0-49:F
							District average: 77	C	57.4%	

Add more rows above to template as needed.  
 \*See Scoring & Notes tab for more information

## Eugene-Springfield Bicycle Parking Improvement Cost Estimates

District	Staples Needed to Meet Code	Cost Estimate of Staples Needed (\$150/rack)	Number of Covered Staples Needed	Number of Schools Needing Covered Parking	Number of Covered Parking Units Needed (8 bikes/unit)	Cost Estimate of Covered Parking Units Needed (\$5,000/unit)
Springfield	584	\$87,900	304	16	43	\$215,000
4j	484	\$72,600	221	18	24	\$120,000
Bethel	107	\$16,050	79	3	11	\$55,000
<b>Eugene-Springfield Totals</b>	<b>1,175</b>	<b>\$176,250</b>	<b>604</b>	<b>37</b>	<b>78</b>	<b>\$390,000</b>

**GRAND TOTAL: \$566,250**

The above calculations show the cost estimates of materials needed to achieve code requirements for all three school districts. If funded at the levels indicated, all public schools across the Eugene-Springfield region would receive “A’s” for total grades in the Parking Scoring sheet, assuming that location, security, and safety are also taken into account during design and installation and that those metrics receive decent grades.

The comparison between school districts highlights the Safe Routes to School work that has been done in 4j and Bethel school districts previously. Springfield was the most recent district to hire a Safe Routes to School Coordinator in November 2013. 4j is the largest school district in the region, but needs fewer bicycle parking improvements because the 4j program has been working on improving bicycle parking facilities for the longest time period in the region. Bethel has the highest percentage of new schools in the district, which received better bicycle parking facilities during construction due to more recent code requirements. Bethel is also the smallest district in the region. School district bond measures have enabled and will continue to enable more schools across the region to update their bicycle parking to meet current code requirements.

## Conclusion

This project started out as a way to analyze one school district's existing bicycle parking and its future needs. Through the development of the assessment tool we saw how useful it could be for other schools and districts to have a standardized tool to assess and improve their parking as well. A few communities in Oregon have already used and tested this tool and helped us to refine it for broader use. We hope that you find this resource helpful in improving your school's bicycle parking and increasing the number of students who use healthy, active transportation to get to school. We also look forward to feedback you have on ways to improve the tool for any later editions.

Thanks to our beta testers!



Please email [info@eugenespringfieldsrts.org](mailto:info@eugenespringfieldsrts.org) with questions or feedback about the assessment tool.



Eugene Students Appreciate City Infrastructure Improvements. Photo by Shane MacRhodes.

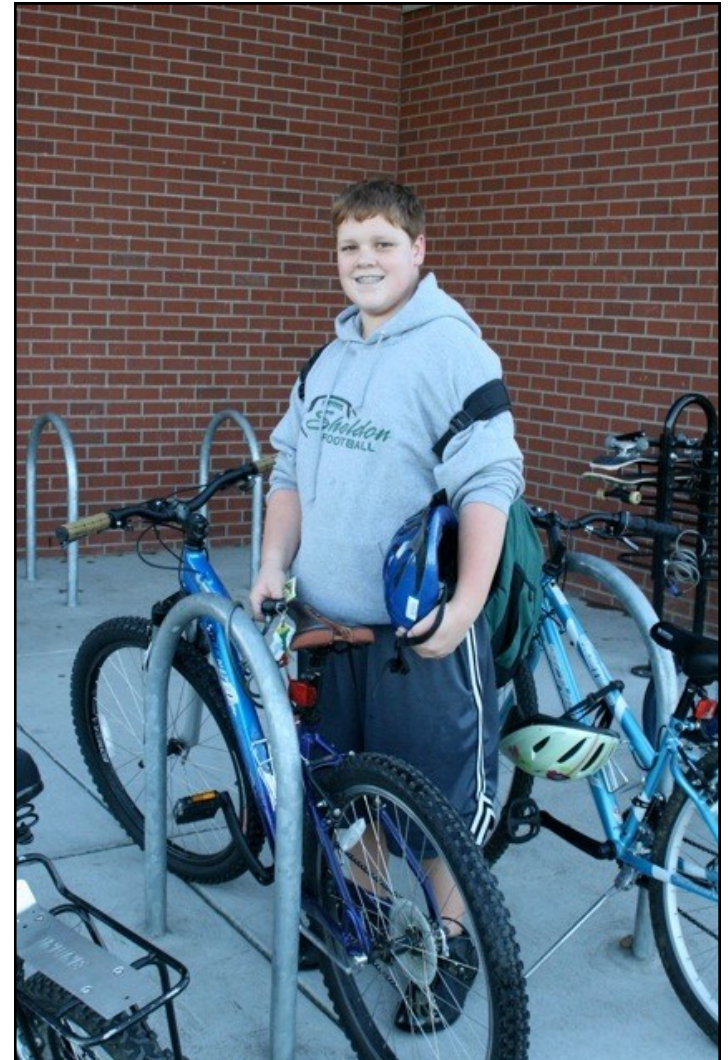


## Acknowledgements

This report was developed in collaboration with the following partners:

# SafeRoutes

Eugene Springfield Safe Routes to School



Student at Cal Young Middle School Uses Bicycle Parking Facility. Photo by Shane MacRhodes.

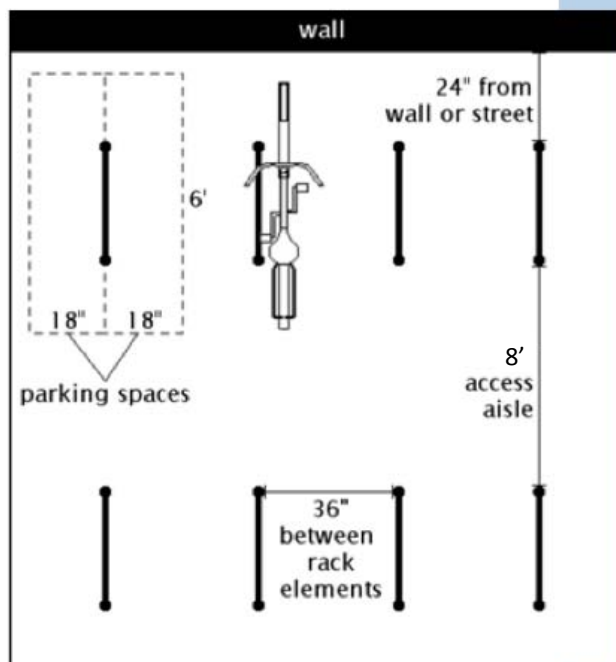
## Appendix A: Bike Rack Installation Guidelines

### General Criteria for Good Quality Bicycle Parking<sup>3</sup>

Any bicycle rack should conform to the following guidance:

- Allow locking of the frame and one or both wheels with a U-lock
- Be anchored to the ground securely
- Resists cutting, rusting, bending, or deformation, both from natural causes and from human abuse
- Works well for a variety of bicycle frame types (e.g. should work for step-through frame as well as diamond frame, children's bicycles as well as adult bicycles)

Note: staple racks fulfill the above criteria very well and are generally recommended.



### Rack Placement and Spacing<sup>12</sup>

- Each bicycle parking space should be **at least 6 feet long and at least 18 inches wide.**
- There should be **at least 36 inches between rack elements.**
- There should be **at least 24 inches between the rack element and the wall and at least 24 inches between the rack element and the street.**
- The access aisle between rows of rack elements should be **at least 5 feet wide. 8 feet is recommended.**
- There must be **at least 7 feet of clearance overhead.**

## Appendix B: Rack Vendors and Cost Estimates

We encourage schools to explore options for bicycle rack vendors to get a good price. Sometimes vendors will give better prices for large orders of racks. Local welders such as body shops, muffler shops, or metalsmiths may also be interested in manufacturing bicycle racks for a school at an affordable price. Make sure to use a vendor who is experienced and produces a good quality product.

Here are some vendors we recommend:

The logo for Sportworks, with "sport" in yellow and "works" in grey, followed by a registered trademark symbol.

Website: [www.sportworks.com](http://www.sportworks.com)

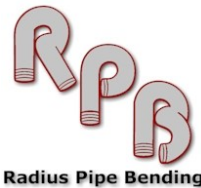
Order Now: 1-888-661-0555



Sportworks Tofino No Scratch Racks.



[www.dero.com](http://www.dero.com)



[www.radiuspipe.com](http://www.radiuspipe.com)



SIMPLY DESIGNED TO LAST. GUARANTEED.

[www.sarisparking.com](http://www.sarisparking.com)

## Appendix C: Safe Routes to School Bike Facility Policies

ChangeLab Solutions, a law and policy innovation group, partnered with the Safe Routes to School National Partnership to develop model policies that can be adopted by schools and/or school districts related to Safe Routes to School. Their policy tool text is shown below. For additional resources, visit <http://changelabsolutions.org/safe-routes/5031>.<sup>13</sup>

**Option 1:** District shall ensure that each school provides sufficient storage facilities for bicycles, scooters, skateboards, or similar human-powered devices to encourage active transportation to and from school. District shall seek the input of active transportation advocates to ensure that the quality of such facilities is satisfactory. Further, District shall ensure that the quantity of storage facilities increases in proportion to demand. Individual schools may not unreasonably restrict storage of active transportation devices in designated areas during school hours.

**Option 2:** District shall ensure that each school provides sufficient storage facilities for bicycles, scooters, skateboards, or similar human-powered devices to encourage active transportation to and from school. District shall seek the input of active transportation advocates to ensure that the quality of such facilities is satisfactory. Further, District shall ensure that the quantity of storage facilities increases in proportion to demand. Individual schools may not unreasonably restrict storage of active transportation devices in designated areas during school hours.

**To ensure convenience and protection from theft or vandalism, storage facilities shall be located in visible areas, near school entrances, and when deemed appropriate by school officials, in locked facilities.**

**Option 3:** District shall ensure that each school provides sufficient storage facilities for bicycles, scooters, skateboards, or similar human-powered devices to encourage active transportation to and from school. District shall seek the input of active transportation advocates to ensure that the quality of such facilities is satisfactory. Further, District shall ensure that the quantity of storage facilities increases in proportion to demand. Individual schools may not unreasonably restrict storage of active transportation devices in designated areas during school hours.

**To ensure convenience and protection from theft or vandalism, storage facilities shall be located in visible areas, near school entrances, and when deemed appropriate by school officials, in locked facilities. All storage facilities shall provide protection from the elements. District shall also encourage individual schools to provide repair tools such as air pumps and other common tools to help students repair minor equipment failures.**



## Appendix D: Bicycle Locking Educational Materials

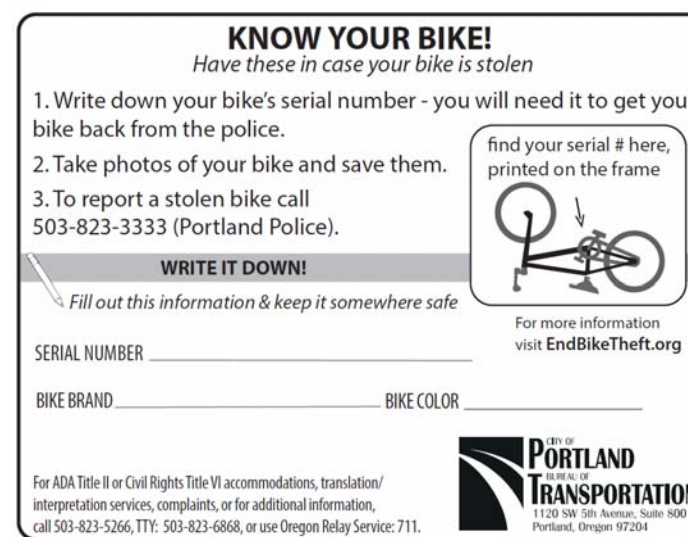
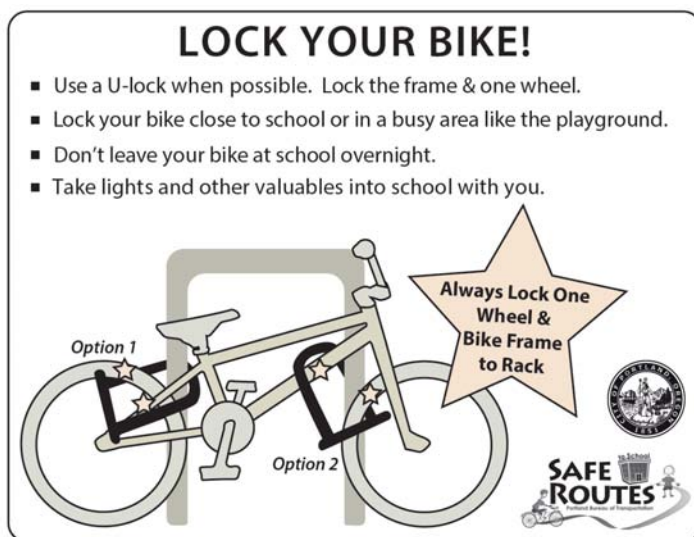
Point2point Solutions, the Lane county transportation options program, assessed county bicycle parking and developed a template for stickers that can be applied to the top of staple bike racks to educate users about how to properly secure their bicycles to the racks. Below is the template sticker they provide. For further information and resources on the bicycle parking study, visit <http://www.point2pointsolutions.org/node/45>.<sup>4</sup>



Eugene-Springfield Safe Routes to School customized the template to meet our needs:



Portland Bureau of Transportation uses the following two-sided cards to attach to students' bicycles to educate them about proper locking:



## Appendix E: Site Design and Engineering Guidance

In addition to encouraging students and families to ride bicycles to and from school through improved bicycle parking facilities, we also encourage schools to take a further look at other engineering improvements. Below are two initial resources to explore regarding further site design and school engineering guidance.

### Safe Routes to School Briefing Sheet:

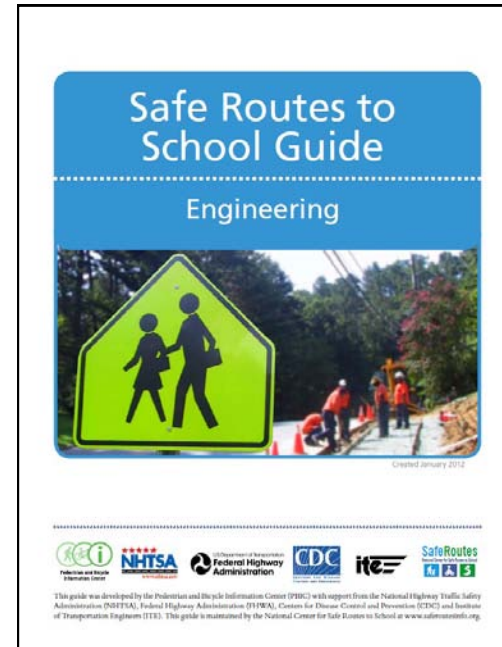
#### School On-Site Design<sup>14</sup>

Visit [http://www.saferoutespartnership.org/sites/default/files/pdf/Lib\\_of\\_Res/SRTS\\_Program\\_SchoolOnSiteStorage\\_ITS\\_2012.pdf](http://www.saferoutespartnership.org/sites/default/files/pdf/Lib_of_Res/SRTS_Program_SchoolOnSiteStorage_ITS_2012.pdf) to download a copy of the School On-Site Design Briefing Sheet. The sheet covers the following topics:

- Separation of Pedestrians, Bicycles, Parent Vehicles, and Buses
- Bicycle Access and Storage
- Location of School Entrances
- Bus-Related Design and Operations
- Design and Operation of Drop-off and Pick-Up Zone
- Driveways and Internal Roadway Network
- Parking
- Supplemental Devices to Minimize Pedestrian/Vehicle Conflicts
- Traffic Control Devices

### Safe Routes to School Guide: Engineering<sup>15</sup>

Visit [http://guide.saferoutesinfo.org/pdf/SRTS-Guide\\_Engineering.pdf](http://guide.saferoutesinfo.org/pdf/SRTS-Guide_Engineering.pdf) to download a copy of the Safe Routes to School Engineering Guide for further guidance.



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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** TRANSITSTAT UPDATE

**PREPARED BY:** Mark Johnson, Director of Operations and Customer Satisfaction

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

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### BACKGROUND:

TransitStat is a continuous improvement program that has roots in the New York Police Department in the 1990s. It was adapted as CityStat in Baltimore in 2000, then finally adapted to transit by Greater Cleveland Regional Transit Authority in 2009. TransitStat is a data-driven improvement program that puts front-line employees in charge of improving their systems, processes, and efficiencies based on their knowledge and expertise in the area needing to be improved.

LTD has adopted TransitStat as the District's continuous improvement program. There are currently three active TransitStat projects: 1) a team is working to improve miles between road calls, 2) a team is working on reducing stand time for bus operators, and 3) a team is working to improve the efficiency of the District printer usage.

Projects are vetted through the TransitStat Executive Panel, which consists of the three department directors and the general manager. The purpose of the executive panel is to identify areas for improvement, approve the team members, and provide the teams with the resources they need to make the desired improvement.

The teams are required to report back to the Executive Panel every month with a progress update. The improvement teams are charged with setting reasonable goals for improvement, provide the Executive Panel with information on the steps they have taken to achieve the goals, and to explain any barriers encountered to achieving the desired result. The barriers could be monetary, or related to staffing, equipment, or anything else that may prevent improvement. The team explains to the Executive Panel specifically why the barrier creates a problem and requests resources from the Executive Panel to alleviate the issue. The team then utilizes the resources and reports back on progress on a monthly or quarterly basis.

TransitStat at LTD has been in place for about a year and with the three active teams working on projects, the results have been impressive. The team working on stand reduction was able to reduce stand time in the first month, reached its goal in the second month, and have continued to improve, saving a total of more than 3,000 hours in the first year. The team working on road calls has been active since August; they set a goal to increase miles between road calls by 10 percent. The team has exceeded that goal significantly and has improved the miles between road calls from around 5,100 to 6,817. The team's efforts also have significantly reduced the number of buses being road called, both of which improve service quality.

The third team is a team evaluating the use of printers and copiers to improve the efficiency and cost effectiveness of the printing process at the District. This team has made some recommendations but are still collecting data and working to gain a full understanding of the needs of the departments as well as the real costs of making changes.

TransitStat is off to a good start. It is the goal of the Executive Panel to incorporate more improvement processes based on American Bus Benchmarking Group (ABBG) data to pinpoint areas where LTD needs improvement as compared with other ABBG members, and to also utilize internal data and input to identify future TransitStat projects.

**ATTACHMENTS:**                   None.

**PROPOSED MOTION:**           None.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** FY 2016-25 CAPITAL IMPROVEMENTS PROGRAM ADMINISTRATIVE AMENDMENTS

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

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

---

### BACKGROUND:

The Capital Improvements Program (CIP) is LTD's program of projects funded with federal, state, and local funding and is reviewed and revised annually.

The FY 2016-25 Capital Improvements Program was approved by the LTD Board of Directors at the May 20, 2015 Board meeting. Occasionally, the approved CIP needs to be amended to make administrative changes. Since an administrative amendment does not go through the full public review process, changes requested are minor in nature. Some reasons for amending the CIP through an administrative amendment are as follows:

- 1) Minor cost increase
- 2) Decrease in cost
- 3) Change in schedule
- 4) Receipt of funding for a specific purpose

These administrative amendments to the FY 2016-25 Capital Improvements Program align the CIP with the budget approved by the Budget Committee on May 20. The amendments are as follows:

### Amendments

- Year-end Adjustments/Rollovers: During the budget development process, projects from the current year are reviewed for completeness. Incomplete projects need to be carried forward to the new fiscal year, and some cost adjustments may need to be made to the CIP to reflect current cost estimates. The net increase for these changes in schedule is \$2,926,139. These rollovers cover such projects as transit security cameras, computer hardware and software projects, and the completion of the new phone system installation.
- West Eugene EmX Extension: When the CIP was developed, it was projected that \$75 million would be remaining to be spent on this project at the end of FY 2015. During the budget development process, this figure was reduced to \$72,740,000. The reduction of \$2,260,000 has been applied to the WEEE project in the CIP in FY 2016.

These administrative amendments reflect a total increase in project costs of \$666,139 in the FY 2016-25 Capital Improvements Program.

**Summary of Changes**

FY 2016 CIP Project Total as Approved	\$57,013,361
Preventive Maintenance	( 5,250,000)
Transportation Options	<u>( 497,800)</u>
FY 2016 Capital Projects	51,013,361
FY 2016 WEEE Adjustment	( 2,260,000)
FY 2015 Rollovers to FY 2016	<u>2,926,139</u>
FY 2016 Capital Project CIP Total as Amended	51,931,700
FY 2017 WEEE CIP Total	25,000,000
FY 2018 WEEE CIP Total	<u>15,000,000</u>
FY 2016 Capital Projects Fund Capital Outlay	\$91,931,700

**ATTACHMENT:** FY 2016-25 Capital Improvements Program with Administrative Amendments

**PROPOSED MOTION:** None.

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# LANE TRANSIT DISTRICT



2016 - 2025

Draft Capital Improvements Program

# Lane Transit District

## DRAFT CAPITAL IMPROVEMENTS PROGRAM

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# SECTION 1: CONTEXT FOR LTD'S CAPITAL INVESTMENTS

## CAPITAL IMPROVEMENTS FRAMEWORK

In everything Lane Transit District (LTD) does, we carry the community and its aspirations forward. Public Transportation services enable the residents of our community to connect to jobs, school, doctor's appointments, shopping, family and friends, and much more. Public transportation 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. In that context, we take responsibility for joining with our regional partners to create a livable community.

Capital investments allow LTD to meet operational and long-term goals. Those goals are aligned with the vision presented in the *LTD Road Map*, Lane Transit District's strategic plan. The *LTD Road Map* explains the agency's vision through a series of why, how, and what statements. LTD believes in providing people the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community. How we do this includes serving the community with respect, collaborating internally and externally, and caring for our customers, employees, and business partners. What we do includes providing safe and accessible vehicles, services, and facilities; practicing sound fiscal and sustainability management; delivering reliable, public transportation services; offering services that reduce dependency on the automobile; and providing leadership for the community's transportation needs.

Coordinating and collaborating with our partners 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 a need for LTD to connect effectively to the economic development, social equity, and environmental stewardship goals of the broader community. Integrating LTD's plans for growth and development with the goals of the communities that we serve ensures that we fully leverage our investments and are contributing most effectively to the growth and prosperity of the region's residents.

The Capital Improvements Program (CIP) is a 10-year framework that provides direction and guidance for LTD's capital investments. Annual revisions of the CIP consider new projects and reflect updates to the LTD Road Map and Long-Range Transit Plan.

## CAPITAL INVESTMENT PRIORITIES

LTD capital projects vary in scale in terms of size, cost, and community benefit. Some of these projects maintain existing systems, while others redefine the services provided by LTD. LTD is committed to maintaining current infrastructure while purposefully investing in new projects that allow for the District to meet the changing needs of our riders and community and to accomplish the goals outlined in our Long-Range Transit Plan.

The CIP has two fundamental objectives: 1) to facilitate the efficient use of LTD's limited financial resources, and 2) to implement regional priorities that anticipate the need for public transportation in the future. LTD's Long-Range Transit Plan, the Transportation Systems Plans (TSP) of the Cities of Eugene and Springfield, and the Central Lane MPO Regional Transportation Plan (RTP) are examples of local and regional planning mechanisms that are supported by the CIP. A complete description of these and other guiding documents are found in Appendix A. LTD's projects using federal funds are programmed into the Metropolitan Transportation

Improvement Program (MTIP) list of expenditures for approval by the Central Lane Metropolitan Planning Organization (MPO).<sup>1</sup>

The FY 2016-25 CIP totals approximately \$280.2 million in projects with funding secured or identified and \$18.2 million in projects with funding not identified. Sections 2 and 3 summarize all CIP projects included in the 10-year program.

## CIP DEVELOPMENT AND REVIEW PROCESS

The CIP is reviewed and adopted annually. Staff create the draft CIP that is submitted to the public for a 30-day comment period. The public can submit in writing any comments or questions about the program and testify at a public hearing that is scheduled within the comment period. Once the public comment period is concluded, all comments or questions along with staff responses are submitted to the LTD Board of Directors. Staff then present a revised draft program to the Board for adoption.

The first year of the program becomes the basis for the next year's Capital Projects Fund budget. As the budget is developed, minor adjustments are made to the CIP to account for projects that will continue into the next fiscal year or have small changes to cost or funding. Since these changes to the CIP are minor in nature, they are submitted to the Board for approval as an administrative amendment when the Board considers the budget for adoption.

### Development and Review Schedule

<b>July 1</b>	Fiscal year begins
<b>July – June</b>	Staff track progress of projects and funding
<b>January – February</b>	Staff develop draft CIP
<b>April</b>	Submit CIP to public for 30-day comment period
<b>April Board Meeting</b>	Public hearing on CIP
<b>May Board Packet</b>	Public comments/staff responses published
<b>May Board Meeting</b>	Board adopts CIP
<b>April – May</b>	Staff develop budget with CIP informing Capital Projects Fund proposed budget
<b>May</b>	Budget Committee presented proposed budget and approves a budget
<b>June</b>	Board of Directors adopts a budget and approved CIP administrative amendment

<sup>1</sup> Metropolitan Transportation Improvement Program. <http://www.lcog.org/709/Metropolitan-Transportation-Improvement->

## PROJECT FUNDING DECISIONS

There are two types of projects in the CIP: 1) State of Good Repair, and 2) Community Investment. State of Good Repair projects are projects that keep the District's assets in good working order to continue providing high-quality service to the community. These include vehicle replacement, maintenance and upgrades to technology and facilities, and other projects intended to keep our current service quality high. Community Investment projects increase the investments in the community adding additional service and/or user benefits. These can include frequent transit network projects, fare management, and large technology and facility upgrades that increase benefits to the community.

Projects are reviewed by staff, and six criteria are considered when making final project funding decisions. The first three criteria are considered for all projects (State of Good Repair and Community Investment):

- 1) Project Deferral Implication – To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits?
- 2) Feasibility of Implementation – What is the likelihood that the project will be completed within the requested budget and schedule?
- 3) Operating Budget Impact – What impact will the project have on the operating budget of the District?

Community Investment projects have three additional criteria that are considered:

- 4) Ridership/Quality of Service Delivery – What impact will this project have on ridership, quality of service delivery, and benefits to the community?
- 5) Economic Impact – How will a project increase the District's revenue, create jobs, and/or improve the local economy?
- 6) Environmental Impact – How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?

Following the staff review process, projects are organized into three tiers based on the availability of funding. For the purposes of this plan, LTD has documented projects that are ongoing from the previous year and are currently in design and/or construction.

Funding tiers include the following:

**Tier I:** Full funding identified.

**Tier II:** Projects contingent upon adequate available revenue. The availability of these revenue sources could impact the ability to move Tier II projects forward.

**Tier III:** Projects where a need exists but where no revenue source is currently identified. Should revenue sources be identified through federal, state, and local processes, these projects could move up to Tier I or Tier II.

LTD's final decision to commit funds occurs through the annual capital budget process. Although the CIP is the starting point for the annual budget, the projects actually budgeted each year can vary somewhat from those proposed in the CIP. Projects proposed in the CIP reflect the full budget for any open contract. A multi-year project will reflect the full amount budgeted in the current year. The budget for the current state of a project may change between CIP adoption and project implementation.

---

## PROJECT CLASSIFICATION

Projects are sorted by the following major classifications:

**Frequent Transit Network (FTN):** These projects encompass the planning, design, and construction of service that increases capacity along major transportation corridors. The FTN strengthens regional connectivity by tying service and investment decisions to the level of development along corridors.

**Fleet:** These are projects related to the addition, replacement, and overhaul of service and support vehicles and equipment.

**Facilities:** These are projects that fund the design, purchase, installation, construction, or improvement/rehabilitation of service, maintenance, and administrative facilities.

**Technology Infrastructure and Support Systems:** These projects deal with the acquisition, implementation, and enhancement of technology infrastructure, communications equipment, and computer hardware and software.

**Safety and Security:** These projects deal with the acquisition, implementation, and enhancement of security and safety programs that support the delivery of transportation service.

**Other:** These projects include other programs funded with grant funds including Accessible Services, Transportation Options, preventive maintenance, and other miscellaneous purchases.

## SECTION 2: MASTER LIST OF ALL PROJECTS

Community Investment Projects	Project #	Funding Tier *	Estimate		Future Year Projections					Ten-Year Total
			FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021-2025	
<b>Frequent Transit Network</b>			<b>\$13,400,000</b>	<b>\$37,785,000</b>	<b>\$27,750,000</b>	<b>\$15,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,535,000</b>
EmX Vehicle Docking System	1	III			2,000,000					2,000,000
Franklin Boulevard Phase 1 Transit Stations	2	I		935,000						935,000
Main-McVay Transit Study	5	I	500,000	200,000						200,000
MovingAhead Project	50	I	500,000	1,650,000	750,000					2,400,000
West Eugene EmX Extension	8	I	12,400,000	35,000,000	25,000,000	15,000,000				75,000,000
<b>Fleet</b>			<b>\$516,600</b>	<b>\$100,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>
Fleet Building	20	I			300,000					300,000
Security Cameras on ADA Vehicles	51	I	366,600							
Snow Vehicle/Equipment	53	I	150,000	100,000						100,000
<b>Facilities</b>			<b>\$530,000</b>	<b>\$480,000</b>	<b>\$1,370,000</b>	<b>\$1,195,000</b>	<b>\$2,155,000</b>	<b>\$4,405,000</b>	<b>\$14,775,000</b>	<b>\$24,380,000</b>
18th & Oak Patch Traffic Signal	49	III		225,000	50,000					275,000
Administration/Operations Building	17	I		100,000		40,000				140,000
Bus Stops	18	I	100,000	30,000	30,000	30,000	30,000	30,000	150,000	300,000
Eugene Station	19	I	150,000		75,000					75,000
Glenwood Campus	22	I	5,000		390,000					390,000
Glenwood Campus	22	III			700,000					700,000
Glenwood Facility Renovation/Expansion	23	III				1,000,000	2,000,000	1,000,000	8,000,000	12,000,000
Miscellaneous Improvements	24	I	125,000	125,000	125,000	125,000	125,000	125,000	625,000	1,250,000
Neighborhood Stations	25	III						250,000		250,000
RideSource Facility Improvements	47	I	150,000							
RideSource Facility Improvements	47	III						2,500,000		2,500,000
RideSource Parking Expansion	26	III						500,000		500,000
River Road Station	27	II							6,000,000	6,000,000

Community Investment Projects	Project #	Funding Tier *	Estimate	Future Year Projections						Ten-Year Total
			FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021-2025	
<b>Technology Infrastructure &amp; Systems</b>			<b>\$2,315,500</b>	<b>\$3,037,000</b>	<b>\$2,167,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$425,000</b>	<b>\$5,629,000</b>
Communications & Network Infrastructure	29	I	298,000							
Computer Hardware	30	I	25,500							
Computer Software	31	I	167,000	217,000	2,167,000					2,384,000
Disaster Recovery/Secondary Data Center	36	I	725,000							
Fare Management System	37	I	100,000	2,800,000					425,000	3,225,000
ITS Upgrades	52	I		20,000						20,000
RideSource Call Center Software Replacement	48	I	1,000,000							
<b>Other</b>			<b>\$542,800</b>	<b>\$544,550</b>	<b>\$546,300</b>	<b>\$548,175</b>	<b>\$550,050</b>	<b>\$551,925</b>	<b>\$2,792,985</b>	<b>\$5,533,985</b>
Miscellaneous Improvements	24	I	45,000	46,750	48,500	50,375	52,250	54,125	303,985	555,985
Transportation Options	44	I	497,800	497,800	497,800	497,800	497,800	497,800	2,489,000	4,978,000



State of Good Repair Projects	Project #	Funding Tier *	Estimate	Future Year Projections						
			FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021-2025	Ten-Year Total
<b>Fleet</b>			<b>\$906,900</b>	<b>\$7,105,000</b>	<b>\$1,085,000</b>	<b>\$16,801,050</b>	<b>\$2,101,000</b>	<b>\$18,646,000</b>	<b>\$45,476,473</b>	<b>\$91,214,523</b>
Accessible Services Vehicles	41	I	906,900		875,000	750,000	425,000	780,000	4,120,000	6,950,000
Fleet Building	20	I		150,000						150,000
Miscellaneous Equipment	42	I				300,000				300,000
Preventive Maintenance	43	I		160,000	25,000	25,000	25,000	50,000	275,000	560,000
Revenue Vehicle Replacement 2016	56	I		6,695,000						6,695,000
Revenue Vehicle Replacement 2018	11	I				15,633,050	1,576,000	1,576,000	9,440,000	28,225,050
Revenue Vehicle Replacement 2020	54	I						16,135,000	9,021,500	25,156,500
Revenue Vehicle Replacement 2021	12	I							11,012,132	11,012,132
Revenue Vehicle Replacement 2022	55	I							11,202,841	11,202,841
Shop Equipment	13	I		25,000	45,000	18,000				88,000
Support Vehicles	14	I		75,000	140,000	75,000	75,000	105,000	405,000	875,000
<b>Facilities</b>			<b>\$270,000</b>	<b>\$810,000</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$1,100,000</b>	<b>\$2,210,000</b>
Administration/Operations Building	17	I	230,000			100,000				100,000
Eugene Station	19	I	40,000	150,000						150,000
Fleet Building	20	I		600,000		100,000	100,000		500,000	1,300,000
Glenwood Campus	22	I							600,000	600,000
Miscellaneous Equipment	42	I		10,000						10,000
Miscellaneous Improvements	24	I		50,000						50,000
<b>Technology Infrastructure &amp; Systems</b>			<b>\$1,556,100</b>	<b>\$1,397,870</b>	<b>\$1,176,458</b>	<b>\$822,985</b>	<b>\$1,010,375</b>	<b>\$1,006,960</b>	<b>\$6,182,491</b>	<b>\$11,597,139</b>
Communications & Network Infrastructure	29	I	42,000	38,500	77,700					116,200
Computer Hardware	30	I	230,000	292,500	120,000	35,000	165,000	200,000	515,000	1,327,500
Computer Software	31	I	274,500	357,000	364,500	357,000	314,500	387,000	1,682,500	3,462,500
Computer Workstations & Peripherals	32	I	50,000	50,000	50,000	50,000	50,000	50,000	250,000	500,000
Copiers/Printers/Scanners	33	I	100,000			25,000			125,000	150,000
Fare Management System	37	I							500,000	500,000
ITS Upgrades	52	I	859,600	659,870	564,258	355,985	480,875	369,960	3,109,991	5,540,939

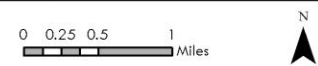
State of Good Repair Projects	Project #	Funding Tier *	Future Year Projections							Ten-Year Total
			Estimate FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021-2025	
<b>Safety &amp; Security</b>			<b>\$723,600</b>	<b>\$453,941</b>	<b>\$419,066</b>	<b>\$645,335</b>	<b>\$569,413</b>	<b>\$595,659</b>	<b>\$3,436,050</b>	<b>\$6,119,464</b>
Bus Security System Upgrades	39	I	411,600	405,000	101,600	101,600	101,600	101,600	508,000	1,319,400
Facilities Security System Upgrades	40	I	312,000	48,941	317,466	100,000			2,928,050	3,394,457
Facilities Security System Upgrades	40	II				443,735	467,813	494,059		1,405,607
<b>Other</b>			<b>\$5,125,000</b>	<b>\$5,300,000</b>	<b>\$5,250,000</b>	<b>\$5,250,000</b>	<b>\$5,250,000</b>	<b>\$5,250,000</b>	<b>\$26,250,000</b>	<b>\$52,550,000</b>
Miscellaneous Equipment	42	I		50,000						50,000
Preventive Maintenance	43	I	5,125,000	5,250,000	5,250,000	5,250,000	5,250,000	5,250,000	26,250,000	52,500,000
<b>Project Total</b>			<b>\$ 25,886,500</b>	<b>\$ 57,013,361</b>	<b>\$ 40,063,824</b>	<b>\$ 40,462,545</b>	<b>\$ 11,735,838</b>	<b>\$ 30,455,544</b>	<b>\$ 100,437,999</b>	<b>\$ 280,169,111</b>

\* Funding Tiers: Tier I: Full funding identified.  
 Tier II: Projects contingent upon adequate available resources. The availability of these resources could impact the ability to move Tier II projects forward.  
 Tier III: Projects where a need exists but where no revenue source is currently identified. Should revenue sources be identified through federal, state, and local processes, these projects could move up to Tier I or Tier II.

# SECTION 3: CAPITAL IMPROVEMENTS PROGRAM MAP



Note: This map is illustrative and should be used for reference only. The map depicts approximate locations of existing and proposed transportation facilities as of the date of this plan. Many LTD capital projects are not site specific and are, therefore, not referenced in this map. For descriptions of these projects, refer to Appendix C. Alignments are subject to change when project-level planning is undertaken. April 2015





# SECTION 4: FUNDING SUMMARY

Funding Source	Funding Tier *	Estimate	Future Year Projections						
		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021-2025	Ten-Year Total
<b>Federal</b>		<b>\$21,613,760</b>	<b>\$39,290,844</b>	<b>\$30,400,619</b>	<b>\$21,473,956</b>	<b>\$8,938,230</b>	<b>\$9,205,995</b>	<b>\$62,105,421</b>	<b>\$171,415,065</b>
5307 Urbanized Area Formula Program/5339 Bus and Bus Facilities Program	I	8,558,760	10,498,449	9,202,819	8,021,168	7,726,180	7,688,948	55,980,421	99,117,985
5309 Bus & Bus Facilities Program-Veterans Transportation & Community Living Initiative	I	1,038,400							
5309 Small Starts	I	9,600,000	28,000,000	20,000,000	12,000,000				60,000,000
5310 Enhanced Mobility of Seniors and Individuals with Disabilities	I			700,000	600,000	340,000	624,000	3,636,000	5,900,000
5310 Enhanced Mobility of Seniors and Individuals with Disabilities	II				354,988	374,250	395,247		1,124,485
		0	0	700,000	954,988	714,250	1,019,247	3,636,000	7,024,485
5310 Ladders of Opportunity	I	1,018,800							
5339 Alternatives Analysis Program	I	400,000	160,000						160,000
STP-U Surface Transportation Program-Urban	I	997,800	632,395	497,800	497,800	497,800	497,800	2,489,000	5,112,595
<b>State</b>		<b>\$2,800,000</b>	<b>\$9,135,000</b>	<b>\$5,600,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,735,000</b>
ConnectOregon	I		935,000						935,000
State Lottery Funds	I	2,800,000	7,000,000	5,000,000	3,000,000				15,000,000
STIP Enhanced	I		1,200,000	600,000					1,800,000
<b>Local</b>		<b>\$1,472,740</b>	<b>\$1,667,517</b>	<b>\$1,313,205</b>	<b>\$931,539</b>	<b>\$797,608</b>	<b>\$864,549</b>	<b>\$14,341,605</b>	<b>\$19,916,023</b>
Lane Transit District	I	1,472,740	1,667,517	1,313,205	842,792	704,045	765,737	8,341,605	13,634,901
Lane Transit District	II				88,747	93,563	98,812		281,122
Lane Transit District	III								
		1,472,740	1,667,517	1,313,205	931,539	797,608	864,549	8,341,605	13,916,023
Other Local Funds	II							6,000,000	6,000,000
<b>Debt Financing</b>		<b>\$0</b>	<b>\$6,695,000</b>	<b>\$0</b>	<b>\$14,057,050</b>	<b>\$0</b>	<b>\$16,135,000</b>	<b>\$15,990,973</b>	<b>\$52,878,023</b>
Debt Financing	I		6,695,000		14,057,050		16,135,000	15,990,973	52,878,023
<b>Unidentified</b>		<b>\$0</b>	<b>\$225,000</b>	<b>\$2,750,000</b>	<b>\$1,000,000</b>	<b>\$2,000,000</b>	<b>\$4,250,000</b>	<b>\$8,000,000</b>	<b>\$18,225,000</b>
Unidentified	III		225,000	2,750,000	1,000,000	2,000,000	4,250,000	8,000,000	18,225,000
<b>Funding Total</b>		<b>\$ 25,886,500</b>	<b>\$ 57,013,361</b>	<b>\$ 40,063,824</b>	<b>\$ 40,462,545</b>	<b>\$ 11,735,838</b>	<b>\$ 30,455,544</b>	<b>\$ 100,437,999</b>	<b>\$ 280,169,111</b>

\* Funding Tiers: Tier I: Full funding identified.  
 Tier II: Projects contingent upon adequate available resources. The availability of these resources could impact the ability to move Tier II projects forward.  
 Tier III: Projects where a need exists but where no revenue source is currently identified. Should revenue sources be identified through federal, state, and local processes, these projects could move up to Tier I or Tier II.

## SECTION 5: APPENDICES

### APPENDIX A: GUIDING DOCUMENTS

There are various federal, state, regional, and internal planning mechanisms that guide and influence land use and transportation planning. Existing planning mechanisms include federal regulations, state legislation, and local and internal plans and policies. Guiding documents already in existence have support from state authorities and regional policy makers. The Lane Transit District CIP, therefore, includes a range of adopted and budgeted projects that are consistent with other existing plans and policies. Implementing CIP projects that complement existing planning mechanisms increases the likelihood of public support and maximizes the region's resources.

All capital investments implemented by LTD and other regional and state partners must be consistent with economic, social, and environmental regulations established by federal regulatory bodies, including the United States Department of Transportation (U.S. DOT), Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA).

The following are a summarization of legislation, regulations, and plans currently influencing LTD transportation planning and services.

#### STATE

##### ***Oregon Transportation Plan***

The Oregon Transportation Plan (OTP) is the state's long-range multimodal transportation plan. The OTP considers all modes of Oregon's transportation system as a single system and addresses the future needs of airports, bicycle and pedestrian facilities, highways and roadways, public transportation, and railroads through 2030.<sup>2</sup>

<http://www.oregon.gov/ODOT/TD/TP/pages/otp.aspx>

##### ***Statewide Transportation Strategy***

The Statewide Transportation Strategy (STS) is a long-term vision to reduce transportation-related greenhouse gas (GHG) emissions and increase our region's energy security through integrated transportation and land use planning through 2050. The STS is neither directive nor regulatory, but rather points to promising approaches that should be further considered by policymakers at the state, regional, and local levels.<sup>3</sup>

The STS was developed through extensive research and technical analysis, as well as policy direction and technical input from local governments, industry representatives, metropolitan planning organizations (MPOs), state agencies, and others.

<http://www.oregon.gov/ODOT/TD/OSTI/Pages/STS.aspx>

##### ***Statewide Transportation Improvement Program***

The Statewide Transportation Improvement Program (STIP) is Oregon's four-year transportation capital improvements program. It is the document that identifies the funding for, and scheduling of, transportation projects and programs. It includes projects on the federal, state, city, and county transportation systems,

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<sup>2</sup> Oregon Transportation Plan, "Policies and Plans," Oregon.gov, <http://www.oregon.gov/LCD/TGM/Pages/policies.aspx>.

<sup>3</sup> Oregon Sustainable Transportation Initiative, Oregon.gov, <http://www.oregon.gov/ODOT/TD/OSTI/Pages/index.aspx>.

multimodal projects (highway, passenger rail, freight, public transit, bicycle and pedestrian), and projects in the National Parks, National Forests, and Indian tribal lands.<sup>4</sup>

<http://www.oregon.gov/ODOT/TD/STIP/Pages/about.aspx>

### **Transportation Planning Rule**

The Transportation Planning Rule (TPR), adopted in 1991, seeks to improve the livability of urban areas by promoting changes in land use patterns and transportation systems that make it more convenient for people to drive less to meet their daily needs.<sup>5</sup>

The TRP mandates consistency between the various state, regional, and local community transportation plans:

- Requires the Oregon Department of Transportation (ODOT) to prepare a state transportation system plan (TSP) and identify a system of transportation facilities and services adequate to meet identified state transportation needs;
- Directs counties and metropolitan organizations to prepare regional transportation system plans that are consistent with the state TSP; and
- Requires counties and cities to prepare local transportation system plans that are consistent with the regional plans.

[http://www.oregon.gov/LCD/Pages/Rulemaking\\_TPR\\_2011.aspx](http://www.oregon.gov/LCD/Pages/Rulemaking_TPR_2011.aspx)

## **LOCAL**

### **TransPlan**

The Eugene-Springfield Metropolitan Area Transportation Plan (TransPlan) guides regional transportation system planning and development in the Eugene-Springfield metropolitan area over a 20-year planning horizon.<sup>6</sup> TransPlan establishes the framework upon which all public agencies can make consistent and coordinated planning decisions regarding inter- and intra-jurisdictional transportation. The regional planning process ensures that the planning activities and investments of the local jurisdictions are coordinated in terms of intent, timing, and effect.

### **Regional Transportation Plan**

The Regional Transportation Plan (RTP) guides planning and development of the transportation system within the Central Lane Transportation Management Area (TMA). The federally required RTP includes provisions for meeting the transportation demand of residents over at least a 20-year planning horizon while addressing transportation issues and making changes that can contribute to improvements in the region's quality of life and economic vitality.

The regional planning process thus ensures that the planning activities and investments of the local jurisdictions are coordinated in terms of intent, timing, and effect. Projects in the RTP are initiated at the local and state level (i.e., within the planning processes of the cities of Eugene, Springfield, and Coburg; Lane Transit District; Lane County; and the Oregon Department of Transportation).<sup>7</sup>

<sup>4</sup> Statewide Transportation Improvement Program, Oregon.gov, <http://www.oregon.gov/odot/td/stip/Pages/default.aspx>, accessed February 15, 2013.

<sup>5</sup> Transportation Planning Rule, "Policies and Plans," Oregon.gov, <http://www.oregon.gov/LCD/TGM/Pages/policies.aspx>.

<sup>6</sup> Lane Council of Governments, TransPlan, <http://www.lcog.org/564/Regional-Transportation-Planning>.

<sup>7</sup> Regional Transportation Plan, <http://www.lcog.org/DocumentCenter/View/693>.

<http://www.lcog.org/DocumentCenter/View/693>

### **Regional Transportation System Plan**

The Regional Transportation System Plan (RTSP) includes policies, projects, and strategies that guide regionally significant transportation investments within the Central Lane MPO. The effort will help put into practice policies and actions to address the future needs of a growing population, while improving safety and efficiency.

The development of this plan will involve the communities of Coburg, Eugene, and Springfield, including citizens, staff, and elected officials. It also will involve Lane Transit District, Point2point, Oregon Department of Transportation, Lane County, and Lane Council of Governments.<sup>8</sup> The plan is currently undergoing an update.

### **Metropolitan Transportation Improvement Program**

The Metropolitan Transportation Improvement Program (MTIP) is a set of transportation improvements and projects that are scheduled to occur within the Central Lane Metropolitan Planning Organization (MPO) area over a four-year time period. The MTIP lists anticipated expenditures for significant local projects drawn from the capital improvement programs of Eugene, Springfield, Coburg, Lane County, Lane Transit District, and the Oregon Department of Transportation. All MTIP projects are determined by the transportation needs identified in the area's long-range transportation plan, the Regional Transportation Plan (RTP).

Federal legislation requires that the Metropolitan Planning Organization, in cooperation with the State and with transit operators, develop an MTIP that is updated and approved at least every four years. All projects within the MTIP are included in the Oregon Statewide Transportation Improvement Program (STIP).

<http://www.lcog.org/709/Metropolitan-Transportation-Improvement->

### **Unified Planning Work Program**

The Unified Planning Work Program (UPWP) is a federally required certification document describing the transportation planning activities to be undertaken in the Central Lane metropolitan area for a specific fiscal year or years. Development of the UPWP provides local agencies with an opportunity to identify transportation needs, objectives, and products. The UPWP sets priorities for regional transportation planning activities that are responsive to the goals set by the regional transportation plan and the federal mandates of the current transportation funding bill within the guidelines set by the U.S. Department of Transportation.

<http://www.lcog.org/707/Unified-Planning-Work-Program>

### **Transportation System Plans**

Transportation System Plans (TSPs) are a requirement of state land use law and are in place at the county level as well as cities within LTD's service area. The City of Eugene is currently developing its individual TSP to meet the long-term (20-year) transportation needs of residents, businesses, and visitors throughout the city. The City of Springfield adopted its TSP in 2014. The TSPs identify improvements for all modes of transportation, including the roadway, bicycle and pedestrian, transit, and rail networks.

These planning initiatives closely consider public input and local, regional, and state policies, plans and rules; including the Eugene Bike and Pedestrian Plan<sup>9</sup>, Oregon Highway Plan, the Regional Transportation System

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<sup>8</sup> Central Lane Metropolitan Planning Organization Transportation System Plan. <http://www.centallanertsp.org/>.

<sup>9</sup> City of Eugene Transportation System Plan. <http://www.centallanertsp.org/EugeneTSP>.

Plan (RTSP), and the Eugene-Springfield Metropolitan Area General Plan (Metro Plan).<sup>10</sup> Once both TSPs are adopted, these plans will inform the RTSP being prepared by Lane Council of Governments (LCOG).<sup>11</sup>

City of Eugene TSP:

<http://www.centrollanertsp.org/EugeneTSP>

City of Springfield TSP:

<http://www.centrollanertsp.org/SpringfieldTSP>

### **Capital Improvement Program(s)**

The City of Eugene, City of Springfield, Lane County, and other surrounding communities' Capital Improvement Programs (CIP) identify needs for construction of capital projects or improvements to the cities' or county's infrastructure based on various adopted long-range plans, goals, and policies. These CIPs seek to improve the safety, utility, and efficiency of the existing road network, accommodate future growth in traffic volumes, reduce maintenance costs, conserve fuel, accommodate alternative transportation modes, and promote economic development.<sup>12</sup> As noted in Eugene's CIP, "A balanced CIP is the provision of funds to preserve or enhance existing facilities and provide new assets that will aid response to service needs and community growth."<sup>13</sup>

City of Eugene CIP:

<http://www.eugene-or.gov/index.aspx?NID=371>

City of Springfield CIP:

<http://www.ci.springfield.or.us/Pubworks/CIP.htm>

Lane County CIP:

<http://www.lanecounty.org/departments/pw/transplanning/pages/cip.aspx>

## **INTERNAL**

### **Strategic Plan**

The *LTD Road Map* serves as LTD's strategic plan and includes LTD's vision and mission statements, core values, the basis of LTD's brand (Our Position, Our Personality, and Our Promise), and strategic goals. The strategic plan sets forth short- and long-term strategies that provide tactical direction to guide the District's activities and programs in order to achieve the desired goals and objectives. It is currently undergoing an update.

<http://www.ltd.org/pdf/aboutus/The%20LTD%20Road%20Map%202009-02-12.pdf>

### **The Lane Coordinated Public Transit-Human Services Transportation Plan**

The Lane Coordinated Public Transit-Human Services Transportation Plan, also referred to as the Lane Coordinated Plan, supports transportation and connections for people who depend on public transportation services in Lane County. The plan satisfies federal requirements enacted through the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for User (SAFETEA-LU), retained under Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

<sup>10</sup> "City of Springfield Transportation System Plan," <http://www.centrollanertsp.org/SpringfieldTSP/Home>.

<sup>11</sup> Ibid.

<sup>12</sup> Lane County, "Capital Improvement Program," [www.lanecounty.org/departments/pw/transplanning/pages/cip.aspx](http://www.lanecounty.org/departments/pw/transplanning/pages/cip.aspx).

<sup>13</sup> "City of Eugene Capital Improvement Program," <http://www.eugene-or.gov/index.aspx?NID=371>.



<https://www.ltd.org/pdf/accessibility/FINAL%202013%20transportation%20coordinated%20plan%20update.pdf>

### ***Long-Range Transit Plan***

The Long-Range Transit Plan takes stock of LTD's current conditions, considers implications of the future, and identifies short- and long-term goals that can help LTD adapt to future changes and uncertainties.

Traditionally, agency plans pinpoint a future goal and methodically lay out the steps to get there. Because of the current uncertainties, this long-range transit plan takes a different tack. It lays the foundation for future decisions by identifying the strategies for responding to specific trends. Recognizing that reality will likely be different than predictions, the plan also establishes a process for revisiting decisions and recalibrating actions to fulfill LTD's vision.

[http://www.ltd.org/pdf/reports%20and%20publications/LTD\\_L RTP\\_Final.pdf](http://www.ltd.org/pdf/reports%20and%20publications/LTD_L RTP_Final.pdf)

### ***System Safety Program Plan***

The System Safety Program Plan (SSPP) serves as a guideline for the establishment of technical and managerial safety strategies to identify, assess, prevent, and control hazards to transit customers, employees, the public, and others who may come into contact with the system. This SSPP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel in order to create a safe environment. This plan is currently under revision.

### ***Point2point Strategic Plan***

The Point2point Strategic Plan is a blueprint to strengthen our area's ability to curtail the growth in vehicle miles traveled and the use of single-occupancy vehicles through innovative transportation programs and services. The plan is based upon the premise that a comprehensive, cross-jurisdictional approach to managing the demand for road use will result in more effective and innovative planning and services.

This plan highlights a course of action to further advance opportunities for commitment and collaboration from community partners. The result of these partnerships, if the course is taken, will enhance the regional transportation options network to move more people, more efficiently, in fewer vehicles. This plan is currently under revision.

## APPENDIX B: FUNDING SOURCES

Capital investments presented in the CIP are funded by a variety of sources. The following are a summarization of federal, state, and local capital investment funding programs.

### FEDERAL FUNDING PROGRAMS

Federal funding programs are enacted through a series of transportation bills. In 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU guaranteed funding for highways, highway safety, and public transportation and represented the largest surface transportation investment in our nation's history. The two landmark bills that brought surface transportation into the 21<sup>st</sup> century—the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)—shaped the highway program to meet the nation's changing transportation needs. SAFETEA-LU enhanced these existing programs by supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure.<sup>14</sup>

SAFETEA-LU addressed many challenges facing our transportation system—such as improving safety, reducing traffic congestion, improving efficiency in freight movement, increasing intermodal connectivity, and protecting the environment. SAFETEA-LU established the framework for future transportation bills, preceding the current large-scale transportation bill: Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21).

#### ***Moving Ahead for Progress in the 21<sup>st</sup> Century Act***

The Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) funds surface transportation programs at more than \$105 billion for fiscal years 2013 and 2014. MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery.

<http://www.fhwa.dot.gov/map21/summaryinfo.cfm>

#### **Programs under MAP-21:**

- **Surface Transportation Program**

The Federal Surface Transportation Program (STP) is a block grant program replacing federal-aid systems and is available for all roads not functionally classified as local or rural minor collector. Transit capital projects and bicycle-pedestrian projects also are eligible under this program.<sup>15</sup>

A sub-program, Surface Transportation Program – Urban (STP-U) appropriates funds for Metropolitan Planning Organizations (MPO) of more than 200,000. These funds are allocated by the Central Lane MPO and must be matched with local or other non-federal funds at a minimum ratio of 10.27 percent of the total funding. Current estimates indicate that the Central Lane MPO can anticipate approximately \$3 million per year. The overall purpose is to fund the MPO's priorities to implement the long-range Regional Transportation Plan (RTP). STP and STP-U funding is federal

<sup>14</sup> Federal Highway Administration, "A Summary of Highway Provisions in SAFETEA-LU," [www.fhwa.dot.gov/safetealu/summary.htm](http://www.fhwa.dot.gov/safetealu/summary.htm).

<sup>15</sup> Lane Council of Governments, Metropolitan Transportation Improvement Program, 2012.

funding with local discretion, and may be permitted for use as flex funds for Federal Transit Administration-related projects.<sup>16</sup>

- **FTA Section 5307 Funds**

Section 5307 funds are distributed on a statutory formula basis to support capital, operating, and planning expenditures for publicly owned transit systems. LTD anticipates receipt of some funding from this program in the next few years. When used for capital or planning projects, Section 5307 funds have a funding ratio of 80 percent federal and 20 percent local; when used for operations, the maximum federal percentage is 50 percent.<sup>17</sup>

- 5307 URBANIZED AREA FORMULA FUNDS: Section 5307 Urbanized Area Formula Funds makes funds available to urbanized areas and to states for transit capital and operating assistance in urbanized areas, and for transportation-related planning. Eligible activities include planning, engineering design and evaluation of transit projects, capital investments in bus and bus-related activities, and capital investments in new and existing fixed-guideway systems.<sup>18</sup>
- 5307 AMERICAN RECOVERY AND REINVESTMENT ACT: Section 5307 American Recovery and Reinvestment Act implements tax cuts, funding for entitlement programs and federal contracts, grants, and loans. The Act seeks to (1) create new jobs and save existing ones, (2) spur economic activity and invest in long-term growth, and (3) foster unprecedented levels of accountability and transparency in government spending.<sup>19</sup>

- **FTA Section 5309 Funds**

Section 5309 funds are available for transit capital improvements. Funds are administered by the FTA regional office and are granted on a project-by-project basis. Lane Transit District (LTD) anticipates receiving some Section 5309 funds during the next five years. Should these funds be available, they will be used to finance one-time capital improvements. The funding ratio for these funds is 80 percent federal and 20 percent local.<sup>20</sup>

- 5309 BUS AND BUS FACILITIES: Section 5309 Bus and Bus Facilities provides capital assistance for three primary activities: (1) new and replacement buses and facilities, (2) modernization of existing rail systems, and (3) new fixed-guideway systems.<sup>21</sup>
- 5309 SMALL STARTS: Section 5309 Small Starts Program provides grant funds for capital costs associated with new fixed- and non-fixed (e.g., bus rapid transit) guideway systems, extensions, and bus corridor improvements. Requests must be for under \$75 million in Small Starts funds, and total project costs must be under \$250 million.<sup>22</sup>

- **FTA Section 5310**

5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES: Section 5310 provides funding to enhance the mobility of seniors and persons with disabilities. The funds are allocated to ODOT for all areas under 200,000 in population and to Lane Transit District as a direct recipient for

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<sup>16</sup>Central Lane Metropolitan Planning Organization, "Metropolitan Transportation Improvement Program," <http://www.lcog.org/709/Metropolitan-Transportation-Improvement->

<sup>17</sup> Lane Council of Governments, "Metropolitan Transportation Improvement Program," 2012.

<sup>18</sup> Federal Transit Administration. Urbanized Area Formula Program (5307), [http://www.fta.dot.gov/grants/13093\\_3561.html](http://www.fta.dot.gov/grants/13093_3561.html).

<sup>19</sup> The Recovery Act, <https://www.whitehouse.gov/recovery>.

<sup>20</sup> Lane Council of Governments, "Metropolitan Transportation Improvement Program," 2012.

<sup>21</sup> Federal Transit Administration, "Bus and Bus Facilities (5309, 5318)," [http://www.fta.dot.gov/grants/13094\\_3557.html](http://www.fta.dot.gov/grants/13094_3557.html).

<sup>22</sup> Federal Transit Administration, "Capital Investment Program: New Starts, Small Starts and Core Capacity Improvement Projects," <http://www.fta.dot.gov/12304.html>.

the Eugene-Springfield Urbanized Area. The funds may go to private, nonprofit organizations or to public bodies that coordinate service. ODOT is currently recommending an allocation formula based on operating miles and population. The Oregon Transportation Commission (OTC) will make a decision on the allocation formula for the funds to be distributed for all areas under 200,000 in population when it adopts the transit section of the ODOT Transportation Improvement Program (STIP).<sup>23</sup>

- **FTA Section 5339**

5339 BUS AND BUS FACILITIES FORMULA: Section 5339 Bus and Bus Facilities Formula, is a fairly new MAP-21 program providing capital funding to replace, rehabilitate and purchase buses and related equipment, and to construct bus-related facilities.<sup>24</sup>

## STATE FUNDING PROGRAMS

### **Statewide Transportation Improvement Program—Enhance**

Statewide Transportation Improvement Program—Enhance funds are available for environmental programs such as pedestrian and bicycle activities and mitigation of water pollution due to highway runoff. The Enhance program receives 24 percent of the statewide funding programmed in the Statewide Transportation Improvement Program (STIP).<sup>25</sup>

Enhance projects must have a direct relationship to the intermodal transportation system and go beyond what is customarily provided as environmental mitigation. Requests for Enhance funds will be submitted to the Oregon Department of Transportation (ODOT) and the Oregon Transportation Commission (OTC) as part of the metropolitan planning process.

Two committees within our area--the Metropolitan Policy Committee (MPC) of the Central Lane Metropolitan Planning Organization (MPO) and the Lane Area Commission on Transportation (LaneACT)--make recommendations to ODOT regarding prioritization of STIP funds and each body considers public comments submitted by e-mail and at public hearings.

<http://www.oregon.gov/odot/td/stip/Pages/default.aspx>

### **Oregon State Lottery Funds**

Oregon State Lottery funds are awarded for various public services throughout the state of Oregon. Oregonians vote to approve the broad categories that receive Oregon Lottery funds. Over the years, voters have approved constitutional amendments allowing lottery funds to be used for economic development (1984), public education (1995), and natural resources (1998). Some funds are constitutionally dedicated by voters. Then, every two years, Oregon's Legislature and Governor appropriate the remainder of lottery funds within those categories approved by voters.

<http://www.oregonlottery.org/>

<sup>23</sup> Lane Council of Governments, "Metropolitan Transportation Improvement Program," 2012.

<sup>24</sup> Federal Transit Administration, "MAP-21," [http://www.fta.dot.gov/documents/MAP-21\\_Fact\\_Sheet\\_-\\_Bus\\_and\\_Bus\\_Facilities.pdf](http://www.fta.dot.gov/documents/MAP-21_Fact_Sheet_-_Bus_and_Bus_Facilities.pdf).

<sup>25</sup> Lane Council of Governments, "Metropolitan Transportation Improvement Program," 2012.

## APPENDIX C: PROJECT DESCRIPTIONS

Frequent Transit Network	
EmX Vehicle Docking System (1)	Funding Tier(s): III
LTD is currently involved in a demonstration project for vehicle automated assistance technology. This technology allows for automated guidance of the bus that will allow for precision docking at EmX stations. This project is for the purchase and installation of this technology.	
Franklin Boulevard Phase 1 Transit Stations (2)	Funding Tier(s): I
The City of Springfield is currently planning to redevelop Franklin Boulevard from Interstate 5 to Old Franklin Road. This project is for the redevelopment of EmX service within this project area.	
Main-McVay Transit Study (5)	Funding Tier(s): I
A feasibility study is currently being performed along Main Street to Thurston in Springfield and from Springfield Station to Lane Community College. If a need is identified, a Locally Preferred Alternative (LPA) will be selected. After the selection of the LPA, this project would include environmental work required by the National Environmental Policy Act (NEPA), design, and construction of improvements along the corridor. Design and construction will occur only after NEPA approval by the Federal Transit Administration (FTA).	
MovingAhead Project (50)	Funding Tier(s): I
MovingAhead is a cooperative effort of the city of Eugene, Lane transit district, regional partners in the community to determine what improvements are needed on some of our most important transportation corridors. This effort will be carried out through multiple phases over the next several years. The first phase of effort will lead to the identification up to 4 priority corridors which would then undergo further development work leading to capital investments related to the transit system as well as other modes of travel.	
West Eugene EmX Extension (8)	Funding Tier(s): I
Design, engineering, construction, and the purchase of vehicles for the West Eugene EmX Extension. This extension of the EmX Green Line from the Eugene Station to West 11th Avenue west of Commerce Street is scheduled to open for service in 2017.	
Fleet	
Accessible Services Vehicles (41)	Funding Tier(s): I
The purchase of replacement and expansion vehicles for the provision of accessible services such as American with Disabilities Act complementary paratransit service.	
Fleet Building (20)	Funding Tier(s): I
Improvements to the Fleet Building located on the LTD Glenwood campus. Improvements include roof replacement and energy upgrades.	
Miscellaneous Equipment (42)	Funding Tier(s): I
The purchase of miscellaneous equipment required for the administration/operation of transportation services. This could include replacement of office furniture and non-computer equipment.	



Fleet (cont'd)	
Preventive Maintenance (43)	Funding Tier(s): I
The maintenance of LTD assets to keep those assets in a state of good repair.	
Revenue Vehicle Replacement 2016 (56)	Funding Tier(s): I
The purchase of 10 new hybrid-electric, 40-foot buses to replace aging vehicles that have exceeded their useful life.	
Revenue Vehicle Replacement 2018 (11)	Funding Tier(s): I
The purchase of 14 new hybrid-electric, 40-foot buses and 3 new hybrid-electric, 60-foot buses. These hybrid-electric buses will provide lower emissions and better fuel economy. These buses are scheduled to be purchased using debt financing that will be repaid using Urbanized Area Formula Funds (5307).	
Revenue Vehicle Replacement 2020 (54)	Funding Tier(s): I
The purchase of 20 new hybrid-electric, 40-foot buses to replace aging vehicles that have exceeded their useful life. These hybrid-electric buses will provide lower emissions and better fuel economy. These buses are scheduled to be purchased using debt financing that will be repaid using Urbanized Area Formula Funds (5307).	
Revenue Vehicle Replacement 2021 (12)	Funding Tier(s): I
The purchase of six new BRT hybrid-electric, 60-foot buses to replace aging vehicles that have exceeded their useful life. These hybrid-electric buses will provide lower emissions and better fuel economy. These buses are scheduled to be purchased using debt financing that will be repaid using Urbanized Area Formula Funds (5307).	
Revenue Vehicle Replacement 2022 (55)	Funding Tier(s): I
The purchase of six new hybrid-electric, 60-foot buses to replace aging vehicles that have exceeded their useful life. These hybrid-electric buses will provide lower emissions and better fuel economy. These buses are scheduled to be purchased using debt financing that will be repaid using Urbanized Area Formula Funds (5307).	
Security Cameras on ADA Vehicles (51)	Funding Tier(s): I
Install security cameras on vehicles used for ADA complementary paratransit service.	
Shop Equipment (13)	Funding Tier(s): I
Purchase of equipment to service vehicles to keep them in a state of good repair.	
Snow Vehicle/Equipment (53)	Funding Tier(s): I
Purchase equipment to better manage snow events to provide safer service to the community.	
Support Vehicles (14)	Funding Tier(s): I
The purchase of vehicles used to support operations including vehicles used for operations supervision, facilities services, and other operations and administrative requirements.	

Facilities	
18th & Oak Patch Traffic Signal (49)	Funding Tier(s): III
Construct new traffic signal at 18th Avenue and Oak Patch Road to enable service in that area to safely make left turns from Oak Patch to 18th. Facilitates increased service to areas north and south of 18th Avenue.	
Administration/Operations Building (17)	Funding Tier(s): I
Improvements at the Glenwood Administration/Operations Building to keep the building functional and in a state of good repair. This building is 23 years old and many materials and systems need to be updated. Improvements include roof replacement, updating HVAC systems and controls, and energy upgrades.	
Bus Stops (18)	Funding Tier(s): I
Improvements to bus stops including the installation of shelters and bus stop sign/pole replacements, and curb and sidewalk repair.	
Eugene Station (19)	Funding Tier(s): I
Improvements at the Eugene Station located at 11th Avenue and Willamette Street in downtown Eugene. Improvements include the modification of the exterior doors, accessibility improvements, and updates at the Customer Service Center to improve the customer experience.	
Fleet Building (20)	Funding Tier(s): I
Improvements to the Fleet Building located on the LTD Glenwood campus. Improvements include roof replacement and energy upgrades.	
Glenwood Campus (22)	Funding Tier(s): I,III
Improvements to facilities on the Glenwood campus not related to the Administration/Operations or Fleet Buildings. Improvements include security improvements, office configuration updates, and bus lot expansion.	
Glenwood Facility Renovation/Expansion (23)	Funding Tier(s): III
Major renovation/expansion of the Glenwood Administrative/Operations Building.	
Miscellaneous Equipment (42)	Funding Tier(s): I
The purchase of miscellaneous equipment required for the administration/operation of transportation services. This could include replacement of office furniture and non-computer equipment.	
Miscellaneous Improvements (24)	Funding Tier(s): I
Miscellaneous transit enhancements and improvements to passenger boarding and other facilities that are currently unidentified. This money is programmed to enable LTD to more nimbly respond to needs as they arise.	



Facilities (cont'd)	
Neighborhood Stations (25)	Funding Tier(s): III
Improvements at stations other than the primary Eugene and Springfield stations. Improvements include roof replacement at Amazon Station, improvements at River Road and Lane Community College stations, and the installation of electric charging stations at Park & Ride facilities.	
RideSource Facility Improvements (47)	Funding Tier(s): I,III
Remodel and/or expansion of the RideSource facility located on Garfield Street.	
RideSource Parking Expansion (26)	Funding Tier(s): III
Expansion of the parking lot at the RideSource Facility on Garfield Street to accommodate more vehicles.	
River Road Station (27)	Funding Tier(s): II
The acquisition, design, and construction of a new River Road Station that may be sited farther north along the River Road travel corridor.	

Technology Infrastructure & Systems	
Communications & Network Infrastructure (29)	Funding Tier(s): I
Purchase and installation of communications and network systems/equipment that support transmission of electronic signals/data necessary to perform business and operations functions. This infrastructure includes fiber optic cable plants, copper cable plants, private radio voice and data networks, cellular radio networks, telephone systems, microwave links, and external communications services from public and private partnerships.	
Computer Hardware (30)	Funding Tier(s): I
Purchase and installation of servers and related equipment that supports core data processing functions.	
Computer Software (31)	Funding Tier(s): I
Purchase and installation of computer software for data center functions (operating systems, database systems, diagnostic, management and monitoring systems, IT security systems), enterprise-grade solutions related to business and service delivery functions (financial management, human resources management, service planning/scheduling management, operations work assignments management, computer assisted dispatching, fleet maintenance management, facilities maintenance management, facilities systems management, facility and vehicle security management, operational data collection), office productivity solutions (word processing, spreadsheets, presentations, voice, video and text-based communications, contact management, data analysis tools, reporting tools), GIS data management tools, and other software that supports the delivery of transportation services.	
Computer Workstations & Peripherals (32)	Funding Tier(s): I
Purchase and installation of computer workstations and peripherals (monitors, keyboards, etc.).	

Technology Infrastructure & Systems (cont'd)	
Copiers/Printers/Scanners (33)	Funding Tier(s): I
Purchase and installation of copiers, printers, and scanners.	
Disaster Recovery/Secondary Data Center (36)	Funding Tier(s): I
The purchase and installation of systems at the RideSource facility that will provide data center services for business units at this location while providing a secondary data center and disaster recovery location for Lane Transit District separate from the Glenwood facility.	
Fare Management System (37)	Funding Tier(s): I
Purchase and installation of a fare management system to implement advances in fare media and payment collection. The intent of implementing a fare management system is to simplify the purchase, verification, and accounting of fares.	
ITS Upgrades (52)	Funding Tier(s): I
Purchase and installation of Intelligent Transportation System software and equipment. ITS systems include automated vehicle location/automatic passenger counting system, traveler information, and fare management systems.	
RideSource Call Center Software Replacement (48)	Funding Tier(s): I
The purchase and installation of replacement software for the RideSource Call Center. Funds for this project were provided by the Federal Transit Administration's Veterans Transportation and Community Living Initiative (VTCLI), which funds improvements at one call/one ride call centers that support transportation for veterans.	
Safety & Security	
Bus Security System Upgrades (39)	Funding Tier(s): I
The purchase and installation of bus security upgrades including video/audio surveillance systems.	
Facilities Security System Upgrades (40)	Funding Tier(s): I,II
The purchase and installation of facilities security upgrades including fixed-base video/audio surveillance, access control systems, and ID badge systems.	
Other	
Miscellaneous Equipment (42)	Funding Tier(s): I
The purchase of miscellaneous equipment required for the administration/operation of transportation services. This could include replacement of office furniture and non-computer equipment.	

Other (cont'd)	
Miscellaneous Improvements (24)	Funding Tier(s): I
Miscellaneous transit enhancements and improvements to passenger boarding and other facilities that are currently unidentified. This money is programmed to enable LTD to more nimbly respond to needs as they arise.	
Preventive Maintenance (43)	Funding Tier(s): I
The maintenance of LTD assets to keep those assets in a state of good repair.	
Transportation Options (44)	Funding Tier(s): I
Point2point at Lane Transit District offers transportation demand management services to the region, promoting options to the use of single-occupancy vehicles and addressing regional congestion. Point2point accomplishes this through targeted strategic outreach, education, programming, and individualized marketing within the Central Lane Metropolitan Planning Organization (CLMPO) area.	

## AGENDA ITEM SUMMARY

**DATE:** June 17, 2015

**ITEM TITLE:** MONTHLY FINANCIAL REPORTS

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

**ACTION REQUESTED:** None

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### **BACKGROUND:**

Following this summary are the April 2015 financial reports. In response to the Board's desire for better comparability of the monthly and year-to-date figures to prior-year activity, each period is compared with the prior-year actual and to the current-year budget.

While the budget is appropriated annually, division managers develop an estimate of their monthly activity to create the monthly and year-to-date budgets used in these financial reports. Some activity, e.g., personnel costs, fuel purchases, and preventive maintenance, can be reasonably allocated by month. Other costs, such as capital project costs and paratransit service, may have other influences, such as variable implementation schedules and erratic service demand, which make them more difficult to allocate. To be consistent, staff have used the same format to report on all four funds.

### General Fund

Payroll taxes on the financial report came in 99.6 percent of budget through April 30. However, this includes a large receipt in April of taxes that are normally received in May, the period where we usually receive the bulk of the 1<sup>st</sup> Quarter payroll tax receipts. The May report will once again show the impact of the \$672,000 take back from last summer on how the District is doing against budget.

State-in-lieu tax is under budget year to date. As previously reported, a major state-in-lieu taxpayer is no longer subject to the state-in-lieu tax but is subject to the payroll tax. Work continues between the Oregon Department of Revenue and this taxpayer to begin reporting and collection from July 1, 2014, forward.

Personnel services costs remain under budget. Due to turnover, the District rarely employs the total number of bus operators that were included in the budget. This translates into reduced benefit payments that help contribute to personnel costs remaining under budget. In addition, other positions, including an Information Technology position, have been vacant for different periods of the fiscal year. The IT position is in the process of being filled.

The average price for fuel through the end of May was \$2.33 per gallon, which is more than \$1 million in savings when compared to the budgeted amount at \$3.75 per gallon. LTD paid \$1.629 per gallon on January 22, 2015, which is the lowest price paid since July 2009.

Materials and Services for all departments remain under budget. Comparability of current-year and prior-year materials and services is hampered by the reorganization implemented during the last year. For

example, the Intelligent Transportation Systems (ITS) Division was part of the Administrative Services Department last year and is in the Operations and Customer Satisfaction Department this year.

The General Fund transfer to the Accessible Services Fund is well below budgetary projections. This is a direct result of the increased funding received from the Oregon Legislature for elderly and disabled transportation for the current biennium.

#### Accessible Services Fund

The Accessible Services Fund costs are under budget for the year. South Lane Wheels costs are 16.0 percent over budget. This is due to a change in accounting methodology for their local match, not because the cost of their program increased. The grant funds that LTD manages for South Lane Wheels has a local matching requirement. Since LTD administers these grants, it needs to record the local match they provide in our system. The expenditure budget only reflected the grant funding and not the total cost including match.

#### Medicaid Fund

The Medicaid Fund is over budget for the year due to increased demand resulting from the increase in eligible individuals as of January 1, 2014. More than 90 percent of this budget is fully funded by Medicaid funds having no impact on the District's funds available for investment in the community. The transfer from the General Fund that supports the Waivered Transportation Program is over budget for the year due to increased demand for that program. A supplemental budget is being presented at this meeting to increase the appropriation for that transfer.

#### Capital Projects Fund

The Capital Projects Fund expenditures year to date have included the purchase of three articulated, hybrid-electric buses and West Eugene EmX Extension design and utility relocation activity. Construction on the West Eugene EmX Extension started in March 2015. All funding for the project has now been appropriated and is currently being processed into active grants. Additional details can be found in the Monthly Grant Report.

**ATTACHMENTS:** April 2015 Financial Reports

**PROPOSED MOTION:** None

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Lane Transit District

Lane Transit District  
**General Fund**  
 Schedule of Revenues and Expenditures  
**April 30, 2015**  
 Unaudited

April 01 - 30					Revenues & Other Sources		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
371,399	382,112	102.9%	358,410	106.6%	Passenger Fares	4,456,700	3,727,170	3,913,647	105.0%	3,740,100	104.6%
278,426	237,525	85.3%	244,500	97.1%	Group Pass	2,667,000	2,208,423	2,176,789	98.6%	2,178,000	99.9%
-	37,500	N/A	5,000	750.0%	Advertising	310,000	310,000	437,000	141.0%	300,000	145.7%
42,878	37,127	86.6%	40,325	92.1%	Special Service	161,300	204,191	170,243	83.4%	161,300	105.5%
<b>692,703</b>	<b>694,264</b>	<b>100.2%</b>	<b>648,235</b>	<b>107.1%</b>	<b>Total Operating</b>	<b>7,595,000</b>	<b>6,449,784</b>	<b>6,697,679</b>	<b>103.8%</b>	<b>6,379,400</b>	<b>105.0%</b>
878,525	1,419,894	161.6%	859,700	165.2%	Payroll Tax	27,835,500	20,508,100	21,454,250	104.6%	21,530,000	99.6%
570,142	594,622	104.3%	576,000	103.2%	Self-employment Tax	1,600,000	965,416	934,575	96.8%	944,000	99.0%
-	-	N/A	-	N/A	State-in-Lieu	2,040,000	1,523,458	522,274	34.3%	1,595,000	32.7%
426,644	350,860	82.2%	412,680	85.0%	Operating Grants	4,952,100	4,777,863	4,286,136	89.7%	4,126,800	103.9%
19,457	4,659	23.9%	9,650	48.3%	Miscellaneous	115,700	274,362	347,239	126.6%	96,500	359.8%
6,452	2,775	43.0%	7,500	37.0%	Interest Income	90,000	70,846	46,781	66.0%	75,000	62.4%
<b>1,901,220</b>	<b>2,372,810</b>	<b>124.8%</b>	<b>1,865,530</b>	<b>127.2%</b>	<b>Total Nonoperating</b>	<b>36,633,300</b>	<b>28,120,045</b>	<b>27,591,255</b>	<b>98.1%</b>	<b>28,367,300</b>	<b>97.3%</b>
<b>2,593,923</b>	<b>3,067,074</b>	<b>118.2%</b>	<b>2,513,765</b>	<b>122.0%</b>	<b>Total Revenues &amp; Other Sources</b>	<b>44,228,300</b>	<b>34,569,829</b>	<b>34,288,934</b>	<b>99.2%</b>	<b>34,746,700</b>	<b>98.7%</b>

April 01 - 30					Expenditures & Other Uses		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
754,641	785,263	104.1%	866,450	90.6%	Administration	10,405,200	8,001,155	8,237,454	103.0%	8,672,800	95.0%
1,485,359	1,570,389	105.7%	1,627,160	96.5%	Amalgamated Transit Union	20,522,900	15,722,236	16,244,960	103.3%	17,196,100	94.5%
(60,920)	(93,834)	154.0%	(69,740)	134.5%	Less Grant-Funded Expenditures	(836,800)	(666,952)	(698,761)	104.8%	(697,400)	100.2%
<b>2,179,080</b>	<b>2,261,818</b>	<b>103.8%</b>	<b>2,423,870</b>	<b>93.3%</b>	<b>Total Personnel Services</b>	<b>30,091,300</b>	<b>23,056,439</b>	<b>23,783,653</b>	<b>103.2%</b>	<b>25,171,500</b>	<b>94.5%</b>
21,403	22,277	104.1%	17,389	128.1%	Executive Office	314,500	214,435	257,275	120.0%	261,712	98.3%
122,934	133,021	108.2%	165,670	80.3%	Administrative Services	2,050,400	1,847,715	1,473,940	79.8%	1,713,750	86.0%
168,452	135,758	80.6%	208,835	65.0%	Customer Services & Planning	2,561,300	1,772,635	1,677,847	94.7%	2,132,335	78.7%
287,375	324,465	112.9%	461,262	70.3%	Operations & Customer Satisfaction	5,860,900	3,644,788	3,765,138	103.3%	4,908,895	76.7%
<b>600,164</b>	<b>615,521</b>	<b>102.6%</b>	<b>853,156</b>	<b>72.1%</b>	<b>Total Materials &amp; Services</b>	<b>10,787,100</b>	<b>7,479,573</b>	<b>7,174,200</b>	<b>95.9%</b>	<b>9,016,692</b>	<b>79.6%</b>
10,314	322,175	3123.7%	164,980	195.3%	Transfer to Accessible Services Fund	1,979,700	1,722,283	983,688	57.1%	1,649,800	59.6%
-	80,528	N/A	14,330	562.0%	Transfer to Medicaid Fund	172,000	75,082	186,698	248.7%	143,300	130.3%
-	(400)	N/A	-	N/A	Transfer to Capital Projects Fund	3,351,500	1,792,700	3,351,100	186.9%	3,351,500	100.0%
<b>10,314</b>	<b>402,303</b>	<b>3900.6%</b>	<b>179,310</b>	<b>224.4%</b>	<b>Total Other Uses</b>	<b>5,503,200</b>	<b>3,590,065</b>	<b>4,521,486</b>	<b>125.9%</b>	<b>5,144,600</b>	<b>87.9%</b>
<b>2,789,558</b>	<b>3,279,642</b>	<b>117.6%</b>	<b>3,456,336</b>	<b>94.9%</b>	<b>Total Expenditures &amp; Other Uses</b>	<b>46,381,600</b>	<b>34,126,077</b>	<b>35,479,339</b>	<b>104.0%</b>	<b>39,332,792</b>	<b>90.2%</b>

<b>(195,635)</b>	<b>(212,568)</b>	<b>108.7%</b>	<b>(942,571)</b>	<b>22.6%</b>	<b>Revenues less Expenditures</b>	<b>(2,153,300)</b>	<b>443,752</b>	<b>(1,190,405)</b>	<b>-268.3%</b>	<b>(4,586,092)</b>	<b>26.0%</b>
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Lane Transit District

Lane Transit District  
**Accessible Services Fund**  
 Schedule of Revenues and Expenditures  
**April 30, 2015**  
 Unaudited

April 01 - 30					Revenues & Other Sources		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
30,082	28,494	94.7%	28,120	101.3%	Passenger Fares	337,500	275,934	288,536	104.6%	281,200	102.6%
20,332	250,043	1229.8%	244,110	102.4%	Federal Assistance	2,929,200	1,899,372	2,395,451	126.1%	2,441,100	98.1%
13,974	102,203	731.4%	105,640	96.7%	State Assistance	1,267,460	476,852	1,100,865	230.9%	1,056,400	104.2%
-	25,268	N/A	8,160	309.7%	Local Assistance	97,900	76,232	108,434	142.2%	81,600	132.9%
<b>64,388</b>	<b>406,008</b>	<b>630.6%</b>	<b>386,030</b>	<b>105.2%</b>	<b>Total Revenues</b>	<b>4,632,060</b>	<b>2,728,390</b>	<b>3,893,286</b>	<b>142.7%</b>	<b>3,860,300</b>	<b>100.9%</b>
10,314	322,175	3123.7%	164,600	195.7%	Transfer from General Fund	1,975,240	1,676,283	983,688	58.7%	1,646,000	59.8%
<b>10,314</b>	<b>322,175</b>	<b>3123.7%</b>	<b>164,600</b>	<b>195.7%</b>	<b>Total Other Sources</b>	<b>1,975,240</b>	<b>1,676,283</b>	<b>983,688</b>	<b>58.7%</b>	<b>1,646,000</b>	<b>59.8%</b>
<b>74,702</b>	<b>728,183</b>	<b>974.8%</b>	<b>550,630</b>	<b>132.2%</b>	<b>Total Revenues &amp; Other Sources</b>	<b>6,607,300</b>	<b>4,404,673</b>	<b>4,876,974</b>	<b>110.7%</b>	<b>5,506,300</b>	<b>88.6%</b>

April 01 - 30					Expenditures & Other Uses		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
416,486	442,238	106.2%	439,080	100.7%	ADA RideSource	5,268,900	4,049,560	4,080,792	100.8%	4,390,800	92.9%
11,825	11,014	93.1%	12,560	87.7%	Transit Training & Hosts	150,600	103,690	92,832	89.5%	125,600	73.9%
7,850	8,158	103.9%	9,010	90.5%	Special Transport	108,100	81,263	82,171	101.1%	90,100	91.2%
<b>436,161</b>	<b>461,410</b>	<b>105.8%</b>	<b>460,650</b>	<b>100.2%</b>	<b>Total Eugene/Springfield Services</b>	<b>5,527,600</b>	<b>4,234,513</b>	<b>4,255,795</b>	<b>100.5%</b>	<b>4,606,500</b>	<b>92.4%</b>
443	8,651	1952.8%	9,580	90.3%	South Lane	115,000	81,586	111,142	136.2%	95,800	116.0%
13,586	14,379	105.8%	15,680	91.7%	Florence	188,100	148,019	153,920	104.0%	156,800	98.2%
36,929	15,483	41.9%	20,260	76.4%	Oakridge	243,200	183,318	172,270	94.0%	202,600	85.0%
<b>50,958</b>	<b>38,513</b>	<b>75.6%</b>	<b>45,520</b>	<b>84.6%</b>	<b>Total Rural Lane County Services</b>	<b>546,300</b>	<b>412,923</b>	<b>437,332</b>	<b>105.9%</b>	<b>455,200</b>	<b>96.1%</b>
13,591	13,272	97.7%	21,670	61.2%	Mobility Management	260,000	129,812	98,353	75.8%	216,700	45.4%
-	251	N/A	780	32.2%	Crucial Connections	9,300	1,101	3,040	276.1%	7,800	39.0%
1,797	3,166	176.2%	2,670	118.6%	Veterans Transportation	32,000	11,675	14,765	126.5%	26,700	55.3%
4,662	7,369	158.1%	9,330	79.0%	Lane County Coordination	112,000	41,263	64,884	157.2%	93,300	69.5%
<b>20,050</b>	<b>24,058</b>	<b>120.0%</b>	<b>34,450</b>	<b>69.8%</b>	<b>Total Other Services</b>	<b>413,300</b>	<b>183,851</b>	<b>181,042</b>	<b>98.5%</b>	<b>344,500</b>	<b>52.6%</b>
-	-	N/A	14,000	0.0%	Transfer to Capital Projects Fund	168,000	-	-	N/A	140,000	0.0%
-	-	N/A	14,000	0.0%	<b>Total Other Uses</b>	<b>168,000</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>140,000</b>	<b>0.0%</b>
<b>507,169</b>	<b>523,981</b>	<b>103.3%</b>	<b>554,620</b>	<b>94.5%</b>	<b>Total Expenditures &amp; Other Uses</b>	<b>6,655,200</b>	<b>4,831,287</b>	<b>4,874,169</b>	<b>100.9%</b>	<b>5,546,200</b>	<b>87.9%</b>

<b>(432,467)</b>	<b>204,202</b>	<b>-47.2%</b>	<b>(3,990)</b>	<b>-5117.8%</b>	<b>Revenues less Expenditures</b>	<b>(47,900)</b>	<b>(426,614)</b>	<b>2,805</b>	<b>-0.7%</b>	<b>(39,900)</b>	<b>-7.0%</b>
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Lane Transit District

Lane Transit District  
**Medicaid Fund**  
 Schedule of Revenues and Expenditures  
**April 30, 2015**  
 Unaudited

April 01 - 30					Revenues & Other Sources		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
504,631	723,634	143.4%	552,400	131.0%	Medicaid Nonemergency Medical Transportation	6,628,800	4,633,124	6,578,635	142.0%	5,524,000	119.1%
37,740	(24,347)	-64.5%	39,840	-61.1%	Medicaid Waivered Transportation	478,100	383,495	510,316	133.1%	398,400	128.1%
<b>542,371</b>	<b>699,287</b>	<b>128.9%</b>	<b>592,240</b>	<b>118.1%</b>	<b>Total Revenues</b>	<b>7,106,900</b>	<b>5,016,619</b>	<b>7,088,951</b>	<b>141.3%</b>	<b>5,922,400</b>	<b>119.7%</b>
-	80,528	N/A	14,330	562.0%	Transfer from General Fund	172,000	121,082	186,698	154.2%	143,300	130.3%
-	80,528	N/A	14,330	562.0%	<b>Total Other Sources</b>	<b>172,000</b>	<b>121,082</b>	<b>186,698</b>	<b>154.2%</b>	<b>143,300</b>	<b>130.3%</b>
<b>542,371</b>	<b>779,815</b>	<b>143.8%</b>	<b>606,570</b>	<b>128.6%</b>	<b>Total Revenues &amp; Other Sources</b>	<b>7,278,900</b>	<b>5,137,701</b>	<b>7,275,649</b>	<b>141.6%</b>	<b>6,065,700</b>	<b>119.9%</b>

April 01 - 30					Expenditures & Other Uses		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
410,516	605,003	147.4%	447,150	135.3%	Services	5,365,700	3,704,991	5,401,241	145.8%	4,471,500	120.8%
5,076	7,908	155.8%	13,880	57.0%	Mobility Management	166,600	52,607	95,258	181.1%	138,800	68.6%
89,038	110,724	124.4%	91,370	121.2%	Program Administration	1,096,500	875,981	977,854	111.6%	913,700	107.0%
<b>504,630</b>	<b>723,635</b>	<b>143.4%</b>	<b>552,400</b>	<b>131.0%</b>	<b>Total Medicaid NEMT (Medical)</b>	<b>6,628,800</b>	<b>4,633,579</b>	<b>6,474,353</b>	<b>139.7%</b>	<b>5,524,000</b>	<b>117.2%</b>
31,226	55,004	176.1%	36,660	150.0%	Services	439,900	329,512	487,105	147.8%	366,600	132.9%
1,801	3,403	189.0%	1,740	195.6%	Mobility Management	20,900	18,208	32,295	177.4%	17,400	185.6%
614	218	35.5%	490	44.5%	Program Administration	5,900	4,820	3,173	65.8%	4,900	64.8%
16,735	-	0.0%	15,280	0.0%	Grant Program Match Requirements	183,400	164,673	138,464	84.1%	152,800	90.6%
<b>50,376</b>	<b>58,625</b>	<b>116.4%</b>	<b>54,170</b>	<b>108.2%</b>	<b>Total Medicaid Waivered (Non-Medical)</b>	<b>650,100</b>	<b>517,213</b>	<b>661,037</b>	<b>127.8%</b>	<b>541,700</b>	<b>122.0%</b>
<b>555,006</b>	<b>782,260</b>	<b>140.9%</b>	<b>606,570</b>	<b>129.0%</b>	<b>Total Expenditures &amp; Other Uses</b>	<b>7,278,900</b>	<b>5,150,792</b>	<b>7,135,390</b>	<b>138.5%</b>	<b>6,065,700</b>	<b>117.6%</b>

<b>(12,635)</b>	<b>(2,445)</b>	<b>19.4%</b>	<b>-</b>	<b>N/A</b>	<b>Revenues less Expenditures</b>	<b>-</b>	<b>(13,091)</b>	<b>140,259</b>	<b>-1071.4%</b>	<b>-</b>	<b>N/A</b>
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Lane Transit District

Lane Transit District  
**Capital Projects Fund**  
 Schedule of Revenues and Expenditures  
**April 30, 2015**  
 Unaudited

April 01 - 30					Revenues & Other Sources		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
825,915	2,248,721	272.3%	7,159,500	31.4%	Federal Assistance	85,913,900	6,509,375	12,063,106	185.3%	71,595,000	16.8%
-	-	N/A	1,100,000	0.0%	State Assistance	13,200,000	-	-	N/A	11,000,000	0.0%
<b>825,915</b>	<b>2,248,721</b>	<b>272.3%</b>	<b>8,259,500</b>	<b>27.2%</b>	<b>Total Revenues</b>	<b>99,113,900</b>	<b>6,510,925</b>	<b>12,063,106</b>	<b>185.3%</b>	<b>82,595,000</b>	<b>14.6%</b>
-	(400)	N/A	-	N/A	Transfer from General Fund	3,351,120	1,792,700	3,351,100	186.9%	3,351,120	100.0%
-	-	N/A	14,000	0.0%	Transfer from Accessible Services Fund	168,000	-	-	N/A	140,000	0.0%
<b>-</b>	<b>(400)</b>	<b>N/A</b>	<b>14,000</b>	<b>-2.9%</b>	<b>Total Other Sources</b>	<b>3,519,120</b>	<b>1,792,700</b>	<b>3,351,100</b>	<b>186.9%</b>	<b>3,491,120</b>	<b>96.0%</b>
<b>825,915</b>	<b>2,248,321</b>	<b>272.2%</b>	<b>8,273,500</b>	<b>27.2%</b>	<b>Total Revenues &amp; Other Sources</b>	<b>102,633,020</b>	<b>8,303,625</b>	<b>15,414,206</b>	<b>185.6%</b>	<b>86,086,120</b>	<b>17.9%</b>

April 01 - 30					Expenditures & Other Uses		Year to Date Through April 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
647,966	3,028,502	467.4%	7,266,490	41.7%	West Eugene EmX Extension	87,197,800	5,568,387	10,350,394	185.9%	72,664,900	14.2%
239,492	-	0.0%	50,000	0.0%	Gateway EmX Extension	600,000	682,965	10,371	1.5%	500,000	2.1%
26,358	24,499	92.9%	59,680	41.1%	Main Street/McVay Transit Study	716,100	83,858	497,189	592.9%	596,800	83.3%
995	74,293	7466.6%	53,170	139.7%	MovingAhead	638,000	5,447	189,244	3474.3%	531,700	35.6%
<b>914,811</b>	<b>3,127,294</b>	<b>341.9%</b>	<b>7,429,340</b>	<b>42.1%</b>	<b>Total Frequent Transit Network</b>	<b>89,151,900</b>	<b>6,340,657</b>	<b>11,047,198</b>	<b>174.2%</b>	<b>74,293,400</b>	<b>14.9%</b>
1,216	-	0.0%	1,066,660	0.0%	Revenue Vehicles - Fixed Route	12,799,900	16,409	2,864,566	17457.3%	10,666,600	26.9%
86	-	0.0%	70,000	0.0%	Revenue Vehicles - Accessible Services	840,000	138,198	110,859	80.2%	700,000	15.8%
-	72,585	N/A	8,330	871.4%	Support Vehicles	100,000	102,075	72,585	71.1%	83,300	87.1%
92,555	18,406	19.9%	61,820	29.8%	Stations, Shelters & Facilities	741,800	1,015,026	648,542	63.9%	618,200	104.9%
45,205	174,937	387.0%	215,820	81.1%	Computer Hardware & Software	2,589,900	664,712	1,124,242	169.1%	2,158,200	52.1%
90	1,839	2043.3%	31,290	5.9%	Intelligent Transportation Systems	375,500	10,761	4,955	46.0%	312,900	1.6%
-	-	N/A	60,300	0.0%	Transit Security Projects	723,600	27,002	7,067	26.2%	603,000	1.2%
-	3,201	N/A	54,480	5.9%	Communications Equipment	653,800	-	41,282	N/A	544,800	7.6%
1,089	-	0.0%	2,500	0.0%	Shop Equipment	30,000	15,953	75,440	472.9%	25,000	301.8%
-	-	N/A	11,670	0.0%	Miscellaneous Equipment	140,000	7,572	5,103	67.4%	116,700	4.4%
<b>140,241</b>	<b>270,968</b>	<b>193.2%</b>	<b>1,582,870</b>	<b>17.1%</b>	<b>Total Other Capital Outlay</b>	<b>18,994,500</b>	<b>1,997,708</b>	<b>4,954,641</b>	<b>248.0%</b>	<b>15,828,700</b>	<b>31.3%</b>
<b>1,055,052</b>	<b>3,398,262</b>	<b>322.1%</b>	<b>9,012,210</b>	<b>37.7%</b>	<b>Total Expenditures &amp; Other Uses</b>	<b>108,146,400</b>	<b>8,338,365</b>	<b>16,001,839</b>	<b>191.9%</b>	<b>90,122,100</b>	<b>17.8%</b>

<b>(229,137)</b>	<b>(1,149,941)</b>	<b>501.9%</b>	<b>(738,710)</b>	<b>155.7%</b>	<b>Revenues less Expenditures</b>	<b>(5,513,380)</b>	<b>(34,740)</b>	<b>(587,633)</b>	<b>1691.5%</b>	<b>(4,035,980)</b>	<b>14.6%</b>
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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** RIDERSHIP ANALYSIS

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

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

**BACKGROUND:**

Staff have previously discussed with the Board a number of factors that can affect ridership. Some of these are:

- Fuel prices
- Enrollment at Lane Community College and the University of Oregon
- Weather
- LTD adjustments in routing and scheduling
- Unemployment
- LTD fare pricing

Recent downward trends have not gone unnoticed by staff. To better understand why ridership is trending down, staff have been meeting to discuss several of these influences to identify a way to reverse this trend and begin recovering overall ridership.

UO/LCC Enrollment – UO enrollment has flattened out and has been remaining steady over the course of this past school-year. LCC continues to lose enrollment and expects this to continue into the coming school year. Additionally, there has been a movement of students closer to campus as new housing stock comes on-line. This particular issue will continue in the coming year as, roughly, another 2,000 beds become available along Franklin Boulevard and on Broadway in downtown Eugene. These two complexes will add pressure to EmX service as the demand for short trips increases. The following table illustrates that the UO/LCC routes are driving the lion-share of ridership impacts and that the rest of the system is generally holding flat.

	Annual Boardings				Change	
	2011	2012	2013	2014	2011 v 2014	2013 v 2014
All Routes	11,361,225	11,519,765	11,194,577	11,005,890	-3.2%	-1.7%
College Commuter Routes	1,773,085	1,793,140	1,723,695	1,489,329	-19.1%	-15.7%
Non-college Routes	9,588,140	9,726,625	9,470,882	9,516,561	-0.8%	0.5%

Gateway Mall – The reconstruction of Gateway Mall continues to impact ridership on both Route No. 12 and EmX. Fewer workers and fewer shoppers are making their way to Gateway during construction. It is anticipated that construction will be complete by the coming holiday sales period, at which time ridership

should begin to return. In the first three months of 2015, Route No. 12 ridership was down by more than 19 percent, and the Gateway EmX ridership was down by 8.3 percent.

Weather – Many bus riders also walk or bike to work or school; therefore, weather can certainly play a role in the mode choice on any particular day. From January through May 2014, there were 88 days without measureable precipitation. In 2015 there were 110 days without measureable precipitation. There certainly isn't a lot of science behind this analysis; however, anecdotally, we know that weather can and does affect ridership, and the spectacular weather we are seeing this year is making it easier to choose walking and biking!

Fuel Prices – Increasing fuel prices will positively impact transit ridership when prices reach certain thresholds. These impacts can be more significant for rural routes where commute distances are longer. Generally, fuel prices haven't affected transit use until prices reached the \$4 per gallon level; and even at this level, it is difficult to cull out the magnitude of impact since there are other factors that influence ridership during the same time period. In Oregon, prices peaked at \$4 per gallon about one year ago and dropped to a low of roughly \$2 per gallon in February 2015. Prices have settled in around \$3 per gallon and appear to be holding at this price point.

Finally, reporting errors can occur due to failed automatic passenger counters. Staff have evaluated ridership across all routes and time periods and there doesn't appear to be any apparent data loss from equipment failure. The addition of new service this September, and holding fare prices steady for the coming year, should provide LTD with the opportunity to reverse current ridership trends. Staff will continue tracking these and other factors that affect ridership and will report back to the Board in the fall, following the introduction of new service.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** MONTHLY ENGAGEMENT REPORT

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

**ACTION REQUESTED:** None

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### BACKGROUND:

The District continues to engage in outreach activities related to projects, general community and civic events, and a variety of other opportunities. Additionally, earned media and paid media play an important role in communicating projects, services, and significant activities taking place within the District and in the broader community. To keep the Board informed of the key activities during the past month, and highlight opportunities in the coming month, staff have prepared the following summary and will respond to questions from the Board.

**Paid Media** – West Eugene EmX paid media is appearing in *The Register-Guard* every two weeks. The ads appear on the weather page and each ad has a portion dedicated to construction information. The remainder of the ad will feature business support content or promote another LTD project. The campaign will gain strength over the coming months as more channels are used to get information out.

Over the coming weeks the District will highlight several service related topics, including the 1Pass partnership with Willamalane, and event service such as the Oregon Country Fair, and the Butte to Butte.

**Earned Media** – Stories appearing included a comprehensive piece on the MovingAhead project in *The Register-Guard*. This topic also was covered by KEZI and KVAL. The Business Commute Challenge garnered coverage, and the program boasted the highest participation rate in its history. The general manager retirement announcement and hiring process was covered in print.

The Eugene Chamber of Commerce has featured transit in the June edition of *Open for Business*. LTD will utilize this opportunity to launch the “Believe” campaign.

*The Register-Guard* featured LTD on the front page in a budget piece that highlighted the District’s investments in service and a brief note regarding the Board’s review of the payroll tax implementations.

KLCC produced a feature story regarding the West Eugene EmX project.

Editorial Board meetings occurred with *The Register-Guard (RG)* and the *Eugene Weekly*. The *Springfield Times* and rural publications were contacted. A guest editorial from Gary Wildish was submitted to all of these publications and appeared in recent issues of *The RG* and *Springfield Times*.

**Sponsorships** – LTD promoted the Oregon Supported Living Program bike race event and the Eugene Rotary Color Dash through joint sponsorships. Several other sponsorship agreements are in process for the busy summer period. Duck Downtown, the Amtrak Game Train promotion, and the Komen Race for the Cure are just a few examples.

LTD sponsored the Springfield Chamber of Commerce’s Quarterly Breakfast in June. Board Member Angelynn Pierce presented opening remarks and LTD information was distributed, along with “Believe” buttons.

**Outreach Meetings** – The MovingAhead workshops are being promoted through print material and social media. Attendance and participation has been very good.

Meetings with chamber of commerce groups have occurred as staff discuss the payroll tax evaluation.

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**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. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.

**ATTACHMENTS:**

- 1) May 2015 Performance Report
- 2) April 2015 RideSource Activity and Productivity reports

**PROPOSED MOTION:** None

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**LANE TRANSIT DISTRICT**  
**May 2015 Performance Report**  
12-June-2015

Performance Measure	Prior			Current			Previous		
	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	900,082	1,027,551	- 12.4%	9,871,665	10,353,417	- 4.7%	10,711,102	11,166,613	- 4.1%
Mobility Assisted Riders	14,448	13,771	+ 4.9%	145,391	126,717	+ 14.7%	158,694	138,654	+ 14.5%
<u>Average Passenger Boardings:</u>									
Weekday	37,472	42,029	- 10.8%	36,052	37,752	- 4.5%	35,885	37,416	- 4.1%
Saturday	18,977	20,655	- 8.1%	19,965	20,983	- 4.9%	19,870	20,771	- 4.3%
Sunday	9,293	10,420	- 10.8%	10,001	10,384	- 3.7%	9,988	10,293	- 3.0%
Monthly Revenue Hours	21,294	21,282	+ 0.1%	233,782	227,885	+ 2.6%	254,069	247,502	+ 2.7%
Boardings Per Revenue Hour	42.3	48.3	- 12.5%	42.23	45.43	- 7.1%	42.16	45.12	- 6.6%
Weekly Revenue Hours	5,080	4,987	+ 1.9%	4,920	4,843	+ 1.6%	4,910	4,833	+ 1.6%
Weekdays	20	21		233	234		254	254	
Saturdays	5	5		48	48		52	53	
Sundays	6	4		52	47		57	52	

**Passenger Revenues & Sales**

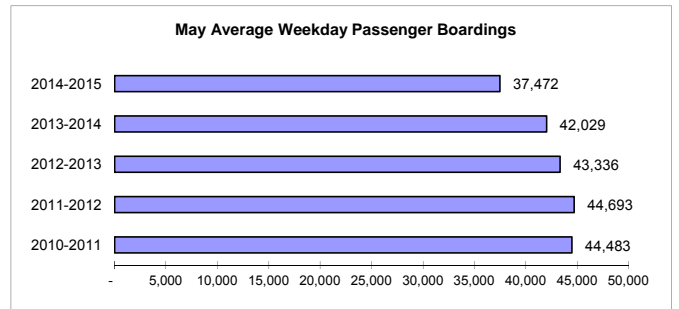
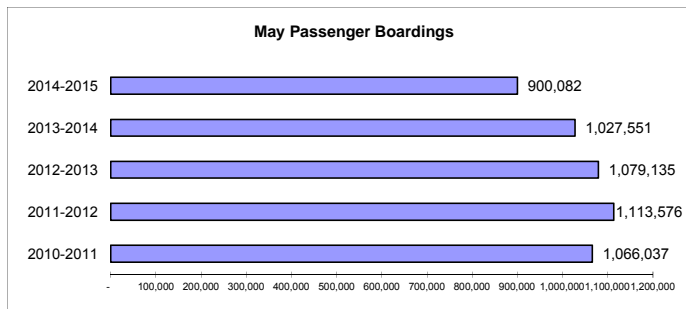
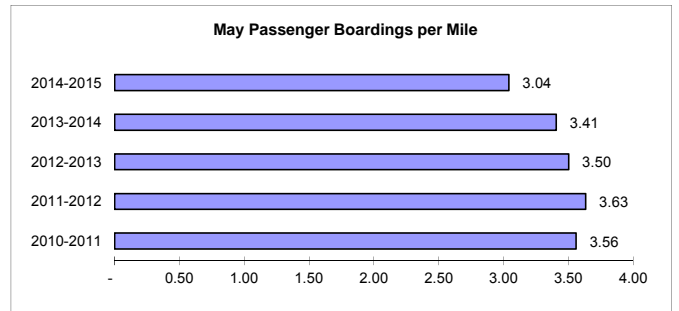
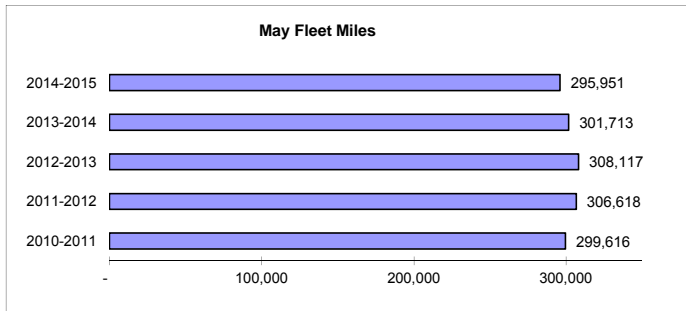
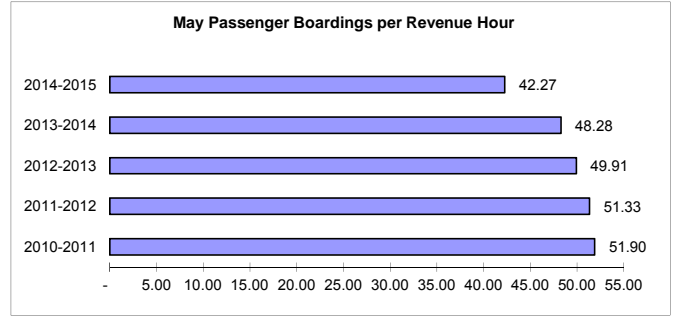
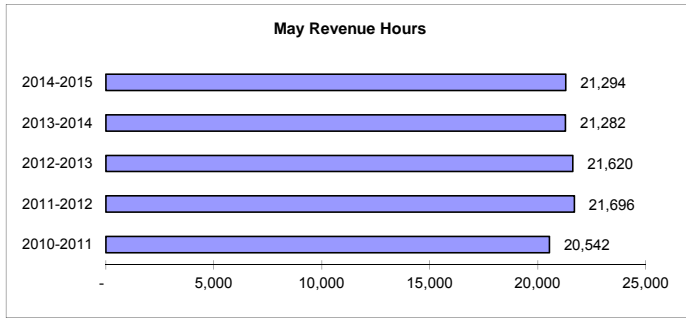
Passenger revenues and sales information will be updated when the May 2015 financial reports are presented to the Board of Directors in the July 2015 board packet.

**Fleet Services**

Fleet Miles	295,951	301,713	- 1.9%	3,262,720	3,252,515	+ 0.3%	3,545,069	3,532,723	+ 0.3%
Average Passenger Boardings/Mile	3.04	3.41	- 10.7%	3.03	3.18	- 5.0%	3.02	3.16	- 4.4%
Fuel Cost	\$173,729	\$260,796	- 33.4%	\$2,205,206	\$2,779,231	- 20.7%	\$2,455,292	\$3,013,193	- 18.5%
Fuel Cost Per Mile	\$0.587	\$0.864	- 32.1%	\$0.676	\$0.854	- 20.9%	\$0.693	\$0.853	- 18.8%
Repair Costs	\$213,814	\$206,485	+ 3.5%	\$2,484,934	\$2,271,598	+ 9.4%	\$2,684,490	\$2,458,609	+ 9.2%
Total Repair Cost Per Mile	\$0.722	\$0.684	+ 5.6%	\$0.762	\$0.698	+ 9.0%	\$0.757	\$0.696	+ 8.8%
Preventive Maintenance Costs	\$25,283	\$41,406	- 38.9%	\$368,197	\$396,663	- 7.2%	\$401,886	\$431,828	- 6.9%
Total PM Cost Per Mile	\$0.085	\$0.137	- 37.7%	\$0.113	\$0.122	- 7.5%	\$0.113	\$0.122	- 7.3%
Mechanical Road Calls	39	49	- 20.4%	492	585	- 15.9%	544	637	- 14.6%
Miles/Mech. Road Call	7,588	6,157	+ 23.2%	6,632	5,560	+ 19.3%	6,517	5,546	+ 17.5%

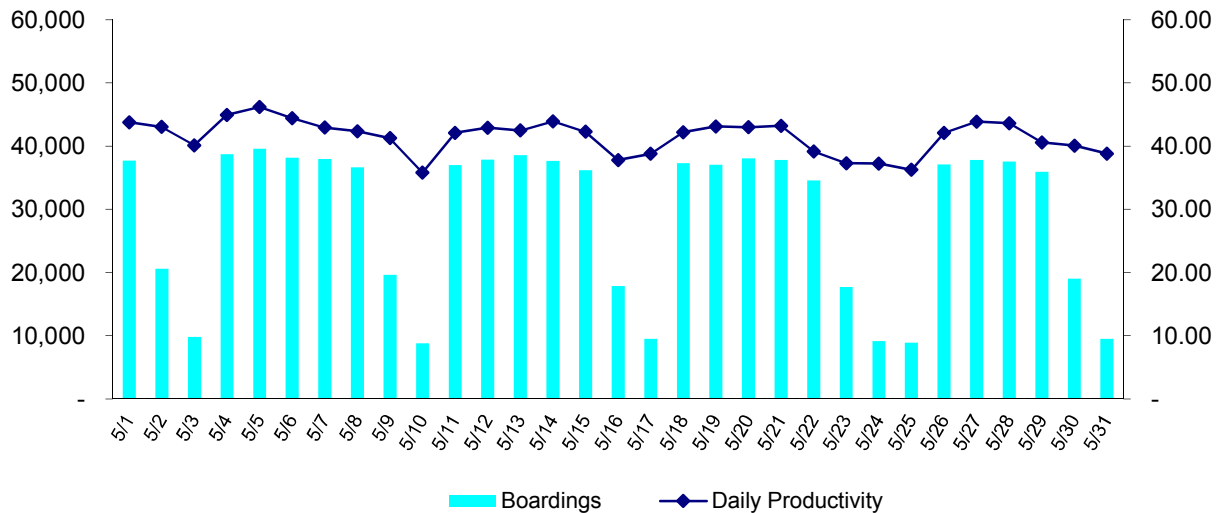
**Special Mobility Service**

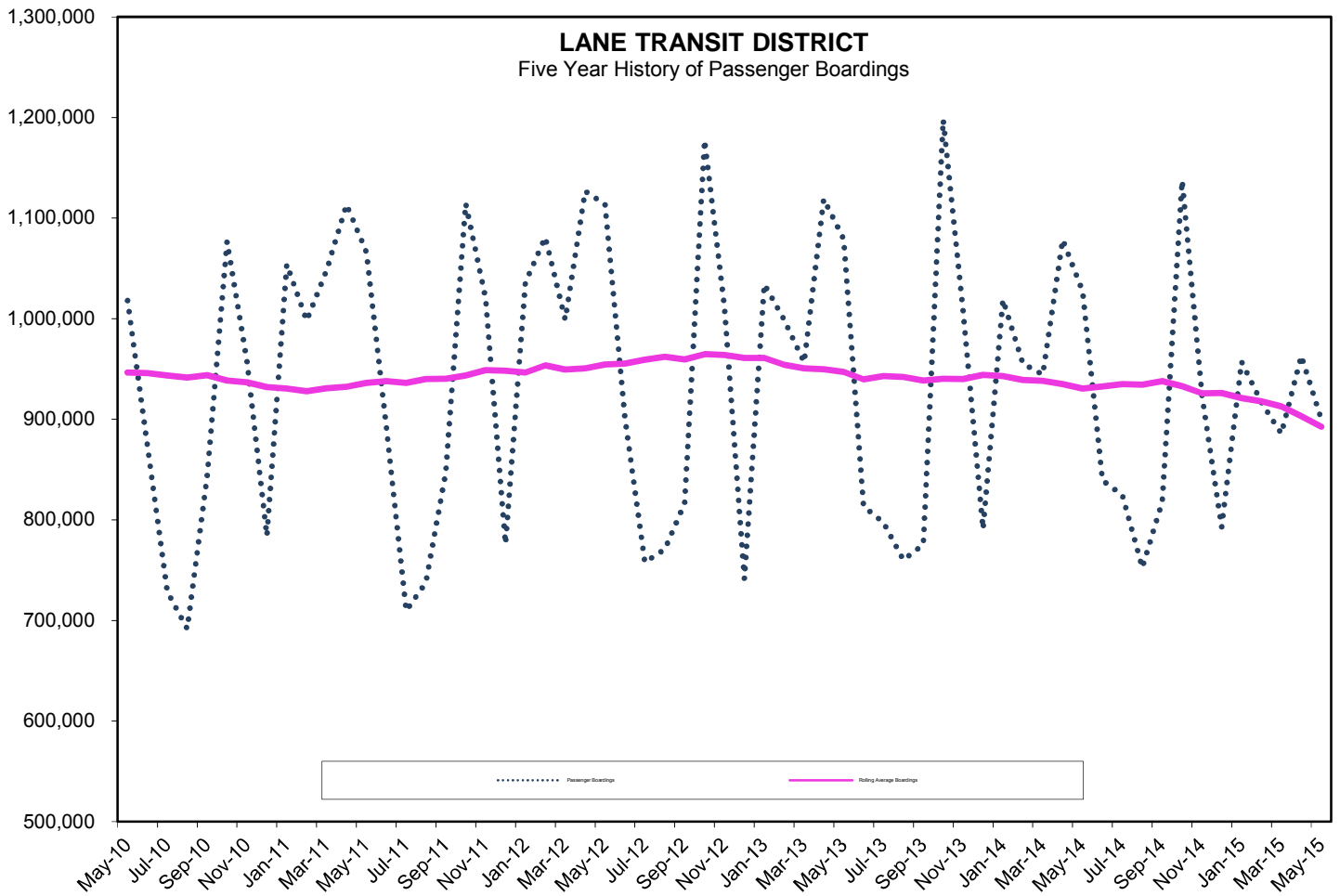
SMS Rides	15,823	18,153	- 12.8%	177,661	175,723	+ 1.1%	195,943	190,877	+ 2.7%
SMS Ride Refusals	-	-	+ 0.0%	2	-	+ 0.0%	2	-	+ 0.0%
RideSource	7,528	7,456	+ 1.0%	80,414	77,359	+ 3.9%	87,695	84,099	+ 4.3%
RideSource Refusals	2	-	+ 0.0%	2	-	+ 0.0%	2	-	+ 0.0%



## Daily Ridership Recap May 2015

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
5/1/2015	Friday	Weekday	37,694	792	861.00	43.78
5/2/2015	Saturday	Saturday	20,618	507	479.00	43.04
5/3/2015	Sunday	Sunday	9,837	252	245.00	40.15
5/4/2015	Monday	Weekday	38,715	649	861.00	44.97
5/5/2015	Tuesday	Weekday	39,607	680	857.00	46.22
5/6/2015	Wednesday	Weekday	38,187	490	859.00	44.46
5/7/2015	Thursday	Weekday	37,971	593	884.00	42.95
5/8/2015	Friday	Weekday	36,658	573	865.00	42.38
5/9/2015	Saturday	Saturday	19,650	418	476.00	41.28
5/10/2015	Sunday	Sunday	8,818	200	246.00	35.85
5/11/2015	Monday	Weekday	37,028	437	879.00	42.13
5/12/2015	Tuesday	Weekday	37,851	443	882.00	42.91
5/13/2015	Wednesday	Weekday	38,583	546	908.00	42.49
5/14/2015	Thursday	Weekday	37,664	493	857.00	43.95
5/15/2015	Friday	Weekday	36,202	575	856.00	42.29
5/16/2015	Saturday	Saturday	17,885	344	473.00	37.81
5/17/2015	Sunday	Sunday	9,506	178	245.00	38.80
5/18/2015	Monday	Weekday	37,330	564	884.00	42.23
5/19/2015	Tuesday	Weekday	37,079	509	860.00	43.12
5/20/2015	Wednesday	Weekday	38,051	562	885.00	43.00
5/21/2015	Thursday	Weekday	37,832	556	875.00	43.24
5/22/2015	Friday	Weekday	34,554	493	882.00	39.18
5/23/2015	Saturday	Saturday	17,723	296	475.00	37.31
5/24/2015	Sunday	Sunday	9,161	179	246.00	37.24
5/25/2015	Monday	Sunday	8,921	249	246.00	36.26
5/26/2015	Tuesday	Weekday	37,093	544	881.00	42.10
5/27/2015	Wednesday	Weekday	37,836	626	862.00	43.89
5/28/2015	Thursday	Weekday	37,575	577	861.00	43.64
5/29/2015	Friday	Weekday	35,930	551	885.00	40.60
5/30/2015	Saturday	Saturday	19,010	337	474.00	40.11
5/31/2015	Sunday	Sunday	9,513	235	245.00	38.83
<b>Totals</b>			<b>900,082</b>	<b>14,448</b>	<b>21,294</b>	<b>42.27</b>





## Special Mobility Services: RideSource Activity and Productivity Information

<u>April-15</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>RideSource Ridership</b>	17,616	16,959	3.9%	165,222	156,094	5.8%	199,104	188,577	5.6%
RideSource(All Modes)	14,702	14,857	-1.0%	139,322	134,580	3.5%	167,999	162,046	3.7%
Shopper	690	563	22.6%	5,982	5,420	10.4%	7,079	6,530	8.4%
Escort Volunteers-Metro	1,321	930	42.0%	12,175	9,580	27.1%	15,023	11,632	29.2%
Escort Volunteers-Rural	903	609	48.3%	7,743	6,514	18.9%	9,003	8,369	7.6%
<b>RideSource Cost per Ride</b>	\$ 23.33	\$ 24.76	-5.8%	\$ 23.25	\$ 24.47	-5.0%	\$ 23.20	\$ 24.45	-5.1%
RideSource(All Modes)	\$ 26.77	\$ 27.18	-1.5%	\$ 26.43	\$ 27.27	-3.1%	\$ 26.37	\$ 27.33	-3.5%
RideSource Shopper	\$ 11.41	\$ 14.44	-21.0%	\$ 12.72	\$ 14.13	-10.0%	\$ 12.84	\$ 14.15	-9.3%
RideSource Escort	\$ 4.33	\$ 5.20	-16.7%	\$ 4.13	\$ 4.48	-7.8%	\$ 4.12	\$ 4.40	-6.4%
<b>Ride Reservations</b>	16,223	16,395	-1.0%	153,864	150,040	2.5%	185,266	179,417	3.3%
Cancelled Number	1,443	1,434	0.6%	14,867	15,685	-5.2%	17,626	18,048	-2.3%
Cancelled % of Total	8.89%	8.75%		9.66%	10.45%		9.51%	10.06%	
No-Show Number	114	115	-0.9%	1318	1234	6.8%	1,555	1,507	3.2%
No-Show % of Total	0.70%	0.70%		0.86%	0.82%		0.84%	0.84%	
Ride Refusals Number	2	0	#DIV/0!	2	2	0.0%	2	2	0.0%
Ride Refusals % of Total	0.01%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	8,401	8,617	-2.5%	79,425	80,591	-1.4%	96,005	96,485	-0.5%
Agency Staff	8,258	8,488	-2.7%	78,135	79,287	-1.5%	94,456	94,861	-0.4%
Agency SMS Volunteer	143	129	10.9%	1,290	1,304	-1.1%	1,549	1,624	-4.6%
Avg. Trips/Service Hr.	1.83	1.79	2.2%	1.83	1.74	5.2%	1.82	1.75	4.0%
<b>RideSource System Miles</b>	107,384	107,763	-0.4%	1,003,982	995,296	0.9%	1,211,243	1,194,697	1.4%
Avg. Miles/Trip	6.98	6.99	-0.2%	6.91	7.11	-2.8%	6.92	7.09	-2.4%
Miles/Vehicle Hour	12.78	12.51	2.2%	12.64	12.35	2.4%	12.62	12.38	1.9%
<b>On-Time Performance %</b>	84.4%	87.4%	-3.4%	83.7%	88.6%	-5.5%	84.5%	88.5%	-4.6%
Sample	13,498	13,451		126,710	120,130		152,377	144,487	
On-Time	11,395	11,760		106,071	106,469		128,736	127,912	

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

<u>April-15</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
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- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

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

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

Productivity Cost Model  
 FY 2015

April-15

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	513,999	503,429	4,740,076	4,549,895	5,683,952	5,451,440
Less Brokerage	102,723	81,502	890,542	724,595	1,054,065	834,677
Less Oakridge	244	1,984	8,783	6,344	9,710	6,786
<b>RS Total</b>	<b>411,032</b>	<b>419,943</b>	<b>3,840,751</b>	<b>3,818,956</b>	<b>4,620,177</b>	<b>4,609,977</b>
Less Shopper	7,873	8,131	76,078	76,561	90,875	92,391
Less Vol Escort	9,638	8,008	82,301	72,125	99,095	88,094
<b>RS All Modes</b>	<b>393,521</b>	<b>403,804</b>	<b>3,682,372</b>	<b>3,670,270</b>	<b>4,430,207</b>	<b>4,429,492</b>
Inc/(Dec)		(10,283)		12,102		715



## AGENDA ITEM SUMMARY

**DATE:** June 17, 2015

**ITEM TITLE:** MONTHLY GRANT REPORT

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

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

**BACKGROUND:**

To align with the new financial reporting program, the April 2015 grant report follows this summary. The report 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.

Federal Transit Administration TEAM Grant Applications

Four grant applications/amendments have been drafted for FTA review. Following are the details and current status of each application/amendment:

- OR-16-X045 5310 - Elderly Persons & Persons with Disabilities (5310) - \$474,358 (\$592,948 total project)

Project	Federal	Total
6 Accessible Services Vehicles	\$474,358	\$592,948

*Application Status:* Initial review comments were received from the FTA on January 25, 2015. LTD responded to the initial review comments and updated the Project Management Plan (PMP) as requested. Staff is working with the FTA to make final revisions to the PMP and the grant application to prepare it for submittal.

- OR-95-X055-02 – Surface Transportation Program (STP) – \$901,992 (\$1,005,229 total project)

Project	Federal	Total
Point2point Program	\$407,676	\$454,336
SmartTrips	\$372,803	\$415,472
Safe Routes to School	\$121,513	\$135,421

*Amendment Status:* The application was officially submitted to the Federal Transit Administration on May 15, 2015. Usually grants are executed within 60 days of submittal.

- OR-90-X179-01 – Urbanized Area Formula Funds (5307) – \$1,628,000 (\$2,035,000 total project)

<b>Project</b>	<b>Federal</b>	<b>Total</b>
Computer Software	\$120,000	\$150,000
Facilities Improvements	\$107,200	\$134,000
Security Cameras/Improvements	\$16,280	\$20,350
Preventive Maintenance	\$1,384,520	\$1,730,650

*Amendment Status:* LTD responded to additional FTA comments on May 27, 2015. We are waiting for FTA to complete their review and ask us to officially submit the application.

- OR-03-0127 – Small Starts (5309) – \$74,999,999 (\$93,750,000 total project)

<b>Project</b>	<b>Federal</b>	<b>Total</b>
West Eugene EmX Extension	\$74,999,999	\$93,750,000

*Application Status:* The grant application to access the funds and all required agreements have been forwarded to FTA. They are performing their final review and should instruct us to officially submit in early June. The grant should then be executed within 60 days of submittal.

**ATTACHMENT:** April 2015 Grant Report

**PROPOSED MOTION:** None

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30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	-	1,543,306.00	-	1,543,306.00
WEEE Pedestrian Bridges	-	2,040,000.00	-	2,040,000.00
	-	3,583,306.00	-	

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	-	648,000.00	57.00	647,943.00

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	1,909,072.09	320,858.69
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	7,721,200.00	8,467,868.82	(746,668.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	30,808,867.00	28,583,677.65	2,225,189.35

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	3,723.00	410,000.00	398,310.53	11,689.47
	3,723.00	1,250,000.00	1,238,310.53	11,689.47

OR-04-0038 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid Electric 40' Buses	-	3,875,000.00	494.49	3,874,505.51
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,935,772.27	64,227.73
	-	6,875,000.00	2,936,266.76	3,938,733.24

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	10,551.00	1,062,000.00	430,371.40	631,628.60
11.62.02 Call Center Telephone System	60,737.00	298,000.00	279,575.81	18,424.19
	71,288.00	1,360,000.00	709,947.21	650,052.79

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management-Assessments	-	504,570.00	504,570.00	-
11.7L.00 Mobility Mgmt	-	425,803.00	425,803.00	-
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	1,311,694.70	0.30



OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	23,124.00	214,774.00	106,212.08	108,561.92
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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	24,499.00	937,500.00	734,516.15	202,983.85
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OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management-Assessments	-	97,026.00	531.00	96,495.00
11.7L.00 Transportation Assessments	-	96,528.00	96,528.00	-
	-	193,554.00	97,059.00	96,495.00

OR-57-X014 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	98,155.00	-	98,155.00
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OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	2,503.00	1,460,900.00	1,460,900.00	-
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	-	50,000.00	50,000.00	-
11.71.12 Vanpools	-	166,302.00	166,302.00	-
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	-
11.93.02 Shelters	-	56,080.00	56,080.00	-
11.93.02 Pavilion Station	-	122,411.00	122,411.00	-
	2,503.00	18,533,939.00	18,533,939.71	(0.71)



OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	-	500,000.00	500,000.00	-
11.42.09 (01) Security Improvements	-	150,000.00	150,000.00	-
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.42.11 Support Vehicles	-	60,000.00	60,000.00	-
11.42.20 Miscellaneous equipment	-	100,000.00	100,000.00	-
11.43.03 Improvements	-	600,000.00	600,000.00	-
11.71.12 Vanpools	-	102,125.00	102,125.00	-
11.7A.00 Prevent_Maint_2	-	4,626,638.00	4,626,638.00	-
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
11.92.02 Shelters	-	134,176.00	134,176.00	-
	-	13,864,189.00	13,864,189.00	-

OR-90-X179 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 Pavilion Station	-	196,800.00	196,800.00	-
11.42.07 Hardware	89,707.00	300,000.00	99,793.67	200,206.33
11.42.08 Software	-	289,200.00	289,200.00	-
11.42.08 Software_01	-	150,000.00	-	150,000.00
11.42.09 Security Improvements	-	431,600.00	3,729.39	427,870.61
11.42.09 Security_01	-	431,600.00	-	431,600.00
11.42.11 Support Vehicles	26,989.00	144,500.00	144,500.00	-
11.42.20 Miscellaneous equipment	-	105,100.00	32,094.76	73,005.24
11.43.03 Improvements	-	230,200.00	230,200.00	-
11.43.03 Improvements_01	-	134,000.00	-	134,000.00
11.7A.00 Preventive Maintenance 13-14	-	1,900,000.00	1,900,000.00	-
11.7A.00 Preventive Maintenance 14-15	-	1,211,583.00	1,211,583.00	-
11.7A.00 Preventive Maintenance_14-15_01	-	1,730,650.00	1,730,650.00	-
11.92.02 Shelters	-	74,818.00	1,820.41	72,997.59
	116,696.00	7,330,051.00	5,840,371.23	1,489,679.77

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	1,109.00	2,340,354.00	2,018,092.32	322,261.68
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	1,109.00	2,440,655.00	2,118,393.32	322,261.68

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	316.00	83,584.00	35,413.70	48,170.30
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
11.72.11_Rideshare_CMP	-	905.57	905.57	-
11.72.11_Rideshare_ETC	-	5,956.88	5,956.88	-
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	1,872.04	1,872.04	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	316.00	1,047,911.00	999,740.70	48,170.30



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station Construction_01	-	445,782.00	445,782.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare_00	-	441,436.00	441,436.00	-
11.7L.00 Rideshare_01	-	453,694.00	453,694.00	-
11.7L.00 Safe Routes-School Districts_00	-	129,834.00	129,834.00	-
11.7L.00 Safe Routes-School Districts_01	-	135,421.00	89,649.97	45,771.03
11.7L.00 SmartTrips 2	1,141.00	384,487.00	379,111.75	5,375.25
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	528.00	111,445.00	90,887.41	20,557.59
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	74,294.00	651,711.00	208,018.23	443,692.77
	<u>75,963.00</u>	<u>5,290,336.00</u>	<u>2,895,941.36</u>	<u>2,394,394.64</u>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

**ITEM TITLE:** MONTHLY 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, June 2015

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## MONTHLY DEPARTMENT REPORTS

June 17, 2015

### Government Relations

*Edward McGlone, Government Relations Manager*

The legislature is rapidly approaching adjournment with just under one month remaining until the constitutionally-mandated adjournment date of July 11, 2015. Despite continued negotiations between legislative leadership and Governor Brown, there does not appear to be consensus around a transportation package. Legislators are working on a budget for the Special Transportation Fund with a floor of roughly \$9 million, which, if not expanded, would represent a \$3 million cut from the previous year. LTD's youth pass bill remains in the mix in the Ways and Means Committee but faces a number of hurdles. It is expected that the popular *ConnectOregon* grant program will be continued for a sixth round at a funding level on the higher end of \$50 million. Last session, *ConnectOregon* was funded at \$42 million.

At the end of May, congress passed a two-month extension of the MAP-21 surface transportation authorization. Many insiders anticipate that Congress will continue kicking the can down the road with short-term extensions until a new president and congress are sworn in during January 2017.

### Customer Services and Planning

*Andy Vobora, Director of Customer Services and Planning*

#### **ACCESSIBLE AND CUSTOMER SERVICES**

*Cosette Rees, Accessible and Customer Services Manager*

There is no Accessible and Customer Services Report this month.

#### **FACILITIES**

*Joe McCormack, Facilities Manager*

#### **West Eugene EmX Extension**

Construction continues on 6<sup>th</sup> and 7<sup>th</sup> avenues and remains on schedule. Substantial effort has been made to maintain business access and nimbleness as the work progresses along the corridor. This summer construction efforts will turn to relocating utilities along West 11<sup>th</sup> Avenue. This work will be preceded by the removal of select trees along the West 11<sup>th</sup> corridor. There is a significant amount of utilities on West 11<sup>th</sup>, which will take nearly a year to relocate.

### **Glenwood Administration Office Lobby**

Design efforts are underway to remodel the Administration Building's reception area and lobby. The primary goal is to secure the front entry and provide improved access control to non-public spaces. Actual construction activities are anticipated to begin late summer/early fall.

### **Bus Lot Expansion**

Programming and design work is underway for the expansion of the bus parking lot and facilities office. The current bus lot is at capacity; and by the end of this summer, it will be over capacity with new EmX and fixed-route bus procurements. The primary goal is to add more than 30 new bus parking stalls and relocate the facilities office to accommodate future growth. Design and environmental work is anticipated to take six to nine months. Construction would occur in summer 2016.

### **Eugene Station Customer Service Center**

New flooring material is to be installed in all of the non-public spaces within the next month. The current carpet is original to the building and has experienced significant wear. Also, the final glass work at the Customer Service counter is to be wrapped up this month with the addition of speak holes to help with communicating with customers.

### **POINT2POINT**

*Theresa Brand, Transportation Options Manager*

Point2point staff, along with representatives from regional partner agencies, are continuing to work on the 2015-2020 Point2point Strategic Work Plan. A draft is out for review and will be brought to the LTD Board for input in July.

### **SmartTrips**

Final preparations are underway to launch the Springfield SmartTrips Program, to be held on Main Street from 48<sup>th</sup> to 62<sup>nd</sup> Streets. Staff mailed out the pre-program residential travel survey on May 1 to 4,228 households in the target area. To date, more than 400 surveys have been completed and returned.

The Springfield SmartTrips Main Street residential program will launch on June 1. Staff are hosting three outreach events during the month of June: 1) Waggin' and Walkin' Dog Walk on June 10; 2) Tune Up Tuesday for bikes on June 16; and 3) Explore the Natural World Walk on June 27. Staff are also hosting tables at Sprout! Marketplace and at Storytime at the Springfield Public Library during the month of June.

### **Business Commute Challenge**

The 2015 Business Commute Challenge (BCC) was held on May 9-15. This year's event had 2,584 participants (up 49 percent over last year), 242 Teams (up 39 percent), and 1,161 first-time participants (up 48 percent). Multiple events were held during the week of the Challenge, including the Eugene and Springfield Poker Walkabouts, Transit Day Breakfast, a bike event in Springfield, and the "Drive the Big Rig" event. Teams that registered early were entered in a drawing for a chance to drive an LTD bus through a course at the Glenwood campus with their CEO and 10 of their teammates. Northwest Community Credit Union was the winner for this year's "Drive the Big Rig" event.

The 2015 BCC Wrap-up party was held on Thursday, May 21, at Hop Valley Brewing. Teams were presented with their awards by Eugene Mayor Kitty Piercy. Participants picked up their prizes, enjoyed live music, appetizers, and fun. More than 125 people attended the event.

A survey will be sent to all participants within the next few weeks, with a follow-up survey in six months to determine their resulting travel behavior change, which may result in shifting of modes of travel.

### **Employer Programs and Outreach**

- Staff continue to conduct business outreach. The results of this month's efforts include adding the Barn Light in downtown Eugene, with its 17 employees, as a new Group Pass partner.
- Additionally, Firstsource Solutions with 150 employees, and Ninkasi Brewing with 75 employees, have enrolled in the Emergency Ride Home Program.

### **Drive Less Connect (DLC)**

The 90-day Carpool Karma campaign concluded on May 1. Final stats for the campaign include:

- 481 carpoolers reporting trips
- 20,885 carpool trips reported
- 421,718 carpool miles
- 10,123 gallons of fuel saved and 307,060 pounds of CO<sub>2</sub> saved over driving alone

The post campaign survey was completed by 459 people. Some key items from the survey include:

- The largest percentage of respondents have been carpooling between 1 and 3 years (40.4 percent)
- Most users found their carpool partners at work (60 percent); 12.6 percent found their partners through Drive Less Connect
- 58.6 percent of respondents would recommend Drive Less Connect to a friend or colleague.

Lane County Drive Less Connect (DLC) statistics for May are:

- 24 new users enrolled in DLC
- 3,141 non-drive-alone trips reported
- 54,097 non-drive-alone miles reported
- 36 Ridematch trips created to find a carpool match, with a 53 percent success rate
- 17 Ridematch requests were sent through the DLC database

### **Vanpool Program**

April statistics: (*vanpool reporting experiences a 30-day lag*)

- 17 vanpools traveling to/from Eugene-Springfield
- 4,002 passenger boardings
- 204,533 passenger miles
- 406,648 pounds CO<sub>2</sub> reduced

### **Carshare Program**

April statistics for the regional Carshare program operated by Enterprise CarShare:  
(*Carshare reporting experiences a 30-day lag*)

- 5 new members
- 209 reservations
- 937 hours used

### **Schools Program**

May was Walk + Bike to School Month, and 36 schools participated throughout the three regional school districts. Point2point once again offered stipends to school champions to support their encouragement events. Many schools offered scooters and bikes as grand prizes or healthy breakfasts for students who walked, biked, or rode scooters to school during the month. Point2point works in concert with the three School District Safe Routes to School (SRTS) coordinators to maximize participation in this and other SRTS activities throughout the year.

One mom from Page Elementary School in Springfield said, "My oldest son has some minor learning difficulties, and being able to walk to school each morning really helps him focus. It starts his day off better."

## **Transit Operations and Customer Satisfaction**

*Mark Johnson, Director of Transit Operations and Customer Satisfaction*

### **New Bus Operators**

The interviews are complete, and LTD will be hiring 17 new bus operators to begin training in July. The hire should get the District fully staffed with bus operators in preparation for the service expansion in the fall.

### **Continuous Improvement**

Operations staff have been working on two projects based on the TransitStat improvement model. The stand time team set goals to reduce bus operator stand time, and the road call team was charged with increasing miles between road calls. After nearly nine months of evaluation and taking steps to improve, the stand time team exceeded its goal of reducing stand time by 200 hours per month. The road call team also exceeded its goal for improved miles between road calls. These are the first teams to use this model, and executive staff are looking for more improvement team opportunities.

### **FLEET MAINTENANCE**

*Ernie Turner, Fleet Maintenance Manager*

There is no Fleet Maintenance report this month.

## **Administrative Services**

*Roland Hoskins, Director of Administrative Services*

### **HUMAN RELATIONS**

*David Collier, Human Relations Manager*

#### **Recruitment**

- The business analyst interviews did not yield any hires in May. The struggle to fill this Information Technology role has the manager evaluating the needs of the division and the best course of action to take from here.
- The Transportation Operations Division conducted bus operator interviews during the week of May 11. There were several applicants that have made it to the next phase in the hiring process.
- The marketing representative interviews did not yield any hires in May. This position has been posted again as open until filled.
- The Facilities Division position for a maintenance generalist closed on May 22. Interviews were held on June 11.
- Cassie Mostert joined the Finance Division on Monday, June 8. Cassie has been working for LTD through a temp agency during the last two months, and is now filling one of the part-time accounting assistant positions.

### **FINANCE**

*Todd Lipkin, Finance Manager/Chief Financial Officer*

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

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 17, 2015

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

**PREPARED BY:** Jeanne Schapper, Executive Office 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. **General Manager Selection Process:** In a work session on June 22, the Board will meet with community stakeholders to discuss the recruitment process for LTD's next general manager. In late June and over the next several months, the Board will continue to meet to discuss the recruitment and selection process.
- B. **Disadvantaged Business Enterprise (DBE) Policy:** LTD is required to update its DBE policy when there is a significant change. With the retirement of former Purchasing Manager Jeanette Bailor, the designated DBE liaison officer will need to be updated in the policy. As this constitutes a significant change, the Board will be asked to approve the revised policy in July.
- C. **MovingAhead Update:** At a meeting in July, staff will provide an overview of the public workshops that were held and other project information. A special work session/joint meeting with the Eugene City Council is tentatively scheduled for September 28 to further review the corridors being considered. The Eugene City Council and LTD Board will be asked to make a formal corridor selection later in the fall.
- D. **West Eugene EmX:** At a meeting in July, staff will present an update on the West Eugene EmX project. In addition, the Board will meet in executive session to consult with counsel concerning current litigation regarding the West Eugene EmX Extension.
- E. **Franklin Boulevard:** The City of Springfield is working on a new road design for Franklin Boulevard in the Glenwood area. Staff have been working closely with the City on design development and in July, will share with the Board the current design and impact to the existing EmX stations. LTD has secured a *ConnectOregon* grant for relocation of the impacted stations.
- F. **2015 Legislative Session:** In July after the close of the 2015 Legislative Session, the Board will be provided with a summary of the bills that LTD staff have been monitoring during the session.
- G. **Business Commute Challenge Report:** At the July meeting, highlights of the 2015 Business Commute Challenge activities will be reviewed with the Board.

- H. **Payroll Tax**: In 2009 the Oregon Legislature gave the LTD Board the authority to raise the payroll tax rate to .008 over a ten-year period if the Board determined that the economy had recovered sufficiently to justify the tax. At a meeting in July, the Board will discuss the implications of implementing a payroll tax increase in 2016 or 2017.
- I. **2015-20 Point2point Strategic Work Plan**: At the July meeting, the Board will review the draft five-year work plan. The Board will be asked to adopt the plan at the August Board meeting.
- J. **Main-McVay Project Update**: This fall staff will update the Board on the progress of the Main-McVay project.
- K. **SmartTrips Program**: An update on the *SmartTrips* program will be presented to the Board during the November regular Board meeting.

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June 17, 2015

**MEMORANDUM**

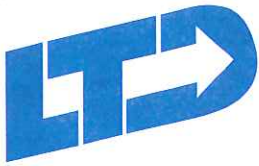
**TO:** LTD Board of Directors  
**FROM:** Tom Schwetz, Planning and Development Manager  
**RE:** Elizabeth C. Clewett E-Mail

The attached letter contains some thoughtful comments from a resident of the Santa Clara area. Ms. Clewett outlines her concerns regarding LTD's purchase of the Santa Clara school site. These concerns are generally oriented on two issues: 1) the potential impacts of LTD relocating the transit station there and the development of the site; and 2) how this might affect Lane County and ODOT's plans for Beaver-Hunsaker and Beltline.

There are three points we want to make in regard to these comments:

1. Anticipating and planning for growth in the River Road area has been happening and is expected to continue along that stretch of River Road north of Beltline. This growth has been anticipated for several decades, and the City of Eugene's Urban Growth Boundary (UGB) was established back in the 1970s with that growth in mind. Envision Eugene, the City's current vision for growth, indicates that transit is a key strategy for facilitating that growth. One of the reasons for the City's significant interest in LTD's purchase of the property is the opportunity to work together to make the transit strategy successful and achieve the types of growth on that property that can best accomplish the City's vision for growth along the corridor. How that growth happens and what roles transit can play in making the transportation system work on River Road is part of the MovingAhead process.
2. LTD has significant operational issues at the current site, and has identified the need to develop a site further north on River Road more than a decade ago, both to address these issues and to serve the commercial developments north of Beltline. Most alternatives that ODOT is considering to ease congestion on Beltline between River Road and Delta Highway will eliminate access to the current River Road Station from the Beltline on-ramp, requiring that we find a new location for the River Road Station. There are no current plans to operate on Beaver, and the only part of Hunsaker LTD will access is adjacent to the River Road intersection. (It should be noted that LTD previously operated bus service along the entire length of Hunsaker.) Adding bus service to this area would likely occur as part of the planned ODOT and County improvements that are consistent with the alternatives to address congestion on Beltline.

3. LTD's process for development of the site will entail working with Eugene, Lane County, ODOT, and the neighborhood to ensure that we have identified the impacts of our development of the site and that we are making the improvements to adjacent roads necessary to have our system work as effectively as possible in service to the community's needs.



Lane Transit District

June 17, 2015

**MEMORANDUM**

**TO:** LTD Board of Directors  
**FROM:** Tom Schwetz, Planning and Development Manager  
**RE:** Elizabeth C. Clewett E-Mail

The attached letter contains some thoughtful comments from a resident of the Santa Clara area. Ms. Clewett outlines her concerns regarding LTD's purchase of the Santa Clara school site. These concerns are generally oriented on two issues: 1) the potential impacts of LTD relocating the transit station there and the development of the site; and 2) how this might affect Lane County and ODOT's plans for Beaver-Hunsaker and Beltline.

There are three points we want to make in regard to these comments:

1. Anticipating and planning for growth in the River Road area has been happening and is expected to continue along that stretch of River Road north of Beltline. This growth has been anticipated for several decades, and the City of Eugene's Urban Growth Boundary (UGB) was established back in the 1970s with that growth in mind. Envision Eugene, the City's current vision for growth, indicates that transit is a key strategy for facilitating that growth. One of the reasons for the City's significant interest in LTD's purchase of the property is the opportunity to work together to make the transit strategy successful and achieve the types of growth on that property that can best accomplish the City's vision for growth along the corridor. How that growth happens and what roles transit can play in making the transportation system work on River Road is part of the MovingAhead process.
2. LTD has significant operational issues at the current site, and has identified the need to develop a site further north on River Road more than a decade ago, both to address these issues and to serve the commercial developments north of Beltline. Most alternatives that ODOT is considering to ease congestion on Beltline between River Road and Delta Highway will eliminate access to the current River Road Station from the Beltline on-ramp, requiring that we find a new location for the River Road Station. There are no current plans to operate on Beaver, and the only part of Hunsaker LTD will access is adjacent to the River Road intersection. (It should be noted that LTD previously operated bus service along the entire length of Hunsaker.) Adding bus service to this area would likely occur as part of the planned ODOT and County improvements that are consistent with the alternatives to address congestion on Beltline.

A circular logo with a green background and white text that reads "The Best Way to Connect". The logo is surrounded by a decorative blue and green arc.

The Best  
Way to  
Connect



3. LTD's process for development of the site will entail working with Eugene, Lane County, ODOT, and the neighborhood to ensure that we have identified the impacts of our development of the site and that we are making the improvements to adjacent roads necessary to have our system work as effectively as possible in service to the community's needs.



## Jeanne Schapper

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**From:** Elizteach <elizteach@aol.com>  
**Sent:** Sunday, June 14, 2015 6:07 PM  
**To:** Gary Wildish; Lydia.McKinney@co.lane.or.us; kitty.piercy@ci.eugene.or.us; Tom Schwetz  
**Subject:** Re-locating the River Road transit station

3229 Crocker Road  
Eugene OR 97404  
14 June 2015

Dear Ladies and Gentlemen,

On Wednesday, 9 June 2015, I contacted Ask ODOT to determine the status of plans to correct chronic traffic congestion on Beltline Highway between River Road and Delta Highway in Eugene. I received prompt and courteous service from Katherine Wentzel and Dorothy Upton. It seemed the process is not complete. That same evening, Eugene LTD announced its intention to purchase property at the intersection of River and Hunsaker roads, in order to re-locate its transit station presently located at River Road and River Avenue. It seemed that a decision of this magnitude would surely be linked to the ODOT planning process.

On Friday, I spoke to Tom Schwetz, Planning and Development Manager at LTD. I asked 1) how LTD's decision was informed by the ODOT planning process; 2) the anticipated impacts of re-locating the traffic station on River Road traffic north of Division Avenue, and 3) road construction on Beaver, Hunsaker and Irving roads to accommodate increased bus and auto traffic. Mr. Schwetz assured me that 1) LTD's plans were not informed by or related to the ODOT process; 2) LTD would re-construct Hunsaker Road to accommodate bus and/or auto traffic to the new station; and 3) property at the site not used for the new station would be sold for development of business and residential uses.

Unfortunately, this plan is not consistent with any of the several "alternative concepts" for reducing congestion and improving traffic flow in ODOT's planning document, Beltline Highway: Coburg Road to River Road Facility Plan Vol.1. The impacts of re-locating the transit station north of the present site involve road re-construction not anticipated in any of alternatives, and alter the number and type of vehicles traveling roads (Beaver and Hunsaker) and their intersection at River Road presently unequipped to handle additional congestion there.

Even though I am coming late to this complicated process, I believe my questions are legitimate insofar as LTD's decision may significantly alter the design or cost of changes to the complex intersection at Beltline and River Road. Routing both automobiles and buses on Beaver and Hunsaker Streets is certain to shift traffic congestion north on River Road, especially if LTD's plan increases business and apartment homes next to the new bus station.

LTD's action in advance of ODOT's final decisions, even if independent, is precipitous. Once roadways are reconstructed to accommodate re-location of bus traffic and additional commercial and residential use, River Road residents will find that route too congested for daily commuter use. As we are already forced to do when traveling eastward, people returning home to Santa Clara will need to overshoot the Division Avenue exit and go westward to exit at Northwest Expressway. As a two-lane road, Northwest Expressway is not prepared to handle increased volume, especially given its high speed limits. Congestion creep in motion westward.

LTD's decision is also determinative. I refer to several of ODOT's alternative plans that propose to re-route traffic exiting westward bound at Division Avenue onto Beaver and Lone Oak Road. It is unlikely if LTD does extensive reconstruction of Beaver and Hunsaker in the immediate future, routing traffic to Division on Lone Oak Road will never occur. Again, the assumptions guiding to ODOT's "alternative concepts" are rendered prematurely irrelevant by LTD's action. This virtually insures adding yet another clogged intersection in close proximity on River Road beyond those at River Avenue, River Road (south), River Road (north), Division Avenue, Ruby Avenue, and Santa Clara Avenue. Congestion creep in motion northward.

The purpose of this letter is to share these concerns and pose these legitimate questions:

- 1) Is LTD's decision independent of the ODOT decision-making process? If yes, does it significantly change the "alternative concepts" in ODOT's planning document at one or many intersections with Beltline Highway? Will LTD's action now require revision of the ODOT alternative concepts?
- 2) Did LTD's decision to re-locate its River Road station consider the potential adverse impacts on residents' access on Beaver/Hunsaker Road to north River Road/Santa Clara? What improvements will be required to permit buses, truck and commuter travel on Beaver/Hunsaker Road? Will congestion on River Road slow bus travel time to and from Beltline Highway? Will relocating the River Road station result in unintended consequences (e.g., increased traffic/congestion on Northwest Expressway or Prairie Road)?

I would appreciate this letter being submitted to the LTD Board of Directors prior to its vote at its June 17th meeting. Before voting to approve purchase of the old Santa Clara Elementary School site, please consider any adverse consequences to the decision. Thank you.

Sincerely,

Elizabeth C. Clewett, Ph.D



**From:** [Elizteach](#)  
**To:** [Gary Wildish](#); [Lydia.McKinney@co.lane.or.us](mailto:Lydia.McKinney@co.lane.or.us); [kitty.piercy@ci.eugene.or.us](mailto:kitty.piercy@ci.eugene.or.us); [Tom Schwetz](#)  
**Subject:** Re-locating the River Road transit station  
**Date:** Sunday, June 14, 2015 6:07:13 PM

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3229 Crocker Road  
Eugene OR 97404  
14 June 2015

Dear Ladies and Gentlemen,

On Wednesday, 9 June 2015, I contacted Ask ODOT to determine the status of plans to correct chronic traffic congestion on Beltline Highway between River Road and Delta Highway in Eugene. I received prompt and courteous service from Katherine Wentzel and Dorothy Upton. It seemed the process is not complete. That same evening, Eugene LTD announced its intention to purchase property at the intersection of River and Hunsaker roads, in order to re-locate its transit station presently located at River Road and River Avenue. It seemed that a decision of this magnitude would surely be linked to the ODOT planning process.

On Friday, I spoke to Tom Schwetz, Planning and Development Manager at LTD. I asked 1) how LTD's decision was informed by the ODOT planning process; 2) the anticipated impacts of re-locating the traffic station on River Road traffic north of Division Avenue, and 3) road construction on Beaver, Hunsaker and Irving roads to accommodate increased bus and auto traffic. Mr. Schwetz assured me that 1) LTD's plans were not informed by or related to the ODOT process; 2) LTD would re-construct Hunsaker Road to accommodate bus and/or auto traffic to the new station; and 3) property at the site not used for the new station would be sold for development of business and residential uses.

Unfortunately, this plan is not consistent with any of the several "alternative concepts" for reducing congestion and improving traffic flow in ODOT's planning document, [Beltline Highway: Coburg Road to River Road Facility Plan Vol.1](#). The impacts of re-locating the transit station north of the present site involve road re-construction not anticipated in any of alternatives, and alter the number and type of vehicles traveling roads (Beaver and Hunsaker) and their intersection at River Road presently unequipped to handle additional congestion there.

Even though I am coming late to this complicated process, I believe my questions are legitimate insofar as LTD's decision may significantly alter the design or cost of changes to the complex intersection at Beltline and River Road. Routing both automobiles and buses on Beaver and Hunsaker Streets is certain to shift traffic congestion north on River Road, especially if LTD's plan increases business and apartment homes next to the new bus station.

LTD's action in advance of ODOT's final decisions, even if independent, is precipitous. Once roadways are reconstructed to accommodate re-location of bus traffic and additional commercial and residential use, River Road residents will find that route too congested for daily commuter use. As we are already forced to do when traveling eastward, people returning home to Santa Clara will need to overshoot the Division Avenue exit and go westward to exit at Northwest Expressway. As a two-lane road, Northwest Expressway is not prepared to handle increased volume, especially given its high speed limits. Congestion creep in motion westward.

LTD's decision is also determinative. I refer to several of ODOT's alternative plans that propose to re-route traffic exiting westward bound at Division Avenue onto Beaver and Lone Oak Road. It is unlikely if LTD does extensive reconstruction of Beaver and Hunsaker in the immediate future, routing traffic to Division on Lone Oak Road will never occur. Again, the assumptions guiding to ODOT's "alternative concepts" are rendered prematurely irrelevant by LTD's action. This virtually insures adding yet another clogged intersection in close proximity on River Road beyond those at River Avenue, River Road (south), River Road (north), Division Avenue, Ruby Avenue, and Santa Clara Avenue. Congestion creep in motion northward.

The purpose of this letter is to share these concerns and pose these legitimate questions:

- 1) Is LTD's decision independent of the ODOT decision-making process? If yes, does it significantly change the "alternative concepts" in ODOT's planning document at one or many intersections with Beltline Highway? Will LTD's action now require revision of the ODOT alternative concepts?
- 2) Did LTD's decision to re-locate its River Road station consider the potential adverse impacts on residents' access on Beaver/Hunsaker Road to north River Road/Santa Clara? What improvements will be required to permit buses, truck and commuter travel on Beaver/Hunsaker Road? Will congestion on River Road slow bus travel time to and from Beltline Highway? Will relocating the River Road station result in unintended consequences (e.g., increased traffic/congestion on Northwest Expressway or Prairie Road)?

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Sincerely,

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## The Vision Zero

### No loss of life is acceptable

The Vision Zero is the Swedish approach to road safety thinking. It can be summarised in one sentence: **No loss of life is acceptable.** The Vision Zero approach has proven highly successful. It is based on the simple fact that we are human and make mistakes. The road system needs to keep us moving. But it must also be designed to protect us at every turn.

#### **Freedom to move**

Mobility is crucial for all parts of society. But more traffic means more fatalities and injuries on the roads.

#### **The human factor**

Humans are not made to travel at high-speed. We make mistakes. Thus, an effective road safety system must always take human fallibility into account.

#### **The Vision Zero Initiative**

Transport systems traditionally place responsibility for safety on road users. The Vision Zero Initiative puts this responsibility on system design.

#### **Does the Vision Zero work?**

The Vision Zero approach to road safety is highly effective. In Sweden traffic-related fatalities are falling even though traffic is increasing.





**Solutions - knowledge, methods,  
experience, support and products**

## **Infrastructure**

### **Making mobility safe from the start**

The Vision Zero involves planning, designing and building roads and infrastructure to increase safety and reduce fatal accidents. Safety aspects must be built into the system and included when planning new infrastructure projects.

## **Vehicle Technology**

### **Key part of road safety**

Vehicle technology suppliers have made great strides in improving driver, passenger and pedestrian safety. An array of new systems can drastically reduce traffic-related deaths and serious injuries.

## **Services and Education**

### **Providing safety through education and planning**

Public services and education are vital when it comes to implementing effective traffic safety solutions. Focus areas range from driver education to planning services at national and local level.

## **Control and Surveillance**

### **Safety in information and traffic systems**

Road traffic control and surveillance can include systems for monitoring traffic flows and weather conditions or other measures that qualify as intelligent traffic systems.