



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS REGULAR MEETING**

Wednesday, January 20, 2016

5:30 p.m.

LTD Board Room

3500 E. 17th Avenue, Eugene (in Glenwood)

A G E N D A

Page No.

- | | | | |
|-------|---|--------------|-----------------------------|
| I. | CALL TO ORDER | | |
| II. | ROLL CALL | | |
| | Yeh _____ | Pierce _____ | Gillespie _____ |
| | Wildish _____ | Nordin _____ | Grossman _____ Necker _____ |
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | (2 minutes) | |
| IV. | COMMENTS FROM THE GENERAL MANAGER | (2 minutes) | 4 |
| V. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | (2 minutes) | 5 |
| VI. | BOARD CALENDARS | (3 minutes) | 6 |
| VII. | EMPLOYEE OF THE MONTH – FEBRUARY | (5 minutes) | 7 |
| VIII. | AUDIENCE PARTICIPATION | (10 minutes) | |
| | ♦ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> | | |
| | ♦ <i>Citizens testifying are asked to limit testimony to three minutes.</i> | | |
| IX. | ITEMS FOR ACTION AT THIS MEETING | | |
| | B. LTD Board Budget Committee Appointment
[Todd Lipkin] | (5 minutes) | 8 |

X. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	12
1. Meetings Held		
a. Main Street Projects Governance Team – December 17		
b. Accessible Transportation Committee (ATC) – January 19		
2. Other Events		
a. Governor’s Transportation Vision Panel Regional Forum – January 13		
3. No Meeting/No Reports		
a. EmX Steering Committee		
b. Metropolitan Policy Committee (MPC)		
c. LTD Board Human Relations Committee		
d. Lane Area Commission on Transportation (LaneACT)		
e. LTD Board Finance Committee		
f. Lane Council of Governments (LCOG) Board of Directors		
g. MovingAhead Oversight Committee		
h. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
i. LTD Pension Trusts		
j. Oregon Passenger Rail Leadership Council		
k. LTD Board Service Committee		
B. Environmental and Sustainability Management System Certification [Andy Vobora]	(5 minutes)	15
C. Smart <i>Trips</i> : Main Street, Springfield, Program Update [Theresa Brand, Cody Franz]	(10 minutes)	17
D. Monthly Financial Reports – November 2015 [Todd Lipkin]	(5 minutes)	47
E. Monthly Engagement Report (respond if questions) [Andy Vobora]		53
F. Monthly Performance Reports (respond if questions) [Aurora (A. J.) Jackson]		55
G. Monthly Grant Report (respond if questions) [Todd Lipkin]		63
H. Monthly Department Reports (respond if questions)		68

XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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- A. United Front (February)
- B. Annual Route Review (February/March/April)
- C. Strategic Planning Work Session (March)
- D. Business Commute Challenge (March)
- E. Capital Improvements Program Adoption (March)
- F. American Bus Benchmarking Group (March)
- G. Joint LTD Board-Eugene City Council Meeting (April)
- H. Long-Range Financial Plan (April)
- I. Emergency Preparedness – Planning, Response, and Communications
- J. Main-McVay Project Update
- K. MovingAhead Project Update

XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
REQUESTED BY THE BOARD

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- A. Solar Energy Installation (March)

XIII. ADJOURNMENT

~ A dessert in honor of retiring Director of Customer Services and Planning Andy Vobora's 32 years of service with Lane Transit District will immediately follow. ~

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 687-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2015

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Aurora (A. J.) Jackson, General Manager

ACTION REQUESTED: None

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

Q:\Reference\Board Packet\2016\January\Jan 20 Reg Mtg\GM Comments AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

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.

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

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

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 winter vacation dates.

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

Q:\Reference\Board Packet\2016\January\Jan 20 Reg Mtg\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: FEBRUARY EMPLOYEE OF THE MONTH

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

BACKGROUND:

Bus Operator Ed Martin, who has been with the District since 2013, is the recipient of the February 2016 Employee of the Month award. In just this short time, Ed has already received two Monthly Value awards.

Ed was nominated for this award by co-workers who wished to recognize Ed for the compassion he shows his passengers. Ed recently encountered an intoxicated rider who was accosting a passenger in a wheelchair. Ed immediately ordered the intoxicated rider off the bus; however the individual persisted in attempting to engage the driver. Ed was able to close the door and drive away safely while the individual continued to strike and then chase after the bus. Ed's coworkers want to thank him for standing up for his customers and to let him know how much they appreciate the excellent customer service he provides each and every day.

When asked to comment on Brian's selection as Employee of the Month, Transit Operations Field Supervisor Josh Schmit said:

Ed has been a great addition to the LTD family since he joined the District two years ago. In that time, I have noticed his ability to handle many difficult situations. Ed has a great ability to recognize when a situation needs special attention and to act to help ensure that his passengers are well taken care of. Ed has a wonderful personality and is well liked by his fellow employees.

Ed continues to have a positive effect on his coworkers, and his enthusiasm is a great benefit to the many people with whom he comes in contact. Ed's commitment to quality, customer service, and building positive relationships has made many friends in the community on behalf of LTD. He is an exemplary employee who believes how you get there matters. I know he'll continue to do great things and is very deserving of the Employee of the Month award.

AWARD:

Ed will attend the January 20, 2016, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: LTD BOARD BUDGET COMMITTEE APPOINTMENT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: The Board is asked to appoint by majority vote the citizen member of the LTD Board Budget Committee for Subdistrict 3.

BACKGROUND:

The LTD Board Budget Committee is composed of the seven members of LTD's Board of Directors and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the nomination.

Kevin Matthews and Scott Diehl are being nominated to fill the position vacated by Don Nordin, the citizen member formerly representing Subdistrict 3, who vacated the position when he joined the LTD Board of Directors. The three-year term of this position will expire on January 1, 2019.

The nomination forms are attached. Also attached is a list of Budget Committee members showing the term expiration date for each, as well as the nominating Board member.

ATTACHMENTS:

- 1) List of 2015-16 Budget Committee Members
- 2) Nomination form for Kevin Matthews
- 3) Nomination form for Scott Diehl

NOMINATION: I nominate _____ as the citizen member of the LTD Board Budget Committee for Subdistrict 3, for a three-year term beginning January 20, 2016. (Nominations do not require a second.)

VOTE: After closing the nominations, the presiding officer will take the vote on each candidate by either roll call or voice vote.

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LANE TRANSIT DISTRICT BUDGET COMMITTEE MEMBERS

(FY 2015-2016 Budget)

Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.

SUBDISTRICT	NOMINATING BOARD MEMBER	TERM EXPIRES	BUDGET COMMITTEE MEMBER	TERM EXPIRES
1	Angelynn Pierce	12/31/16	Dwight Collins	1/01/16
2	Carl Yeh	12/31/16	Terry Smith	1/01/17
3	Don Nordin	12/31/18	Vacant	1/01/15
4	Ed Necker	12/31/17	Jody Cline	1/01/18
5	Gary Gillespie	12/31/17	Edward Gerdes	1/01/16
6	Gary Wildish	12/31/18	Jon Hinds	1/01/17
7	Julie Grossman	12/31/16	Dean Kortge	1/01/17



**LANE TRANSIT DISTRICT
NOMINATION FOR BUDGET**

Lane Transit District

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member:	Don Nordin	
Date of Nomination:	January 20, 2016	
Term of Budget Committee Appointment:	January 20, 2016	January 1, 2019
	Effective Date	Term Expiration Date
Approved by Board:	Date	

NOMINEE'S NAME:	Kevin Matthews
Home Address:	84020 Brown Road, Dexter, OR 97431
Telephone Number:	541-514-4766
E-mail:	swanfarmdexter@gmail.com
Business Address:	PO Box 1588, Eugene, Or 97440
Telephone Number:	541-514-4766
PREFERRED MAILING/DELIVERY ADDRESS:	84020 Brown Road, Dexter, OR 97431
Occupation:	editor, consultant, horse breeder
Brief statement of nominee's background that is relevant to Budget Committee appointment:	
	CEO, Artifice, Inc. architectural software and content publishing, 1992-present
	LRAPA Budget Committee, circa 2008-2010, member, vice chair, and chair
	Business consultant for consensus building, development strategy, energy conservation, etc.
	Eugene Comprehensive Lands Assessment (ELCA), Envision Eugene Technical Resource Group,
	Envision Eugene Community Resource Group
	Jobs and Land Use Roundtable, 2003-2006
	West Eugene Collaborative, 2007-2009
	Eugene Neighborhood Leaders Council, 2000-2013
	Mayor's Ad Hoc Committee on Amazon Headwaters Acquisition, 2008, member and chair
	Master of Architecture, U.C. Berkeley
	Bachelor of Arts, environmental planning, U.C. Santa Cruz
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**LANE TRANSIT DISTRICT
NOMINATION FOR BUDGET COMMITTEE**

Lane Transit District

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member: Don Nordin

Date of Nomination: January 20, 2016

Term of Budget Committee Appointment: January 20, 2016 January 1, 2019
Effective Date Term Expiration Date

Approved by Board: _____
Date

NOMINEE'S NAME: Scott Diehl

Home Address: 2058 Morning View Drive, Eugene, OR 97405

Telephone Number: (541) 520-9003

E-mail: 1) scott.diehl@paktech-opi.com 2) scott@diehlgrou.net

Business Address: PakTech, 1680 Irving Rd, Eugene, OR 97402

Telephone Number: (541) 520-9003

PREFERRED MAILING/DELIVERY ADDRESS: 1680 Irving Rd, Eugene, OR 97402

Occupation: General Manager

Brief statement of nominee's background that is relevant to Budget Committee appointment:

I graduated from Washburn University with a degree in business administration. I obtained a CPA Certificate in the State of Kansas where I was in public practice until I moved to Oregon in 1980. I also received a CPA Certificate from the State of Oregon. In 1983 I left public practice and accepted a position as Controller for The Register-Guard. I worked there for the next 20 years progressing to the position of Director of Finance. In 2003 I took a position with Arlie & Co as CEO and ran the company for the owners until 2012. In 2012 I was offered a position as General Manager of PakTech, a local, family owned business, where I continue to be employed. Much of my working career has dealt with the creation and management of operating budgets, project budgets and capital budgets. In addition, my positions have focused on the management of financial position and planning for cash requirements. I have also been responsible for the creation and implementation of capital and project financial models for many built the Eugene skyline.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

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. **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 Don Nordin and Angelynn Pierce serve as LTD's representatives on this committee. At the December 17 meeting, the Governance Team endorsed the scope of work for the next phase of the Main Street-McVay Transit Study and directed staff to move forward with the project.
2. **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 agenda for the January 19 meeting was not finalized in time to be included with this Board meeting packet.

OTHER EVENTS:

1. **Governor's Transportation Vision Panel Regional Forum:** The Governor's Transportation Vision Panel is a yearlong effort to develop a series of recommendations to Governor Kate Brown that address transportation issues across all modes and regions of the state. Panel members include legislators, business owners, and civic leaders from across Oregon. As part of the regional forums, in Eugene on January 13, Panel representatives provided a brief overview of the Panel's preliminary findings to date and led a conversation to elicit perspectives from local citizens on how the transportation system can support this region's economic needs and priorities for Oregon's transportation system.

NO MEETINGS HELD:

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. The next meeting is scheduled to be held on February 2.
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. The January 7 meeting was canceled; the next meeting is scheduled to be held on February 4.
3. **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 third Monday of the month. The December and January meetings were canceled; the next meeting is scheduled to be held on February 15.
4. **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, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on this Commission. The January 13 meeting was canceled; the next meeting is scheduled to be held on February 16.
5. **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 Committee meeting will be scheduled for late February.
6. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. The LCOG Board meets five times a year. The next meeting has not yet been scheduled.
7. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting has not been scheduled.
8. **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. Meetings are held as needed. The last meeting was held on December 7; the next meeting has not been scheduled.
9. **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, and Board Member Gary Gillespie serves as one of the trustees. The Trusts last met on December 7; the next meeting has not been scheduled.

10. **Governor's Oregon Passenger Rail Leadership Council**: Former 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. Meetings are held as needed. The last meeting was held on December 8; the next meeting has not been scheduled.
11. **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 last meeting was held on December 15; the next meeting has not been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: ENVIRONMENTAL AND SUSTAINABILITY MANAGEMENT SYSTEM CERTIFICATION

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

ACTION REQUESTED: None. Information Only.

BACKGROUND:

In 2013 Lane Transit District (LTD) was accepted to participate in the Federal Transit Administration- (FTA) sponsored Environmental and Sustainability Management System (ESMS) Academy. LTD's Core Team, composed of staff from across the District, embarked on a two-year process to learn and implement an ISO 14001-2004 ESMS compliant system. ISO is the International Organization for Standardization and is responsible for a variety of international management standards. This organization maintains and has established more than 20,000 standards for programs like ESMS, employee health, employee safety, energy management, quality management, etc. In November 2015 the independent audit firm, ABS Quality Evaluations, based in Houston, Texas, certified LTD as meeting the ISO 14001-2004 standard.

The FTA has now sponsored four academies. Each class had ten participating transit agencies, and to date, 13 have become ISO certified. LTD's certification places it in the upper echelon of agencies that have made a commitment to environment. LTD has also become the first Oregon transit district to become ISO 14001-2004 certified.

The next steps for the program include an update to the significant aspects that the organization will focus efforts on in the coming year. Two current significant aspects: 1) proper disposal of aerosol cans; and 2) zero fuel spills, will move to a maintenance status. Employees will participate in reviewing the current aspects list, and new significant aspects will be identified following a scoring and prioritization process. Three current significant aspects: 1) fuel use/greenhouse gas reduction; 2) electricity use reduction; and 3) water use, will continue to be focus areas for the program.

The ISO 14001-2004 standard has recently been updated to the ISO 14001-2015 standard. The fundamentals contained within the standard have not changed; however, several needed program elements have been combined into like categories. This will mean a change in LTD's program documentation, but the team will have time to make the necessary changes over the coming two years.

ATTACHMENT: ISO 14001-2004 Certificate

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\January\Jan 20 Reg Mtg\ESMS Certification.docx

ABS Quality Evaluations

Certificate Of Conformance

This is to certify that the Environment Management System of:

Lane Transit District

**3500 E. 17th Ave
Eugene, OR 97403
U.S.A.**

has been assessed by ABS Quality Evaluations, Inc. and found to be in conformance with the requirements set forth by:

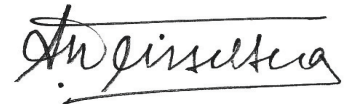
ISO 14001:2004

The Environment Management System is applicable to:

LTD PROVIDES TRANSPORTATION SERVICES WITHIN THE EUGENE-SPRINGFIELD METROPOLITAN AREA AND TO RURAL COMMUNITIES THROUGHOUT LANE COUNTY, OREGON

This certificate may be found on the ABS QE Website (www.abs-qe.com). For certificates issued in the People's Republic of China information may also be verified on the CNCA website (www.cnca.gov.cn).

Certificate No: 52074
Effective Date: 25 November 2015
Expiration Date: 14 September 2018
Revision Date: 25 November 2015



Alex Weisselberg, President



Validity of this certificate is based on the periodic audits of the management system defined by the above scope and is contingent upon prompt, written notification to ABS Quality Evaluations, Inc. of significant changes to the management system or components thereof.

ABS Quality Evaluations, Inc. 16855 Northchase Drive, Houston, TX 77060, U.S.A.
Validity of this certificate may be confirmed at www.abs-qe.com/cert_validation.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: SMART *TRIPS*: MAIN STREET, SPRINGFIELD, PROGRAM UPDATE

PREPARED BY: Theresa Brand, Transportation Options Manager, and Cody Franz, Transportation Options Coordinator *SmartTrips*

ACTION REQUESTED: None. Information only.

BACKGROUND:

SmartTrips is a comprehensive program designed to reduce drive-alone trips and increase awareness and use of other transportation modes such as bicycling, walking, transit, and carpooling in a targeted geographic area.

Point2point was successful in receiving special one-time transportation option grant funds from the Oregon Department of Transportation (ODOT) to conduct a *SmartTrips* program focused on safety and transportation options awareness along Main Street in Springfield.

The *SmartTrips* individualized outreach and education program focused on Main Street (48th – 62nd streets) in Springfield resulted in a successful reduction in single-occupancy vehicle (SOV) trips and increases in other transportation options within the targeted area. The *SmartTrips* program resulted in a 6.8 percentage point reduction in drive-alone trips and an increase in bicycle, walking, and carpool trips. This decrease in drive-alone trips correlates to an estimated reduction of 1,245,356 vehicle miles traveled on the region's roads and one million pounds of carbon dioxide emissions in the target area per year.

Well received in the Main Street area, the program reached 4,218 households in Springfield, and program survey results demonstrated strong support for transportation options and healthy and environmentally friendly lifestyles. Of the respondents, 81 percent agreed that it is a good idea for the City of Springfield to help residents walk and bike more; and 62 percent agreed that they would like to drive less.

One participant shared that, “*SmartTrips* has educated me to the bike routes and transit options since I am new to the area.”

Another participant shared, “With the bike lights we were able to ride as a family, as where before we didn't have enough lights for everyone to ride together. So thank you!”

Key Outcomes:

- Participants reported that they experienced change in their social habits, change in their health, and had access to better information about their options after the conclusion of the program.
- Increased mode shift from driving alone trips to increased bicycling, walking, and carpool trips. These increases can contribute to community health. Bicycling and walking for transportation are excellent forms of active transportation.

- The programs held very successful transportation-related events, which resulted in increased awareness of transportation options in Springfield along with recognition of some local attractions by residents.
- There was a reported reduction of 3,396 SOV miles daily in the target area, which can result in an annual reduction of 1,239,464 SOV miles and 1,006,672 pounds of CO₂. This reduction could further result in an increase in discretionary spending available to the local economy along with enhanced air quality.
- At the conclusion of the program, 62 percent of the post-program survey respondents reported that they were somewhat or very likely to continue to drive less in the future.
- More than 81 percent of the post-survey respondents reported that they think it is a good idea for the City of Springfield to help residents bike and walk more often.

Smart Trips Events:

Staff hosted 15 *Smart Trips* events throughout the program and attended another five community outreach events during the program. There were 723 participants reached through these program efforts, and attendees had fun and learned more about traveling to local amenities such as local parks, community centers, and other Springfield attractions.

Program Summary:

Overall, the Springfield *Smart Trips* Main Street 2 Program achieved the goal of reducing drive-alone trips in the targeted neighborhood along with increased awareness of travel options for the residents. In addition, this program garnered the highest participation rate to date in the Springfield *Smart Trips* programs at 14 percent with 591 residents (of the 4,218 total households) participating by ordering customized travel kits. Staff engaged with more than 1,300 residents at events and deliveries during the Main Street program. The post-program survey participants reported that they had made changes in their travel patterns and that the program should be continued in Springfield in the future.

Next Steps:

Staff are preparing for the coming *Smart Trips* Thurston Program, which is slated to launch in June 2016. Additional program details and materials will be available in April and will be sent to the Lane Transit District Board, along with Springfield City staff and the Springfield City Council.

ATTACHMENT: *Smart Trips*: Main Street Final Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\January\Jan 20 Reg Mtg\SmartTrips Springfield Main Street 2 Program Update Memo.docx



Smart*Trips*: Main Street



Over the course of the program, drive-alone mode share decreased 6.8 percentage points in the target area.



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**The 2015 SmartTrips
Main Street Program
reached 4,218 households
in Springfield, Oregon.**



SmartTrips Introduction

SmartTrips is a comprehensive program designed to reduce drive-alone trips and increase bicycling, walking, transit, and carpooling in a targeted geographic area.

This program incorporates an innovative and highly effective individualized outreach methodology, which includes hand deliveries of information packets to households that wish to learn more about their transportation options. Individuals can receive information specially tailored to their own unique needs such as biking and walking maps, transit information, and carpool resources. The program also organizes activities that help people explore their neighborhoods or places of employment and discover how many trips they can easily, conveniently, and safely make without driving alone.

The project team tracks success by evaluating qualitative and quantitative results from surveys and other performance measures. SmartTrips results have shown repeated reductions in drive-alone trips by giving people customized information about travel choices and offering opportunities to try these new choices in a safe, free, and fun way.

“SmartTrips has educated me on the bike routes and transit options since I am new to the area.”

SmartTrips History

SmartTrips is a locally, regionally, and nationally recognized individualized outreach and education program that promotes available transportation options to residents within a defined target area. The 2006 Eugene Residential Pilot Program TravelSmart, upon which SmartTrips Springfield is modeled, demonstrated more than a 9 percent reduction in vehicle miles traveled (VMT) and an 18 percent increase in the use of environmentally friendly modes. The City of Eugene received an Environmental Protection Agency (EPA) grant to implement SmartTrips in four Eugene neighborhoods during the summers of 2010 and 2011. SmartTrips Springfield launched their first program in the Gateway area in 2012, subsequently followed by a program in the Hayden Bridge neighborhood and two programs along the Main Street corridor.

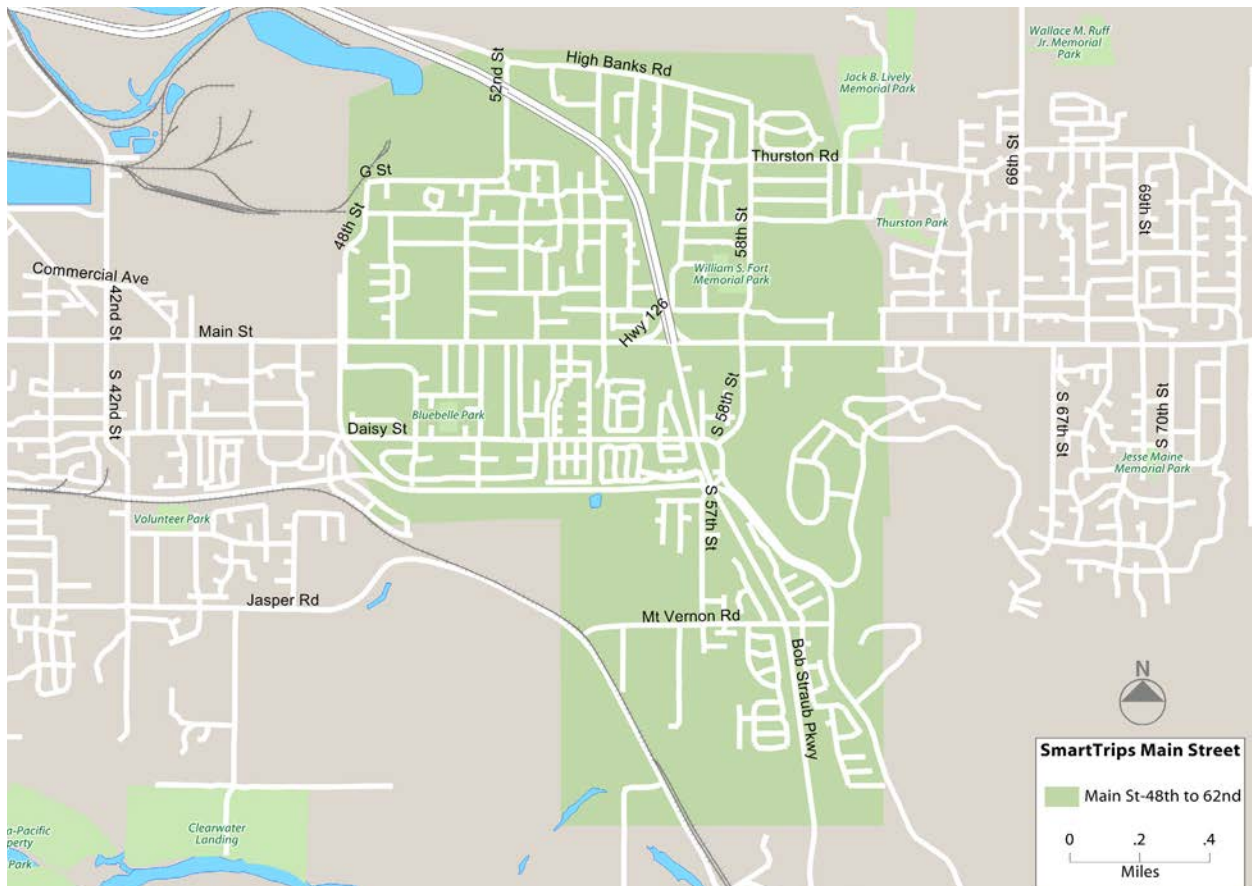
SmartTrips programs are a core element of the Central Lane Metropolitan Planning Organization's (MPO) long-term transportation options strategy. Unlike new infrastructure projects that rely on system growth or improvements, SmartTrips programs are designed to be a preservation strategy that works to maximize use of existing facilities and decrease drive-alone mode share. To date, eight SmartTrips programs have influenced travel behavior throughout the Lane Metropolitan area, most recently in Springfield with the SmartTrips Main Street program.

SmartTrips Main Street Overview

The 2015 SmartTrips Main Street program targeted residents along Main Street from 48th Street to 62nd Street, reaching 4,218 households in Springfield, Oregon. The program complemented efforts by the City of Springfield, in partnership with Oregon Department of Transportation (ODOT) and Lane Transit District (LTD), to improve the Main Street corridor. Analysis of the target area demonstrated that it has good transit service, but lacks safe infrastructure for active transportation. The target area does, however, include local destinations such as pedestrian-friendly neighborhood businesses, parks, schools, and community centers. The program aimed to promote bicycle and pedestrian safety along with all other transportation options available to the community through intensive outreach targeting households and employees.

Over the course of the SmartTrips Main Street program, the project team measured a 6.8 percentage point reduction of drive-alone trips and an increase in both bicycle and carpool trips by 2.4 percentage points each. This decrease in drive-alone trips correlates to an estimated reduction of 1,245,356 vehicle miles traveled and 1 million pounds of carbon dioxide emissions in the target area per year.

2015 MAIN STREET TARGET AREA



GOALS

The primary goals of the Main Street program reflect the SmartTrips regional objectives of:

- Reducing VMT and drive-alone trips
- Reducing carbon emissions from driving trips
- Increasing walking, biking, carpooling, and transit trips
- Increasing community health and safety
- Increasing the awareness of travel options
- Establishing new long-term sustainable travel behaviors

PROGRAM CO-BENEFITS

- Fewer cars on neighborhood streets
- Higher levels of physical activity and lower healthcare costs
- Higher level of awareness and acceptance of transportation options
- Awareness and utilization of resources from Point2point, LTD, City of Springfield, and other community organizations
- Decreased reliance on the automobile, thus reducing family transportation costs
- Increased community interaction and neighborhood pride
- Increased ridership on transit
- Improved air quality

Program Partners

The SmartTrips program reflects strong regional partnerships between LTD, Point2point, the City of Springfield, and ODOT. The program benefited greatly by the involvement of other local agencies, organizations, and businesses including the following:

- Lane Council of Governments (LCOG)
- Alta Planning + Design
- City of Springfield’s Bicycle and Pedestrian Committee (BPAC)
- City of Eugene’s Transportation Options Program
- Willamalane Park and Recreation District
- ODOT Safety Division
- Springfield Public Library
- Eugene, Cascades & Coast Adventure Center
- Point2point Schoolsolutions
- Hutch’s Bicycles - Springfield
- Springfield Safe Routes to School

“[SmartTrips] made us continually aware of the benefits to ourselves and our environment of alternate methods of getting around, and to be conscious of organizing and sharing trips.”

Program Funding and Expenses

The SmartTrips Main Street program received funding for this individualized marketing program from ODOT and reflects ODOT’s evolution toward a solution-oriented transportation system and the development of intermodal solutions, rather than focusing primarily on highways. ODOT awarded the grant to increase safety for pedestrians and bicyclists as well as to increase local awareness of transportation options in the region. The budget for the SmartTrips Main Street program was \$122,590. The program benefited from resources and work completed for other ODOT-supported individualized marketing programs, resulting in cost savings for the Main Street program. This includes logo, materials, and website development; the design and printing of materials (such as the neighborhood maps and cycling guides); coordination and event publicity; and staff time.



Program Elements

The SmartTrips Main Street program invited residents to order a customized travel kit containing local transportation information such as neighborhood maps with biking, walking, and transit routes and brochures. In addition to the customized information, the program hosted numerous community outreach events such as a guided bike ride and an interactive bus trip. Project staff provided transportation information and advice on local and regional transportation options at local events.

The program provided materials and services to residents in the target area in the following ways:

CUSTOMIZED TRAVEL KITS

All target area residents received a mailing offering customized information and supportive materials that could be ordered online or via a postage-paid, mail-in order form. Participants could choose information on walking, bicycling, carpooling, and transit services, along with a choice of one of two travel tools. Outreach staff personally delivered each travel kit via bicycle to illustrate a viable transportation option in the area and reinforce the program's purpose.

ELECTRONIC NEWSLETTERS

Interested residents received four e-newsletters with transportation options information, available resources, and a calendar of upcoming program events. These newsletters were emailed periodically to participants who submitted an email address when they ordered their travel kit.

EVENTS

The program hosted guided bicycle rides, transit events, and safety education events to address barriers to using transportation options. All events were open to the public. Staff also appeared at other community events to offer information and advice on using transportation options.

WEBSITE

The SmartTrips Springfield website was hosted at www.SmartTripsSpringfield.com and included an online order form for customized packets, event listings, electronic versions of materials, links to helpful resources, and general program news and information.

SOCIAL MEDIA

Staff posted daily Facebook and Twitter updates with tips, news, resources, and event updates. SmartTrips' Facebook page added 98 new "likes" during the Main Street program for a total of 458, a 27 percent increase.

OTHER COMMUNICATIONS

The program was promoted through existing communication networks such as City of Springfield channels. A number of local online event calendars assisted in the promotion of upcoming SmartTrips events. Additional outreach included event flyer distribution at local businesses and public buildings with announcements in The Register-Guard. During the program's duration, target area households that had not yet ordered a travel kit received a reminder postcard with information on how to order a customized packet and join the program.

PACKET MATERIALS AND DELIVERIES

A total of 4,218 households in the target area received order forms for customized information packets by mail, with 591 residents placing orders online, by mail, or by phone (see appendix for order form). This represents a 14 percent participation rate.

SURVEY RESPONSE SUMMARY

Program	SmartTrips Main Street
Dates	June 1 - Sept. 11
Target Area Households	4,218
Number of Packets Requested	591
Participation Rate	14%

Participants selected travel tools and information on walking, bicycling, carpooling, and transit services according to their interests. When completing the order form, participants could choose between two free travel tools: a SmartTrips BPA-free metal water bottle or a SmartTrips reusable shopping bag. Specific materials delivered to residents included a thank you letter, an events calendar, a Springfield by Cycle Guide, a Main Street Neighborhood Walking, Biking, and Transit Map, and a SmartTrips for SmartKids Youth Activity Book. Other materials provided were from the City of Springfield, Willamalane Park and Recreation District, the Eugene, Cascades & Coast Adventure Center, LTD, and ODOT.

THE FOLLOWING MATERIALS WERE AVAILABLE TO ORDER:

Walking Kit

- Crosswalk Information – including how to navigate the Pioneer Parkway roundabout, flashing signals, and the pedestrian hybrid beacons
- Digital Pedometer
- Pedestrian Reflector

Biking Kit

- Eugene-Springfield Bike Map
- Crosswalk Information – including how to navigate the Pioneer Parkway roundabout, flashing signals, and the pedestrian hybrid beacons
- Springfield by Cycle Guide
- Oregon Bicycle Manual
- Be Seen at Night – Guide to Riding Your Bike at Night
- How to Put Your Bike on the Bus
- Bike Lights

Transit

- Lane Transit District Rider’s Digest
- One week (five) free LTD day passes

Travel Tools

- Metal water bottle (BPA-free)
- Reusable shopping bag

Accessibility

- Travel Training Brochure – a service to help older adults learn the LTD bus system
- EZ Access Brochure – information about products and services for older adults and people with disabilities
- RideSource Brochure – complimentary paratransit service for the elderly and people with disabilities who are unable to use an LTD bus

Children

- SmartTrips for SmartKids Youth Activity Book
- Point2point Schoolsolutions Brochure
- A Perfectly Fitted Bicycle Helmet Guide
- Information about Safe Routes to School regional program
- Reflective slap bracelet
- Backpack reflector

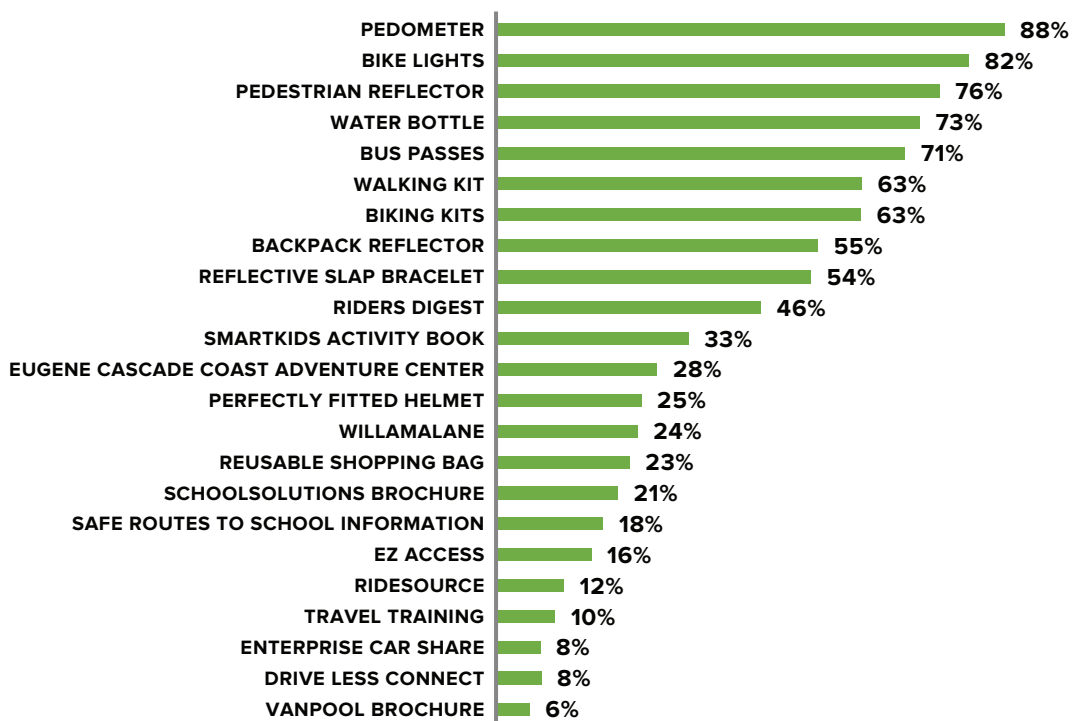
Other Options

- Valley Vanpool brochure
- Drive Less Connect flyer
- Enterprise Carshare flyer
- Willamalane Park and Recreation District brochure
- Eugene, Cascades & Coast Adventure Center brochure

MATERIALS AVAILABLE IN SPANISH INCLUDED THE FOLLOWING:

- Main Street Walking, Biking, and Transit Map
- Pedestrian Crosswalk Information
- Oregon Bicycle Manual
- Eugene-Springfield Bike Map
- Lane Transit District’s Rider’s Digest
- SmartTrips for SmartKids Youth Activity Book
- A Perfectly Fitted Bicycle Helmet Guide

The chart below shows the popularity of each ordered travel kit item:



Events

The SmartTrips staff hosted fun, free outreach events designed to encourage residents to try walking, bicycling, or transit, including the following:

WAGGIN' AND WALKIN'

Participants and their four-legged friends were invited to Lively Park for a walk around the neighborhood. Staff, along with Jen Biglan and Tera Dschaak-James from Training Spot, taught basic commands and skills before the walk. Each participant received a free LED light for their dog's collar. This event was held once a month during the program.

TUNE-UP TUESDAY

Staff provided an opportunity for local residents to get their bikes ready for summer riding. A local bike mechanic from Hutch's Bicycles provided free bike safety checks and taught basic bike mechanic skills. While participants waited for their repairs, they were encouraged to decorate their helmets, bikes, and fenders with fun reflective stickers. This event was held once a month during the program at various locations in the target area.

EXPLORE THE NATURAL WORLD

A group of curious nature lovers joined staff for a nature walk in Ruff Park. Local naturalist Dennis "Whitey" Lueck led participants on a walk to discover resident birds, trees, and native plants in this hidden neighborhood park.



BIKE IN SHAPES

SmartTrips staff led a social bike ride through the streets of Springfield. Staff partnered with local bike group “Bike in Shapes” to create a bike ride route in the shape of the Honey Badger (based on a humorous YouTube video). The ride began and ended at a pizza shop in the target area. After the ride, participants enjoyed free pizza and interesting conversations about bicycling in Springfield.

HELMET GIVEAWAYS

The SmartTrips team partnered with the Springfield Public Library to sponsor two transportation-themed story times for children aged two to thirteen. After story time, the children received a new bike helmet, bike lights, and reflective stickers to help them be safe when riding around Springfield.

HOLE IN ONE! BUS RIDE

The program led a group bus ride to Willamalane’s Camp Putt Adventure Golf Center. Participants were able to sit back, relax, and let Lane Transit District do the driving to the family-fun golf outing. Participants learned how easy it was to travel to recreation events without a car.



PEDAL FOR PIZZA

Staff planned a bike ride from a local park to a pizza parlor using multi-use paths and quiet neighborhood streets instead of traveling on the busy main roads. This event was canceled because of concerns about health and safety due to extremely high temperatures.

ROCKIN’ RIDE TO THE CONCERT IN THE PARK

Participants joined the SmartTrips team on a carpool trip to see a local band, Satori Bob, play a concert at a park. Participants met at a park and ride located in the target area and shared the ride. It was a great way for people to meet their neighbors and discover a new way to travel to community events.

WRAP UP PARTY

SmartTrips Main Street participants met at Splash! at Lively Park shelters to help wave goodbye to the SmartTrips program. This beach-themed BBQ had food, games, and prizes. All participants received a voucher for free admission to the water park that day. Party-goers were eligible to enter a raffle for rewards like a new bicycle helmet, Fitbit Flex, and more.



SmartTrips staff were present at these additional community events:

- Marketplace@Sprout!
- Willamalane’s Movies in the Park
- Storytime at the Springfield Library
- Willamalane’s Concerts in the Park

The table below summarizes outreach events during the program. Note that some community events were not organized by SmartTrips staff, but they provided an opportunity to connect with Springfield families.

EVENT SUMMARY TABLE

Event Name	Date	Event Leader	Participants
Waggin’ and Walkin’	June 10	SmartTrips	10
Tune-up Tuesday	June 16	SmartTrips	3
Marketplace@Sprout! tabling	June 26	NEDCO	60
Explore the Natural World	June 27	SmartTrips	12
Waggin’ and Walkin’	July 10	SmartTrips	6
Tune-up Tuesday	July 14	SmartTrips	15
Bike in Shapes	July 16	SmartTrips	12
Movies in the Park tabling	July 17	Willamalane Park and Recreation District	10
Helmet Giveaway	July 20	Springfield Public Library and SmartTrips	30
Concerts in the Park tabling	July 22	Willamalane Park and Recreation District	25
Marketplace@Sprout! tabling	July 24	NEDCO	55
Bus Ride to Camp Putt	July 25	SmartTrips	37
Movies in the Park tabling	July 31	Willamalane Park and Recreation District	175
Pedal for Pizza	August 1	SmartTrips	canceled
Rockin’ Ride to Concert	August 5	SmartTrips	4
Tune-up Tuesday	August 11	SmartTrips	30
Another Hole in One	August 15	SmartTrips	8
Helmet Giveaway	August 17	Springfield Public Library and SmartTrips	50
Waggin’ and Walkin’	August 19	SmartTrips	6
SmartTrips Celebration	August 29	SmartTrips	175
Total			723

Lessons Learned

TRAVEL KIT ASSEMBLY AND DELIVERIES

This year's program area was located about 10 miles away from the SmartTrips office. Staff decided to assemble kits at a different location closer to the target area to save time on deliveries. The team has mixed feelings about this approach. Staff did not feel it saved much time for several reasons: they still had to travel to the offsite location to assemble kits, which took up to an hour round trip, and staff made several trips each month to restock materials. In the future, it would be more efficient to keep the fulfillment center on-site.

STAFF SHIRTS

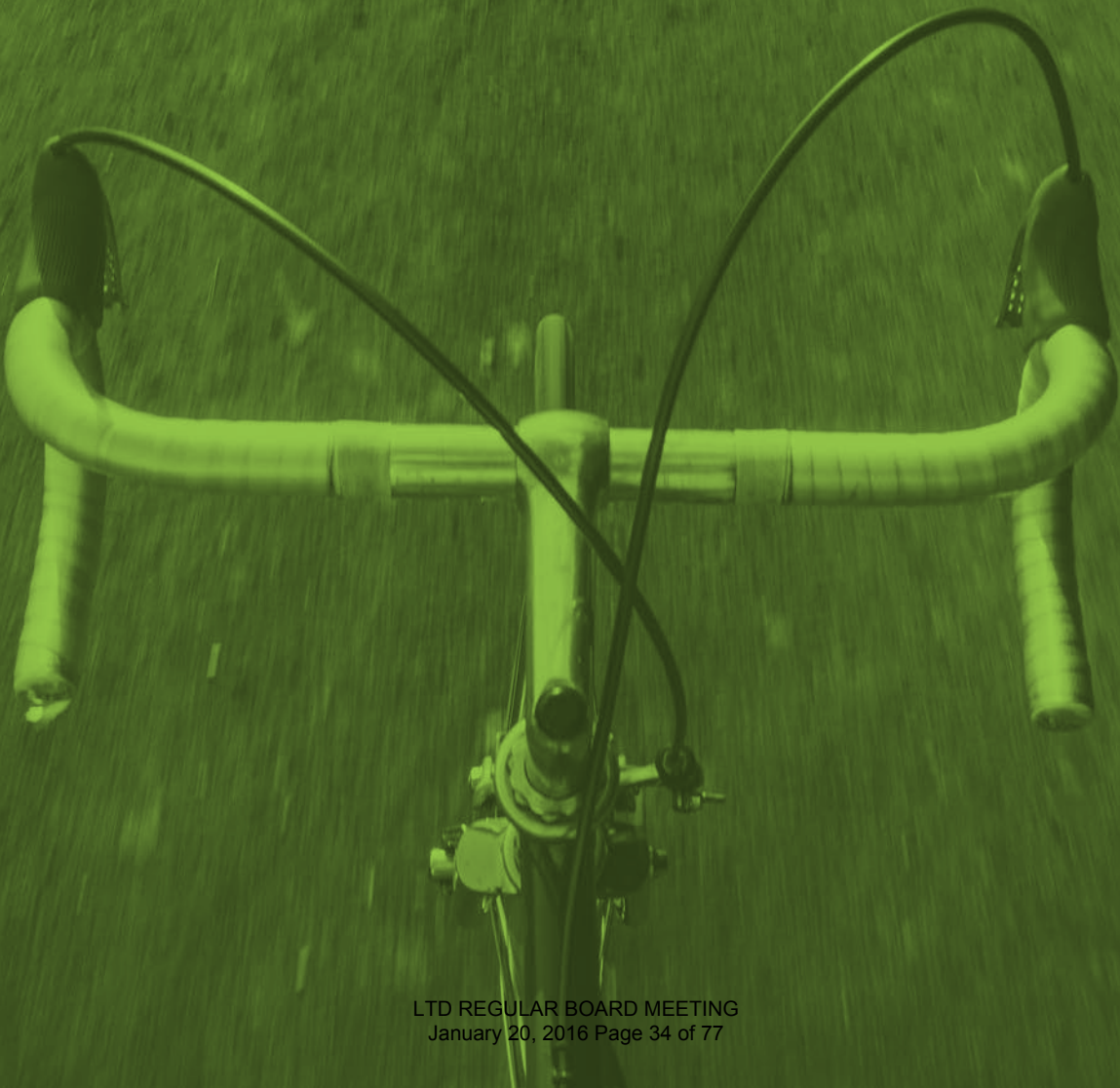
The delivery staff were given two options for program shirts; a polo shirt or a t-shirt, both with the program logo printed on them. Each shirt proved better for different aspects of the program. The t-shirts were better for kit deliveries, and the polo shirts were better for tabling at outreach events. When making deliveries wearing the polo shirt, staff found that residents thought they were solicitors and were reluctant to engage.

EVENTS

Staff tried a new approach to events this year. The Tune-up Tuesday and Waggin' and Walkin' events were offered each month of the program. Participants appreciated this approach to event planning as it made it easier for them to attend events that their busy schedules would not have allowed them to attend if it was only offered once.



**During the program,
bicycling and carpooling
mode share increased
2.4 percentage points.**



Program Travel Behavior Evaluation

OVERVIEW

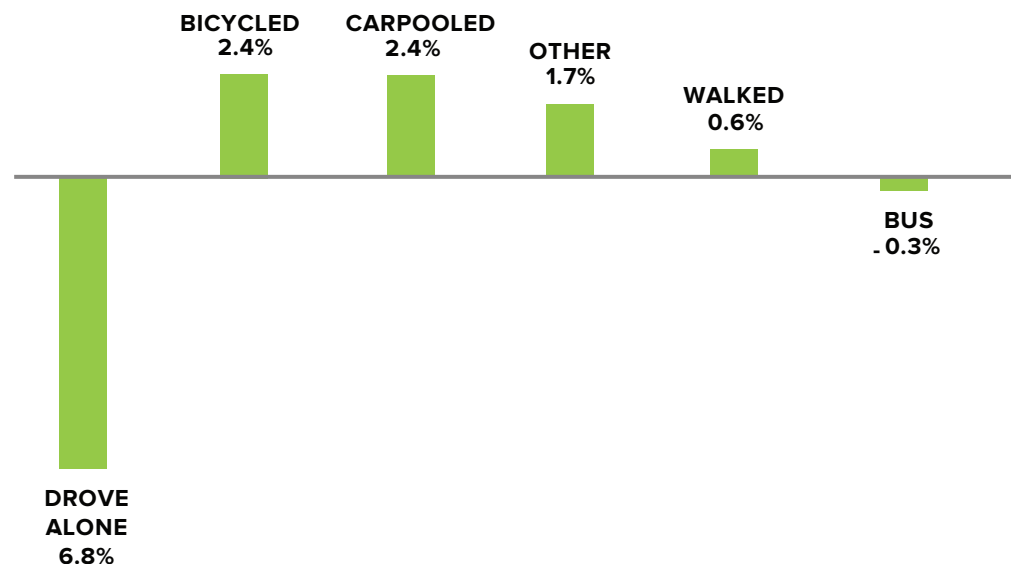
The project team mailed two travel surveys to all 4,218 target area households before and after the 2015 SmartTrips Main Street program to measure changes in mode share over the course of the program. Survey results show a 6.8 percentage point reduction in drive-alone mode share in the target area, with corresponding increases of 2.4 percent in both bicycling and carpooling mode share. The following chart shows the mode shift between the pre- and post-program surveys. Based on a continuing reduction in drive-alone trips, residents of this target area will travel an estimated 1,239,464 fewer vehicle miles annually, resulting in a reduction of 1 million pounds of carbon dioxide emissions annually.

To supplement results found from the travel surveys, the post-program survey asked respondents if they think they are driving alone more often, less often, or about the same as they were six months ago (prior to the program). Of respondents, 23 percent reported driving alone less often than they were before the program. This may indicate that residents of the target area are changing their travel behavior even more than the travel diary results demonstrate.

The survey results also demonstrate strong support for transportation options and healthy and environmentally-friendly lifestyles. Of the respondents who reported an opinion, 97 percent agreed somewhat or strongly that improving or maintaining their health is important; 83 percent agreed that they would like to reduce their environmental impact; 81 percent agreed that it is a good idea for the City of Springfield to help residents walk and bike more; and 62 percent agreed that they would like to drive less.

MODE SHIFT

(As Reported in the Pre- and Post- Program Surveys)



Methodology

To evaluate the effectiveness of the 2015 SmartTrips Main Street program in reducing drive-alone trips, the project team conducted pre- and post-program travel surveys to measure mode share in the target area. The team mailed the surveys to all 4,218 target area households (not just those who participated in the program). As shown in the table below, 196 and 328 individuals responded to the pre- and post-program surveys, respectively. The following table shows a summary of the survey response rates.

SURVEY RESPONSE RATES SUMMARY

	Pre-Program Survey	Post-Program Survey
Mail Date	May 6, 2015	September 14, 2015
Number of Surveys Delivered*	4,218	4,218
Number of Completed Surveys	196	328
Response Rate*	4.6%	7.8%

**Surveys were mailed to the attention of "Resident" and were not returned if invalid. For this reason, the reported response rate is likely lower than the actual rate, which would have required removing the undeliverable surveys from the total number of surveys mailed.*

Both pre- and post-program surveys included a one-day trip diary, as well as questions regarding the respondent's travel behavior, attitudes, and basic demographics. The project team mailed the pre-program survey on May 6, 2015, prior to any program press or outreach, and mailed the post-program survey to the same households on September 14, 2015, following the completion of all program activities and packet deliveries.

The trip diary portion of the surveys asked respondents to report all the trips they made the previous day. The surveys defined a trip as each time an individual left one place and arrived at another place. For example, if a person left home and walked to the post office, then walked home, that equates to two trips. Based on these reported trips, the project team calculated the mode share for both the pre- and post-program surveys. To demonstrate increases or decreases in the use of each particular mode, the team calculated the change in mode share between the pre- and post-program surveys, also known as the mode shift.

The project team used the mode shift results to estimate the reduction of daily and annual vehicle miles traveled among target area households. This calculation consists of the multiplication of three factors: the average number of trips made by each person per day for a particular trip purpose; the drive-alone mode share for that purpose; and the corresponding average trip distance by trip type as estimated by

the Lane Council of Governments from the 2009 Oregon Household Activity Survey (OHAS). To determine an average trip distance, the trip diary survey categories were matched with trip type categories from the OHAS as shown in the table below. Because the surveys are intended to be a sample of the entire target area, not just program participants, the resulting vehicle miles traveled per person is extrapolated out to represent that entire population.

Average trip distances for school and college were combined as a weighted average based on

the proportion of students enrolled in preschool through grade 12 and college, respectively, using 2011-2013 American Community Survey data for the City of Springfield. Because trip diaries could be completed for all seven days of the week, annual vehicle miles traveled reductions are based on 365 days, which assumes that the trip diaries represent an average day, whether it be a weekday, weekend, work/school day, or holiday. The following table shows a summary of trip purposes, trips distances, average trip numbers, and the share of trips.

TRIP PURPOSE SUMMARY TABLE			PRE-PROGRAM	POST-PROGRAM	PRE-PROGRAM	POST-PROGRAM
Travel Survey Trip Purpose	Comparable OHAS Trip Purpose	Average Trip Distance Based on OHAS (miles)	Average Number of Trips Made Per Day by Respondents		Drive-Along Mode Share	
Work	Work	4.5	0.5	0.4	84.8%	73.4%
School	School/College	3.0 (Weighted avg.)	0.1	0.1	64.0%	51.6%
Shopping/Errand	Shopping	2.7	1.1	1.0	63.3%	59.6%
Other	Other	3.1	0.9	0.9	53.2%	47.1%
Returned Home	N/A (weighted avg. of other trip purpose types)	3.2	1.4	1.3	63.7%	57.3%
ALL TRIPS	N/A	3.2	4.1	3.7	63.8%	57.0%

Sources: 2009 Oregon Household Activity Survey, 2011-2013. American Community Survey (U.S. Census Bureau), SmartTrips Main Street pre- and post-program surveys

Survey Respondent and Target Area Demographics

Both the pre- and post-program surveys asked respondents a series of demographic questions regarding their access to a car or working bicycle, gender, income, and age. It should be noted that while the survey did not ask respondents to report their primary language, they were offered in both English and Spanish. Nearly all respondents completed the pre- and post-program surveys in English (99.5 percent and 99.4 percent, respectively). Three respondents completed the Spanish version of the survey, one in the pre-program survey and two in the post-program survey. The following section summarizes the survey respondent demographics.

The vast majority of survey respondents (93 percent and 91 percent in the pre- and post-program surveys, respectively) reported having access to a car, truck, or SUV most days. Less than half (46 percent and 39 percent in the pre- and post-program surveys, respectively) reported having access to a bicycle most days.

The average gender of the pre- and post-survey respondents was 71 percent female and 28 percent male. The high percentage of female survey respondents is a common trend among similar travel behavior surveys in Oregon.

The majority of pre- and post-program survey respondents (32 percent) reported an income between \$25,000 and \$49,000. The income distribution was consistent between the pre- and post-program surveys.

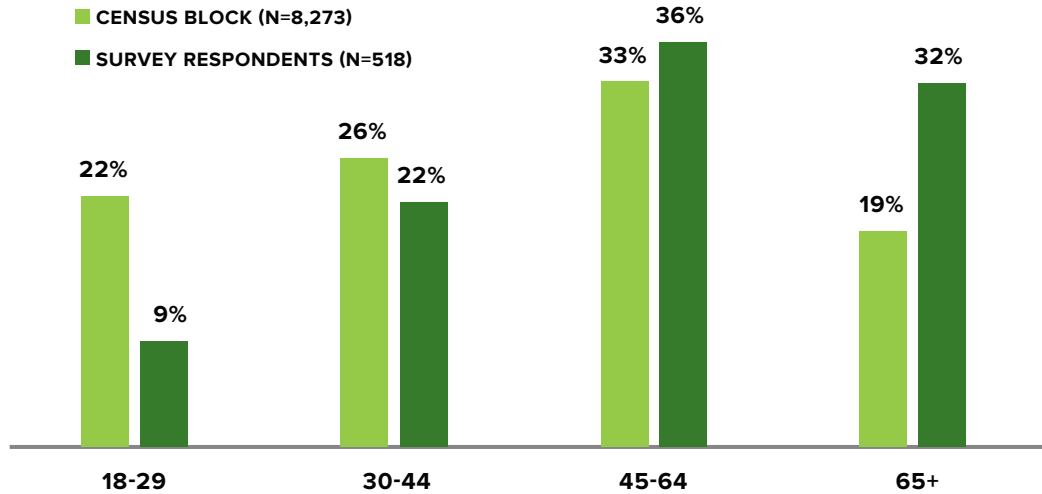
The distribution of age of the respondents in the pre- and post-program surveys remained fairly constant. It is worth noting that the distribution of age also remains consistent with the distribution seen in the 2014 SmartTrips Main Street program surveys.

The chart on the following page compares the reported age of all adult survey respondents (both pre- and post-program) with 2010 Census block data for the target area. Respondents/residents under the age of 18 were removed from the sample, since they were not the target of the survey and therefore are not accurately represented in the survey data. Overall, the survey respondents are older than the target area as a whole. This means that the reported results are likely undercounting mode shift, as younger people are typically more likely to use or try using transportation options.¹ However, the survey results still show a compelling mode shift in the desired direction.

“[SmartTrips] brings community families together.”

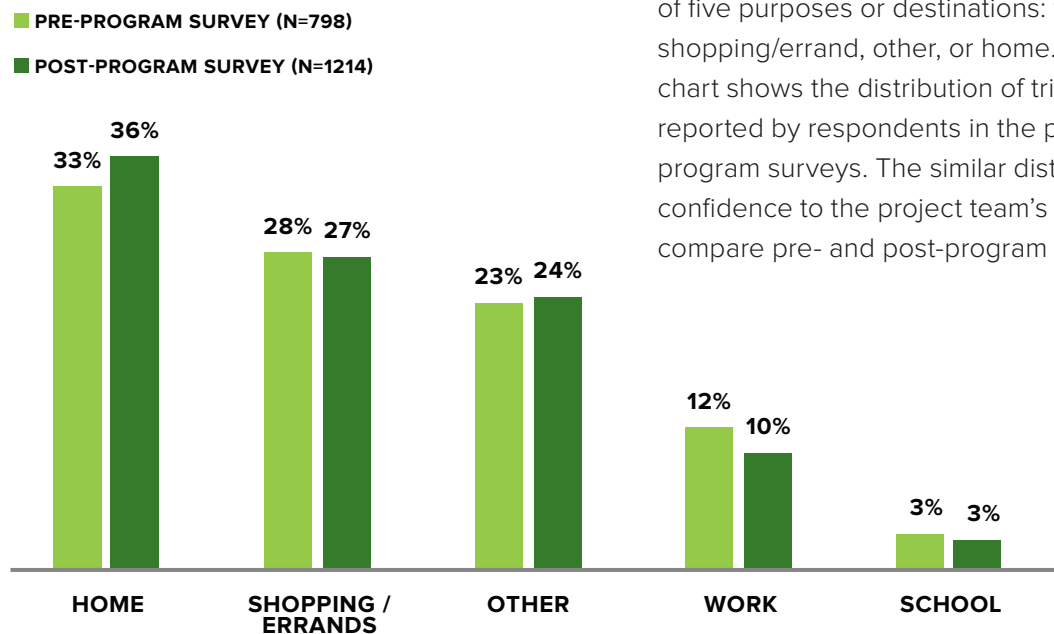
¹Kane, Joseph and Tomer, Adie, “Millennials and Generation X Commuting Less by Car, but will the Trends Hold?,” The Brookings Institution, October 7, 2014, <http://www.brookings.edu/blogs/the-avenue/posts/2014/10/07-millennials-generation-x-commuting-trends-kane-tomer>.

AGE OF SURVEY RESPONDENTS COMPARED TO TARGET AREA



OVERALL TRIP PURPOSE

(As Reported in Pre- and Post-Program Surveys)



Travel Diary Results

TRIP PURPOSE

The average number of daily trips for survey respondents was 4.1 in the pre-program survey and 3.7 in the post-program survey, both of which are within normal range for similar program surveys in Oregon. Each trip was assigned one of five purposes or destinations: work, school, shopping/errand, other, or home. The following chart shows the distribution of trip purposes reported by respondents in the pre- and post-program surveys. The similar distribution lends confidence to the project team’s ability to compare pre- and post-program results.

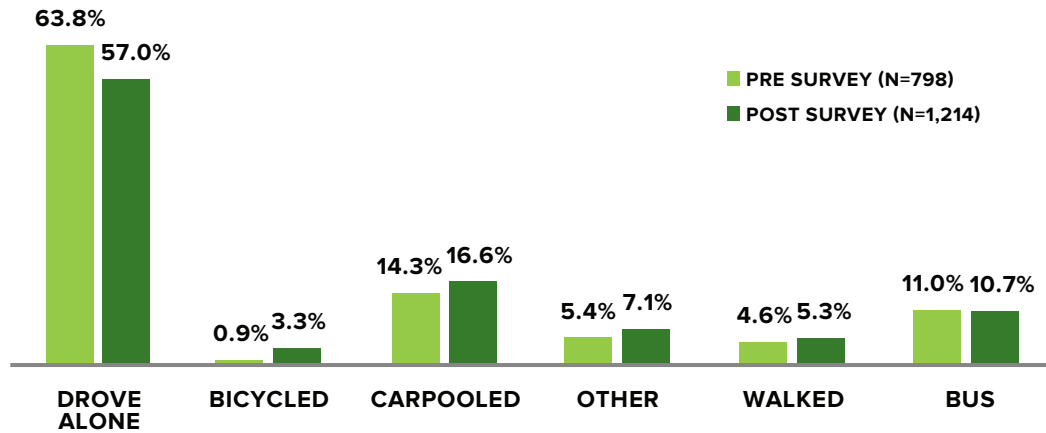
MODE SHARE AND SHIFT

In addition to trip purpose, survey respondents reported the primary mode used for each trip taken. The following chart shows the share of trips made by each mode in the pre- and post-program surveys, and the subsequent chart shows the mode shift in the target area based on those self-reported trip diaries.

Reported drive-alone mode share decreased 6.8 percentage points, while bicycling mode share increased 2.4 percent and carpooling increased 2.4 percent. Other modes (such as motorcycles and skateboards) increased 1.7 percent and walking increased 0.6 percent. The bus mode share decreased by the negligible amount of 0.3 percent.

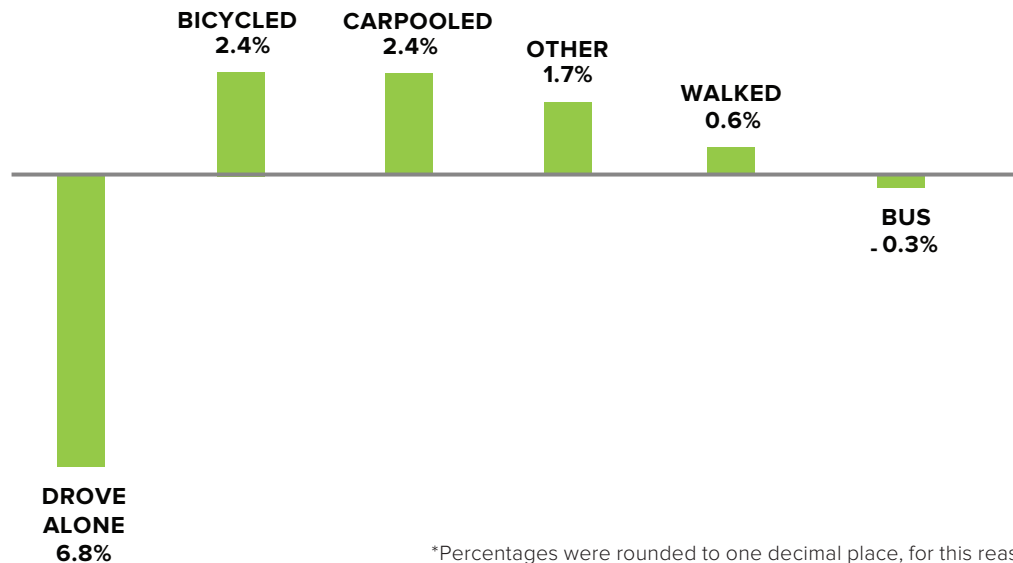
OVERALL TRIP PURPOSE

(As Reported in Pre- and Post-Program Surveys)



MODE SHIFT*

(As Reported in Pre- and Post-Program Surveys)



*Percentages were rounded to one decimal place, for this reason the values may not match the changes shown in the chart above.

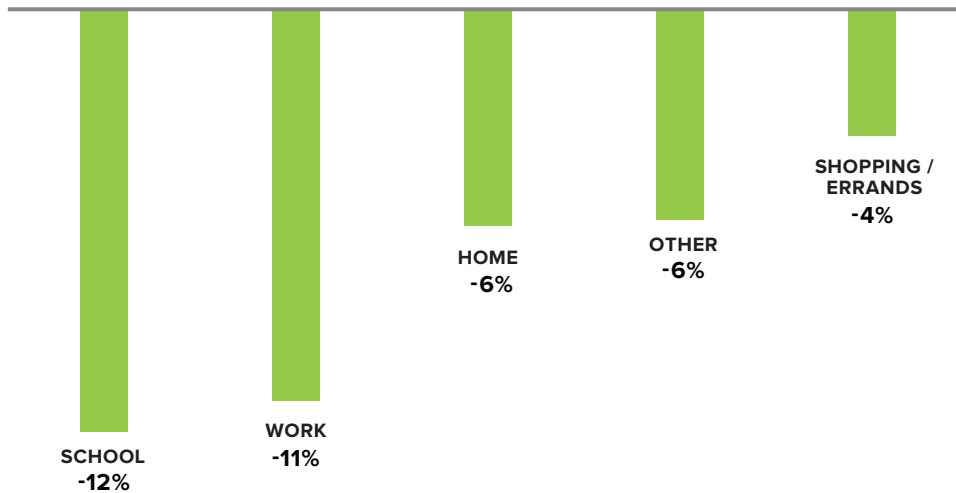
MODE SHIFT BY TRIP PURPOSE

For a better understanding of travel behavior in the target area, the project team evaluated mode shift by trip purpose. The following chart shows drive-alone mode share by trip type, before and after the program. Over the course of the program, drive-alone work and school trips dropped. Work and school trip modes are often relatively inflexible; for this reason, the SmartTrips program was pleased with these results.

PROGRAM IMPACT ON VEHICLE MILES TRAVELED AND CARBON DIOXIDE EMISSIONS

Based on the demonstrated reduction in drive-alone trips, each program area resident will continue to drive an estimated 0.9 miles less per day following the program, which when applied to the entire target area is a reduction of 1,239,464 vehicle miles annually. These annual vehicle miles traveled savings translates to a reduction of 1 million pounds of carbon dioxide emissions per year, as shown in the bottom table.

DRIVE ALONE MODE SHIFT BY PURPOSE



	PRE-PROGRAM	POST-PROGRAM	PRE-PROGRAM	POST-PROGRAM		
	Estimated Vehicle Miles Traveled (Per Person)		Estimated Vehicle Miles Traveled (Among All 4,218 Households)		Estimated Vehicle Miles Reduced in Target Area	Estimated Carbon Dioxide Emissions Reduced (in Pounds)*
Daily	7.79	6.98	32,852	29,456	3,396	2,758
Annual	2,843	2,549	11,990,967	10,751,503	1,239,464	1,006,672

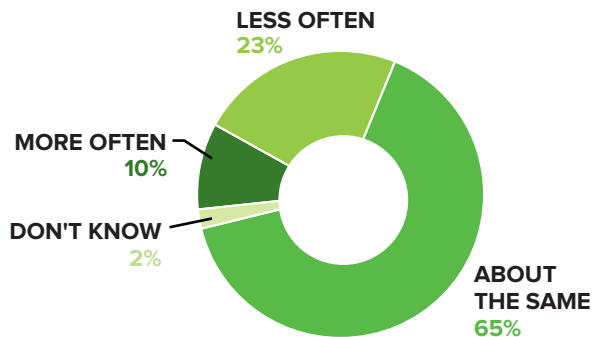
*Carbon dioxide emission reductions are estimated based on vehicle miles traveled reduction calculations, as well as emission rates from the 2008 EPA Report 420-F-08-024, "Emission Facts: Average Annual Emissions and Fuel Consumption for Gasoline-Fueled Passenger Cars and Light Trucks."

Travel Habits and Attitudes

In addition to the travel diaries, the surveys asked respondents a series of questions about their travel habits and attitudes. The post-program survey asked respondents whether they think they are driving alone to places more often, less often, or about the same as they were six months ago (prior to the program). The following chart shows the results from this question.

REPORTED DRIVING BEHAVIOR COMPARED TO SIX MONTHS EARLIER (N=277)

(Responses to the question, "Do you think you are driving alone to places more often, less often, or about the same as you were six months ago?")



If the respondent answered that they think they are driving less, the survey then asked what factors contributed to the change. As seen in the top chart on the next page, survey respondents pointed to a change in social habits (33 percent), a change in health (28 percent), and fuel prices (28 percent). Respondents also cited financial reasons (26 percent), a move to a new home (25 percent), and a change in job (25 percent). Nine percent of the respondents pointed to better access to information about transportation options. Because the survey only asked this question to respondents who reported driving less, this question produced a small sample size.

“I met a lot of interesting people by increasing my use of public transit.”

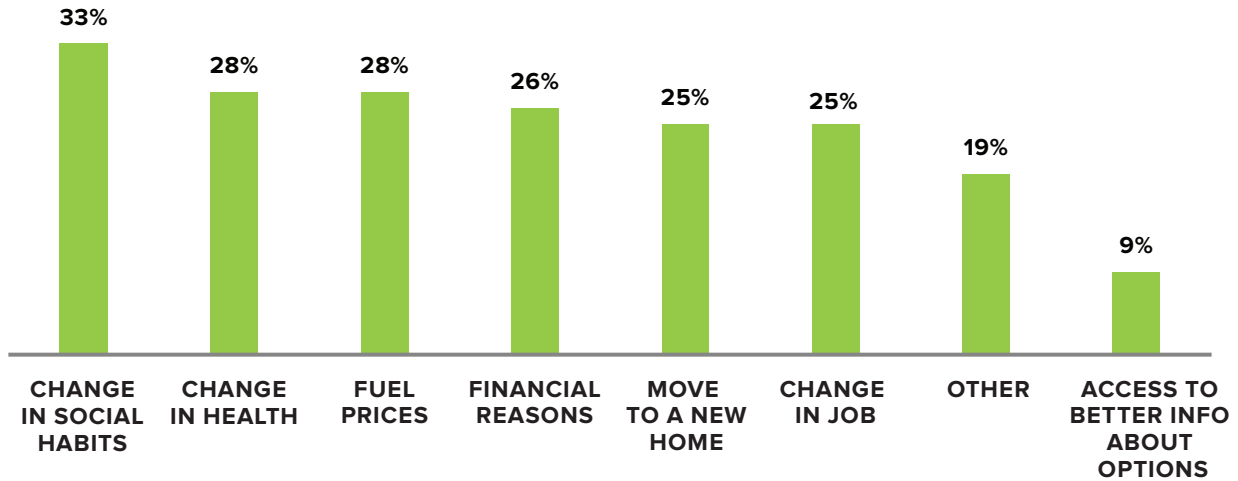
The survey asked respondents a series of questions about their attitudes towards transportation, the environment, and health. In general, the target area respondents displayed a strong positive agreement with the statements listed in the table on the next page, demonstrating support for transportation options and healthy and environmentally-friendly lifestyles.

The vast majority of pre- and post-program survey respondents agreed that it is a good idea for the City of Springfield to help residents walk and bike more, that they would like to reduce their environmental impact, and that improving their health is important. Further, an average of 39 percent of pre- and post-program survey respondents reported having access to a working bicycle, indicating that there is not only support but also opportunity for more bicycling among residents.

An average of 58 percent of pre- and post-program survey respondents agreed with the statement, “I would like to drive less.” Between the pre- and post-program surveys, responses to this question increased 7 percentage points. Also between the pre- and post-program survey, the number of respondents who agreed with the statement “I would like to reduce my environmental impact” increased 9 percentage points.

REASONS FOR DRIVING LESS AS REPORTED BY SURVEY RESPONDENTS (N=57)

(Responses to the question, "If you think you are driving alone less often now, what do you think caused the change?")



REPORTED AGREEMENT WITH ATTITUDINAL QUESTIONS (OF THOSE WHO REPORTED AN OPINION)

Statement	PRE-PROGRAM SURVEY			POST-PROGRAM SURVEY		
	Strongly Agree	Somewhat Agree	Overall Agreement	Strongly Agree	Somewhat Agree	Overall Agreement
I think it is a good idea for the City of Springfield to help residents walk and bike more.	52%	25%	76%	53%	28%	81%
I would like to drive less.	26%	29%	55%	33%	29%	62%
I would like to reduce my environmental impact.	44%	30%	74%	49%	33%	83%
Improving or maintaining my health is important to me.	68%	26%	94%	79%	18%	97%

ADDITIONAL FACTORS AFFECTING TRAVEL BEHAVIOR

Survey results indicate that the 2015 SmartTrips Main Street program succeeded in encouraging target area residents to reduce their drive-alone trips by walking, bicycling, riding transit, and carpooling. That said, there are a number of other

factors that likely either positively or negatively influenced mode choice over the course of the program. These other factors may include weather, gas prices, target area demographics, and construction and infrastructure projects.

“With the bike lights we were able to ride as a family, whereas before we didn’t have enough lights for everyone to ride together. So thank you!”

–SMARTTRIPS PARTICIPANT



The SmartTrips Main Street program played a vital role in the City of Springfield and Point2point at Lane Transit District's efforts to help reduce congestion and CO2 emissions, increase awareness and use of transportation options, and improve safety for all transportation system users along the Main Street corridor. Program feedback shows that the program was well received by residents; they found the increased access to transportation information for their area helpful and they felt that there is value in continuing this type of program in other neighborhoods throughout Springfield.



BASED ON THE REDUCTION IN DRIVE-ALONE TRIPS MEASURED IN PROGRAM SURVEYS, TARGET AREA RESIDENTS WILL **REDUCE THEIR DRIVE-ALONE TRIPS BY**

1,239,464 VEHICLE MILES ANNUALLY



8 of 10

SURVEY RESPONDENTS THINK IT IS A GOOD IDEA FOR THE CITY OF SPRINGFIELD TO **HELP RESIDENTS WALK AND BIKE MORE.**

PROGRAM EVENTS REACHED



COMMUNITY MEMBERS

AND

THE PROGRAM SAW A



PARTICIPATION RATE



Point2point



Designed for Point2point at Lane Transit District by Alta Planning + Design

AGENDA ITEM SUMMARY

DATE: January 20, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the November 2015 financial reports. While the budget is appropriated annually, monthly budget estimates are developed to present monthly and year-to-date comparisons to budget and prior-year results. Some costs, such as personnel, fuel, and preventive maintenance, can be reasonably allocated by month; while other costs, such as capital projects and paratransit service, are more variable and may have seasonal or other variations. While all funds are presented in a consistent format, these factors should be considered when evaluating performance against budget.

General Fund

Overall, year-to-date revenue is 35.6 percent over budget through November 30. The primary driver is payroll taxes, which are \$4.2 million over budget. The payroll tax receipts include approximately \$2.2 million in delinquent taxes received in July being paid for last fiscal year. Downward ridership trends account for the year-to-date passenger fare revenue being 5.2 percent below budget (an improvement from October 31 when passenger fares were 6.3 percent below budget).

As expected, personnel costs are under budget for the year. The eight new bus drivers who started class on December 14 should be released to start driving at the end of January. In addition, the District is currently recruiting to fill three open administrative positions (Planning Technician, Senior Project Manager, and IT Technician) as well as a temporary Business Commute Challenge intern.

Materials and services costs in all departments are under budget year to date. Fuel prices continue to contribute positively to the budget (budgeted at \$3.15 per gallon) with a year-to-date price per gallon of \$1.55. The lowest price paid this year is \$1.08, which was paid on January 11. This represents the lowest price per gallon paid since June 14, 2004.

Accessible Services Fund

Services within the Eugene-Springfield area are under budget year to date. While the Transfer from the General Fund is well above last year's figure, it is still 33.2 percent below budget through the first five months of the fiscal year. There may be additional grant opportunities in the next few months that might help to further decrease the General Fund contribution. As these become available, staff will report on them in this report and/or the Monthly Grant Report.

Medicaid Fund

Demand continues to increase for the nonemergency medical transportation (NEMT) service. This program is funded at a per member/per month rate. This rate is negotiated for each calendar year. Unfortunately, the number of trips taken per member has increased by approximately 20 percent since the start of calendar year 2015 resulting in a significant funding gap. LTD is currently working with Trillium to determine the new rate for calendar year 2016 and has asked Trillium to help mitigate the impact of the increased utilization for calendar year 2015. Staff is also studying the cost allocation methodology to ensure costs are being appropriately allocated to the program. This analysis may result in the funding gap being reduced. The net result may necessitate a supplemental budget to increase the General Fund transfer to cover the shortfall.

Capital Projects Fund

West Eugene EmX construction is the primary driver of Capital Projects Fund costs. A total of \$22.1 million has been paid on the project through November 2015. Other projects funded during the first five months of the fiscal year include MovingAhead, bus security cameras, and the replacement of the phone system.

ATTACHMENTS: November 2015 Financial Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\January\Jan 20 Reg Mtg\Financial Report AIS.docx



Lane Transit District
General Fund
 Schedule of Revenues and Expenditures
November 30, 2015
 Unaudited

November 01 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
391,027	422,330	108.0%	425,390	99.3%	Passenger Fares	4,714,500	2,039,646	2,011,650	98.6%	2,122,950	94.8%
242,681	253,094	104.3%	235,000	107.7%	Group Pass	2,550,000	960,795	942,221	98.1%	905,000	104.1%
32,000	-	0.0%	-	N/A	Advertising	437,000	362,000	367,000	101.4%	362,000	101.4%
5,982	-	0.0%	-	N/A	Special Service	152,000	95,404	72,758	76.3%	76,000	95.7%
671,690	675,424	100.6%	660,390	102.3%	Total Operating	7,853,500	3,457,845	3,393,629	98.1%	3,465,950	97.9%
5,858,728	5,242,409	89.5%	6,567,100	79.8%	Payroll Tax	30,100,200	12,608,014	16,972,504	134.6%	14,132,400	120.1%
9,793	6,832	69.8%	10,000	68.3%	Self-employment Tax	1,680,000	201,927	302,244	149.7%	195,000	155.0%
-	-	N/A	-	N/A	State-in-Lieu	200,000	404,640	121,089	29.9%	50,000	242.2%
458,001	429,564	93.8%	422,090	101.8%	Operating Grants	5,065,000	2,252,142	2,241,477	99.5%	2,110,450	106.2%
15,260	24,262	159.0%	17,280	140.4%	Miscellaneous	253,400	293,529	193,976	66.1%	132,400	146.5%
6,863	5,220	76.1%	4,000	130.5%	Interest Income	48,000	26,198	15,554	59.4%	20,000	77.8%
6,348,645	5,708,287	89.9%	7,020,470	81.3%	Total Nonoperating	37,346,600	15,786,450	19,846,844	125.7%	16,640,250	119.3%
7,020,335	6,383,711	90.9%	7,680,860	83.1%	Total Revenues & Other Sources	45,200,100	19,244,295	23,240,473	120.8%	20,106,200	115.6%

November 01 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
770,271	873,728	113.4%	901,560	96.9%	Administration	10,815,800	4,096,215	4,202,544	102.6%	4,507,800	93.2%
1,669,037	1,796,360	107.6%	1,829,920	98.2%	Amalgamated Transit Union	21,958,500	8,038,802	8,708,971	108.3%	9,149,600	95.2%
(58,262)	(61,393)	105.4%	(95,650)	64.2%	Less Grant-Funded Expenditures	(1,147,700)	(332,830)	(377,087)	113.3%	(478,250)	78.8%
2,381,046	2,608,695	109.6%	2,635,830	99.0%	Total Personnel Services	31,626,600	11,802,187	12,534,428	106.2%	13,179,150	95.1%
17,249	9,520	55.2%	17,570	54.2%	Executive Office	332,300	154,218	149,952	97.2%	186,854	80.3%
145,672	108,299	74.3%	170,380	63.6%	Administrative Services	2,147,200	855,867	718,333	83.9%	959,900	74.8%
179,971	162,833	90.5%	251,648	64.7%	Customer Services & Planning	2,837,400	851,852	1,036,903	121.7%	1,293,775	80.1%
402,269	277,417	69.0%	466,078	59.5%	Operations & Customer Satisfaction	5,639,600	2,162,411	1,756,828	81.2%	2,348,592	74.8%
745,161	558,069	74.9%	905,676	61.6%	Total Materials & Services	10,956,500	4,024,348	3,662,016	91.0%	4,789,121	76.5%
149,706	321,179	214.5%	215,580	149.0%	Transfer to Accessible Services Fund	2,586,900	409,506	720,717	176.0%	1,077,900	66.9%
14,792	20,141	136.2%	16,250	123.9%	Transfer to Medicaid Fund	195,000	42,528	98,057	230.6%	81,250	120.7%
-	-	N/A	-	N/A	Transfer to Capital Projects Fund	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
164,498	341,320	207.5%	231,830	147.2%	Total Other Uses	4,449,500	3,803,534	2,486,374	65.4%	2,826,750	88.0%
3,290,705	3,508,084	106.6%	3,773,336	93.0%	Total Expenditures & Other Uses	47,032,600	19,630,069	18,682,818	95.2%	20,795,021	89.8%

3,729,630	2,875,627	77.1%	3,907,524	73.6%	Revenues less Expenditures	(1,832,500)	(385,774)	4,557,655	-1181.4%	(688,821)	-661.7%
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Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
November 30, 2015
 Unaudited

November 01 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
26,066	31,218	119.8%	30,190	103.4%	Passenger Fares	362,200	147,241	143,212	97.3%	150,950	94.9%
233,001	219,843	94.4%	229,910	95.6%	Federal Assistance	2,758,700	1,216,820	1,135,099	93.3%	1,149,550	98.7%
54,461	72,931	133.9%	91,650	79.6%	State Assistance	1,099,400	606,571	428,328	70.6%	458,250	93.5%
50,206	28,558	56.9%	10,280	277.8%	Local Assistance	123,200	55,001	58,996	107.3%	51,400	114.8%
363,734	352,550	96.9%	362,030	97.4%	Total Revenues	4,343,500	2,025,633	1,765,635	87.2%	1,810,150	97.5%
149,706	321,179	214.5%	215,660	148.9%	Transfer from General Fund	2,587,700	409,506	720,717	176.0%	1,078,300	66.8%
149,706	321,179	214.5%	215,660	148.9%	Total Other Sources	2,587,700	409,506	720,717	176.0%	1,078,300	66.8%
513,440	673,729	131.2%	577,690	116.6%	Total Revenues & Other Sources	6,931,200	2,435,139	2,486,352	102.1%	2,888,450	86.1%

November 01 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
311,479	481,263	154.5%	485,310	99.2%	ADA RideSource	5,823,800	2,021,072	2,090,298	103.4%	2,426,550	86.1%
8,016	9,428	117.6%	12,040	78.3%	Transit Training & Hosts	144,400	47,828	47,655	99.6%	60,200	79.2%
8,550	10,580	123.7%	8,330	127.0%	Special Transport	99,900	37,197	47,523	127.8%	41,650	114.1%
328,045	501,271	152.8%	505,680	99.1%	Total Eugene/Springfield Services	6,068,100	2,106,097	2,185,476	103.8%	2,528,400	86.4%
13,980	9,672	69.2%	10,420	92.8%	South Lane	124,900	62,821	56,189	89.4%	52,100	107.8%
14,067	13,287	94.5%	16,170	82.2%	Florence	193,800	74,596	76,275	102.3%	80,850	94.3%
19,100	17,625	92.3%	20,310	86.8%	Oakridge	243,800	89,232	86,537	97.0%	101,550	85.2%
47,147	40,584	86.1%	46,900	86.5%	Total Rural Lane County Services	562,500	226,649	219,001	96.6%	234,500	93.4%
7,271	828	11.4%	14,580	5.7%	Mobility Management	175,000	42,235	29,246	69.2%	72,900	40.1%
199	96	48.2%	450	21.3%	Crucial Connections	5,300	876	1,227	140.1%	2,250	54.5%
1,414	744	52.6%	1,700	43.8%	Veterans Transportation	20,300	4,963	3,730	75.2%	8,500	43.9%
8,899	4,085	45.9%	8,330	49.0%	Lane County Coordination	100,000	31,485	18,100	57.5%	41,650	43.5%
17,783	5,753	32.4%	25,060	23.0%	Total Other Services	300,600	79,559	52,303	65.7%	125,300	41.7%
392,975	547,608	139.3%	577,640	94.8%	Total Expenditures & Other Uses	6,931,200	2,412,305	2,456,780	101.8%	2,888,200	85.1%

120,465	126,121	104.7%	50	252242.0%	Revenues less Expenditures	-	22,834	29,572	129.5%	250	11828.8%
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Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
November 30, 2015
 Unaudited

November 01 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
603,698	677,856	112.3%	714,850	94.8%	Medicaid Nonemergency Medical Transportation	8,578,000	3,035,306	3,446,954	113.6%	3,574,250	96.4%
49,875	65,453	131.2%	53,210	123.0%	Medicaid Waivered Transportation	638,600	284,755	297,764	104.6%	266,050	111.9%
653,573	743,309	113.7%	768,060	96.8%	Total Revenues	9,216,600	3,320,061	3,744,718	112.8%	3,840,300	97.5%
14,792	20,141	136.2%	16,260	123.9%	Transfer from General Fund	195,000	42,528	98,057	230.6%	81,300	120.6%
14,792	20,141	136.2%	16,260	123.9%	Total Other Sources	195,000	42,528	98,057	230.6%	81,300	120.6%
668,365	763,450	114.2%	784,320	97.3%	Total Revenues & Other Sources	9,411,600	3,362,589	3,842,775	114.3%	3,921,600	98.0%

November 01 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
499,508	849,016	170.0%	599,800	141.5%	Services	7,197,500	2,500,295	3,566,255	142.6%	2,999,000	118.9%
8,968	272	3.0%	10,270	2.6%	Mobility Management	123,300	55,189	17,033	30.9%	51,350	33.2%
95,222	132,102	138.7%	104,780	126.1%	Program Administration	1,257,200	479,712	628,617	131.0%	523,900	120.0%
603,698	981,390	162.6%	714,850	137.3%	Total Medicaid NEMT (Medical)	8,578,000	3,035,196	4,211,905	138.8%	3,574,250	117.8%
46,119	67,441	146.2%	50,720	133.0%	Services	608,600	232,914	297,707	127.8%	253,600	117.4%
3,047	160	5.3%	3,220	5.0%	Mobility Management	38,600	16,498	9,328	56.5%	16,100	57.9%
238	343	144.1%	360	95.3%	Program Administration	4,200	1,974	1,799	91.1%	1,800	99.9%
15,262	17,633	115.5%	15,180	116.2%	Grant Program Match Requirements	182,200	75,896	86,795	114.4%	75,900	114.4%
64,666	85,577	132.3%	69,480	123.2%	Total Medicaid Waivered (Non-Medical)	833,600	327,282	395,629	120.9%	347,400	113.9%
668,364	1,066,967	159.6%	784,330	136.0%	Total Expenditures & Other Uses	9,411,600	3,362,478	4,607,534	137.0%	3,921,650	117.5%

1	(303,517)	-	(10)	3035170.0%	Revenues less Expenditures	-	111	(764,759)	-688972.1%	(50)	1529518.0%
		30351700.0		%							



Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
November 30, 2015
 Unaudited

November 01 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
553,511	2,277,932	411.5%	6,531,640	34.9%	Federal Assistance	78,379,700	5,994,816	19,650,592	327.8%	32,658,200	60.2%
-	-	N/A	1,290,250	0.0%	State Assistance	15,483,000	-	6,082	N/A	6,451,250	0.1%
553,511	2,277,932	411.5%	7,821,890	29.1%	Total Revenues	93,862,700	5,994,816	19,659,382	327.9%	39,109,450	50.3%
-	-	N/A	-	N/A	Transfer from General Fund	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
-	-	N/A	-	N/A	Total Other Sources	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
553,511	2,277,932	411.5%	7,821,890	29.1%	Total Revenues & Other Sources	95,530,300	9,346,316	21,326,982	228.2%	40,777,050	52.3%

November 01 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
361,443	2,787,325	771.2%	6,061,670	46.0%	West Eugene EmX Extension	72,740,000	3,215,932	22,066,330	686.2%	30,308,350	72.8%
76,345	3,562	4.7%	16,670	21.4%	Main Street/McVay Transit Study	200,000	351,459	15,927	4.5%	83,350	19.1%
7,549	6,575	87.1%	137,500	4.8%	MovingAhead	1,650,000	22,566	254,493	1127.8%	687,500	37.0%
445,337	2,797,462	628.2%	6,215,840	45.0%	Total Frequent Transit Network	74,590,000	3,600,328	22,337,000	620.4%	31,079,200	71.9%
(4)	309	-7725.0%	577,510	0.1%	Revenue Vehicles - Fixed Route	6,930,000	2,854,014	9,436	0.3%	2,887,550	0.3%
-	47,308	N/A	8,330	567.9%	Support Vehicles	100,000	-	47,308	N/A	41,650	113.6%
185,759	18,583	10.0%	153,900	12.1%	Stations, Shelters & Facilities	1,830,800	531,548	326,815	61.5%	373,500	87.5%
63,929	30,746	48.1%	428,800	7.2%	Computer Hardware & Software	5,145,600	466,127	515,510	110.6%	2,144,000	24.0%
291	-	0.0%	3,920	0.0%	Intelligent Transportation Systems	698,000	2,004	55,290	2759.0%	19,600	282.1%
-	79,117	N/A	29,030	272.5%	Transit Security Projects	715,000	-	772,718	N/A	511,750	151.0%
5,471	-	0.0%	-	N/A	Communications Equipment	439,700	37,579	194,384	517.3%	201,640	96.4%
-	-	N/A	6,250	0.0%	Shop Equipment	75,000	2,440	2,175	89.1%	31,250	7.0%
-	-	N/A	68,050	0.0%	Miscellaneous Equipment	816,600	-	-	N/A	340,250	0.0%
255,574	176,251	69.0%	1,275,790	13.8%	Total Other Capital Outlay	16,750,700	3,894,536	2,660,306	68.3%	6,551,190	40.6%
700,911	2,973,713	424.3%	7,491,630	39.7%	Total Expenditures & Other Uses	91,340,700	7,494,864	24,997,306	333.5%	37,630,390	66.4%

(147,400)	(695,781)	472.0%	330,260	-210.7%	Revenues less Expenditures	4,189,600	1,851,452	(3,670,324)	-198.2%	3,146,660	-116.6%
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AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: MONTHLY ENGAGEMENT REPORT

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

ACTION REQUESTED: None

BACKGROUND:

The District continues to engage in outreach activities related to LTD projects, general community and civic events, and a variety of other opportunities. Additionally, earned media and paid media play an important role in communicating LTD projects, services, and significant activities that are taking place within the District and in the broader community. To keep the LTD Board informed of key activities during the past month, and to highlight opportunities in the coming month, staff have prepared the following summary and will respond to questions from the Board.

Paid Media – Paid media continuing in December includes:

- West Eugene EmX construction and *Go West* promotions
- Base brand advertising
- Airport Connector advertising
- Ride with Santa/Route 95 advertising

Earned Media – Earned media this past month included:

- A story related to the Holiday Bus promotion
- Continuing coverage of the purchase of electric buses
- Coverage of the dedication of the Veterans Housing Project house on Green Lane, off River Road
- A story related to the *Connect*Oregon grant process and LTD's request for funds to develop the Santa Clara Community Transit Station

Sponsorships – The following sponsorships and partner events occurred during the month or are continuing sponsorships:

- The Eugene Symphony ads will continue through its season.
- LTD is supporting the local NAACP chapter in its annual Martin Luther King, Jr. March on January 18. Posters promoting the event are on the buses, and LTD will donate free ride coupons for participants who wish to take the bus back to the march starting area, or to Springfield for a second march that morning. General Manager A. J. Jackson will participate in the welcoming events, and all LTD employees and Board members are invited to participate in the march.

Outreach Meetings – This time of year is somewhat quiet as the holidays affect the opportunities to be out and about in the community.

- LTD staff will present at the Airport Rotary Club in early January and at the monthly GreenLane meeting in early February.
- The Board is invited to stop by LTD's booth at the Good Earth Home Show on January 22-24 at the Lane Convention Center. Staff will be engaging the public in a discussion of LTD's Annual Route Review as well as providing information on LTD services.
- Point2point staff implemented a *Be Safe Be Seen* light giveaway in Cottage Grove.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Aurora (A. J.) Jackson, General Manager

ACTION REQUESTED: None

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) December 2015 Performance Reports
- 2) November 2015 RideSource Activity and Productivity reports

PROPOSED MOTION: None

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LANE TRANSIT DISTRICT
December 2015 Performance Report *
14-January-2016

Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	755,760	797,614	- 5.2%	4,854,296	5,259,293	- 7.7%	10,297,641	11,123,374	- 7.4%
Mobility Assisted Riders	12,758	12,089	+ 5.5%	82,688	80,593	+ 2.6%	160,573	152,195	+ 5.5%
<u>Average Passenger Boardings:</u>									
Weekday	29,653	31,310	- 5.3%	31,632	34,450	- 8.2%	34,188	37,230	- 8.2%
Saturday	16,363	16,788	- 2.5%	20,065	21,175	- 5.2%	19,167	20,393	- 6.0%
Sunday	9,483	9,189	+ 3.2%	9,793	10,260	- 4.6%	9,600	10,327	- 7.0%
Monthly Revenue Hours	22,447	21,184	+ 6.0%	132,542	126,512	+ 4.8%	260,809	252,393	+ 3.3%
Boardings Per Revenue Hour	33.7	37.4	- 10.0%	36.62	41.57	- 11.9%	39.48	44.07	- 10.4%
Weekly Revenue Hours	5,168	4,874	+ 6.0%	5,019	4,814	+ 4.3%	5,015	4,875	+ 2.9%
Weekdays	22	22		129	128		256	255	
Saturdays	4	4		25	26		51	52	
Sundays	4	4		28	28		56	54	

Passenger Revenues & Sales

Passenger revenues and sales information will be updated in the online version of the performance report when the December 2015 financial reports are presented to the Board of Directors in the February 2016 board packet.

Go to <https://www.ltd.org/monthly-performance-reports/> to access the updated report at that time.

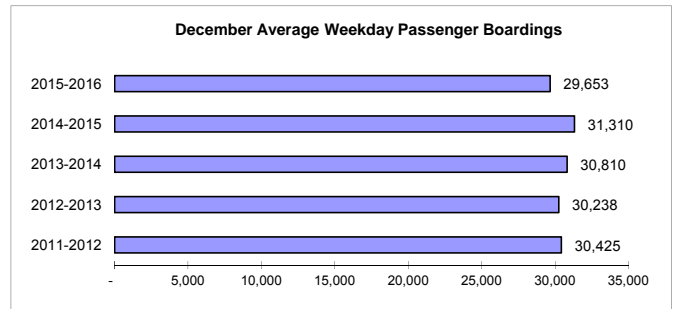
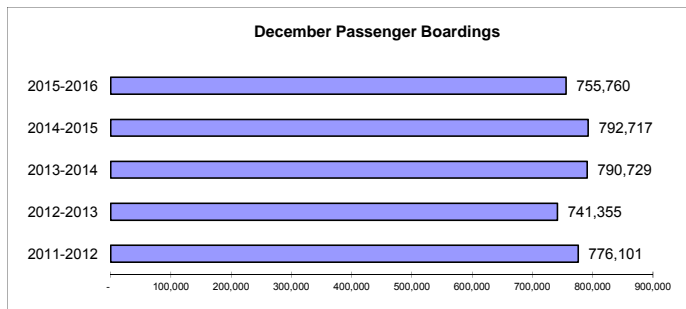
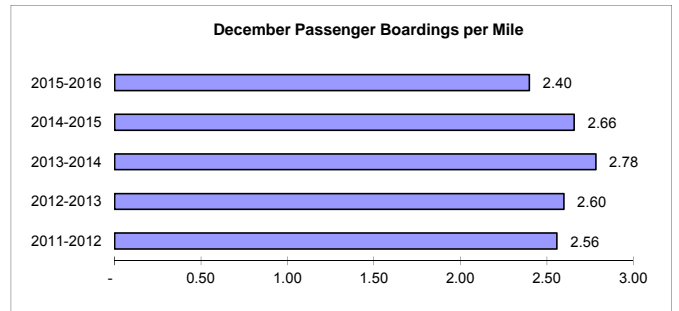
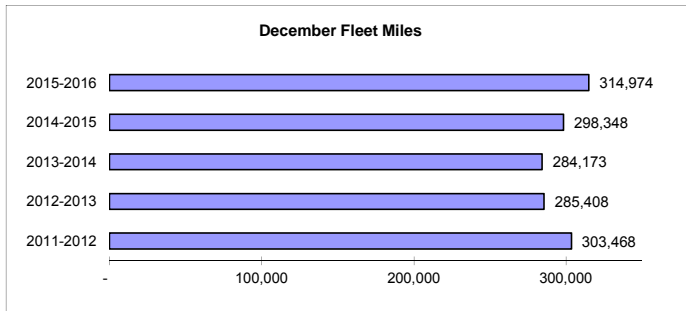
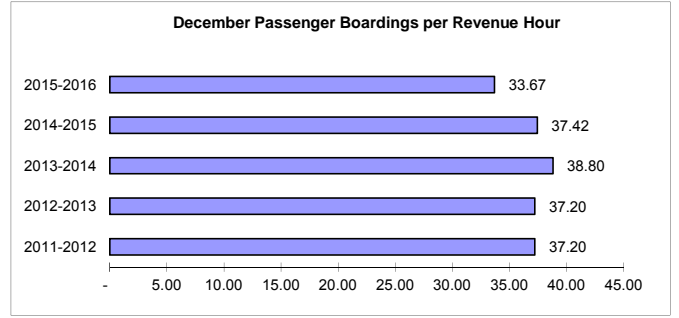
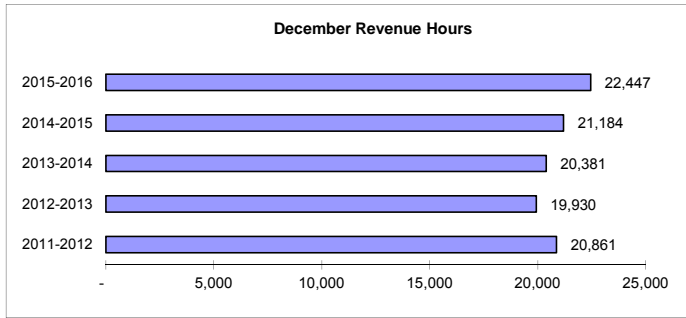
Fleet Services

Fleet Miles	314,974	298,348	+ 5.6%	1,848,941	1,768,000	+ 4.6%	3,635,700	3,540,856	+ 2.7%
Average Passenger Boardings/Mile	2.40	2.67	- 10.2%	2.63	2.97	- 11.7%	2.83	3.14	- 9.8%
Fuel Cost	\$113,536	\$182,862	- 37.9%	\$850,936	\$1,417,393	- 40.0%	\$1,824,234	\$2,919,661	- 37.5%
Fuel Cost Per Mile	\$0.360	\$0.613	- 41.2%	\$0.460	\$0.802	- 42.6%	\$0.502	\$0.825	- 39.1%
Repair Costs	\$180,409	\$255,153	- 29.3%	\$1,381,114	\$1,292,207	+ 6.9%	\$2,781,079	\$2,593,762	+ 7.2%
Total Repair Cost Per Mile	\$0.573	\$0.855	- 33.0%	\$0.747	\$0.731	+ 2.2%	\$0.765	\$0.733	+ 4.4%
Preventive Maintenance Costs	\$34,098	\$35,904	- 5.0%	\$184,603	\$193,315	- 4.5%	\$390,652	\$410,535	- 4.8%
Total PM Cost Per Mile	\$0.108	\$0.120	- 10.0%	\$0.100	\$0.109	- 8.7%	\$0.107	\$0.116	- 7.3%
Mechanical Road Calls	53	43	+ 23.3%	263	290	- 9.3%	514	622	- 17.4%
Miles/Mech. Road Call	5,943	6,938	- 14.3%	7,030	6,097	+ 15.3%	7,073	5,693	+ 24.3%

Special Mobility Service

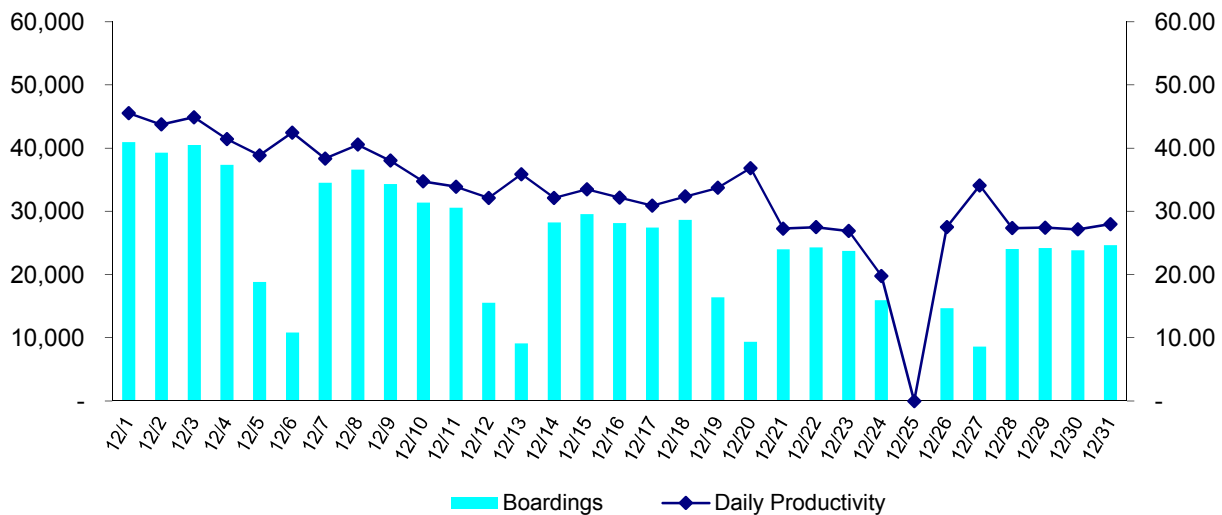
SMS Rides	14,841	15,332	- 3.2%	95,503	95,317	+ 0.2%	194,505	197,777	- 1.7%
SMS Ride Refusals	-	-	+ 0.0%	8	-	+ 0.0%	10	-	+ 0.0%
RideSource	7,076	7,178	- 1.4%	44,441	43,700	+ 1.7%	88,929	86,155	+ 3.2%
RideSource Refusals	-	-	+ 0.0%	2	-	+ 0.0%	4	-	+ 0.0%

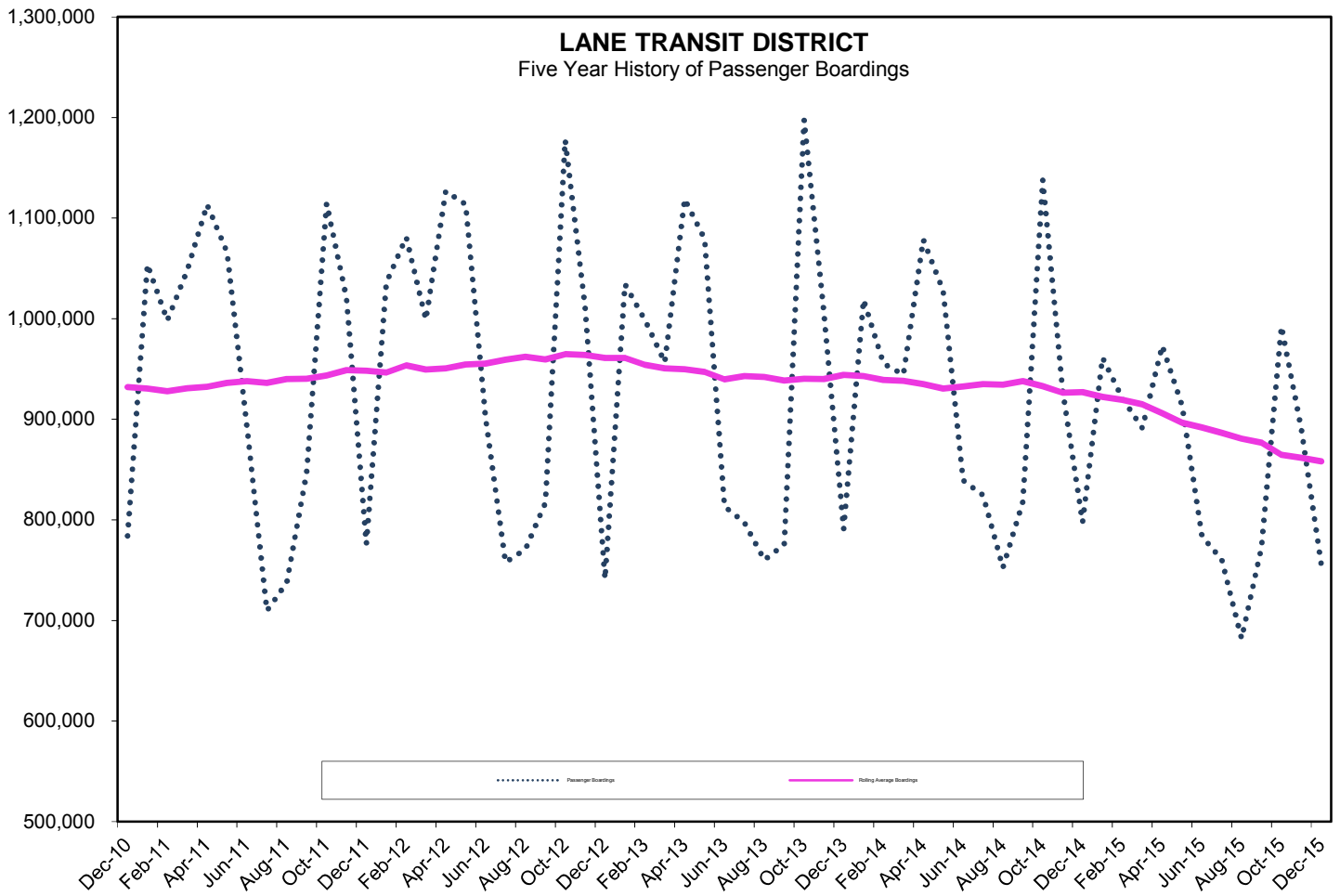
* Data for prior months has been updated to reflect error corrections from missing passenger count data



Daily Ridership Recap December 2015

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
12/1/2015	Tuesday	Weekday	40,974	548	900	45.53
12/2/2015	Wednesday	Weekday	39,293	544	898	43.76
12/3/2015	Thursday	Weekday	40,498	633	902	44.90
12/4/2015	Friday	Weekday	37,367	571	902	41.43
12/5/2015	Saturday	Saturday	18,849	415	485	38.86
12/6/2015	Sunday	Sunday	10,831	236	255	42.47
12/7/2015	Monday	Weekday	34,516	459	900	38.35
12/8/2015	Tuesday	Weekday	36,597	564	902	40.57
12/9/2015	Wednesday	Weekday	34,346	537	903	38.04
12/10/2015	Thursday	Weekday	31,378	365	903	34.75
12/11/2015	Friday	Weekday	30,567	413	901	33.93
12/12/2015	Saturday	Saturday	15,548	278	484	32.12
12/13/2015	Sunday	Sunday	9,118	157	254	35.90
12/14/2015	Monday	Weekday	28,230	467	878	32.15
12/15/2015	Tuesday	Weekday	29,563	626	882	33.52
12/16/2015	Wednesday	Weekday	28,168	489	875	32.19
12/17/2015	Thursday	Weekday	27,462	446	888	30.93
12/18/2015	Friday	Weekday	28,642	495	885	32.36
12/19/2015	Saturday	Saturday	16,397	407	486	33.74
12/20/2015	Sunday	Sunday	9,356	177	254	36.83
12/21/2015	Monday	Weekday	23,987	403	879	27.29
12/22/2015	Tuesday	Weekday	24,314	365	884	27.50
12/23/2015	Wednesday	Weekday	23,757	427	883	26.90
12/24/2015	Thursday	Weekday	15,945	331	806	19.78
12/25/2015	Friday	Closed	-	-	-	-
12/26/2015	Saturday	Saturday	14,658	306	484	27.52
12/27/2015	Sunday	Sunday	8,627	150	253	34.10
12/28/2015	Monday	Weekday	24,043	446	879	27.35
12/29/2015	Tuesday	Weekday	24,206	497	882	27.44
12/30/2015	Wednesday	Weekday	23,865	442	879	27.15
12/31/2015	Thursday	Weekday	24,658	564	881	27.99
Totals			755,760	12,758	22,447	33.67





November-15	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,078	15,082	0.0%	81,050	82,998	-2.3%	195,844	193,766	1.1%
RideSource(All Modes)	12,516	12,531	-0.1%	68,250	70,296	-2.9%	164,980	165,415	-0.3%
Shopper	563	481	17.0%	2,961	2,783	6.4%	7,460	6,489	15.0%
Escort Volunteers-Metro	1,422	1,200	18.5%	6,617	6,207	6.6%	14,984	13,763	8.9%
Escort Volunteers-Rural	577	870	-33.7%	3,222	3,712	-13.2%	8,420	8,099	4.0%
RideSource Cost per Ride	\$ 22.29	\$ 22.28	0.0%	\$ 24.21	\$ 23.64	2.4%	\$ 23.75	\$ 24.00	-1.1%
RideSource(All Modes)	\$ 25.64	\$ 25.61	0.1%	\$ 27.59	\$ 26.79	3.0%	\$ 27.07	\$ 27.00	0.3%
RideSource Shopper	\$ 11.46	\$ 13.41	-14.6%	\$ 12.91	\$ 13.73	-6.0%	\$ 12.25	\$ 14.09	-13.0%
RideSource Escort	\$ 4.34	\$ 4.19	3.6%	\$ 4.13	\$ 4.10	0.8%	\$ 3.95	\$ 4.23	-6.6%
Ride Reservations	14,290	13,791	3.6%	76,825	77,310	-0.6%	184,242	184,620	-0.2%
Cancelled Number	1,440	1,327	8.5%	7,514	7,189	4.5%	18,118	19,275	-6.0%
Cancelled % of Total	10.08%	9.62%		9.78%	9.30%		9.83%	10.44%	
No-Show Number	102	140	-27.1%	566	674	-16.0%	1,494	1,450	3.0%
No-Show % of Total	0.71%	1.02%		0.74%	0.87%		0.81%	0.79%	
Ride Refusals Number	0	0	0%	8	0	#DIV/0!	12	2	500.0%
Ride Refusals % of Total	0.00%	0.00%		0.01%	0.00%		0.01%	0.00%	
Service Hours	7,146	7,073	1.0%	39,185	39,684	-1.3%	95,031	96,187	-1.2%
Agency Staff	7,056	6,964	1.3%	38,650	39,013	-0.9%	93,640	94,667	-1.1%
Agency SMS Volunteer	90	109	-17.4%	535	671	-20.3%	1,391	1,520	-8.5%
Avg. Trips/Service Hr.	1.83	1.84	-0.5%	1.82	1.84	-1.1%	1.81	1.79	1.1%
RideSource System Miles	93,807	89,928	4.3%	503,765	504,487	-0.1%	1,208,347	1,202,183	0.5%
Avg. Miles/Trip	7.17	6.91	3.8%	7.07	6.90	2.5%	7.01	6.99	0.2%
Miles/Vehicle Hour	13.13	12.71	3.2%	12.86	12.71	1.1%	12.72	12.50	1.7%

<u>November-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>
On-Time Performance %	84.6%	82.4%	2.7%	85.7%	82.4%	4.0%	85.3%	85.7%	-0.5%
Sample	11,615	11,378		62,750	63,705		151,114	148,950	
On-Time	9,825	9,374		53,782	52,507		128,931	127,677	

- 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 2016

November-15

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	477,825	426,869	2,481,276	2,403,049	5,789,080	5,631,023
Less Brokerage	118,505	87,722	596,708	435,243	1,240,067	969,804
Less Oakridge	3,847	3,133	4,760	5,984	7,639	10,599
RS Total	355,473	336,014	1,879,808	1,961,822	4,541,374	4,650,620
Less Shopper	6,870	6,450	35,810	38,219	88,885	91,417
Less Vol Escort	8,397	8,670	42,881	40,637	100,082	92,418
RS All Modes	340,206	320,894	1,801,117	1,882,966	4,352,407	4,466,785

AGENDA ITEM SUMMARY

DATE: January 20, 2016
ITEM TITLE: MONTHLY GRANT REPORT
PREPARED BY: Todd Lipkin, Finance Manager/CFO
ACTION REQUESTED: None. Information Only.

BACKGROUND:

The November 2015 Grant Report following this summary contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) *ConnectOregon* grants that have a remaining balance or that 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

There are no current grant applications drafted. The Federal Transit Administration (FTA) is currently transitioning from the TEAM system to the new Transit Award Management System (TrAMS), so no applications can be developed at this time. Once TrAMS is operational, we will determine our grant needs for the remainder of Fiscal Year 2016 and will submit the appropriate applications.

Federal Transit Administration Low or No Emission Vehicle Deployment Program (LoNo)

Lane Transit District (LTD) submitted a grant application on November 23, 2015, under the Low or No Emission Vehicle Deployment Program (LoNo) to purchase five all-electric, 40-foot buses. This is in addition to the five buses that LTD is already purchasing. The grant request is for \$1,842,799 to cover the incremental cost for the electric components on the buses and project management provided by the Center for Transportation and the Environment (CTE). Federal formula funds will be used for the additional costs of the project should LTD be awarded the grant. The total project cost is \$4,669,565 (including match).

ConnectOregon VI Santa Clara Community Transit Center and Park & Ride

LTD submitted a grant application on November 20, 2015, under the *ConnectOregon VI* program to help fund the construction of the Santa Clara Community Transit Center and Park & Ride. This project will provide a five-bay transit station, 66-space Park & Ride, secure bike parking, and electric charging stations for the growing Santa Clara area. Facilitating the city of Eugene's growth vision for the corridor, it will serve as a community hub connecting 20,000 residents to regional jobs and services using transit, walking, and biking. The application requests \$3,500,000 to help support a total project cost of \$8,142,502. The total project costs include the value of the land already paid for when the Santa Clara School site was purchased earlier this year. Funds from the sale of the other portions of the Santa Clara School site and from the sale of the current River Road Station site will complete the funding package for this project.

ATTACHMENT: November 2015 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\January\Jan 20 Reg Mtg\Grant report summary AIS.docx



30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	-	1,543,306.00	36,631.53	1,506,674.47
WEEE Pedestrian Bridges	-	2,040,000.00	-	2,040,000.00
	-	3,583,306.00	36,631.53	3,546,674.47

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	527.00	648,000.00	6,705.93	641,294.07

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	11,423,217.42	(182,204.08)
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	8,468,118.82	(746,918.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	30,808,867.00	29,112,909.46	1,695,957.54

OR-03-0127 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
14.01.10 Guideway	120,914.00	7,447,094.00	3,006,376.18	4,440,717.82
14.02.20 Stations & Stops	496,895.00	7,978,019.00	2,266,073.56	5,711,945.44
14.03.30 Support Facilities	-	50,000.00	937.31	49,062.69
14.04.40 Sitework & Special Conditions	1,103,594.00	38,770,734.00	13,937,729.71	24,833,004.29
14.04.40 Sitework & Special Conditions Ped Bridges	95,000.00	2,040,000.00	95,000.00	1,945,000.00
14.05.50 Systems	-	4,910,219.00	366,910.65	4,543,308.35
14.06.60 ROW, Land, Existing Improvements	262,600.00	3,208,620.00	500,539.12	2,708,080.88
14.09.90 Unallocated Contingency	-	1,372,533.00	-	1,372,533.00
	2,079,003.00	65,777,219.00	20,173,566.53	45,603,652.47

OR-03-0128 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	178,227.00	1,672,925.00	996,162.75	676,762.25
14.05.50 Systems	-	260,281.00	260,281.00	-
	178,227.00	1,933,206.00	1,256,443.75	676,762.25

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	410,000.00	-
Rounding adjustment	-	-	(10.00)	10.00
	-	1,250,000.00	1,249,990.00	10.00



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	309.00	3,875,000.00	11,428.54	3,863,571.46
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,960,651.13	39,348.87
	<u>309.00</u>	<u>6,875,000.00</u>	<u>2,972,079.67</u>	<u>3,902,920.33</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	551.00	1,062,000.00	533,590.75	528,409.25
11.62.02 Call Center Telephone System	-	298,000.00	298,000.00	-
	<u>551.00</u>	<u>1,360,000.00</u>	<u>831,590.75</u>	<u>528,409.25</u>

OR-04-0048 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	6,527,075.00	6,527,075.00	-

OR-04-0049 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	-	746,400.00	662,088.58	84,311.42
11.12.15 Accessible Services Vehicles	-	160,500.00	-	160,500.00
11.42.09 Security Cameras	124,750.00	366,600.00	194,874.89	171,725.11
	<u>124,750.00</u>	<u>1,273,500.00</u>	<u>856,963.47</u>	<u>416,536.53</u>

OR-16-X045 - FTA 5310 Elderly & Disabled	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	-	558,068.00	199,396.05	358,671.95

OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	-	214,774.00	137,651.64	77,122.36

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	3,561.00	937,500.00	781,461.76	156,038.24

OR-39-0008 - FTA 5339 Alternatives Analysis	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
14.06.60 ROW, Land, Existing Improvements	274,868.00	2,291,966.00	2,291,966.00	-
14.08.80 Professional Services	156,229.00	18,750,534.00	14,809,064.71	3,941,469.29
	<u>431,097.00</u>	<u>21,042,500.00</u>	<u>17,101,030.71</u>	<u>3,941,469.29</u>



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	-	97,026.00
11.7L.00 Transportation Assessments	-	96,528.00	96,528.00	-
	-	193,554.00	96,528.00	97,026.00

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

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 Computer_Hardware_02	18,470.00	250,000.00	184,153.51	65,846.49
11.42.07 Hardware	-	300,000.00	300,000.00	-
11.42.08 Computer Software_01	-	150,000.00	150,000.00	-
11.42.08 Computer_Software_02	11,725.00	350,000.00	285,658.22	64,341.78
11.42.08 Software	-	289,200.00	289,200.00	-
11.42.09 Security Improvements	-	431,600.00	431,600.00	-
11.42.09 Security_01	-	73,375.00	73,375.00	-
11.42.09 Security_Improvements_02	-	630,000.00	464,701.12	165,298.88
11.42.11 Support Vehicles	-	144,500.00	144,500.00	-
11.42.11 Support_Vehicles_02	30,384.00	100,000.00	30,488.40	69,511.60
11.42.20 Miscellaneous equipment	-	105,100.00	46,052.81	59,047.19
11.42.20 Support_Vehicles_01	16,924.00	100,000.00	100,000.00	-
11.43.03 Facility_Staff_Building_Parking_Lot_Exp_02	11,619.00	270,000.00	40,882.07	229,117.93
11.43.03 Improvements	-	230,200.00	230,200.00	-
11.44.03 Facilities Improvements_01	-	184,000.00	184,000.00	-
11.44.03 Facilities_Improvements_02	3,481.00	500,000.00	244,144.44	255,855.56
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	-	4,080,650.00	4,080,650.00	-
11.7A.00 Preventive Maintenance_15-16_01	498,424.00	2,696,975.00	2,547,540.12	149,434.88
11.7A.00 Preventive_Maintenance_15-16_02	-	2,553,025.00	-	2,553,025.00
11.92.02 Shelters	475.00	74,818.00	5,183.14	69,634.86
	591,502.00	16,821,826.00	13,140,711.83	3,681,114.17

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	131.00	2,340,354.00	2,018,330.08	322,023.92
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	131.00	2,440,655.00	2,118,631.08	322,023.92



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	-	83,584.00	40,734.24	42,849.76
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	-
	-	<u>1,047,911.00</u>	<u>1,005,061.24</u>	<u>42,849.76</u>

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 Rideshare_02	28,713.00	454,336.00	449,813.63	4,522.37
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	135,421.00	-
11.7L.00 Safe Routes-School Districts_02	-	135,421.00	12,721.77	122,699.23
11.7L.00 SmartTrips 2	-	384,487.00	384,098.78	388.22
11.7L.00 SmartTrips_02	-	415,472.00	-	415,472.00
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	-	111,445.00	95,734.89	15,710.11
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	6,574.00	651,711.00	638,199.64	13,511.36
	<u>35,287.00</u>	<u>6,295,565.00</u>	<u>3,844,263.71</u>	<u>2,451,301.29</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: MONTHLY DEPARTMENT REPORTS

PREPARED BY: Aurora (A. J.) Jackson, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: Monthly Department Reports

Q:\Reference\Board Packet\2016\January\Jan 20 Reg Mtg\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

January 20, 2016

Government Relations

Edward McGlone, Government Relations Manager

There is no Government Relations Report this month.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing Manager

Service Marketing and Customer Information

Production of customer information is in full swing for the February 7 winter service implementation (winter bid). This work includes an update to the *Rider's Digest*, station signage, on-bus newsletter (*Bus Talk*), web and social media, media outreach, and coordination with the Planning and Customer Service divisions.

Annual Route Review

A series of meetings occurred in December to define concepts for the Annual Route Review process. More meetings are lined up for January and February to refine concepts then to define a service proposal for Board adoption this spring. Activity is underway to enlist rider, public, and stakeholder input, including presentations to key communities; neighborhood associations; the Service Advisory, Accessible Transportation, and Board Service committees; as well as onboard rider surveying and a series of public tabling events.

Web Site and Social Media

Website activity has jumped due to an increase in the frequency and content of posts to LTD's Facebook page. The District has seen a 95 percent increase in sessions and an 83 percent increase in new users. Analytics also show that a significant level of people going to LTD's web page from LTD's Facebook page are doing so via their mobile devices (3:1 ratio).

Ridership Marketing

LTD's Holiday Bus had healthy ridership carrying 10,143 passengers last month. The bus, wrapped and decorated in a Northwest winter theme, operated on routes throughout the system, from just

after Thanksgiving to New Years. Boardings on the Holiday Bus ranked in the top 25 percent of fleet vehicles ("40' coach" category).

- Route 95, operating between the Eugene Station and Junction City, saw a modest ridership gain of 2.85 percent for last month, compared to the same time period in 2014. The route supported weekend Rides with Santa and connection to the Airport Connector service.
- Marketing efforts continue for the new Airport Connector service, which is a contracted service with Omni Shuttle that gets riders to and from the Eugene Airport and other nearby destinations via LTD's Rt. 95. This includes advertising in college newspapers, lifestyle and business publications, and through Facebook and Google digital ad platforms. Other activities include distribution of rider and public information and materials at on-campus student housing, and billboard advertising along Airport Road. The service averaged 22 boardings each week during its first month of operation (December). Partners in this one-year trial demonstration program are the Eugene Airport/City of Eugene, Lane Community College, and LTD.

Communications Calendar

Given a relatively high volume of agency information going to various audiences, Marketing and Communications has developed a communications calendar to manage the flow of information to the public, customers, news media, and employees. Nine external communication mediums (web, social media, bus boards, press releases etc.), are used. Internally, Marketing manages several mediums such as the employee newsletter, TV display screens, and bus yard signs. Staff from other divisions/departments work with Marketing on timing communications activities (public meetings, project updates, Board packet publication, and news or social media items, etc.)

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Oakridge Diamond Express

Effective March 7, 2016, one mid-day round-trip will be added to the Oakridge Diamond Express, providing more choices for riders to travel to/from the Eugene metro area. While continuing to serve the middle school Park & Ride in Westfir, a stop also will be added to serve the Office Covered Bridge where many people meet for recreation. They'll also be stopping along the way to serve the community to the north of the river for walking access to residents in the neighborhood. In Eugene, the Diamond Express will stop at the Amtrak Station to offer connections to other transportation services. This means that people can now purchase tickets to Oakridge through Amtrak, which would include a ticket on the Diamond Express. This puts Oakridge on the Amtrak website as a destination and will help promote the recreation, hospitality, and natural setting that Oakridge offers to visitors.

RideSource Brokerage Software

After a bit of downtime as a necessary Business Associates Agreement with Trapeze was secured, staff are eager to complete the programming for this new RideSource operations software. The agreement is required as programmers and others will have access to confidential records as they complete and maintain the programming and functionality of the software. The agreement is due to be signed any day and work on this critical technology will resume. This software will replace the current operations software used for the Call Center which is out of date.

Special Transportation Funding (STF) Applications

LTD is in the process of developing programs to apply for these out-of-cycle STF funds. The state has allocated just under \$2 million in competitive funding for STF agencies within Oregon Department of Transportation's (ODOT) Region 2. The funding is identified to provide transportation primarily for seniors and people with disabilities; staff are viewing it as a one-time allocation since the regular formula funding is fairly defined for existing programs. In addition to funding allocated for Region 2, the state has another \$2 million available for projects of statewide significance. All of these funds are available through a competitive process, unlike the regular formula funding, and can be used for planning, capital, and operations. LTD is working with the STF Committee to develop a prioritized list of projects to be submitted by March 11.

APTA Call Center Challenge

Lead Customer Service Representative Zach Fish represented LTD in the initial Call Center Challenge. This was a screening process from which the American Public Transportation Association (APTA) will select three finalists to compete at its Marketing & Communications Conference in February. There has been no word yet from APTA, but Customer Service Center staff already consider Zach a winner.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX

- During these rainy months, crews are still working hard on new sidewalk curb ramps and installation of overhead traffic signage, landscaping, and new traffic signal poles along 6th and 7th avenues.
- Along West 11th, bridge builders are using a huge crane to hoist concrete slabs onto supports for the widened bridge over Amazon Creek. Utility relocation work is ongoing to clear a path for roadway and sidewalk construction; to begin late spring.

Capital Project Planning

Staff are beginning to analyze projects for the next 10-year Capital Improvements Program (CIP) planning horizon. Projects will include efforts to keep LTD's infrastructure in a state of good repair as well as investments in new improvements for passenger and support facilities.

POINT2POINT

Theresa Brand, Transportation Options Manager

General

- Point2point staff are working on initial rollout plans for the first year of the 2015-2020 Strategic Work plan. Staff are reviewing the strategies outlined in the Action Plan section of the document and developing strategies that will be reviewed and approved by the regional partner agencies during the next few months, which will then be rolled out on a developed timeline.
- Initial efforts will focus on the employer, schools, and outreach program areas. Staff are developing initial planning efforts for the 2016 Business Commute Challenge program and the Springfield Smart *Trips* - Thurston program—both of which are launching in the spring.

- Staff are waiting to hear of the outcome of a safety grant application that was co-written with the City of Springfield that would have safety education and outreach as the focus of a summer safety awareness campaign.
- Planning has begun for the 2016 Business Commute Challenge that will be held May 14-20. Staff are in the process of hiring a part-time assistant for a limited duration to help with the efforts. It is anticipated that the staff person will be on-board by mid-February.

Drive Less Connect

Lane County Drive Less Connect statistics for December:

- 15 new users registered in Drive Less Connect
- 2,333 Non-single-occupancy vehicle trips reported, for a total of 30,595 miles
- Trips reported represent a savings of 22,053 pounds of CO₂ over driving alone
- 73 Ridematch searches were performed with a 58 percent success rate
- 15 Ridematch requests were sent through the system

Vanpool Program

November statistics: *(vanpool reporting experiences a 30-day lag)*

- 17 vanpools traveling to/from the LTD Service Area
- 2,933 passenger boardings
- 161,698 passenger miles
- 122,890 pounds CO₂ saved

Carshare Program

Statistics for the regional carshare program operated by Enterprise Carshare have not yet been received and will appear in February's Board report.

Outreach

Staff have been working with Serenity Lane to help its employees find alternative transportation for the facility's coming location in Coburg. A transportation survey was conducted with the staff, and three transportation fairs are planned for January and one after the relocation to talk with the employees. Serenity Lane is concerned about the number of staff that relied on the bus service at its downtown location who may not have a way to get to the new facility.

Be Safe Be Seen

Staff held a Be Safe Be Seen event on December 3 at the pavilion in Bohemia Park. An estimated 345 walk/bike light sets and reflective slap bands were distributed at the event, along with information on safety tips and Drivelessconnect.com.

Schools Program

- Staff are preparing for the soft launch on the SchoolPool program. Staff will be doing outreach at school events and offering incentive programs to encourage parents to enroll in the new database.

- Staff are preparing for an update to the Safe Routes to School (SRTS) five-year strategic plan. Point2point staff and the SRTS coordinators will participate in a full day planning session in January, led by consultant Chris Watchie. Point2point staff, along with the Safe Routes to School coordinators, will create the document. Completion of the document is anticipated to occur before the start of the 2015-16 school year.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

Inclement Weather

The first Monday of the new year greeted the community with a bad mixture of cold and freezing rain. Bus operators and other staff stepped up to make sure that snow routes were implemented, communications to customers were taking place, and employees and customers were safe at the yard and at stations. Preparations were very effective. There were a couple of minor slips and falls, but, overall, LTD and our riders came through unscathed. That is a great tribute to staff who came in early, stayed late, and put every effort into ensuring that LTD provide the best service possible--even during less than ideal conditions.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

BYD Electric Buses

Maintenance staff met with representatives from bus manufacturer BYD for a pre-production meeting for the five new electric buses that LTD is purchasing from them. This is a big step towards environmental sustainability and LTD's goal to reduce greenhouse gas emissions. The meeting went well, and LTD is well on its way to take delivery later this year.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Recruitment

- The Fleet Maintenance Division has filled its second open journey-level mechanic position with an internal employee. The successful candidate is former General Service Worker Jesse Pritchard who has been with LTD since September 2012.
- The Fleet Maintenance Division is recruiting for a general service worker. The posting closed on January 1; interviews occurred on January 13.

- The Planning and Development Division is recruiting for a part-time planning technician; the posting closed on December 18. Phone/Skype interviews were conducted with nine applicants on January 4 and 5. Of the nine candidates, four completed in-person interviews on January 15.
- The IT Division is recruiting for the open IT support technician II position; the posting closed on January 15. Interviews are tentatively scheduled for February 9.

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: January 20, 2016

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

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

ACTION REQUESTED: None

BACKGROUND:

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

- A. **United Front:** Along with Lane County regional partners, General Manager A. J. Jackson and Government Relations Manager Edward McGlone will represent LTD on this year's United Front trip to Washington, D.C. on February 1-4. At the February 17 regular meeting, the Board will be provided with an overview of the coordinated set of local priorities for federal funding that were presented to the region's congressional delegation and relevant federal agency staff during the annual trip.
- B. **Annual Route Review:** At the February 17 regular meeting, the Board will be provided with an update on the annual route review process. A public hearing on proposed changes to routes, schedules, and the pricing plan will be held in March. The Board will be asked to approve the final recommended service package for FY 2016 at the April regular meeting.
- C. **Strategic Planning Work Session:** A Board strategic planning work session will be scheduled for early March.
- D. **Business Commute Challenge:** At the March 16 regular meeting, staff will provide information on the planning efforts for the 2016 Business Commute Challenge program that will be held on May 14–20.
- E. **Capital Improvements Program Adoption:** A public hearing will be held on the FY 2017-26 Capital Improvements Program at the Board's March 16 regular meeting with Board adoption requested at the April meeting.
- F. **American Bus Benchmarking Group:** At the March 16 Board meeting, an update will be provided on the progress of the American Bus Benchmarking Group and how LTD is using the information to improve its business.
- G. **Joint LTD Board-Eugene City Council Meeting:** At a joint work session with the Eugene City Council tentatively scheduled for April 11, the Board will receive an update on MovingAhead and confirm the range of alternatives to advance for analysis.
- H. **Long-Range Financial Plan:** Approval of the FY 2017-2026 Long-Range Financial Plan will be requested at the April 20 regular Board meeting.

- I. **Emergency Preparedness – Planning, Response, and Communications**: The District continually refines its emergency plans. At a future meeting, staff will review with the Board lessons learned from a recent event and will include how the plan, initial response, and communications efforts were implemented.
- J. **Main-McVay Project Update**: Staff will provide periodic updates to the Board on the progress of the Main-McVay project.
- K. **MovingAhead Project Update**: Staff will provide periodic updates to the Board on the progress of the MovingAhead project.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 20, 2016

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING REQUESTED BY THE BOARD

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

ACTION REQUESTED: None

BACKGROUND:

Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.

- A. **Solar Energy Installation**: At the December Board meeting, the Board requested that staff explore solar energy installations around District facilities. Further information on this topic will be brought back to the Board at its March meeting.

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Smart *Trips* Main Street



Theresa Brand, Transportation Options Manager
Point2point at Lane Transit District



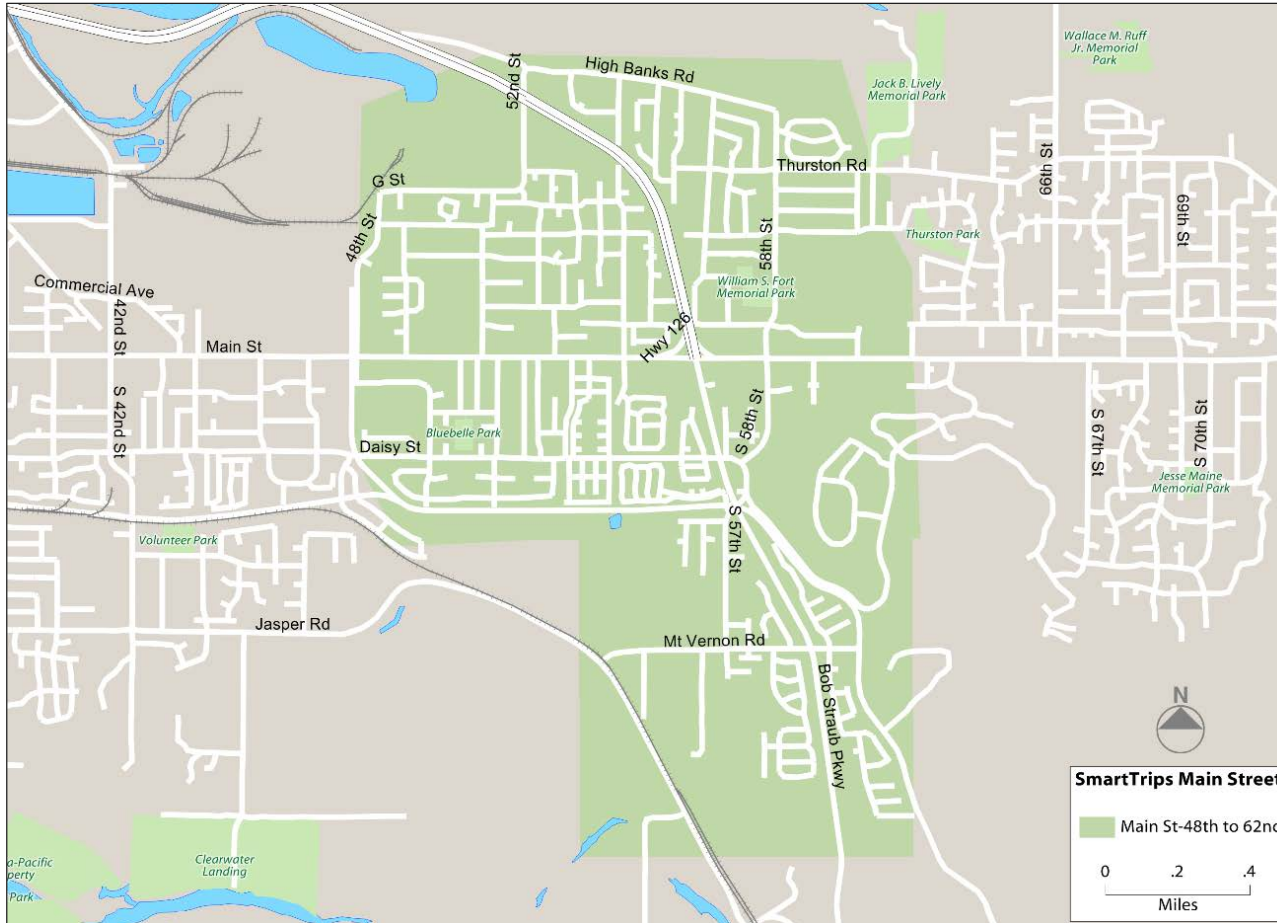
What is Smart *Trips*?

Program Objectives:

- Increase walking, biking, ridesharing, and transit trips.
- Increase awareness of available transportation options.
- Establish new long-term sustainable travel behaviors.
- Increase pedestrian and bicycle safety along the corridor.



Smart *Trips* Main Street



Events



Program Outcomes



BASED ON THE REDUCTION IN DRIVE-ALONE TRIPS MEASURED IN PROGRAM SURVEYS, TARGET AREA RESIDENTS WILL **REDUCE THEIR DRIVE-ALONE TRIPS BY**

1,239,464 VEHICLE MILES ANNUALLY



8 of 10

SURVEY RESPONDENTS THINK IT IS A GOOD IDEA FOR THE CITY OF SPRINGFIELD TO **HELP RESIDENTS WALK AND BIKE MORE.**

PROGRAM EVENTS REACHED



COMMUNITY MEMBERS

AND

THE PROGRAM SAW A



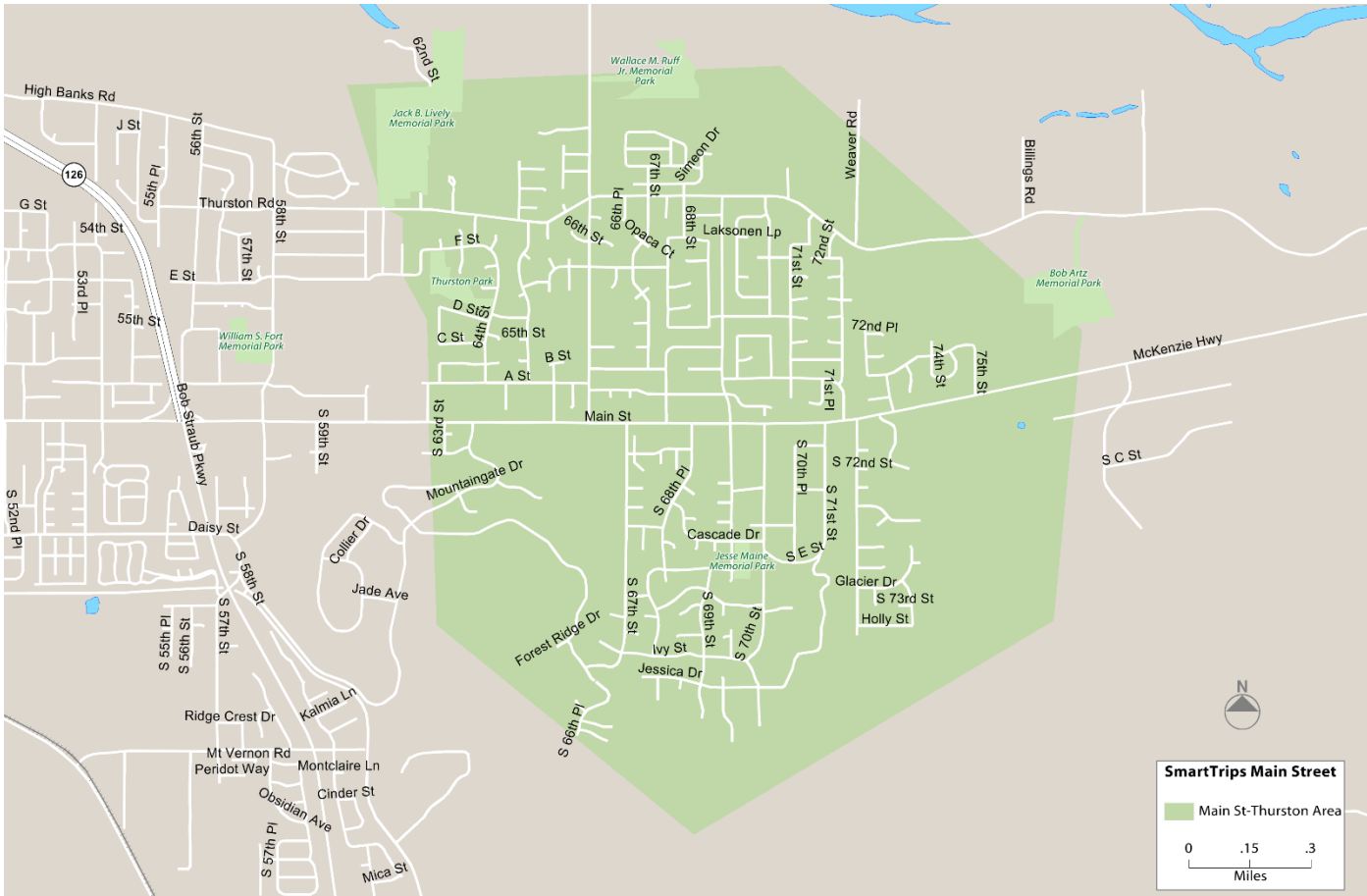
PARTICIPATION RATE



Point2point



Next Steps



Point2point



Questions?



Point2point

