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**LANE TRANSIT DISTRICT  
BUDGET COMMITTEE MEETING**

**Wednesday, May 21, 2014  
6:00 p.m.  
LTD BOARD ROOM  
3500 East 17th Avenue, Eugene  
(off Glenwood Blvd.)**

---

**A G E N D A**

- I. CALL TO ORDER – Board President Doris Towery
- II. ROLL CALL
  - Cline                       Collins                       Dubick                       Gerdes
  - Gillespie                       Grossman                       Hinds                       Kortge
  - Necker                       Nordin                       Smith                       Towery
  - Wildish                       Yeh
- III. WELCOME AND INTRODUCTIONS – Ron Kilcoyne
- IV. ELECTION OF OFFICERS (Committee Chair and Secretary) – Doris Towery
- V. PUBLIC COMMENT – Committee Chair
- VI. APPROVAL OF MINUTES (May 15, 2013) – Committee Chair
- VII. FY 2014-2015 PROPOSED BUDGET PRESENTATION – LTD Staff
  - A. Highlights and Priorities
  - B. Reorganization
  - C. General Fund
  - D. Accessible Services Fund
  - E. Medicaid Fund
  - F. Capital Projects Fund
  - G. Summary

VIII. COMMITTEE DISCUSSION

IX. POLLING OF COMMITTEE MEMBERS – Committee Chair

X. APPROVAL OF BUDGET – Budget Committee Members

- Proposed Motion. I move that the LTD Budget Committee approve the proposed Fiscal Year 2014-2015 budget as presented [as amended] and forward it to the LTD Board of Directors for adoption.

XI. ADJOURNMENT

**Alternative formats of printed material and/or a sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, call 541-682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).**

# LANE TRANSIT DISTRICT 2014 - 2015 PROPOSED BUDGET



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# Lane Transit District

Fiscal Year 2014-2015  
Proposed Budget

## Budget Committee Members

<b>LTD Board Member</b>	<b>Subdistrict</b>	<b>Citizen Member</b>
Doris Towery Term Expires: 12/31/16	1	Dwight Collins Term Expires: 01/01/16
Carl Yeh Term Expires: 12/31/16	2	Terry Smith Term Expires: 01/01/17
Michael Dubick Term Expires: 12/31/14	3	Donald Nordin Term Expires: 01/01/15
Ed Necker Term Expires: 12/31/17	4	Jody Cline Term Expires: 01/01/15
Gary Gillespie Term Expires: 12/31/17	5	Edward Gerdes Term Expires: 01/01/16
Gary Wildish Term Expires: 12/31/14	6	Jon Hinds Term Expires: 01/01/17
Julie Grossman Term Expires: 12/31/16	7	Dean Kortge Term Expires: 01/01/17

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# *Budget Message*



May 21, 2014

TO: Lane Transit District Budget Committee

FROM: Ron Kilcoyne, General Manager  
Todd Lipkin, Budget Officer

SUBJECT: Fiscal Year 2014-2015 Budget Message

## **INTRODUCTION**

The Fiscal Year 2014-15 Proposed Budget is presented here for review and consideration. As always, the Proposed Budget reflects direction provided to staff on an ongoing basis by the Board of Directors and a continuing practice of managing to a rolling multiyear business plan. The ten-year plan, which is the Long-Range Financial Plan, is included in a separate section of this notebook.

Fiscal year 2013-14 was a year in which the local economy continued to gradually improve. The region's unemployment rate dropped to 6.9 percent in December 2013, which is down 1.3 percentage points from the 8.2 percent recorded in December 2012. The number of unemployed people was 2,355 fewer than in December 2012. This change reflects the small but steady increase in local jobs. Noteworthy events of FY 2013-14 include the following:

- Major local construction projects continued within the Eugene-Springfield area, including start of construction on the new Oregon State Hospital in Junction City and the new Department of Veterans Affairs clinic in Eugene. These two projects alone are projected to add more than 700 jobs when fully staffed. Payroll tax receipts showed real growth after modest but positive growth for the previous two years.
- Housing markets for both new and existing homes showed improvement, although results continued to lag prerecession numbers.
- Spring 2014 saw the Dow Jones Industrial Average over 16,500 points. Pension plans and other forms of retirement savings saw improved rates of return, although not to the extent that compensated for capital lost in 2008. The Local Government Investment Pool rate of return continues to hover at 0.54 percent, unchanged from last year.
- Although there were some periods of decline, fuel prices continued to gradually rise. In anticipation of rising fuel prices, LTD budgeted an average of \$3.75 per gallon for FY 2013-14. Through April, the average purchase price paid for diesel fuel was \$3.11 per gallon.

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- The design and engineering phase of the West Eugene EmX Extension is nearing completion. Construction is currently scheduled to begin in the summer of 2014.

## **BUDGET DEVELOPMENT PROCESS**

As in the past, budget development remains a year-round activity. Almost as soon as a new budget is adopted, work begins on the components of the next one. Proposed capital projects are reviewed and revised in early fall. The Finance Committee of the Lane Transit District Board of Directors provides direction for the development of assumptions and timelines. Senior staff review and reconsider strategic planning goals and objectives each fall.

The Board held a strategic planning work session in March 2014 and invited the citizen members of the Budget Committee to participate. Assumptions for the Long-Range Financial Plan and the Fiscal Year 2014-15 Proposed Budget were finalized at this meeting.

Both the revised Capital Improvements Program (CIP) and revised Long-Range Financial Plan (LRFP) were approved by the Board on April 16, 2014. The first year of the revised LRFP becomes the basis for next year's proposed budget.

In meetings and work sessions throughout FY 2013-14, the Board approved the following revenue and expenditure decisions:

### ***Revenue***

- Continue to review and approve fare policies on a regular basis. Monthly pass rates will increase by approximately 4 percent as of July 1, 2014. Cash fare and day pass prices will be frozen at FY 2013-14 levels through FY 2014-15. Group pass rates will increase by 5.8 percent as contracts are renewed beginning January 1, 2015.
- Keep payroll tax rates at .007 for FY 2014-15. Continue the discussion about whether or not the local economy has recovered sufficiently to justify a payroll tax ordinance change that would move the maximum rate to .008 over a ten-year period. While the Long-Range Financial Plan assumes the tax rate will increase to .0071 on January 1, 2017 (then continue one step per year until reaching the maximum .008), the Board has not made a decision about if nor when to increase the tax rate. The Plan is updated annually and the payroll tax rate assumption will be part of the FY 2015-16 Long-Range Financial Plan development discussions.
- Continue the use of federal formula funds for preventive maintenance in order to keep fixed-route service levels stable.

### ***Expenditure***

- Manage personnel services expenditures in accordance with expected payroll tax revenue receipts.
- Continue to curtail nonessential spending.

- Maximize service efficiency and productivity; seek and implement new business practices that improve efficiency and productivity in all areas of the LTD enterprise.
- Invest in projects and initiatives that will provide long-term benefits and operating cost reductions. For example, identify and implement changes that will reduce LTD's overall energy consumption and the accumulation of waste.
- Maintain the investment in employee training and development and employee recognition programs that were initiated as part of *The LTD Road Map* implementation, but limit such investment to activities that will directly benefit employees' job performance.

### **Legislative Changes**

The 2014 Oregon State Legislature added a \$4 million appropriation to the State's Special Transportation Fund, which provides money to help transit agencies provide transportation services to the elderly and people with disabilities. This contribution built on the \$2 million passed in the 2013 budget and a further \$5 million that was authorized as part of the "Grand Bargain" during the October 2013 Special Session. In total, the Legislature authorized \$11 million for the State's Special Transportation Fund for the 2013-15 biennium, which is the most appropriated to this budget in at least a decade. This extra funding results in reduced reliance on the District's General Fund to support these services in FY 2014-15.

At the federal level, uncertainty remains:

- Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), a two-year transportation bill, expires on September 30, 2014. While there has been discussion about what the next transportation bill might look like, nothing has been established to date.
- The Bus and Bus Facilities 5309 discretionary program was discontinued under MAP-21. Instead, some of those funds have been reallocated to the 5339 Bus and Bus Facilities formula program. Since funds under this program are significantly less than the discretionary grant awards that LTD has successfully obtained in the past, bus purchases will have to be funded differently in the future. Requests have been made to reinstate this important program, but it remains to be seen if additional funds will be made available under a new transportation bill.

### **FISCAL YEAR 2014-15 PROGRAM FOCUS**

Major objectives for FY 2014-15 include the following:

- Continue to assure high-quality, fixed-route, and demand-response transportation services appropriate to the resources available to fund them.
- Increase ridership as measured by boardings.
- Continue design and construction for the West Eugene EmX Extension.
- Continue the planning process for enhancing transit along the Main Street-McVay corridor.

- Begin the planning process for enhancing transit along the Northwest Eugene-Lane Community College corridor.
- Continue efforts to increase organizational efficiency with a goal to reallocate funds for increased service.
- Continue to demonstrate, support, and promote clean, green, and environmentally sustainable technologies and business practices.
- Maintain an investment in employee development programs.
- Complete District reorganization and staff development related to staffing changes due to retirements. Assess and plan for staff succession throughout the organization.

## **FISCAL YEAR 2014-15 BUDGET ASSUMPTIONS**

### ***General Fund Revenue***

- Total passenger fares will increase due to the implementation of pass fare and group pass rate increases and modest ridership gains.
- The payroll tax receipts will increase 5 percent as the result of the improving economy and an increase in the tax rate from 0.69 percent to 0.7 percent on January 1, 2014.
- Self-employment tax receipts are expected to increase slightly as the local economy slowly improves.
- Federal funds in the amount of \$4.1 million will be used to fund preventive maintenance activities. These federal funds will replace General Fund dollars that can then be used to fund fixed-route service, which will help sustain service levels established in January 2011 and prevent future service reductions. The use of federal formula grant funds for preventive maintenance is expected to continue over the life of the current Long-Range Financial Plan.
- Interest earnings are estimated to be nominal due to low rates of return and diminishing cash available for investment.

### ***General Fund Expense***

#### **Personnel Services**

- The current contract with the Amalgamated Transit Union Local 757 expires June 30, 2014. Contract negotiations are currently underway.
- Staffing levels, as measured by full-time equivalent (FTE) employees, will remain the same in FY 2014-15 as it was in FY 2013-14.
- Health insurance premiums increased by 9.9 percent from 2013 to 2014. Since that contract is on a calendar year, the rate hold is locked in for the first six months of FY 2014-15. From January 1, 2015, through June 30, 2015, the increase is assumed to be 10 percent. Terms of coverage will remain the same.

- Total personnel services will increase 6.4 percent over FY 2013-14 estimated expenditures because wage adjustments are included and positions that were unfilled for large portions of FY 2013-14 will be filled for the entire year.
- Administrative employees hired after December 31, 2011, are now enrolled in a defined contribution plan that provides lower cost to the District and shifts the risk to the employee. This budget projects 28 employees enrolled in the new plan (30 percent of the administrative employees).

### Materials and Services

- Fuel prices will not exceed an average of \$3.75 per gallon for the year.
- Insurance and Risk Services (workers' compensation, retiree insurance, vehicle and general liability) will increase 12 percent over FY 2013-14 estimated expenditures. The primary drivers are an increase in retiree insurance due to numerous retirements in FY 2013-14 and the need to budget for liability claims that might be paid in FY 2014-15. In FY 2013-14, paid claims came in under budget resulting in lower FY 2013-14 expenditures.
- Marketing costs will increase 14.6 percent as the organization initiates a community engagement process about values and the importance of transit within the community.
- Work will continue on the determination of the desired level of fixed-route service (\$50,000).
- Implementation of an Environmental and Sustainability Management System will continue. The up-front cost for learning and developing the system occurred in FY 2013-14. However, staff will continue with implementation during FY 2014-15 and beyond, and will incur audit costs of approximately \$10,000 if the District chooses to become certified as an ISO 14001 compliant agency. ISO 14001 is an international standard related to environmental management that helps organizations minimize negative impacts on the environment and comply with environmental regulations.

### Non-operating Requirements

- Capital transfers from the General Fund, which cover the local matching requirement for federal grant funds, will be required in the amount of \$3.4 million. Projects include the purchase of three hybrid-electric articulated buses, ten hybrid-electric 40-foot buses, new RideSource Call Center software, and other projects to keep our federally funded assets in a state of good repair.
- Transfers from the General Fund to the Accessible Services Fund will total \$2 million, which is a decrease of 14 percent from FY 2013-14 estimated expenditures. This is a result of the increased funding for elderly and disabled transportation appropriated by the Oregon State Legislature.

### **Capital Projects Fund**

- The largest capital budget line item in FY 2014-15 will be \$87.2 million for the West Eugene EmX Extension project (including vehicles). It is necessary to appropriate the entire project

cost in order to meet local budget law requirements; however, the project will not require that amount in FY 2014-15.

- Three hybrid-electric, articulated buses will be purchased for \$2.9 million, and ten Gillig low-floor, 40-foot buses will be ordered in 2014 for \$6 million.
- New software will be purchased for the RideSource Call Center for approximately \$1 million.
- Other projects will be funded that support operations and keep the District's federally funded assets in a state of good repair. Additional detail is available in the Capital Improvements Program.

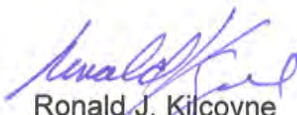
### CONCLUSION

Lane Transit District remains committed to providing the highest quality services to our community in the most efficient and effective way. The changing of the guard with the retirement of senior administrative staff has stimulated a reorganization of the internal structure of the District to enhance the delivery of that service and to promote new ways of improving efficiency to provide additional service.


Key to LTD's future is an understanding on the part of the community of the value that LTD services provide. To preserve and extend these essential services, it will be necessary for LTD to eventually begin the process of increasing the payroll tax rate from seven-tenths of one percent to eight-tenths of one percent, as allowed by Oregon Revised Statutes. LTD will enhance its outreach and communication as this effort proceeds.

Staff appreciates the support of our state and federal legislators and partner agencies. We all share the problem of scarce resources and high demand for services and will need to continue to work together to assure that quality of life in our area is maintained. Our combined efforts should help make FY 2014-15 successful for our community.

Sincerely,



Ronald J. Kilcoyne  
General Manager



Todd Lipkin  
Budget Officer

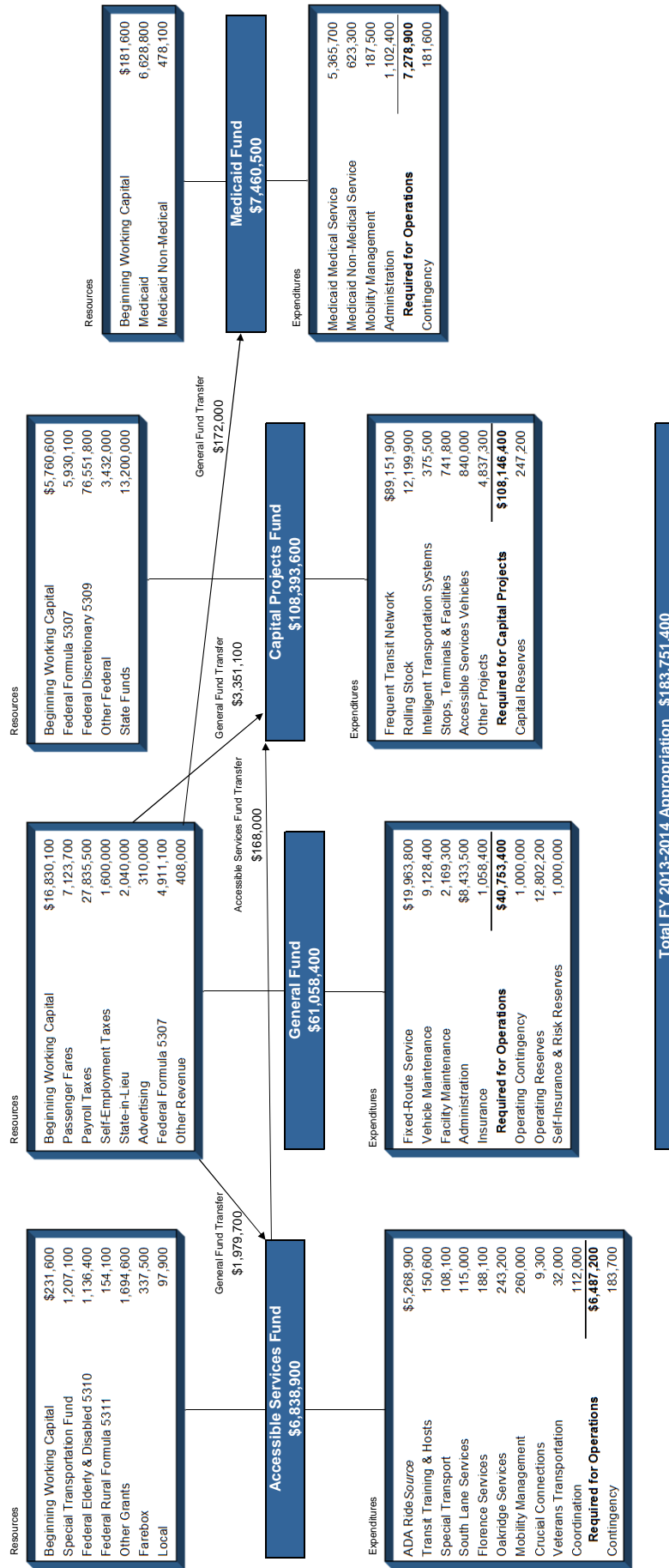
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*Proposed Budget  
Revenue &  
Expenditure Summary*



# Lane Transit District FY 2014-2015 Proposed Budget





# *General Fund*





**Lane Transit District  
General Fund  
Fiscal Year 2014-2015**

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Beginning Working Capital</b>	<b>\$12,565,833</b>	<b>\$12,305,770</b>	<b>\$14,127,400</b>	<b>\$15,898,630</b>	<b>\$16,830,100</b>
<b>Operating Revenues (Passenger Fares)</b>					
Cash Fares & Passes	4,069,258	4,317,886	4,349,800	4,396,340	4,456,700
Group Passes	2,669,139	2,596,422	2,704,000	2,540,000	2,667,000
	<b>\$6,738,397</b>	<b>\$6,914,308</b>	<b>\$7,053,800</b>	<b>\$6,936,340</b>	<b>\$7,123,700</b>
<b>Other Revenues</b>					
Special Services	588,943	439,110	146,800	161,300	161,300
Advertising	281,500	287,500	255,000	310,000	310,000
Miscellaneous	211,334	311,389	151,000	261,490	101,700
Interest	58,897	72,833	50,000	85,000	90,000
Sales of Assets	45,103	39,635	15,000	15,000	15,000
Payroll Taxes	23,047,471	24,891,777	25,543,100	26,510,000	27,835,500
Self-employment Taxes	1,507,575	1,576,826	1,785,600	1,500,000	1,600,000
State-in-Lieu	1,869,854	1,941,063	1,820,000	2,040,000	2,040,000
Urbanized Area Formula Funds (5307)	4,494,164	5,107,370	5,016,000	5,066,000	4,911,100
Other Operating Grants	91,227	134,852	40,000	40,000	40,000
	<b>\$32,196,068</b>	<b>\$34,802,355</b>	<b>\$34,822,500</b>	<b>\$35,988,790</b>	<b>\$37,104,600</b>
<b>Total Resources</b>	<b>\$51,500,298</b>	<b>\$54,022,433</b>	<b>\$56,003,700</b>	<b>\$58,823,760</b>	<b>\$61,058,400</b>

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Operating Requirements</b>					
Personnel Services	25,460,045	26,612,484	28,388,700	28,156,900	29,966,300
Materials & Services	7,766,797	7,304,297	9,659,400	8,630,130	9,728,700
Insurance & Risk Services	1,028,842	1,211,535	1,064,900	947,200	1,058,400
	<b>\$34,255,684</b>	<b>\$35,128,316</b>	<b>\$39,113,000</b>	<b>\$37,734,230</b>	<b>\$40,753,400</b>
<b>Transfers</b>					
Transfer to Accessible Services Fund	1,906,944	1,395,490	2,635,400	2,302,950	1,979,700
Transfer to Medicaid Fund	0	0	147,200	163,780	172,000
Transfer to Capital Projects Fund	3,031,900	1,600,000	1,792,700	1,792,700	3,351,100
	<b>\$4,938,844</b>	<b>\$2,995,490</b>	<b>\$4,575,300</b>	<b>\$4,259,430</b>	<b>\$5,502,800</b>
<b>Reserves</b>					
Operating Contingency	0	0	1,000,000	0	1,000,000
Working Capital	0	0	10,315,400	0	12,802,200
Self-Insurance, Risk, and HRA Liability	0	0	1,000,000	0	1,000,000
	<b>\$0</b>	<b>\$0</b>	<b>\$12,315,400</b>	<b>\$0</b>	<b>\$14,802,200</b>
<b>Total Requirements</b>	<b>\$39,194,528</b>	<b>\$38,123,806</b>	<b>\$56,003,700</b>	<b>\$41,993,660</b>	<b>\$61,058,400</b>

<b>Total FTE</b>	<b>303.03</b>	<b>310.03</b>	<b>313.27</b>	<b>313.27</b>	<b>313.27</b>
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Percentage Change Analysis	FY 2012-13 Actual compared with FY 2011-12 Actual	FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2014-15 Proposed compared with FY 2013-14 Budget
Total Resources	4.9%	8.9%	9.0%
Total Revenues	7.1%	2.9%	5.6%
Total Other Revenues	8.1%	3.4%	6.6%
Total Passenger Fares	2.6%	0.3%	1.0%
Total Requirements	-2.7%	10.2%	9.0%
Total Reserves			20.2%
Total Operating Requirements and Transfers	-2.7%	10.2%	5.9%
Total Transfers	-39.3%	42.2%	20.3%
Total Operating Requirements	2.5%	7.4%	4.2%



Lane Transit District  
 Department Summary  
 Fiscal Year 2014-2015

Department Budget	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>EXECUTIVE OFFICE</b>					
<b>Executive Office</b>					
Personnel Services	453,014	471,143	491,500	466,800	519,200
Materials & Services	138,769	126,911	150,000	121,460	159,100
	<b>\$591,783</b>	<b>\$598,054</b>	<b>\$641,500</b>	<b>\$588,260</b>	<b>\$678,300</b>
<b>Government Relations</b>					
Personnel Services	0	0	117,700	80,100	112,600
Materials & Services	123,140	119,815	134,000	128,840	150,400
	<b>\$123,140</b>	<b>\$119,815</b>	<b>\$251,700</b>	<b>\$208,940</b>	<b>\$263,000</b>
<b>ADMINISTRATIVE SERVICES</b>					
<b>Human Resources</b>					
Personnel Services	652,001	661,951	699,700	697,100	689,100
Materials & Services	253,460	175,188	330,100	259,600	342,400
	<b>\$905,461</b>	<b>\$837,139</b>	<b>\$1,029,800</b>	<b>\$956,700</b>	<b>\$1,031,500</b>
<b>Finance</b>					
Personnel Services	952,264	1,005,684	1,140,100	1,203,500	972,200
Materials & Services	148,121	211,681	188,000	225,910	201,000
	<b>\$1,100,385</b>	<b>\$1,217,365</b>	<b>\$1,328,100</b>	<b>\$1,429,410</b>	<b>\$1,173,200</b>
<b>Information Technology</b>					
Personnel Services	430,202	643,823	623,600	668,900	516,400
Materials & Services	612,957	586,313	785,500	743,450	448,600
	<b>\$1,043,159</b>	<b>\$1,230,136</b>	<b>\$1,409,100</b>	<b>\$1,412,350</b>	<b>\$965,000</b>
<b>Internal Audit</b>					
Personnel Services	0	0	0	0	131,300
Materials & Services	0	0	0	0	5,000
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$136,300</b>
<b>Insurance &amp; Risk Services</b>					
Insurance & Risk Services	1,034,170	1,224,837	1,064,900	947,200	1,058,400
	<b>\$1,034,170</b>	<b>\$1,224,837</b>	<b>\$1,064,900</b>	<b>\$947,200</b>	<b>\$1,058,400</b>
<b>CUSTOMER SERVICES &amp; PLANNING</b>					
<b>Customer Services</b>					
Personnel Services	457,605	524,927	537,600	540,200	609,600
Materials & Services	22,393	19,732	45,000	23,670	42,800
	<b>\$479,998</b>	<b>\$544,659</b>	<b>\$582,600</b>	<b>\$563,870</b>	<b>\$652,400</b>
<b>Accessible Services</b>					
Personnel Services	119,411	159,580	138,400	99,400	138,200
Materials & Services	3,465	1,331	22,800	25,800	30,800
	<b>\$122,876</b>	<b>\$160,911</b>	<b>\$161,200</b>	<b>\$125,200</b>	<b>\$169,000</b>
<b>Marketing</b>					
Personnel Services	395,332	532,569	572,900	506,000	588,800
Materials & Services	342,039	213,593	362,600	309,290	499,900
	<b>\$737,371</b>	<b>\$746,162</b>	<b>\$935,500</b>	<b>\$815,290</b>	<b>\$1,088,700</b>
<b>Planning &amp; Development</b>					
Personnel Services	307,604	360,423	360,100	347,000	400,200
Materials & Services	28,640	19,404	100,200	101,280	68,400
	<b>\$336,244</b>	<b>\$379,827</b>	<b>\$460,300</b>	<b>\$448,280</b>	<b>\$468,600</b>
<b>Service Planning</b>					
Personnel Services	418,369	444,921	479,400	519,100	520,300
Materials & Services	6,158	9,708	9,500	9,400	10,800
	<b>\$424,527</b>	<b>\$454,629</b>	<b>\$488,900</b>	<b>\$528,500</b>	<b>\$531,100</b>
<b>Point2point</b>					
Personnel Services	467,256	561,351	619,100	712,100	667,300
Materials & Services	225,780	302,992	671,100	329,100	557,900
	<b>\$693,036</b>	<b>\$864,343</b>	<b>\$1,290,200</b>	<b>\$1,041,200</b>	<b>\$1,225,200</b>
<b>Facilities Management</b>					
Personnel Services	620,261	657,310	706,900	692,000	818,600
Materials & Services	1,115,644	1,210,782	1,368,400	1,304,850	1,350,700
	<b>\$1,735,905</b>	<b>\$1,868,092</b>	<b>\$2,075,300</b>	<b>\$1,996,850</b>	<b>\$2,169,300</b>



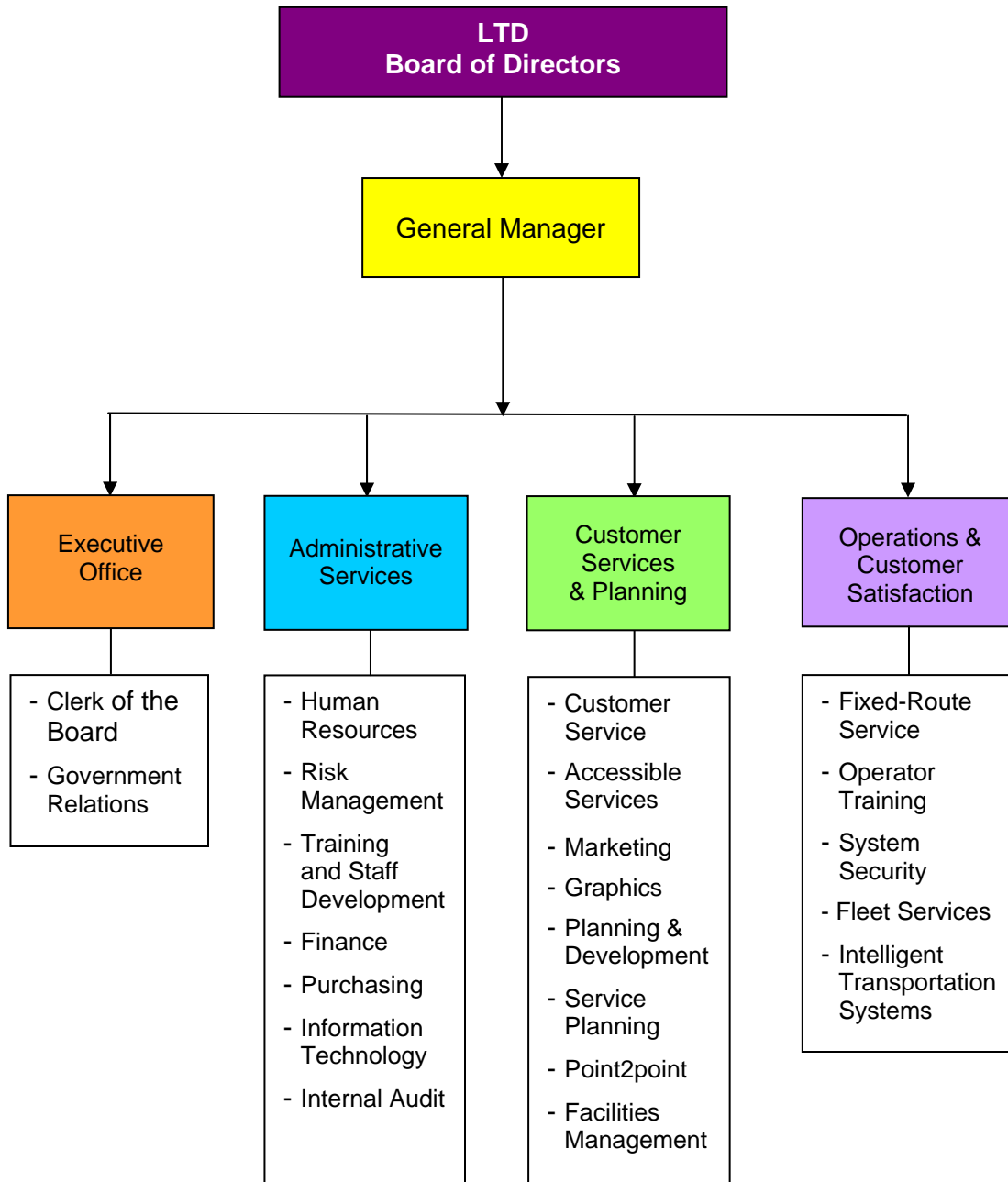
Lane Transit District  
Department Summary  
Fiscal Year 2014-2015

Department Budget	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>OPERATIONS &amp; CUSTOMER SATISFACTION</b>					
<b>Transit Operations</b>					
Personnel Services	16,084,725	16,388,187	17,522,900	17,222,300	18,440,700
Materials & Services	624,988	631,189	702,600	709,400	750,800
	<b>\$16,709,713</b>	<b>\$17,019,376</b>	<b>\$18,225,500</b>	<b>\$17,931,700</b>	<b>\$19,191,500</b>
<b>Maintenance</b>					
Personnel Services	3,880,290	3,969,933	4,190,000	4,156,100	4,525,200
Materials & Services	4,104,765	3,634,055	4,763,400	4,317,280	4,603,200
	<b>\$7,985,055</b>	<b>\$7,603,988</b>	<b>\$8,953,400</b>	<b>\$8,473,380</b>	<b>\$9,128,400</b>
<b>Transit Training</b>					
Personnel Services	221,711	230,682	188,800	244,500	211,400
Materials & Services	11,150	28,301	26,200	20,800	29,800
	<b>\$232,861</b>	<b>\$258,983</b>	<b>\$215,000</b>	<b>\$265,300</b>	<b>\$241,200</b>
<b>Intelligent Transportation Systems</b>					
Personnel Services	0	0	0	0	105,200
Materials & Services	0	0	0	0	477,100
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$582,300</b>
<b>Total</b>	<b>\$34,255,684</b>	<b>\$35,128,316</b>	<b>\$39,113,000</b>	<b>\$37,732,430</b>	<b>\$40,753,400</b>

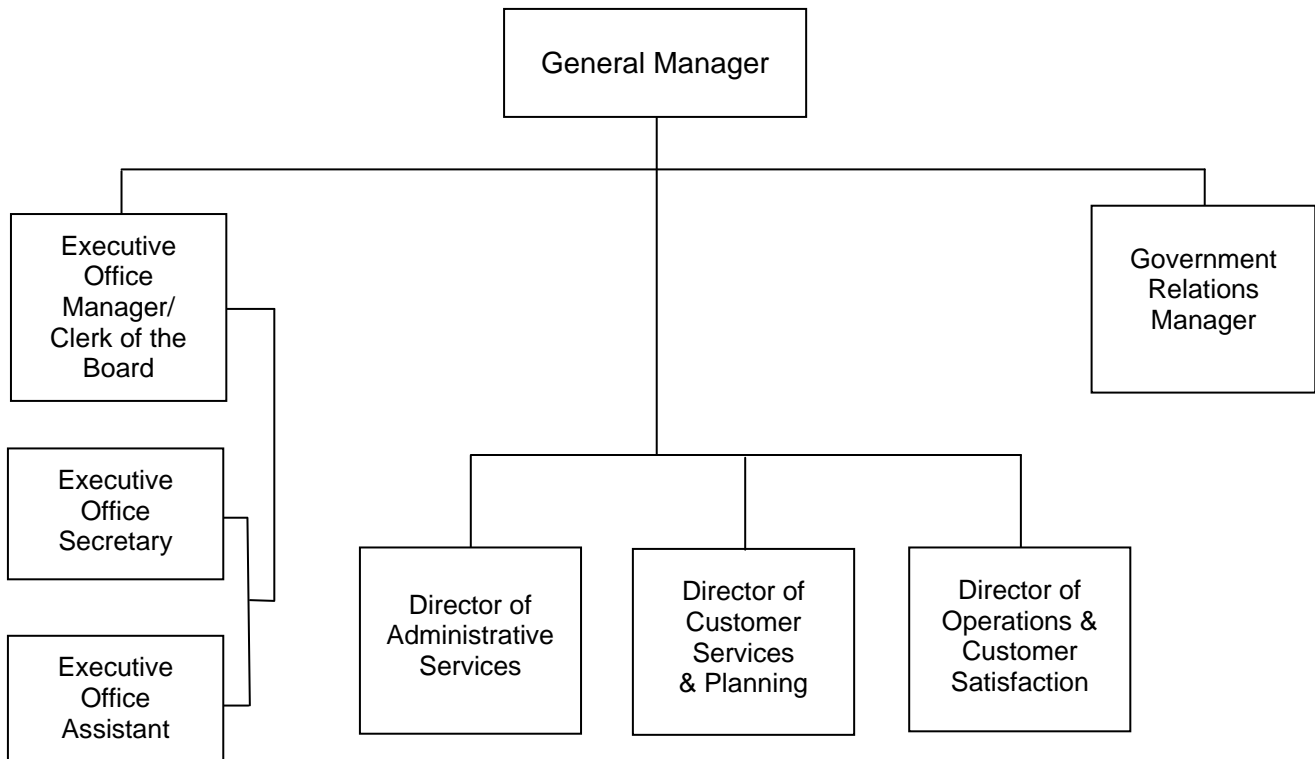
Summary by Type	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Personnel Services	25,460,045	26,612,484	28,388,700	28,155,100	29,966,300
Materials & Services	7,761,469	7,290,995	9,659,400	8,630,130	9,728,700
Insurance & Risk Services	1,034,170	1,224,837	1,064,900	947,200	1,058,400
<b>Total</b>	<b>\$34,255,684</b>	<b>\$35,128,316</b>	<b>\$39,113,000</b>	<b>\$37,732,430</b>	<b>\$40,753,400</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Executive Office	4.00	4.00	4.00	4.00	4.00
Government Relations	0.00	0.00	1.00	1.00	1.00
Human Resources	6.00	6.00	6.00	6.30	6.30
Finance	9.00	9.00	9.80	9.10	9.10
Information Technology	6.00	6.00	6.00	5.30	5.30
Internal Audit	0.00	0.00	0.00	1.10	1.10
Customer Services	6.00	6.00	6.00	6.60	6.60
Accessible Services	3.90	3.00	3.00	2.60	2.60
Marketing	5.10	6.10	7.10	7.30	8.30
Planning & Development	6.50	6.40	6.15	5.09	5.09
Service Planning	3.00	4.00	3.84	3.70	3.70
Point2point	6.28	6.28	6.38	6.08	5.08
Facilities Management	7.25	7.25	8.00	8.10	8.10
Transit Operations	195.00	201.00	201.00	201.00	200.40
Maintenance	44.00	44.00	44.00	43.00	43.40
Transit Training	1.00	1.00	1.00	1.00	1.10
Intelligent Transportation Services	0.00	0.00	0.00	2.00	2.10
<b>Total Full Time Equivalent (FTE)</b>	<b>303.03</b>	<b>310.03</b>	<b>313.27</b>	<b>313.27</b>	<b>313.27</b>

# LTD Organizational Chart



# Executive Office



## Executive Office

- Provide overall District leadership and direction.
- As principal liaison to Board of Directors, maintain appropriate systems for communication and effective working relationships.
- Communicate and advance District-wide vision, mission, goals, objectives, and strategies as established by the Board of Directors.
- Establish and maintain relationships with community business leaders, constituents, legislative bodies, public officials, professional organizations, and the general public.
- Ensure the transit system provides safe, reliable, and efficient mobility options to the public.
- Ensure adherence to state and federal rules and laws and Board-established policies and procedures.
- Ensure fiscal integrity of the system.

## Government Relations

- Manage state and federal legislative agenda and strategy; analyze proposed legislation and engage District staff when appropriate for review.
- Assist the District in securing necessary funding for capital and other projects.
- Aid District in developing constructive relationships with local, state, and federal government; and business and civic partners.



## Executive Office

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	453,293	471,372	491,500	472,000	522,000
Capital-Related Payroll	(279)	(229)	0	(5,200)	(2,800)
	<b>\$453,014</b>	<b>\$471,143</b>	<b>\$491,500</b>	<b>\$466,800</b>	<b>\$519,200</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	14,784	14,674	24,400	21,190	24,800
Office/Computer Supplies	7,739	6,043	8,600	7,380	8,600
Fuel-Administrative Vehicles	5,847	5,287	6,500	6,000	6,800
Professional Services	46,920	47,100	55,700	28,450	57,000
Training & Travel	18,625	16,504	19,000	17,700	22,500
Telecom & Network	4,461	4,483	3,600	4,520	4,600
Board of Directors Expenses	40,393	32,820	32,200	36,220	34,800
	<b>\$138,769</b>	<b>\$126,911</b>	<b>\$150,000</b>	<b>\$121,460</b>	<b>\$159,100</b>
<b>General Administration Total</b>	<b>\$591,783</b>	<b>\$598,054</b>	<b>\$641,500</b>	<b>\$588,260</b>	<b>\$678,300</b>
<b>Percent Change</b>		1.1%		-1.6%	5.7%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Manager	1.00	1.00	1.00	1.00	1.00
Executive Office Manager/Clerk of the Board	0.00	0.00	0.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	0.00	0.00
Executive Office Secretary	0.00	0.00	0.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	0.00	0.00
Executive Office Assistant	0.00	0.00	0.00	1.00	1.00
Administrative Services Assistant	1.00	1.00	1.00	0.00	0.00
<b>Total FTE</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



## Government Relations

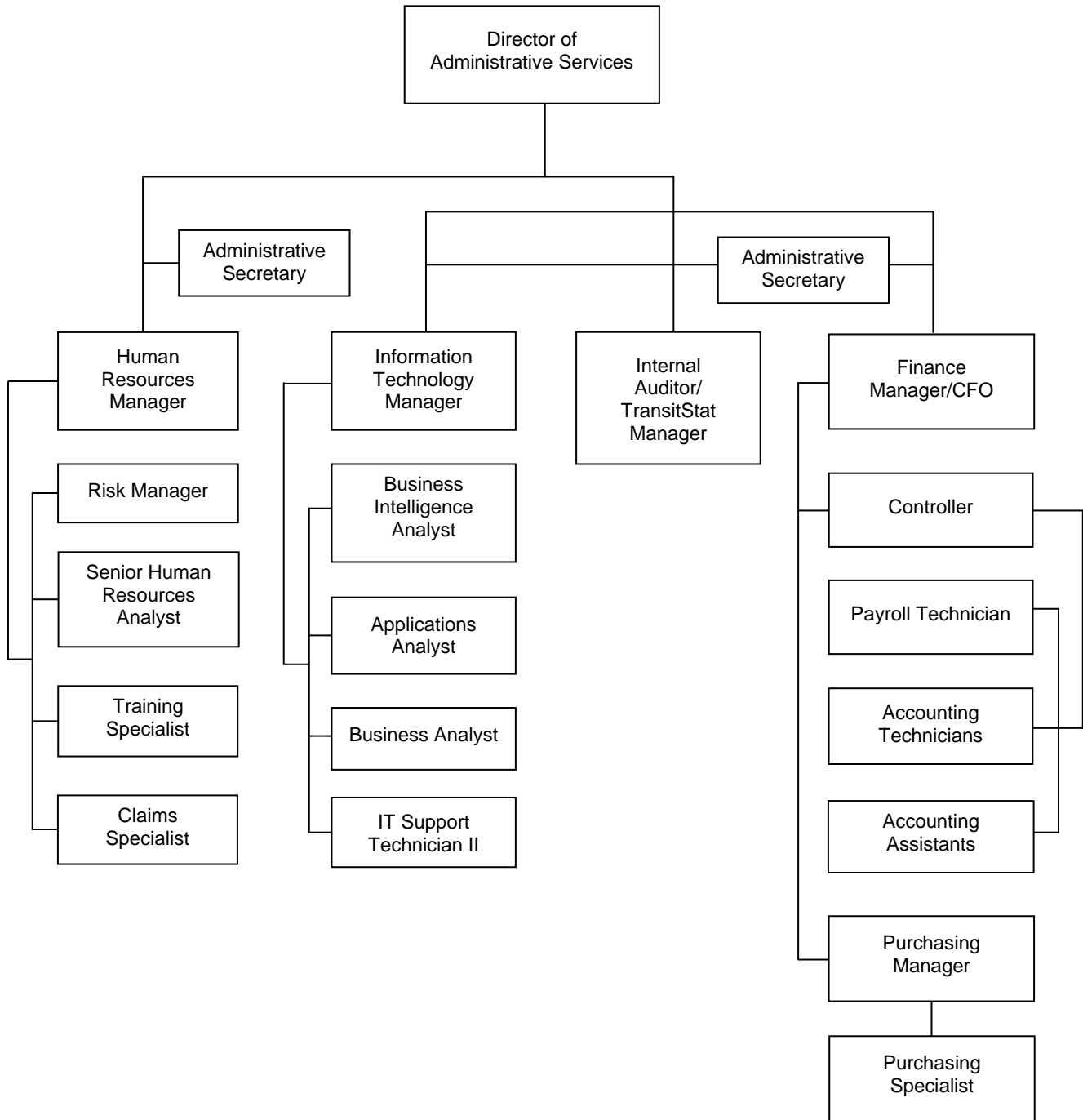
Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	0	0	117,700	80,100	112,600
	<b>\$0</b>	<b>\$0</b>	<b>\$117,700</b>	<b>\$80,100</b>	<b>\$112,600</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	54,260	55,539	60,000	57,930	68,400
Office/Computer Supplies	0	0	0	2,430	5,500
Professional Services	62,965	60,267	62,000	60,980	62,000
Training & Travel	5,915	4,009	12,000	7,500	14,500
	<b>\$123,140</b>	<b>\$119,815</b>	<b>\$134,000</b>	<b>\$128,840</b>	<b>\$150,400</b>

<b>Government Relations Total</b>	<b>\$123,140</b>	<b>\$119,815</b>	<b>\$251,700</b>	<b>\$208,940</b>	<b>\$263,000</b>
<b>Percent Change</b>		-2.7%		74.4%	4.5%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Government Relations Manager	0.00	0.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

# Administrative Services





## **Human Resources**

- Manage labor relations.
- Provide information and support services related to employee compensation and benefits, recruitment and selection, and employee relations.
- Manage the District's risk exposure.
- Manage organization-wide training.
- Administer the District's drug and alcohol testing program.
- Administer the District's pension trusts and deferred compensation programs.

## **Finance**

- Provide financial and accounting support services to the organization.
- Manage and support the District's procurement of goods and services.
- Perform internal audits of financial activity and internal controls.

## **Information Technology**

- Provide computer-related, information technology support to the organization.
- Provide support to new technology development and key technology initiatives.

## **Internal Audit**

- Manage internal audit program.
- Lead performance management efforts, including TransitStat.
- Manage National Transit Database reporting.
- Serve as compliance officer for Environmental Sustainability Management System.



## Human Resources

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	652,001	661,951	699,700	697,100	689,100
	<b>\$652,001</b>	<b>\$661,951</b>	<b>\$699,700</b>	<b>\$697,100</b>	<b>\$689,100</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	4,427	5,817	7,100	8,550	8,200
Office/Computer Supplies	1,184	1,407	1,200	1,400	2,700
Professional Services	80,243	60,791	75,100	50,000	62,000
Training & Travel	45,524	38,347	59,000	35,500	64,300
Employee Programs	24,016	27,261	49,500	42,700	59,500
Recruitment Expenses	38,968	18,320	50,000	40,000	46,100
Screening/Medical	12,171	13,618	18,400	16,650	19,800
Employee Relations	43,681	6,559	66,000	61,000	76,000
Telecom & Network	3,246	3,068	3,800	3,800	3,800
	<b>\$253,460</b>	<b>\$175,188</b>	<b>\$330,100</b>	<b>\$259,600</b>	<b>\$342,400</b>
<b>Human Resources Total</b>	<b>\$905,461</b>	<b>\$837,139</b>	<b>\$1,029,800</b>	<b>\$956,700</b>	<b>\$1,031,500</b>
<b>Percent Change</b>		-7.5%		14.3%	0.2%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Administrative Services	0.00	0.00	0.00	0.30	0.30
Director of Human Resources & Risk Management	1.00	1.00	1.00	0.00	0.00
Human Resources Manager	0.00	0.00	0.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Training Specialist	1.00	1.00	1.00	1.00	1.00
Claims Specialist	0.00	0.00	0.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	0.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.30</b>	<b>6.30</b>



## Finance

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	961,713	1,016,271	1,157,700	1,239,500	1,004,000
Capital-Related Payroll	(9,449)	(10,587)	(17,600)	(36,000)	(31,800)
	<b>\$952,264</b>	<b>\$1,005,684</b>	<b>\$1,140,100</b>	<b>\$1,203,500</b>	<b>\$972,200</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	7,512	7,256	8,500	8,500	9,400
Office/Computer Supplies	4,814	3,217	5,600	4,500	6,800
Professional Services	121,501	192,497	150,500	194,040	163,000
Training & Travel	10,235	4,466	18,000	13,500	16,000
Telecom & Network	3,684	4,245	4,400	4,500	4,600
General Maintenance/Repair	375	0	1,000	870	1,200
	<b>\$148,121</b>	<b>\$211,681</b>	<b>\$188,000</b>	<b>\$225,910</b>	<b>\$201,000</b>

<b>Finance Total</b>	<b>\$1,100,385</b>	<b>\$1,217,365</b>	<b>\$1,328,100</b>	<b>\$1,429,410</b>	<b>\$1,173,200</b>
<b>Percent Change</b>		<b>10.6%</b>		<b>17.4%</b>	<b>-11.7%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Administrative Services	0.00	0.00	0.00	0.30	0.30
Director of Finance & Information Technology	1.00	1.00	1.00	0.00	0.00
Finance Manager/Chief Financial Officer	0.00	0.00	0.00	1.00	1.00
Controller	0.00	0.00	0.00	1.00	1.00
Chief Accountant/Internal Auditor	1.00	1.00	1.00	0.00	0.00
Finance Manager	1.00	1.00	1.00	0.00	0.00
Purchasing Manager	1.00	1.00	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Purchasing Specialist	0.00	1.00	1.00	1.00	1.00
Accounting Technician	3.00	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Accounting Assistant	0.00	0.00	0.80	0.80	0.80
<b>Total FTE</b>	<b>9.00</b>	<b>9.00</b>	<b>9.80</b>	<b>9.10</b>	<b>9.10</b>



## Information Technology

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	684,589	803,981	930,200	830,600	668,800
Capital-Related Payroll	(254,387)	(160,158)	(306,600)	(161,700)	(152,400)
	<b>\$430,202</b>	<b>\$643,823</b>	<b>\$623,600</b>	<b>\$668,900</b>	<b>\$516,400</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	408	294	1,900	1,900	2,900
Office/Computer Supplies	23,896	26,877	34,900	35,450	35,500
Shop & Facility Supplies	821	950	3,700	3,700	3,700
Professional Services	41,150	12,475	65,000	65,000	75,000
Training & Travel	9,615	4,312	10,000	5,000	15,000
Telecom & Network	104,509	100,464	133,800	115,200	24,200
Computer Hardware Support	419,758	426,867	512,900	493,900	269,000
Website Support	708	2,244	1,900	1,900	1,900
Equipment Service Contracts	12,092	11,830	21,400	21,400	21,400
	<b>\$612,957</b>	<b>\$586,313</b>	<b>\$785,500</b>	<b>\$743,450</b>	<b>\$448,600</b>
Information Technology Total	<b>\$1,043,159</b>	<b>\$1,230,136</b>	<b>\$1,409,100</b>	<b>\$1,412,350</b>	<b>\$965,000</b>
Percent Change		17.9%		14.8%	-31.5%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Administrative Services	0.00	0.00	0.00	0.30	0.30
Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Senior Systems Analyst	1.00	1.00	1.00	0.00	0.00
Business Intelligence Analyst	0.00	0.00	0.00	1.00	1.00
Applications Analyst	0.00	0.00	0.00	1.00	1.00
Business Analyst	0.00	0.00	0.00	1.00	1.00
Database Administrator/Software Engineer	2.00	2.00	2.00	0.00	0.00
IT Systems Engineer	1.00	1.00	1.00	0.00	0.00
IT Support Technician II	1.00	1.00	1.00	1.00	1.00
Total FTE	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>5.30</b>	<b>5.30</b>



## Internal Audit

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	0	0	0	0	131,300
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$131,300</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Training & Travel	0	0	0	0	5,000
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>Internal Audit Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$136,300</b>
<b>Percent Change</b>		<b>0.0%</b>		<b>0.0%</b>	<b>0.0%</b>

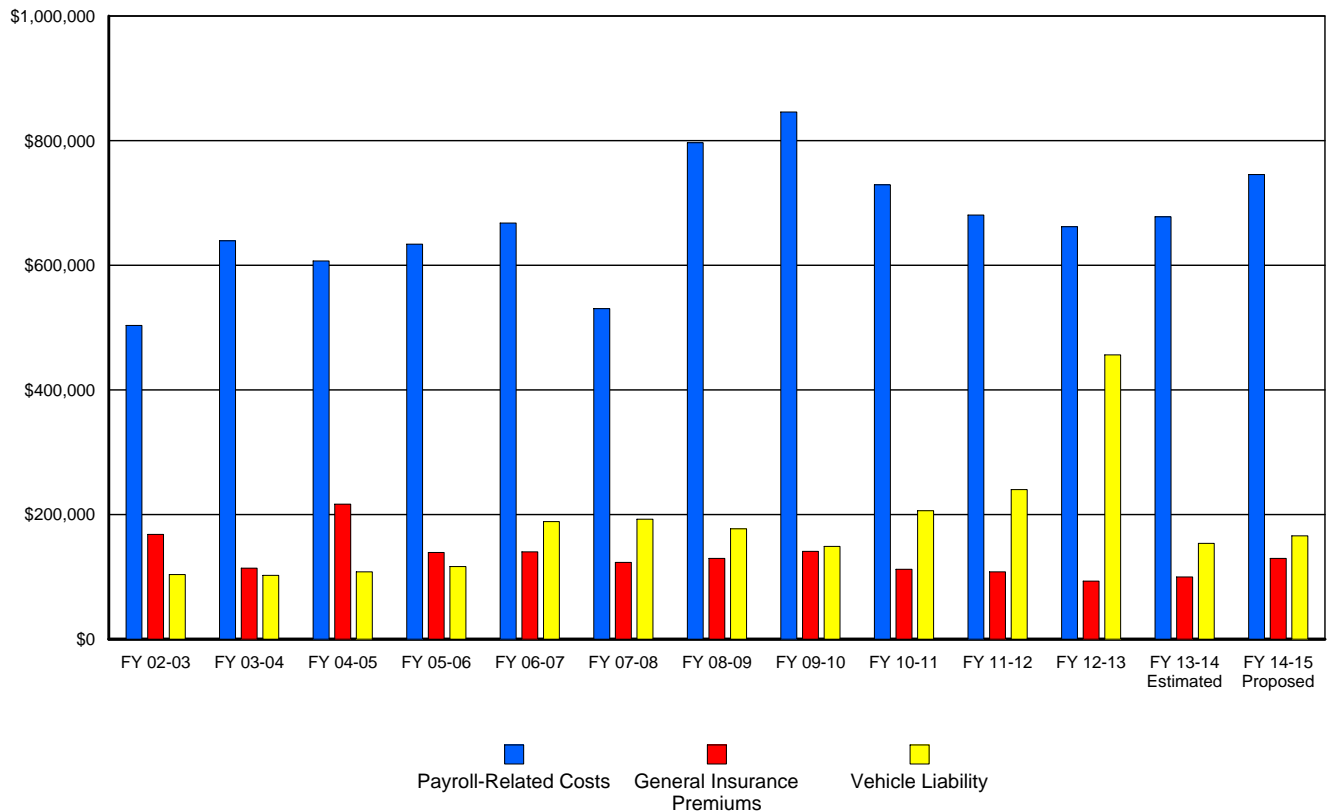
Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Administrative Services	0.00	0.00	0.00	0.10	0.10
Internal Auditor/TransitStat Manager	0.00	0.00	0.00	1.00	1.00
<b>Total FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.10</b>	<b>1.10</b>



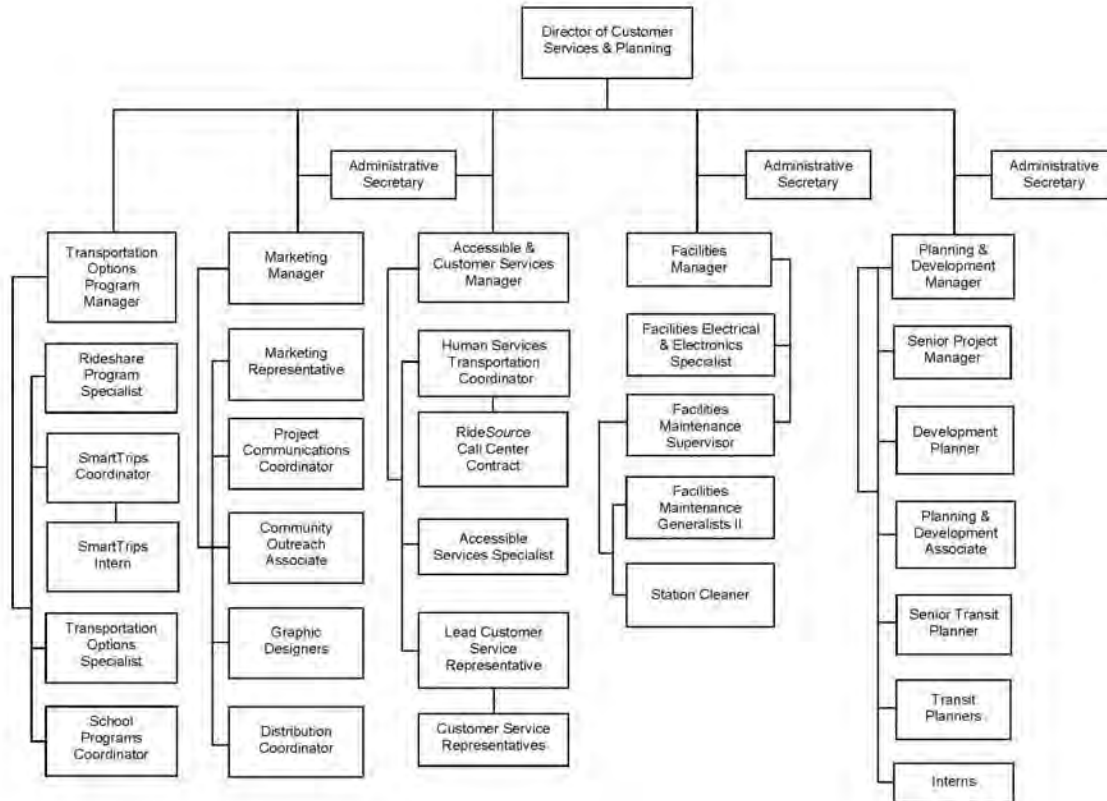
## Insurance & Risk Services

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Payroll-Related Costs	680,584	662,023	749,300	677,800	745,600
Safety	5,329	13,301	12,500	15,500	17,100
Vehicle Liability	240,080	456,184	165,000	154,000	166,000
General Insurance Premiums	108,177	93,329	138,100	99,900	129,700
	<b>\$1,034,170</b>	<b>\$1,224,837</b>	<b>\$1,064,900</b>	<b>\$947,200</b>	<b>\$1,058,400</b>
<b>Insurance &amp; Risk Services Total</b>	<b>\$1,034,170</b>	<b>\$1,224,837</b>	<b>\$1,064,900</b>	<b>\$947,200</b>	<b>\$1,058,400</b>
<b>Percent Change</b>		18.4%		-22.7%	-0.6%

### Insurance Costs 2003 - 2014



# Customer Services & Planning



## Customer Services

- Provide telephone and face-to-face trip planning for customers.
- Act as the primary sales outlet for District fare sales.
- Manage customer programs, including the EZ Access Honored Rider and Half-fare programs and lost and found.

## Accessible Services

- Manage ADA paratransit and rural service (i.e., Diamond Express, Rhody Express).
- Manage coordinated transportation brokerage (i.e., Medicaid transport, mental health, etc.).
- Advocate for universally accessible public transit policies.

## **Marketing**

- Create and maintain all content in print, on the Web, and all social media outlets that are used as strategically determined as mission critical for the District and community.
- Create all print and multimedia materials used for communications.
- Develop and aid in execution of all public relations and communication strategies for the District.

## **Planning & Development**

- Provide for short- and long-term needs assessments, planning, and implementation in the areas of transit services and alternative transportation programs.
- Collaborate and coordinate with agency partners on metropolitan planning efforts.
- Conduct corridor analysis including public engagement and technical analysis.
- Conduct environmental analysis as needed for LTD's corridor investments.
- Conduct policy and strategic analysis as needed to support LTD's strategic initiatives.
- Prepare and update LTD's Long-Range Transit Plan.
- Assist in development of LTD's Capital Improvements Program.

## **Service Planning**

- Monitor and evaluate ongoing service issues and make appropriate adjustments, generate operating statistics to inform future development and planning decisions, and determine placement of bus stops and amenities within the District's system.
- Conduct Annual Route Review to assess needs for service changes.
- Manage bid process.
- Perform several runcuts and measure results compared to the desired outcome; provide statistics to help understand the costs and impacts of potential changes to service.
- Manage service policy adherence.

## **Point2point**

- Develop and lead transportation options programs and projects for the District and Lane Metropolitan Planning Organization.
- Work with local employers, schools, and the local community conducting outreach education on transportation options services.
- Coordinate efforts with regional and state transportation options partners.

## **Facilities Management**

- Provide a safe, healthy, and functional environment for the public and employees.
- Use a life-cycle methodology that encompasses planning, design, construction, renovation, operation, and maintenance of all LTD facilities.
- Implement sustainable practices.





## Customer Services

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	0	55,185	57,900	49,900	84,200
Amalgamated Transit Union	457,605	469,742	491,300	490,300	525,400
Capital-Related Payroll	0	0	(11,600)	0	0
	<b>\$457,605</b>	<b>\$524,927</b>	<b>\$537,600</b>	<b>\$540,200</b>	<b>\$609,600</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	169	807	2,800	4,920	8,800
Office/Computer Supplies	1,521	1,742	4,000	4,950	6,300
Program Supplies	9,231	8,359	20,000	3,800	10,600
Uniforms	1,347	749	5,100	4,700	5,600
Professional Services	0	0	4,600	0	0
Training & Travel	5,650	4,973	3,500	100	6,000
Telecom & Network	4,475	3,102	5,000	5,200	5,500
	<b>\$22,393</b>	<b>\$19,732</b>	<b>\$45,000</b>	<b>\$23,670</b>	<b>\$42,800</b>

<b>Customer Services Total</b>	<b>\$479,998</b>	<b>\$544,659</b>	<b>\$582,600</b>	<b>\$563,870</b>	<b>\$652,400</b>
<b>Percent Change</b>		13.5%		3.5%	12.0%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Customer Services & Planning	0.00	0.00	0.00	0.10	0.10
Customer & Accessible Services Manager	0.00	0.00	0.00	0.50	0.50
Lead Customer Service Representative	1.00	1.00	1.00	1.00	1.00
Customer Service Representative	5.00	5.00	5.00	5.00	5.00
<b>Total FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.60</b>	<b>6.60</b>



## Accessible Services

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	311,918	304,039	248,800	247,100	281,500
Capital-Related Payroll	(192,507)	(144,459)	(110,400)	(147,700)	(143,300)
	<b>\$119,411</b>	<b>\$159,580</b>	<b>\$138,400</b>	<b>\$99,400</b>	<b>\$138,200</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Grant Funded	(31,283)	(32,270)	(22,600)	(13,800)	(21,800)
General Business Expenses	4,995	6,925	9,600	8,200	9,700
Office/Computer Supplies	0	0	3,400	0	4,600
Program Supplies	4,554	173	2,500	700	5,000
Training & Travel	3,451	4,930	3,500	6,000	7,000
Telecom & Network	21,748	21,573	26,400	24,700	26,300
	<b>\$3,465</b>	<b>\$1,331</b>	<b>\$22,800</b>	<b>\$25,800</b>	<b>\$30,800</b>

<b>Accessible Services Total</b>	<b>\$122,876</b>	<b>\$160,911</b>	<b>\$161,200</b>	<b>\$125,200</b>	<b>\$169,000</b>
<b>Percent Change</b>		<b>31.0%</b>		<b>-22.2%</b>	<b>4.8%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Customer Services & Planning	0.00	0.00	0.00	0.10	0.10
Customer & Accessible Services Manager	1.00	1.00	1.00	0.50	0.50
Accessible Services Manager	0.90	0.00	0.00	0.00	0.00
Human Services Transportation Coordinator	1.00	1.00	1.00	1.00	1.00
Accessible Services Specialist	0.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	0.00	0.00	0.00	0.00
<b>Total FTE</b>	<b>3.90</b>	<b>3.00</b>	<b>3.00</b>	<b>2.60</b>	<b>2.60</b>



## Marketing

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	496,599	556,224	685,300	650,200	698,700
Capital-Related Payroll	(101,267)	(23,655)	(112,400)	(144,200)	(109,900)
	<b>\$395,332</b>	<b>\$532,569</b>	<b>\$572,900</b>	<b>\$506,000</b>	<b>\$588,800</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Grant Funded	(2,461)	(286)	0	0	0
General Business Expenses	44,218	18,414	57,800	48,590	74,100
Office/Computer Supplies	2,410	1,422	6,500	1,500	16,600
Printed Passenger Information	25,778	24,345	33,800	30,800	48,800
Program Supplies	54,403	50,379	60,500	52,000	60,500
Project/Event Supplies	25,277	9,498	16,000	30,600	41,000
Professional Services	59,527	44,972	66,500	35,400	111,500
Training & Travel	5,436	7,723	13,000	15,000	14,000
Telecom & Network	3,796	3,060	4,000	3,400	4,900
Advertising Agency Fees	10,290	13,935	21,500	21,500	22,500
Advertising Media	45,156	33,881	68,000	68,000	99,000
Market Research & Information	68,209	6,250	15,000	2,500	7,000
	<b>\$342,039</b>	<b>\$213,593</b>	<b>\$362,600</b>	<b>\$309,290</b>	<b>\$499,900</b>

<b>Marketing Total</b>	<b>\$737,371</b>	<b>\$746,162</b>	<b>\$935,500</b>	<b>\$815,290</b>	<b>\$1,088,700</b>
<b>Percent Change</b>		1.2%		9.3%	16.4%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Customer Services & Planning	0.00	0.50	0.50	0.30	0.30
Director of Service Planning, Accessibility, & Marketing	0.50	0.00	0.00	0.00	0.00
Marketing Manager	0.00	0.00	0.00	1.00	1.00
Marketing Supervisor	0.00	1.00	1.00	0.00	0.00
Marketing Representative	2.00	1.00	1.00	1.00	1.00
Project Communications Coordinator	0.00	0.00	1.00	1.00	1.00
Community Outreach Associate	0.00	0.00	0.00	0.00	1.00
Graphic Designer	1.60	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	0.60	0.60	1.00	1.00
Distribution Coordinator	0.00	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>5.10</b>	<b>6.10</b>	<b>7.10</b>	<b>7.30</b>	<b>8.30</b>



## Planning & Development

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	627,153	623,367	650,700	601,700	594,000
Amalgamated Transit Union	516	(516)	2,500	0	0
Capital-Related Payroll	(320,065)	(262,428)	(293,100)	(254,700)	(193,800)
	<b>\$307,604</b>	<b>\$360,423</b>	<b>\$360,100</b>	<b>\$347,000</b>	<b>\$400,200</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	2,114	2,141	2,400	4,520	2,700
Office/Computer Supplies	196	0	300	200	300
Professional Services	9,721	1,225	83,500	83,000	52,500
Training & Travel	10,905	10,305	7,500	9,000	7,500
Telecom & Network	5,704	5,733	6,500	4,560	5,400
	<b>\$28,640</b>	<b>\$19,404</b>	<b>\$100,200</b>	<b>\$101,280</b>	<b>\$68,400</b>
<b>Planning &amp; Development Total</b>	<b>\$336,244</b>	<b>\$379,827</b>	<b>\$460,300</b>	<b>\$448,280</b>	<b>\$468,600</b>
<b>Percent Change</b>		<b>13.0%</b>		<b>18.0%</b>	<b>1.8%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Customer Services & Planning	0.00	0.50	0.50	0.10	0.10
Director of Service Planning, Accessibility, & Marketing	0.50	0.00	0.00	0.00	0.00
Director of Planning & Development	1.00	0.00	0.00	0.00	0.00
Planning & Development Manager	0.00	0.50	0.50	0.50	0.50
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Development Planner	1.00	1.00	1.00	1.00	1.00
Planning & Development Associate	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.75	1.15	0.90	0.90	0.90
Intern	1.25	1.25	1.25	0.59	0.59
<b>Total FTE</b>	<b>6.50</b>	<b>6.40</b>	<b>6.15</b>	<b>5.09</b>	<b>5.09</b>



## Service Planning

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	421,706	451,202	479,400	525,600	524,600
Amalgamated Transit Union	995	1,198	0	0	2,500
Capital-Related Payroll	(4,332)	(7,479)	0	(6,500)	(6,800)
	<b>\$418,369</b>	<b>\$444,921</b>	<b>\$479,400</b>	<b>\$519,100</b>	<b>\$520,300</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	427	1,879	600	300	300
Office/Computer Supplies	131	131	200	200	200
Professional Services	131	0	0	3,600	2,000
Training & Travel	2,049	4,403	5,000	1,000	4,000
Telecom & Network	3,420	3,295	3,700	4,300	4,300
	<b>\$6,158</b>	<b>\$9,708</b>	<b>\$9,500</b>	<b>\$9,400</b>	<b>\$10,800</b>
<b>Service Planning Total</b>	<b>\$424,527</b>	<b>\$454,629</b>	<b>\$488,900</b>	<b>\$528,500</b>	<b>\$531,100</b>
<b>Percent Change</b>		7.1%		16.2%	8.6%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Customer Services & Planning	0.00	0.50	0.00	0.20	0.20
Planning & Development Manager	0.00	0.50	0.50	0.50	0.50
Service Planning Manager	1.00	1.00	0.34	0.00	0.00
Senior Transit Planner	0.00	0.00	0.00	1.00	1.00
Transit Planner	2.00	2.00	3.00	2.00	2.00
<b>Total FTE</b>	<b>3.00</b>	<b>4.00</b>	<b>3.84</b>	<b>3.70</b>	<b>3.70</b>



## Point2point

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	454,577	539,740	671,900	628,000	667,800
Capital-Related Payroll	12,679	21,611	(52,800)	84,100	(500)
	<b>\$467,256</b>	<b>\$561,351</b>	<b>\$619,100</b>	<b>\$712,100</b>	<b>\$667,300</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	7,808	5,861	117,800	15,300	78,100
Office/Computer Supplies	5,001	1,233	39,800	36,000	43,700
Program Supplies	3,210	980	11,600	9,600	39,000
Professional Services	39,233	22,462	325,300	80,000	252,700
Training & Travel	9,048	12,750	5,000	6,000	6,000
Telecom & Network	5,132	5,734	4,000	5,800	5,400
Computer Hardware Support	5,775	5,900	6,600	6,600	7,000
Website Support	1,396	73	10,700	6,000	13,000
Advertising Agency Fees	585	0	0	0	0
Advertising Media	9,941	2,117	6,400	6,500	20,300
Market Research & Information	475	0	4,000	1,500	13,600
Transportation Demand Management	138,176	245,882	139,900	155,800	79,100
	<b>\$225,780</b>	<b>\$302,992</b>	<b>\$671,100</b>	<b>\$329,100</b>	<b>\$557,900</b>

<b>Point2point Total</b>	<b>\$693,036</b>	<b>\$864,343</b>	<b>\$1,290,200</b>	<b>\$1,041,200</b>	<b>\$1,225,200</b>
<b>Percent Change</b>		<b>24.7%</b>		<b>20.5%</b>	<b>-5.0%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Customer Services & Planning	0.00	0.00	0.00	0.10	0.10
Transportation Options Program Manager	1.00	1.00	1.00	1.00	1.00
Employer Program Specialist	1.00	1.00	1.00	1.00	0.00
Project Communications Coordinator	0.90	0.90	0.00	0.00	0.00
Rideshare Program Specialist	0.00	1.00	1.00	1.00	1.00
Rideshare Program Coordinator	1.00	0.00	0.00	0.00	0.00
Transportation Options Coordinator	0.00	0.00	1.00	1.00	0.00
Transportation Options Specialist	0.00	0.00	0.00	0.00	1.00
Administrative Secretary	1.00	1.00	1.00	0.00	0.00
SmartTrips Coordinator	1.00	1.00	1.00	1.00	1.00
School Programs Coordinator	0.00	0.00	0.00	0.60	0.60
Intern	0.38	0.38	0.38	0.38	0.38
<b>Total FTE</b>	<b>6.28</b>	<b>6.28</b>	<b>6.38</b>	<b>6.08</b>	<b>5.08</b>



## Facilities Management

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	570,267	615,701	707,300	687,900	823,400
Amalgamated Transit Union	78,555	76,127	73,200	74,400	76,900
Capital-Related Payroll	(28,561)	(34,518)	(73,600)	(70,300)	(81,700)
	<b>\$620,261</b>	<b>\$657,310</b>	<b>\$706,900</b>	<b>\$692,000</b>	<b>\$818,600</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Grant Funded	(14,653)	(12,668)	(20,600)	(28,500)	(61,500)
General Business Expenses	7,441	11,018	11,900	14,600	14,800
Office/Computer Supplies	2,014	3,705	5,100	1,000	3,000
Uniforms	0	1,073	1,000	500	1,000
Fuel-Administrative Vehicles	7,151	6,902	7,000	6,700	7,000
Shop & Facility Supplies	28,565	24,954	33,100	25,900	36,300
Operating Leases	0	0	100	100	100
Professional Services	183,998	132,472	106,500	100,000	107,000
Training & Travel	8,972	1,750	12,000	15,000	7,000
Telecom & Network	9,388	9,684	10,000	9,700	9,700
Utilities	181,743	323,133	363,700	345,900	398,400
Cleaning	505,402	508,312	580,000	563,500	578,500
General Maintenance/Repair	139,890	145,336	189,200	194,100	187,700
Facility Skilled Trades	47,157	50,687	63,500	48,800	54,200
Equipment Service Contracts	8,576	4,424	5,900	7,550	7,500
	<b>\$1,115,644</b>	<b>\$1,210,782</b>	<b>\$1,368,400</b>	<b>\$1,304,850</b>	<b>\$1,350,700</b>
<b>Facilities Management Total</b>	<b>\$1,735,905</b>	<b>\$1,868,092</b>	<b>\$2,075,300</b>	<b>\$1,996,850</b>	<b>\$2,169,300</b>
<b>Percent Change</b>		<b>7.6%</b>		<b>6.9%</b>	<b>4.5%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Customer Services & Planning	0.00	0.00	0.00	0.10	0.10
Facilities Manager	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Electrical & Electronics Specialist	0.00	1.00	1.00	1.00	1.00
Facilities Maintenance Specialist	1.00	0.00	0.00	0.00	0.00
Facilities Maintenance Generalist II	2.00	3.00	3.00	3.00	3.00
Facilities Maintenance Generalist I	1.00	0.00	0.00	0.00	0.00
Station Cleaner	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.25	0.25	1.00	1.00	1.00
<b>Total FTE</b>	<b>7.25</b>	<b>7.25</b>	<b>8.00</b>	<b>8.10</b>	<b>8.10</b>



## Facilities Management by Cost Center

Facilities Management Administration	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	570,267	615,701	707,300	687,900	823,400
Amalgamated Transit Union	78,555	76,127	73,200	74,400	76,900
Capital-Related Payroll	(28,561)	(34,518)	(73,600)	(70,300)	(81,700)
General Business Expenses	1,657	3,191	2,400	5,600	5,300
Office/Computer Supplies	0	0	100	0	0
Uniforms	0	1,073	1,000	500	1,000
Fuel-Administrative Vehicles	7,151	6,902	7,000	6,700	7,000
Operating Leases	0	0	100	100	100
Professional Services	7,122	5,738	5,000	1,000	5,000
Training & Travel	8,972	1,750	12,000	15,000	7,000
Telecom & Network	9,388	9,684	10,000	9,700	9,700
	<b>\$654,551</b>	<b>\$685,648</b>	<b>\$744,500</b>	<b>\$730,600</b>	<b>\$853,700</b>

Glenwood Facility	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Shop & Facility Supplies	15,669	17,377	15,500	15,600	20,100
Professional Services	1,992	0	3,000	1,000	1,000
Utilities	50,591	183,719	224,700	208,700	218,900
Cleaning	61,267	63,866	79,000	77,500	82,500
General Maintenance/Repair	50,734	60,497	71,600	99,900	69,500
Facility Skilled Trades	25,577	30,881	36,500	32,000	34,000
Equipment Service Contracts	6,921	2,350	3,500	4,050	4,000
	<b>\$212,751</b>	<b>\$358,690</b>	<b>\$433,800</b>	<b>\$438,750</b>	<b>\$430,000</b>

Stations	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	1,029	1,055	1,500	6,000	2,000
Shop & Facility Supplies	1,111	1,374	2,000	2,000	2,000
Professional Services	4,367	1,048	3,000	0	1,500
Utilities	21,590	25,246	25,000	23,000	25,000
Cleaning	43,375	47,245	55,500	70,500	60,500
General Maintenance/Repair	48,723	26,988	36,000	31,000	35,000
Warranty/Rebuilds	0	14,673	0	0	5,000
	<b>\$120,195</b>	<b>\$117,629</b>	<b>\$123,000</b>	<b>\$132,500</b>	<b>\$131,000</b>

Eugene Station	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Shop & Facility Supplies	7,102	3,296	6,000	1,000	6,000
Professional Services	1,151	0	2,500	500	2,500
Utilities	57,790	62,305	60,000	60,500	65,000
Cleaning	135,879	132,143	145,000	135,000	140,000
General Maintenance/Repair	7,968	16,320	27,800	10,700	17,700
Facility Skilled Trades	10,890	8,285	10,500	6,200	6,200
Equipment Service Contracts	1,048	1,733	1,600	2,000	2,000
	<b>\$221,828</b>	<b>\$224,082</b>	<b>\$253,400</b>	<b>\$215,900</b>	<b>\$239,400</b>

Springfield Station	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Shop & Facility Supplies	1,923	155	2,100	1,000	1,000
Professional Services	1,805	0	1,000	500	1,000
Utilities	29,262	32,238	33,500	33,200	36,000
Cleaning	69,206	71,530	85,000	80,000	85,000
General Maintenance/Repair	880	488	5,000	500	5,500
Facility Skilled Trades	10,690	11,521	16,500	10,600	14,000
Equipment Service Contracts	607	340	800	1,500	1,500
	<b>\$114,373</b>	<b>\$116,272</b>	<b>\$143,900</b>	<b>\$127,300</b>	<b>\$144,000</b>





## Facilities Management by Cost Center

<b>Park &amp; Rides</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Budget</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Proposed</b>
General Business Expenses	4,752	6,772	7,000	2,500	7,000
Professional Services	100	107	1,000	1,000	1,000
	<b>\$4,852</b>	<b>\$6,879</b>	<b>\$8,000</b>	<b>\$3,500</b>	<b>\$8,000</b>

<b>Shelters</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Budget</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Proposed</b>
General Business Expenses	3	0	1,000	500	500
Shop & Facility Supplies	225	705	3,000	1,200	1,200
Utilities	480	499	500	500	500
Cleaning	75,761	76,298	85,000	85,000	90,000
General Maintenance/Repair	571	0	5,000	6,500	6,500
	<b>\$77,040</b>	<b>\$77,502</b>	<b>\$94,500</b>	<b>\$93,700</b>	<b>\$98,700</b>

<b>Bus Stops (Signs)</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Budget</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Proposed</b>
Shop & Facility Supplies	851	64	1,000	1,000	1,000
General Maintenance/Repair	0	317	5,200	0	1,000
	<b>\$851</b>	<b>\$381</b>	<b>\$6,200</b>	<b>\$1,000</b>	<b>\$2,000</b>

<b>RideSource Facility</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Budget</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Proposed</b>
Grant Funded	(14,653)	(12,668)	(20,600)	(28,500)	(61,500)
Shop & Facility Supplies	1,308	295	1,000	2,500	3,000
Professional Services	0	661	1,000	0	0
Utilities	0	0	0	0	33,000
Cleaning	568	453	500	500	500
General Maintenance/Repair	12,777	11,295	18,100	25,500	25,000
	<b>\$0</b>	<b>\$36</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>310 Garfield</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Budget</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Proposed</b>
Professional Services	72,900	49,564	0	0	0
Utilities	3,914	0	0	0	0
General Maintenance/Repair	928	314	1,000	500	1,000
	<b>\$77,742</b>	<b>\$49,878</b>	<b>\$1,000</b>	<b>\$500</b>	<b>\$1,000</b>

<b>EmX Stations</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Budget</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Proposed</b>
Office/Computer Supplies	2,014	3,705	5,000	1,000	3,000
Shop & Facility Supplies	340	1,677	2,000	1,500	1,500
Professional Services	1,822	180	5,000	41,000	15,000
Utilities	18,116	19,126	20,000	20,000	20,000
Cleaning	119,346	116,777	130,000	115,000	120,000
General Maintenance/Repair	17,085	14,446	18,000	16,000	18,000
	<b>\$158,723</b>	<b>\$155,911</b>	<b>\$180,000</b>	<b>\$194,500</b>	<b>\$177,500</b>

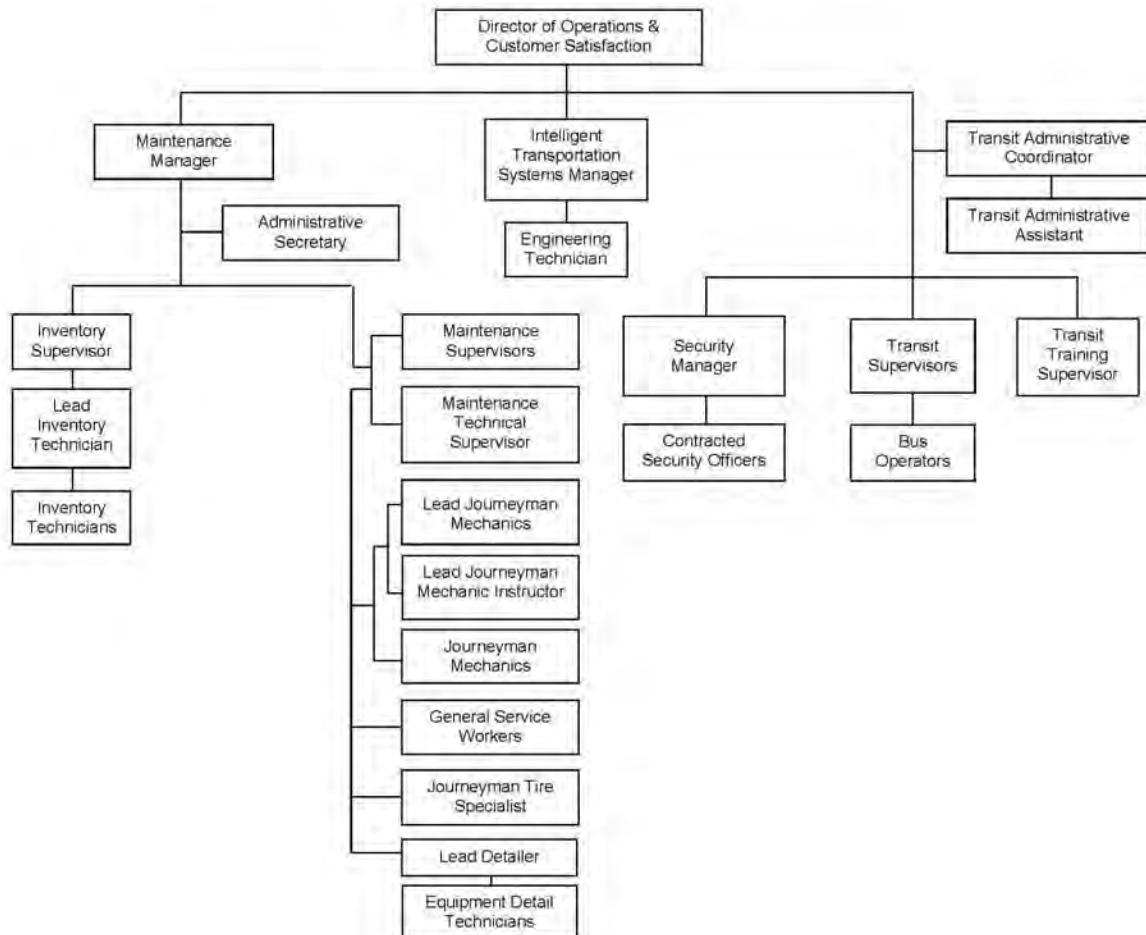
  

<b>EmX Busways</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Budget</b>	<b>FY 2013-14 Estimate</b>	<b>FY 2014-15 Proposed</b>
Shop & Facility Supplies	36	11	500	100	500
Professional Services	92,739	75,173	85,000	55,000	80,000
General Maintenance/Repair	224	0	1,500	3,500	3,500
	<b>\$92,999</b>	<b>\$75,184</b>	<b>\$87,000</b>	<b>\$58,600</b>	<b>\$84,000</b>

<b>Facilities Management by Cost Center Total</b>	<b>\$1,735,905</b>	<b>\$1,868,092</b>	<b>\$2,075,300</b>	<b>\$1,996,850</b>	<b>\$2,169,300</b>
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# Operations & Customer Satisfaction



## Maintenance

- Provide public with clean, safe, and dependable transportation services through efficient management and maintenance of bus fleet.

## Intelligent Transportation Systems

- Provide technology features that make using LTD's services safe, convenient, and efficient for our customers.

## Transit Operations

- Provide operators, supervisors, and support services necessary to implement Board-approved, fixed-route service schedules.
- Provide bus operator training.
- Provide system security functions.



## Transit Operations

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	1,797,626	1,888,724	1,901,800	2,032,100	2,003,700
Amalgamated Transit Union	14,287,099	14,499,463	15,621,100	15,191,600	16,437,000
Capital-Related Payroll	0	0	0	(1,400)	0
	<b>\$16,084,725</b>	<b>\$16,388,187</b>	<b>\$17,522,900</b>	<b>\$17,222,300</b>	<b>\$18,440,700</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	32,344	25,860	30,300	34,800	35,700
Office/Computer Supplies	2,776	2,611	3,500	3,500	3,500
Printed Transportation Supplies	547	548	800	500	800
Program Supplies	2,011	3,021	3,300	3,500	7,000
Uniforms	30,345	31,159	35,500	34,500	48,900
Fuel-Administrative Vehicles	17,341	17,089	22,500	16,700	21,700
Bus Wash & Cleaning Supplies	1,975	1,627	2,700	2,400	2,400
Safety	155	613	600	600	600
Contracted Security/Professional Services	495,601	497,951	545,600	555,000	559,300
Training & Travel	13,441	17,841	25,300	25,300	17,000
Employee Programs	2,892	9,358	8,000	8,100	24,400
Telecom & Network	25,560	23,511	24,500	24,500	29,500
	<b>\$624,988</b>	<b>\$631,189</b>	<b>\$702,600</b>	<b>\$709,400</b>	<b>\$750,800</b>

<b>Transit Operations Total</b>	<b>\$16,709,713</b>	<b>\$17,019,376</b>	<b>\$18,225,500</b>	<b>\$17,931,700</b>	<b>\$19,191,500</b>
<b>Percent Change</b>		1.9%		5.4%	5.3%

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Operations & Customer Satisfaction	0.00	0.00	0.00	0.00	0.40
Director of Transit Operations	1.00	1.00	1.00	1.00	0.00
Security Manager	0.00	0.00	0.00	1.00	1.00
Station & Security Manager	1.00	1.00	1.00	0.00	0.00
Scheduling Specialist	1.00	1.00	1.00	0.00	0.00
Transit Supervisor	12.00	12.00	12.00	13.00	13.00
Transit Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
Transit Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Bus Operator	178.00	184.00	184.00	184.00	184.00
<b>Total FTE</b>	<b>195.00</b>	<b>201.00</b>	<b>201.00</b>	<b>201.00</b>	<b>200.40</b>



## Maintenance

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	767,094	826,577	903,100	956,400	1,150,800
Amalgamated Transit Union	3,113,196	3,145,689	3,286,900	3,222,300	3,401,100
Capital-Related Payroll	0	(2,333)	0	(22,600)	(26,700)
	<b>\$3,880,290</b>	<b>\$3,969,933</b>	<b>\$4,190,000</b>	<b>\$4,156,100</b>	<b>\$4,525,200</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	993	2,897	3,900	2,950	3,900
Office/Computer Supplies	2,029	1,614	4,100	2,600	4,100
Uniforms	26,610	26,929	33,900	33,900	35,100
Fuel & Lubricants-Buses	2,946,262	2,703,092	3,404,200	3,052,380	3,260,700
Fuel-Administrative Vehicles	4,470	3,407	5,500	5,500	5,500
Parts & Tires	852,985	806,924	1,038,100	941,400	993,500
Bus Wash & Cleaning Supplies	8,728	11,787	11,600	10,200	11,500
Shop & Facility Supplies	33,476	30,390	38,500	34,400	38,300
Professional Services	1,641	1,199	125,200	121,700	125,200
Training & Travel	3,942	5,386	21,000	15,000	21,000
Telecom & Network	6,983	6,988	9,600	9,300	10,000
Utilities	150,761	0	0	0	0
General Maintenance/Repair	1,500	1,500	1,600	1,600	1,700
Equipment Service Contracts	16,358	11,892	12,000	8,500	10,000
Maintenance Contract Services-Revenue Vehicles	70,027	49,888	77,100	66,800	74,500
Warranty/Rebuilds	(22,000)	(29,838)	(22,900)	11,050	8,200
	<b>\$4,104,765</b>	<b>\$3,634,055</b>	<b>\$4,763,400</b>	<b>\$4,317,280</b>	<b>\$4,603,200</b>
<b>Maintenance Total</b>	<b>\$7,985,055</b>	<b>\$7,603,988</b>	<b>\$8,953,400</b>	<b>\$8,473,380</b>	<b>\$9,128,400</b>
<b>Percent Change</b>		<b>-4.8%</b>		<b>11.4%</b>	<b>2.0%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Operations & Customer Satisfaction	0.00	0.00	0.00	0.00	0.40
Director of Maintenance	1.00	1.00	1.00	1.00	0.00
Maintenance Manager	0.00	0.00	0.00	0.00	1.00
Maintenance Supervisor	3.00	3.00	3.00	3.00	3.00
Maintenance Technical Supervisor	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	0.00	0.00
Inventory Supervisor	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Lead Journeyman Mechanic Instructor	1.00	1.00	1.00	1.00	1.00
Lead Journeyman Mechanic	3.00	3.00	3.00	3.00	3.00
Journeyman Mechanic	17.00	17.00	17.00	17.00	17.00
Journeyman Tire Specialist	1.00	1.00	1.00	1.00	1.00
General Service Worker	6.00	6.00	6.00	6.00	6.00
Lead Inventory Technician	1.00	1.00	1.00	1.00	1.00
Inventory Technician	2.00	2.00	2.00	2.00	2.00
Lead Detailer	1.00	1.00	1.00	1.00	1.00
Equipment Detail Technician	4.00	4.00	4.00	4.00	4.00
<b>Total FTE</b>	<b>44.00</b>	<b>44.00</b>	<b>44.00</b>	<b>43.00</b>	<b>43.40</b>



## Transit Training

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	106,478	107,227	108,800	107,300	131,400
Amalgamated Transit Union	115,233	123,455	80,000	137,200	80,000
	<b>\$221,711</b>	<b>\$230,682</b>	<b>\$188,800</b>	<b>\$244,500</b>	<b>\$211,400</b>
Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	409	774	2,100	2,000	5,700
Program Supplies	20	0	200	200	200
Professional Services	3,595	5,680	8,900	6,000	6,600
Training & Travel	7,126	21,847	15,000	12,600	17,300
	<b>\$11,150</b>	<b>\$28,301</b>	<b>\$26,200</b>	<b>\$20,800</b>	<b>\$29,800</b>
<b>Transit Training Total</b>	<b>\$232,861</b>	<b>\$258,983</b>	<b>\$215,000</b>	<b>\$265,300</b>	<b>\$241,200</b>
<b>Percent Change</b>		<b>11.2%</b>		<b>2.4%</b>	<b>12.2%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Operations & Customer Satisfaction	0.00	0.00	0.00	0.00	0.10
Transit Training Supervisor	1.00	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.10</b>



## Intelligent Transportation Systems

Personnel Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Administration	0	0	0	0	192,300
Capital-Related Payroll	0	0	0	0	(87,100)
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,200</b>

Materials & Services	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
General Business Expenses	0	0	0	0	900
Office/Computer Supplies	0	0	0	0	200
Parts & Tires	0	0	0	0	6,000
Shop & Facility Supplies	0	0	0	0	2,700
Professional Services	0	0	0	0	67,000
Training & Travel	0	0	0	0	5,300
Telecom & Network	0	0	0	0	120,100
Computer Hardware Support	0	0	0	0	274,900
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$477,100</b>

<b>Intelligent Transportation Systems Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$582,300</b>
<b>Percent Change</b>		<b>0.0%</b>		<b>0.0%</b>	<b>0.0%</b>

Personnel Profile	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
Director of Operations & Customer Satisfaction	0.00	0.00	0.00	0.00	0.10
Intelligent Transportation Systems Manager	0.00	0.00	0.00	1.00	1.00
Engineering Technician	0.00	0.00	0.00	1.00	1.00
<b>Total FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.10</b>



*Accessible Services  
Fund*



**Lane Transit District  
Accessible Services Fund  
Fiscal Year 2014-2015**

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Beginning Working Capital</b>	<b>\$304,314</b>	<b>\$290,630</b>	<b>\$259,700</b>	<b>\$255,020</b>	<b>\$231,600</b>
<b>Operating Revenues</b>					
State Special Transportation Funds (STF)	540,436	425,301	527,000	583,570	1,207,100
State Transportation Operating (STO)	55,844	55,848	53,800	55,900	55,900
Federal Elderly & Disabled Funds (5310)	1,136,784	1,747,800	987,300	926,220	1,136,400
Federal Non-Urbanized Area Formula Funds (5311)	142,382	147,142	151,600	151,030	154,100
Federal Job Access/Reverse Commute (JARC) Funds (5316)	187,838	235,399	211,300	212,420	286,900
Federal New Freedom (5317)	15,588	3,866	45,800	28,800	41,600
Other Federal Grants	695,295	983,184	969,500	1,210,880	1,310,200
Medicaid Medical	28,382	0	0	0	0
Farebox	317,527	336,202	342,300	329,500	337,500
Local Funds	92,700	90,000	91,500	91,500	97,900
Miscellaneous Income	200	50	0	0	0
Interest Income	1,028	1,096	0	0	0
Transfer from General Fund	1,906,944	1,395,490	2,635,400	2,302,950	1,979,700
	<b>\$5,120,948</b>	<b>\$5,421,378</b>	<b>\$6,015,500</b>	<b>\$5,892,770</b>	<b>\$6,607,300</b>
<b>Total Resources</b>	<b>\$5,425,262</b>	<b>\$5,712,008</b>	<b>\$6,275,200</b>	<b>\$6,147,790</b>	<b>\$6,838,900</b>

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Operating Requirements</b>					
<b>Eugene/Springfield-Based Service</b>					
ADA RideSource	4,203,432	4,486,213	4,866,800	4,884,770	5,268,900
Transit Training and Hosts	122,188	138,669	142,900	121,560	150,600
Special Transport	82,440	86,599	92,700	98,390	108,100
	<b>\$4,408,060</b>	<b>\$4,711,481</b>	<b>\$5,102,400</b>	<b>\$5,104,720</b>	<b>\$5,527,600</b>
<b>Rural Lane County Services</b>					
South Lane	94,779	102,210	110,400	110,440	115,000
Florence	156,324	165,576	168,700	178,150	188,100
Oakridge	183,852	196,855	222,800	203,000	243,200
	<b>\$434,955</b>	<b>\$464,641</b>	<b>\$501,900</b>	<b>\$491,590</b>	<b>\$546,300</b>
<b>Other Services</b>					
Mobility Management	132,098	160,413	178,500	180,000	260,000
Crucial Connections	0	0	9,000	3,260	9,300
Veterans Transportation	0	0	8,600	13,200	32,000
Lane County Coordination	134,457	113,219	96,100	100,000	112,000
	<b>\$266,555</b>	<b>\$273,632</b>	<b>\$292,200</b>	<b>\$296,460</b>	<b>\$413,300</b>
<b>Total Operating Requirements</b>	<b>\$5,109,570</b>	<b>\$5,449,754</b>	<b>\$5,896,500</b>	<b>\$5,892,770</b>	<b>\$6,487,200</b>
<b>Transfer to Capital Fund</b>	<b>\$25,062</b>	<b>\$7,236</b>	<b>\$119,000</b>	<b>\$23,400</b>	<b>\$168,000</b>
<b>Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$259,700</b>	<b>\$0</b>	<b>\$183,700</b>
<b>Total Requirements</b>	<b>\$5,134,632</b>	<b>\$5,456,990</b>	<b>\$6,275,200</b>	<b>\$5,916,170</b>	<b>\$6,838,900</b>

Percentage Change Analysis	FY 2012-13 Actual compared with FY 2011-12 Actual	FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2014-15 Proposed compared with FY 2013-14 Budget
Total Resources	5.3%		7.6%	9.0%
Transfer from General Fund	-26.8%		65.0%	-24.9%
Total Requirements	6.3%		8.4%	9.0%



# Accessible Services

Through LTD's Accessible Services Fund, the District administers federal, state, and local resources to provide transportation services to older adults and people with disabilities living within Lane County. The RideSource Call Center is the focal point for access to a variety of transportation programs. Accessible Services oversees these metro and rural services:

## Metro Area Services

- **ADA Paratransit.** Paratransit service is curb-to-curb service for people who are unable to use fixed-route service because of a disabling condition and who need to travel within LTD's core service area (excluding rural routes). RideSource meets Americans with Disabilities Act (ADA) requirements for "complementary paratransit" and is operated by Special Mobility Services, a nonprofit agency.
- **ADA Shopper.** The Shopper is a once-a-week neighborhood shopping shuttle serving Eugene and Springfield. The driver assists people with their groceries and packages.
- **Transit Training and Hosts.** LTD collaborates with Alternative Work Concepts (AWC) to provide one-on-one training for people who need assistance in using The Bus! AWC has Transit Hosts who assist passengers with pre-scheduled transfers, support training activities, and provide ride and schedule information out of the downtown Eugene Station each weekday. And, the agency provides Transportation Coordination services through in-person assessments.
- **Special Transport.** White Bird Clinic arranges transportation for people unable to use traditional public transportation due to mental health issues, primarily for treatment and other essential activities.

## Rural Services

- **Diamond Express.** The Diamond Express is operated by Special Mobility Services. It makes three runs each weekday between Oakridge and the metro area as an intercity connection and is open to the general public. The midday run provides curb-to-curb assistance to better serve older adults and people with disabilities. It is supported by the Intercity Passenger Program that connects communities with a population of 2,500 to the next larger market economy and to other transportation services.
- **Rhody Express.** The Rhody Express is a local shuttle service within the City of Florence that is operated by River Cities Taxi. Service is available weekdays between 10:00 a.m. and 6:00 p.m. and is open to the general public. It is supported by the Rural General Public Program for areas with a population less than 50,000.
- **South Lane Services.** The nonprofit agency, South Lane Wheels, provides local Dial-a-Ride services that are open to the general public in Cottage Grove, Creswell, and surrounding rural areas. The agency also operates a local shuttle supported by the Rural General Public Program and takes people into Eugene and Springfield for medical appointments.

## Lane County Service

- **Escort.** Door-through-door service for people who are in need of more assistance than being picked up and dropped off at curbside. Special Mobility Services, Senior & Disabled Services' Senior Connections Program, and the Senior Companion Program all participate in the support and recruitment of volunteers. Volunteer drivers receive a per mile reimbursement for trips provided to and from appointments. The program serves older adults and people with disabilities throughout Lane County.

- **Transportation Assessments.** LTD contracts with Senior & Disabled Services, Alternative Work Concepts, and White Bird Clinic to provide comprehensive transportation assessments and services using in-person interviews.
- **RideSource Call Center.** LTD oversees the RideSource Call Center, providing a one-call number for a network of human service transportation needs. Coordination of many programs shares overhead costs while providing a high level of convenience to consumers who can call just one number to potentially access a range of transportation alternatives. Eligible transportation may be provided on RideSource vehicles or one of 22 different qualified private providers, on the bus, and even through volunteers.



*Medicaid  
Fund*



**Lane Transit District  
Medicaid Fund  
Fiscal Year 2014-2015**

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Beginning Working Capital</b>	<b>\$151,801</b>	<b>\$200,676</b>	<b>\$200,700</b>	<b>\$181,610</b>	<b>\$181,600</b>
<b>Operating Revenues</b>					
Medicaid	4,334,134	4,670,208	5,066,200	5,720,420	6,628,800
Medicaid Non-Medical	442,781	552,160	521,000	455,150	478,100
State Special Transportation Fund (STF) Operating	0	115,130	0	0	0
State Discretionary Funds	79,500	32,191	0	0	0
Interest	2,728	3,241	0	0	0
Miscellaneous	46,147	0	0	0	0
Transfer from General Fund	0	0	147,200	163,780	172,000
	<b>\$4,905,290</b>	<b>\$5,372,930</b>	<b>\$5,734,400</b>	<b>\$6,339,350</b>	<b>\$7,278,900</b>
<b>Total Resources</b>	<b>\$5,057,091</b>	<b>\$5,573,606</b>	<b>\$5,935,100</b>	<b>\$6,520,960</b>	<b>\$7,460,500</b>

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Operating Requirements</b>					
Medicaid Medical Services					
Service	3,586,696	3,843,869	4,251,900	4,665,720	5,365,700
Mobility Management	45,605	57,344	54,400	106,740	166,600
RideSource Call Center Administration	542,690	620,054	592,000	769,670	891,200
Lane Transit District Administration	159,143	167,838	167,900	178,290	205,300
	<b>\$4,334,134</b>	<b>\$4,689,105</b>	<b>\$5,066,200</b>	<b>\$5,720,420</b>	<b>\$6,628,800</b>
Medicaid Non-Medical (Waivered) Services					
Service	315,723	375,176	387,300	418,930	439,900
Mobility Management	18,624	23,598	20,400	19,900	20,900
RideSource Call Center Administration	0	103,279	0	0	0
Lane Transit District Administration	6,702	4,882	6,600	5,490	5,900
Grant Program Match Requirements	181,232	195,952	253,900	174,610	183,400
	<b>\$522,281</b>	<b>\$702,887</b>	<b>\$668,200</b>	<b>\$618,930</b>	<b>\$650,100</b>
<b>Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,700</b>	<b>\$0</b>	<b>\$181,600</b>
<b>Total Requirements</b>	<b>\$4,856,415</b>	<b>\$5,391,992</b>	<b>\$5,935,100</b>	<b>\$6,339,350</b>	<b>\$7,460,500</b>

Percentage Change Analysis	FY 2012-13 Actual compared with FY 2011-12 Actual		FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2014-15 Proposed compared with FY 2013-14 Budget
Total Resources	10.2%		17.0%	25.7%
Total Requirements	11.0%		17.6%	25.7%

# Medicaid

The Medicaid program provides transportation services to individuals who qualify for Oregon Health Plan medical coverage. With the opening of the RideSource Call Center on May 19, 2008, Lane Transit District became the countywide broker for all Medicaid non-emergency medical transportation (NEMT) trips. These are trips that qualified recipients take to and from medical services that are covered through their Medicaid benefits when they have no other means of transportation. Trip requests are taken by the Call Center and are then scheduled with the least costly, most appropriate contracted transportation provider. Trips are provided door to door in most cases.

On July 1, 2013, Lane Transit District became one of two pilot project areas to work with Coordinated Care Organizations (CCO) as a part of the State of Oregon's HealthCare Transportation Program. The local CCO for Lane County is Trillium Community Health Plans. NEMT services and payments are now integrated into the CCO system along with behavioral and dental health care services allowing a more holistic view of the customer's needs. LTD now works directly with Trillium to provide trips for individuals served under their health plan as a part of the Oregon Health Plan. For those individuals eligible for NEMT but not served through Trillium, LTD continues to work directly with the Oregon Health Authority's Department of Medical Assistance Programs.

On January 1, 2014, with the start of services under the Affordable Care Act (ACA), the RideSource Call Center saw a 30 percent increase in service requests for NEMT. This is due to the Medicaid Expansion under the ACA in which Oregon participates. As Medicaid does not have a specific open enrollment period, it is anticipated that this growth in service requests will continue to increase over the fiscal year. In addition, Trillium is encouraging their members to use the transportation benefit as a method to increase access to healthcare.

In addition to trips to medical services, a second program provides transportation services across Lane County to Medicaid recipients who have a qualifying care plan that is managed by their Senior and Disabled Services Case Manager. Local transportation is one benefit that allows people to continue to stay in their homes or other community residential setting rather than moving into a nursing care facility. Through a cost-sharing arrangement between LTD and the Department of Human Services, individuals are allowed to take trips that help keep them connected to their local community. This expands their transportation options.

There are strict guidelines a transportation provider must follow in order to provide services for the RideSource Call Center. These include specific levels of training for drivers, maintaining operational and safety standards for all vehicles, motor vehicle and criminal background checks of all drivers, specific levels of insurance coverage, and unscheduled quality assurance inspections in the field. Providers who have met these requirements and are currently registered to offer these services in Lane County include Special Mobility Services, South Lane Wheels, River Cities Taxi, and many of the local taxi and medical transport companies.



*Capital Projects  
Fund*



**Lane Transit District  
Capital Projects Fund  
Fiscal Year 2014-2015**

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Beginning Working Capital</b>	<b>\$952,723</b>	<b>\$1,516,795</b>	<b>\$1,750,500</b>	<b>\$3,394,720</b>	<b>\$5,760,600</b>
<b>Federal Grants</b>					
Urbanized Area Formula Funds (5307)	3,202,420	1,335,527	5,695,000	2,216,010	5,930,100
American Recovery & Reinvestment Act (ARRA)	3,061,888	66,306	0	0	0
Discretionary Funds (5309)	10,142,393	289,324	82,209,600	7,430,800	76,551,800
Enhanced Mobility for Seniors and Individuals with Disabilities (5310)	0	0	0	1,600	672,000
Other Funds	776,579	194,219	1,268,200	140,000	2,760,000
	<b>\$17,183,280</b>	<b>\$1,885,376</b>	<b>\$89,172,800</b>	<b>\$9,788,410</b>	<b>\$85,913,900</b>
<b>Other Resources</b>					
ConnectOregon	6,240	0	0	0	0
Other State of Oregon Grants	0	1,600,000	20,000,000	3,000,000	13,200,000
Other Local Funds	42,396	15,914	0	0	0
Miscellaneous Income	443	200	0	0	0
Transfer from General Fund	3,031,900	1,600,000	1,792,700	1,792,700	3,351,100
Transfer from Accessible Services Fund	25,062	7,236	119,000	23,400	168,000
	<b>\$3,106,041</b>	<b>\$3,223,350</b>	<b>\$21,911,700</b>	<b>\$4,816,100</b>	<b>\$16,719,100</b>
<b>Total Resources</b>	<b>\$21,242,044</b>	<b>\$6,625,521</b>	<b>\$112,835,000</b>	<b>\$17,999,230</b>	<b>\$108,393,600</b>

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed
<b>Capital Projects</b>					
<b>Frequent Transit Network</b>					
West Eugene EmX Extension	1,298,104	934,113	85,720,000	7,803,300	77,937,800
Gateway EmX Extension	1,288,065	165,126	840,000	880,200	600,000
Main Street-McVay Transportation Study	0	45,932	885,300	175,000	716,100
Northwest Eugene-LCC Transportation Study	0	0	0	12,000	638,000
EmX Vehicles	0	0	9,280,000	20,100	9,260,000
	<b>\$2,586,169</b>	<b>\$1,145,171</b>	<b>\$96,725,300</b>	<b>\$8,890,600</b>	<b>\$89,151,900</b>
<b>Other Projects</b>					
Revenue Vehicles	13,564,964	0	8,916,500	100,000	12,199,900
Passenger Boarding Improvements/Facilities	1,874,138	1,232,014	1,260,000	1,487,500	741,800
Hardware/Software	270,033	382,592	2,820,100	1,090,910	2,589,900
Intelligent Transportation Systems	2,398	19,119	688,000	13,000	375,500
Transit Security Projects	358,988	332,477	709,100	277,000	723,600
Bus-Related Equipment	0	0	450,000	0	600,000
Miscellaneous Equipment	21,102	14,384	117,000	105,000	140,000
Communications	127,735	0	150,000	0	653,800
Shop Equipment	57,303	40,859	30,000	30,000	30,000
Support Vehicles	0	19,763	150,000	102,600	100,000
Accessible Services Vehicles & Projects	862,419	44,423	700,000	142,000	840,000
	<b>\$17,139,080</b>	<b>\$2,085,631</b>	<b>\$15,990,700</b>	<b>\$3,348,010</b>	<b>\$18,994,500</b>
<b>Total Capital Projects</b>	<b>\$19,725,249</b>	<b>\$3,230,802</b>	<b>\$112,716,000</b>	<b>\$12,238,610</b>	<b>\$108,146,400</b>
<b>Reserves</b>	<b>\$0</b>	<b>\$0</b>	<b>\$119,000</b>	<b>\$0</b>	<b>\$247,200</b>
<b>Total Requirements</b>	<b>\$19,725,249</b>	<b>\$3,230,802</b>	<b>\$112,835,000</b>	<b>\$12,238,610</b>	<b>\$108,393,600</b>



*Capital  
Improvements  
Program*



# LANE TRANSIT DISTRICT



2015 - 2024

Capital Improvements Program

# Lane Transit District

## CAPITAL IMPROVEMENTS PROGRAM

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# SECTION 1: CONTEXT FOR LTD'S CAPITAL INVESTMENTS

## Creating a Livable Community

In everything Lane Transit District does, we carry the community and its aspirations forward. Transit services enable the residents of our community to connect to jobs, school, doctor's appointments, shopping, family and friends, and much more. Transit makes a significant contribution towards establishing a community identity, supporting vibrant commercial and social exchanges, improving physical health, and guiding sustainable neighborhood and regional development. In that context, we take responsibility for joining with our regional partners to create a livable community.

Coordinating and collaborating with our partners enables us to better leverage the significant investments we make in our service and capital infrastructure. As Eugene, Springfield, and surrounding communities continue to grow and regional transportation demands diversify, there is a need for LTD to connect effectively to the economic development, social equity, and environmental stewardship goals of the broader community. Integrating LTD's plans for growth and development with the goals of the communities that we serve ensures that we fully leverage our investments and are contributing most effectively to the growth and prosperity of the region's residents.

### LTD'S CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvements Program (CIP) is a 10-year framework that provides direction and guidance for LTD's capital investments. Annual revisions of the CIP consider new projects and reflect changes in strategic priorities.

LTD capital projects vary in scale in terms of size, cost, and community benefit. Some of these projects maintain existing systems, while others redefine the services provided by LTD. The underlying purpose of the CIP is to provide a structure for the implementation of LTD's long-range planning and strategies. The CIP supports all existing planning processes set forth by LTD and is intended to enhance the community's quality of life through reliable, innovative, and progressive public transportation services.<sup>1</sup>

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

The FY2015-24 CIP totals approximately \$208.4 million in projects with funding secured or identified and \$127.0 million in projects with funding not identified. Sections 2 and 3 summarize all CIP projects included in the 10-year program.

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<sup>1</sup> Lane Transit District. Strategic Plan, "The LTD Road Map." February 9, 2012.

<sup>2</sup> Metropolitan Transportation Improvement Program. <http://www.thempo.org/funding/mtip.cfm>.

## Capital Investment Priorities

Capital investment priorities are based on the fundamental strategic goals presented in the LTD Strategic Plan, as a way of guiding existing and future services. CIP priorities will undergo reevaluation coinciding with future updates to the Strategic Plan.

All long-term transportation capital investments will consider the following priorities:

1. **Deliver Exceptional Public Transportation Service:** Provide high-quality, effective, safe, and reliable service that meets the community's mobility needs and maximizes ridership.
2. **Develop Innovative Service that Reduces Dependency on the Automobile:** Provide high-quality, convenient service that attracts new riders, including those who have access to an automobile, in order to help the community meet its current and future transportation needs. The Frequent Transit Network (FTN) is a key innovative strategy that is intended to increase the transit mode share, particularly on congested corridors.
3. **Maintain LTD's Fiscal Integrity:** Satisfy both short- and long-range operational and capital needs by balancing where, when, and how to invest.

## CIP Development and Review Process

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

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

Development and Review Schedule:

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

## PROJECT FUNDING TIERS

Projects are organized into four tiers based on the availability of funding. For the purposes of this plan, LTD has documented projects that are ongoing from the previous year and are currently in design and/or construction. For purposes of capital programming, Tier I projects are the highest priority projects in that all the funding has been clearly identified. Tier II is high-priority projects with partial funding. Projects in the remaining two tiers have funding sources that are presently unidentified or unknown and could move forward if funding becomes available.

Funding tiers include the following:

**Tier I:** Highest-priority projects with full funding identified.

**Tier II:** High-priority projects that are not fully funded.

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

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

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

## PROJECT CLASSIFICATION

Projects are sorted by the following major classifications:

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

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

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

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

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

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

## SECTION 2: MASTER LIST OF ALL PROJECTS

Project	Project #	Funding Tier*	Priorities Met**	Estimate		Future Year Projections							Ten-Year Total
				FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020-2024	FY 2020-2024		
<b>Frequent Transit Network</b>				<b>\$10,007,500</b>	<b>\$22,490,000</b>	<b>\$48,120,000</b>	<b>\$37,390,000</b>	<b>\$10,750,000</b>	<b>\$20,500,000</b>	<b>\$54,600,000</b>	<b>\$193,850,000</b>		
EmX Vehicle Docking System	1	IV	1,2,3	2,000,000							2,000,000		
Franklin Boulevard Right-of-Way Redevelopment	2	IV	1,2,3		2,500,000	2,500,000					5,000,000		
Future Corridors - Alternatives Planning	3	IV	1,2,3				300,000	300,000		600,000	1,200,000		
Future Corridors - NEPA	3	IV	1,2,3						500,000	34,000,000	34,500,000		
Gateway EmX	4	I	1,2,3	100,000	600,000						600,000		
Main Street/McVay Corridor - Design & Construction	5	IV	1,2,3				10,000,000	10,000,000		10,000,000	30,000,000		
Main Street/McVay Corridor - NEPA	5	IV	1,2,3		450,000	400,000					850,000		
Main Street/McVay Corridor - Transit Feasibility Planning	5	I	1,2,3	487,500									
Northwest Eugene - Lane Community College Corridor - Alternatives Planning	6	I	1,2,3	300,000	350,000						350,000		
Northwest Eugene - Lane Community College Corridor - Design and Construction	6	IV	1,2,3						10,000,000	20,000,000	30,000,000		
Northwest Eugene - Lane Community College Corridor - NEPA	6	III	1,2,3			500,000	1,750,000				2,250,000		
Pavilion EmX Station	7	I	1,2,3	800,000									
West Eugene EmX Extension - Construction	8	I	1,2,3	500,000	11,540,000	27,200,000	15,160,000	250,000			54,150,000		
West Eugene EmX Extension - Design & Engineering	8	I	1,2,3	7,820,000	7,550,000	9,120,000	7,680,000	200,000			24,550,000		
West Eugene EmX Extension - Vehicles	8	I	1,2,3			8,400,000					8,400,000		

Project	Project #	Funding Tier *	Priorities Met **	Estimate		Future Year Projections							Ten-Year Total
				FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020-2024	FY 2020-2024		
<b>Fleet</b>				<b>\$3,496,500</b>	<b>\$9,929,000</b>	<b>\$649,050</b>	<b>\$5,900,000</b>	<b>\$12,855,000</b>	<b>\$1,130,000</b>	<b>\$25,650,000</b>	<b>\$56,113,050</b>		
Bus Engine Repower	9	I	1,3	120,000	120,000						120,000		
Energy Storage System Replacement	10	I	1,3	330,000	480,000	455,000	150,000	325,000			1,410,000		
No Emission Bus Conversion	46	III	1,2,3		3,200,000						3,200,000		
Revenue Vehicle Replacement 2017	45	II	1,3				5,600,000				5,600,000		
Revenue Vehicle Replacement 2018	11	II	1,3					11,400,000			11,400,000		
Revenue Vehicle Replacement 2018-Debt Service	11	I	1,3					1,000,000	1,000,000	5,000,000	7,000,000		
Revenue Vehicle Replacement 2021	12	II	1,3							16,000,000	16,000,000		
Revenue Vehicle Replacement 2021-Debt Service	12	I	1,3							4,000,000	4,000,000		
Shop Equipment	13	I	1,3							30,000	30,000		
Support Vehicles	14	I	1,3							94,050	94,050		
Ten Gillig 40-foot Hybrid Buses	15	I	1,3							100,000	100,000		
Three New Flyer Hybrid-Electric Articulated Buses	16	I	1,3							5,999,000	5,999,000		
				2,916,500									



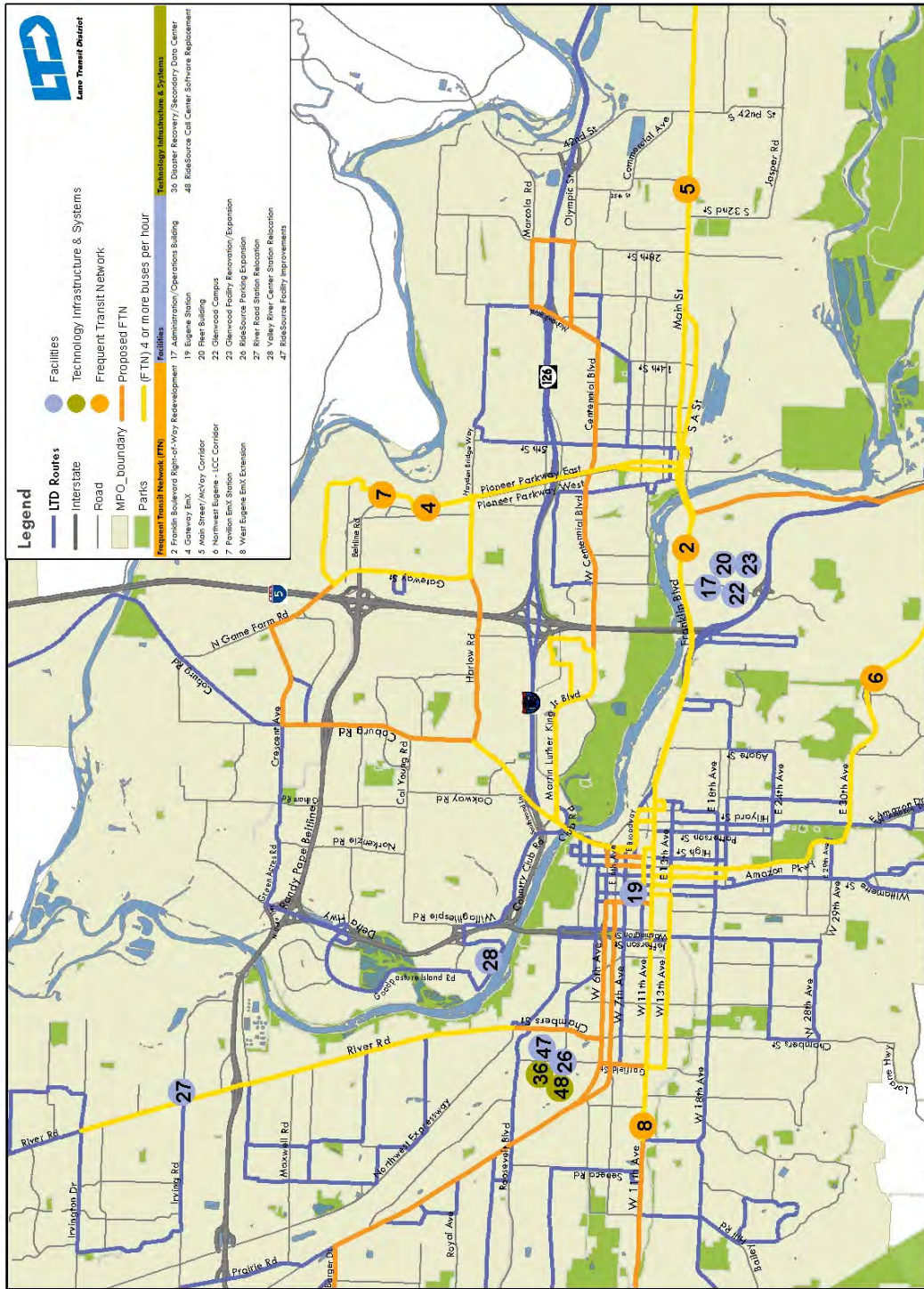
Project	Project #	Funding Tier *	Priorities Met **	Estimate	Future Year Projections										Ten-Year Total
					FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020-2024				
<b>Facilities</b>				<b>\$980,000</b>	<b>\$831,750</b>	<b>\$1,183,500</b>	<b>\$835,375</b>	<b>\$2,207,250</b>	<b>\$7,859,125</b>	<b>\$15,978,985</b>	<b>\$28,895,985</b>				
Administration/Operations Building	17	I	1,3	160,000	160,000	110,000	500,000					770,000			
Bus Stops	18	I	1,3	100,000	30,000	30,000	30,000	30,000	30,000	150,000		300,000			
Eugene Station	19	I	1,3	125,000	50,000							50,000			
Fleet Building	20	I	1,3	565,000	700,000	100,000						800,000			
Fleet Building	20	IV	1,3				100,000		120,000			120,000			
Future Park & Rides	21	IV	1,2,3	50,000	125,000	500,000			3,000,000			3,000,000			
Glenwood Campus	22	I	1,3				500,000					625,000			
Glenwood Campus	22	III	1,3							400,000		400,000			
Glenwood Facility Renovation/Expansion	23	IV	1,3							12,000,000		12,000,000			
Miscellaneous Equipment	42	I	1,3	100,000	100,000							100,000			
Miscellaneous Improvements	24	I	1,3	140,000	191,750	143,500	175,375	177,250	179,125	928,985		1,795,985			
Neighborhood Stations	25	I	1,3			200,000	30,000		30,000			260,000			
RideSource Facility Improvements	47	I	1,3		100,000							100,000			
RideSource Facility Improvements	47	IV	1,3							2,500,000		2,500,000			
RideSource Parking Expansion	26	IV	1,3					1,500,000				1,500,000			
River Road Station Relocation	27	IV	1,2,3						4,500,000			4,500,000			
Valley River Center Station Relocation	28	I	1,3		75,000							75,000			
<b>Technology Infrastructure &amp; Systems</b>				<b>\$1,402,150</b>	<b>\$3,218,514</b>	<b>\$3,220,060</b>	<b>\$592,029</b>	<b>\$692,160</b>	<b>\$556,689</b>	<b>\$3,076,018</b>	<b>\$11,355,470</b>				
Communications & Network Infrastructure	29	I	1,3	568,000	389,100	20,000	15,000	20,000	15,000	90,000		549,100			
Communications & Network Infrastructure	29	II	1,3		77,625							77,625			
Computer Hardware	30	I	1,3	231,750	233,600	56,500	37,500	191,600	47,000	521,100		1,087,300			
Computer Software	31	I	1,3	190,000	341,129	325,000	385,129	200,000	378,129	1,392,758		3,022,145			
Computer Workstations & Peripherals	32	I	1,3	23,600	76,560	18,560	59,400	73,560	21,560	250,160		499,800			
Copiers/Printers/Scanners	33	I	1,3	188,800				207,000		182,000		389,800			
Data Storage Systems	35	I	1,3		200,000		95,000		95,000	390,000		780,000			
Disaster Recovery/Secondary Data Center	36	I	1,3		525,000							525,000			
Fare Management System	37	I	1,3		100,000					250,000		350,000			
Fare Management System	37	II	1,3			2,800,000						2,800,000			
RideSource Call Center Software Replacement	48	I	1,2,3	200,000	1,000,000							1,000,000			
TransitMaster Vehicle Upgrades	38	I	1,3		275,500							275,500			

Project	Project #	Funding Tier *	Priorities Met **	Estimate		Future Year Projections						Ten-Year Total
				FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020-2024	FY 2020-2024	
<b>Safety &amp; Security</b>				<b>\$494,100</b>	<b>\$723,600</b>	<b>\$543,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,267,200</b>
Bus Security System Upgrades	39	II	1,3	411,600	411,600	411,600						823,200
Data Storage Systems	35	I	1,3			95,000						95,000
Facilities Security System Upgrades	40	I	1,3	82,500	312,000	37,000						349,000
<b>Other</b>				<b>\$5,437,800</b>	<b>\$5,577,800</b>	<b>\$5,577,800</b>	<b>\$5,577,800</b>	<b>\$5,577,800</b>	<b>\$5,577,800</b>	<b>\$5,577,800</b>	<b>\$27,049,000</b>	<b>\$54,338,000</b>
Accessible Services Vehicles	41	II	1,2,3	700,000	840,000	840,000	840,000	840,000	840,000	840,000	3,360,000	7,560,000
Miscellaneous Equipment	42	I	1,3	40,000	40,000	40,000	40,000	40,000	40,000	40,000	200,000	400,000
Preventive Maintenance	43	I	1,3	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	21,000,000	42,000,000
Transportation Options	44	I	1,2,3	497,800	497,800	497,800	497,800	497,800	497,800	497,800	2,489,000	4,378,000
<b>Project Total</b>				<b>\$ 21,818,050</b>	<b>\$ 42,770,664</b>	<b>\$ 59,294,010</b>	<b>\$ 50,295,204</b>	<b>\$ 32,082,210</b>	<b>\$ 35,623,614</b>	<b>\$ 126,354,003</b>	<b>\$ 346,419,705</b>	

\* Funding Tiers: Tier I: Highest priority projects with full funding identified.  
 Tier II: High priority projects that are not fully funded.  
 Tier III: Projects contingent upon adequate available revenue. The availability of these revenue sources could impact the ability to move Tier III projects forward.  
 Tier IV: Projects where a need exists but where no revenue source is currently identified. Should revenue sources be identified through federal, state, and local processes, these projects could move up to Tier I or Tier II.

\*\* Capital Investment Priorities: 1. Deliver Exceptional Public Transportation Service.  
 2. Develop Innovative Service that Reduces Dependency on the Automobile.  
 3. Maintain LTD's Fiscal Integrity.

# SECTION 3: CAPITAL IMPROVEMENTS PROGRAM MAP



Note: This map is illustrative and should be used for reference only. The map depicts approximate locations of existing and proposed transportation facilities as of the date of this plan. Many LTD capital projects are not site specific and are, therefore, not referenced in this map. For descriptions of these projects, refer to Appendix C. Alignments are subject to change when project-level planning is undertaken. April 2014

# SECTION 4: FUNDING SUMMARY

Funding Source	Funding Tier*	Estimate	Future Year Projections										Ten-Year Total		
			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020-2024						
<b>Federal</b>		<b>\$19,270,715</b>	<b>\$36,119,276</b>	<b>\$53,657,068</b>	<b>\$28,682,023</b>	<b>\$6,393,628</b>	<b>\$5,296,751</b>	<b>\$25,792,502</b>	<b>\$155,941,248</b>						
5307 Urbanized Area Formula Program/5339 Bus and Bus Facilities Program	I	5,749,320	6,603,711	5,298,688	4,773,923	4,875,528	4,132,651	20,804,002	46,489,503						
5307 Urbanized Area Formula Program/5339 Bus and Bus Facilities Program	II	329,280	391,380	2,569,280				320,000	2,960,660						
5307 Urbanized Area Formula Program/5339 Bus and Bus Facilities Program	III						96,000		96,000						
5307 Urbanized Area Formula Program/5339 Bus and Bus Facilities Program	IV														
5309 Bus & Bus Facilities Program-Veterans Transportation & Community Living Initiative	I	6,079,600	6,995,091	7,868,968	4,773,923	4,875,528	4,228,651	21,124,002	49,866,163						
		398,400	800,000						800,000						
5309 Small Starts	I	8,398,810	19,562,860	44,720,000	22,840,000	450,000			87,572,860						
5309 State of Good Repair	I	2,420,695	4,979,170						4,979,170						
5310 Enhanced Mobility of Seniors and Individuals with Disabilities	II	560,000	672,000	672,000	672,000	672,000	672,000	2,688,000	6,048,000						
5339 Alternatives Analysis Program	I	390,000													
LoNo Low or No Emission Vehicle Deployment Program	III		2,400,000						2,400,000						
STP-U Surface Transportation Funds-Urban	I	628,110	314,055						314,055						
STP-U Surface Transportation Program-Urban	I	396,100	396,100	396,100	396,100	396,100	396,100	1,980,500	3,961,000						
<b>State</b>		<b>\$65,360</b>	<b>\$65,360</b>	<b>\$465,360</b>	<b>\$1,465,360</b>	<b>\$65,360</b>	<b>\$65,360</b>	<b>\$326,800</b>	<b>\$2,453,600</b>						
STIP Enhanced	I	65,360	65,360	65,360	65,360	65,360	65,360	326,800	653,600						
STIP Enhanced	III			400,000	1,400,000				1,800,000						
		65,360	65,360	465,360	1,465,360	65,360	65,360	326,800	2,453,600						
<b>Local</b>		<b>\$2,481,975</b>	<b>\$4,136,028</b>	<b>\$2,271,582</b>	<b>\$1,747,821</b>	<b>\$1,423,222</b>	<b>\$1,261,503</b>	<b>\$6,134,701</b>	<b>\$16,974,857</b>						
Lane Transit District	I	2,244,655	3,055,163	1,346,262	1,214,821	1,240,222	1,054,503	5,307,701	13,218,692						
Lane Transit District	II	222,320	265,845	810,320	168,000	168,000	168,000	672,000	2,252,165						
Lane Transit District	III		800,000	100,000	350,000			80,000	1,330,000						
Lane Transit District	IV						24,000		24,000						
Other Local Funds	I	2,466,975	4,121,028	2,256,582	1,732,821	1,408,222	1,246,503	6,059,701	16,824,857						
		15,000	15,000	15,000	15,000	15,000	15,000	75,000	150,000						

Lane Transit District 2015-2024 CIP

Funding Source	Funding Tier*	Estimate FY 2014	Future Year Projections										Ten-Year Total	
			FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020-2024						
Debt Financing		\$0	\$0	\$0	\$5,600,000	\$11,400,000	\$0	\$16,000,000	\$33,000,000					
Debt Financing	II			5,600,000	11,400,000		16,000,000							33,000,000
Unidentified		\$0	\$2,450,000	\$2,900,000	\$12,800,000	\$11,800,000	\$28,000,000	\$69,100,000	\$127,050,000					
Unidentified	IV		2,450,000	2,900,000	12,800,000	11,800,000	28,000,000	69,100,000	127,050,000					
<b>Funding Total</b>		<b>\$ 21,818,050</b>	<b>\$ 42,770,664</b>	<b>\$ 59,294,010</b>	<b>\$ 50,295,204</b>	<b>\$ 31,082,210</b>	<b>\$ 34,623,614</b>	<b>\$ 117,354,003</b>	<b>\$ 335,419,705</b>					

\* Funding Tiers:  
 Tier I: Highest priority projects with full funding identified.  
 Tier II: High priority projects that are not fully funded.  
 Tier III: Projects contingent upon adequate available revenue. The availability of these revenue sources could impact the ability to move Tier III projects forward.  
 Tier IV: Projects where a need exists but where no revenue source is currently identified. Should revenue sources be identified through federal, state, and local processes, these projects could move up to Tier I or Tier II.

## SECTION 5: APPENDICES

### Appendix A: Guiding Documents

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

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

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

#### STATE

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

The Oregon Transportation Plan (OTP) is the state's long-range multimodal transportation plan. The OTP considers all modes of Oregon's transportation system as a single system and addresses the future needs of airports, bicycle and pedestrian facilities, highways and roadways, public transportation, and railroads through 2030.<sup>3</sup>

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

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

The Statewide Transportation Strategy (STS) is a long-term vision to reduce transportation-related greenhouse gas (GHG) emissions and increase our region's energy security through integrated transportation and land use planning through 2050. The STS is neither directive nor regulatory, but rather points to promising approaches that should be further considered by policymakers at the state, regional, and local levels.<sup>4</sup>

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

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

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

The Statewide Transportation Improvement Program (STIP) is Oregon's four-year transportation capital improvements program. It is the document that identifies the funding for, and scheduling of, transportation

<sup>3</sup> Oregon Transportation Plan. Policies and Plans. Oregon.gov. <http://www.oregon.gov/LCD/TGM/Pages/policies.aspx>.

<sup>4</sup> Oregon Sustainable Transportation Initiative. Oregon.gov. <http://www.oregon.gov/ODOT/TD/OSTI/Pages/STS.aspx>.

projects and programs. It includes projects on the federal, state, city, and county transportation systems, multimodal projects (highway, passenger rail, freight, public transit, bicycle and pedestrian), and projects in the National Parks, National Forests, and Indian tribal lands.<sup>5</sup>

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

### **Transportation Planning Rule**

The Transportation Planning Rule (TPR), adopted in 1991, seeks to improve the livability of urban areas by promoting changes in land use patterns and transportation systems that make it more convenient for people to drive less to meet their daily needs.<sup>6</sup>

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

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

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

## **LOCAL**

### **TransPlan**

The Eugene-Springfield Metropolitan Area Transportation Plan (TransPlan) guides regional transportation system planning and development in the Eugene-Springfield metropolitan area over a 20-year planning horizon.<sup>7</sup> TransPlan establishes the framework upon which all public agencies can make consistent and coordinated planning decisions regarding inter- and intra-jurisdictional transportation. The regional planning process ensures that the planning activities and investments of the local jurisdictions are coordinated in terms of intent, timing, and effect.

### **Regional Transportation Plan**

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

The regional planning process thus ensures that the planning activities and investments of the local jurisdictions are coordinated in terms of intent, timing, and effect. Projects in the RTP are initiated at the local and state

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<sup>5</sup> Statewide Transportation Improvement Program. Oregon.gov.

<http://www.oregon.gov/ODOT/HWY/STIP/Pages/index.aspx>. Accessed February 15, 2013.

<sup>6</sup> Transportation Planning Rule. Policies and Plans. Oregon.gov. <http://www.oregon.gov/LCD/TGM/Pages/policies.aspx>.

<sup>7</sup> Lane Council of Governments. TransPlan. <http://lcog.org/documents/TransPlan/Jul-02/Chap%201.pdf>.

level (i.e., within the planning processes of the cities of Eugene, Springfield, and Coburg; Lane Transit District; Lane County; and the Oregon Department of Transportation).<sup>8</sup>

[http://www.thempo.org/what\\_we\\_do/planning/rtp.cfm](http://www.thempo.org/what_we_do/planning/rtp.cfm)

### **Regional Transportation System Plan**

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

The development of this plan will involve the communities of Coburg, Eugene, and Springfield, including citizens, staff, and elected officials. It also will involve Lane Transit District, Point2point, Oregon Department of Transportation, Lane County, and Lane Council of Governments.<sup>9</sup> The plan is currently undergoing an update.

### **Metropolitan Transportation Improvement Program**

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

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

<http://www.thempo.org/funding/mtip.cfm>

### **Unified Planning Work Program**

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

<http://www.lcog.org/documents/upwp/CLMPO%202012-2013%20UPWP%20-%20rev05022011.pdf>

### **Transportation System Plans**

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

<sup>8</sup> Regional Transportation Plan. [http://www.thempo.org/what\\_we\\_do/planning/rtp.cfm](http://www.thempo.org/what_we_do/planning/rtp.cfm).

<sup>9</sup> Central Lane Metropolitan Planning Organization Transportation System Plan. <http://www.centrallanertsp.org/>.



These planning initiatives closely consider public input and local, regional, and state policies, plans and rules; including the Eugene Bike and Pedestrian Plan<sup>10</sup>, Oregon Highway Plan, the Regional Transportation System Plan (RTSP), and the Eugene-Springfield Metropolitan Area General Plan (Metro Plan).<sup>11</sup> Once both TSPs are adopted, these plans will inform the RTSP being prepared by Lane Council of Governments (LCOG).<sup>12</sup>

City of Eugene TSP:

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

City of Springfield TSP:

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

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

The City of Eugene, City of Springfield, Lane County, and other surrounding communities' Capital Improvement Programs (CIP) identify needs for construction of capital projects or improvements to the cities' or county's infrastructure based on various adopted long-range plans, goals, and policies. These CIPs seek to improve the safety, utility, and efficiency of the existing road network, accommodate future growth in traffic volumes, reduce maintenance costs, conserve fuel, accommodate alternative transportation modes, and promote economic development.<sup>13</sup> As noted in Eugene's CIP, "A balanced CIP is the provision of funds to preserve or enhance existing facilities and provide new assets that will aid response to service needs and community growth."<sup>14</sup>

City of Eugene CIP:

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

City of Springfield CIP:

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

Lane County CIP:

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

## **INTERNAL**

### **Strategic Plan**

The *LTD Road Map* serves as LTD's Strategic Plan and includes LTD's Vision and Mission Statements, Core Values, the basis of LTD's Brand (Our Position, Our Personality, and Our Promise), and Strategic Goals. The Strategic Plan sets forth short- and long-term strategies that provide tactical direction to guide the District's activities and programs in order to achieve the desired goals and objectives. It is currently undergoing an update.

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

### **Coordinated Human Services Transportation Plan**

The Coordinated Human Services Transportation Plan, also referred to as the Lane Coordinated Plan, supports transportation and connections for people who depend on public transportation services in Lane County. The

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<sup>10</sup> City of Eugene Transportation System Plan. <http://www.centallanertsp.org/EugeneTSP>.

<sup>11</sup> City of Springfield Transportation System Plan. <http://www.centallanertsp.org/SpringfieldTSP/Home>.

<sup>12</sup> Ibid.

<sup>13</sup> Lane County. Capital Improvement Program. <http://www.lanecounty.org/departments/pw/transplanning/pages/cip.aspx>.

<sup>14</sup> City of Eugene Capital Improvement Program. <http://www.eugene-or.gov/index.aspx?NID=371>.

plan satisfies federal requirements enacted through the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for User (SAFETEA-LU), retained under Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). This plan is currently under revision.

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

The Long-Range Transit Plan takes stock of LTD's current conditions, considers implications of the future, and identifies short- and long-term goals that can help LTD adapt to future changes and uncertainties. Traditionally, agency plans pinpoint a future goal and methodically lay out the steps to get there. Because of the current uncertainties, this long-range transit plan takes a different tack. It lays the foundation for future decisions by identifying the strategies for responding to specific trends. Recognizing that reality will likely be different than predictions, the plan also establishes a process for revisiting decisions and recalibrating actions to fulfill LTD's vision.

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

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

### ***Point2Point Strategic Plan***

The Point2Point Strategic Plan is a blueprint to strengthen our area's ability to curtail the growth in vehicle miles traveled and the use of single-occupancy vehicles through innovative transportation programs and services. The plan is based upon the premise that a comprehensive, cross-jurisdictional approach to managing the demand for road use will result in more effective and innovative planning and services.

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

## Appendix B: Funding Sources

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

### FEDERAL FUNDING PROGRAMS

Federal funding programs are enacted through a series of transportation bills. In 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU guaranteed funding for highways, highway safety, and public transportation and represented the largest surface transportation investment in our nation's history. The two landmark bills that brought surface transportation into the 21<sup>st</sup> century—the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)—shaped the highway program to meet the nation's changing transportation needs. SAFETEA-LU enhanced these existing programs by supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure.<sup>15</sup>

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

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

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

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

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

- **Surface Transportation Program**

The Federal Surface Transportation Program (STP) is a block grant program replacing federal-aid systems and is available for all roads not functionally classified as local or rural minor collector. Transit capital projects and bicycle-pedestrian projects also are eligible under this program.<sup>16</sup>

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

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<sup>15</sup> Federal Highway Administration. A Summary of Highway Provisions in SAFETEA-LU. <http://www.fhwa.dot.gov/safetealu/summary.htm>.

<sup>16</sup> Lane Council of Governments. Metropolitan Transportation Improvement Program. 2012.

funding with local discretion, and may be permitted for use as flex funds for Federal Transit Administration-related projects.<sup>17</sup>

- **FTA Section 5307 Funds**

Section 5307 funds are distributed on a statutory formula basis to support capital, operating, and planning expenditures for publicly owned transit systems. LTD anticipates receipt of some funding from this program in the next few years. When used for capital or planning projects, Section 5307 funds have a funding ratio of 80 percent federal and 20 percent local; when used for operations, the maximum federal percentage is 50 percent.<sup>18</sup>

- 5307 URBANIZED AREA FORMULA FUNDS: Section 5307 Urbanized Area Formula Funds makes funds available to urbanized areas and to states for transit capital and operating assistance in urbanized areas, and for transportation related planning. Eligible activities include planning, engineering design and evaluation of transit projects, capital investments in bus and bus-related activities, and capital investments in new and existing fixed-guideway systems.<sup>19</sup>
- 5307 AMERICAN RECOVERY AND REINVESTMENT ACT: Section 5307 American Recovery and Reinvestment Act implements tax cuts, funding for entitlement programs and federal contracts, grants, and loans. The Act seeks to (1) create new jobs and save existing ones, (2) spur economic activity and invest in long-term growth, and (3) foster unprecedented levels of accountability and transparency in government spending.<sup>20</sup>

- **FTA Section 5309 Funds**

Section 5309 funds are available for transit capital improvements. Funds are administered by the FTA regional office and are granted on a project-by-project basis. Lane Transit District (LTD) anticipates receiving some Section 5309 funds during the next five years. Should these funds be available, they will be used to finance one-time capital improvements. The funding ratio for these funds is 80 percent federal and 20 percent local.<sup>21</sup>

- 5309 BUS AND BUS FACILITIES: Section 5309 Bus and Bus Facilities provides capital assistance for three primary activities: (1) new and replacement buses and facilities, (2) modernization of existing rail systems, and (3) new fixed-guideway systems.<sup>22</sup>
- 5309 SMALL STARTS: Section 5309 Small Starts Program provides grant funds for capital costs associated with new fixed- and non-fixed (e.g., bus rapid transit) guideway systems, extensions, and bus corridor improvements. Requests must be for under \$75 million in Small Starts funds, and total project costs must be under \$250 million.<sup>23</sup>

- **FTA Section 5310**

5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES: Section 5310 provides funding to enhance the mobility of seniors and persons with disabilities. The funds are allocated to ODOT for all areas under 200,000 in population and to Lane Transit District as a direct recipient for

<sup>17</sup>Central Lane Metropolitan Planning Organization. Metropolitan Transportation Improvement Program. <http://www.thempo.org/funding/mtip.cfm>.

<sup>18</sup> Lane Council of Governments. Metropolitan Transportation Improvement Program. 2012.

<sup>19</sup> Federal Transit Administration. Urbanized Area Formula Program (5307).

[http://www.fta.dot.gov/grants/13093\\_3561.html](http://www.fta.dot.gov/grants/13093_3561.html).

<sup>20</sup> The Recovery Act. [http://www.recovery.gov/About/Pages/The\\_Act.aspx](http://www.recovery.gov/About/Pages/The_Act.aspx).

<sup>21</sup> Lane Council of Governments. Metropolitan Transportation Improvement Program. 2012.

<sup>22</sup> Federal Transit Administration. Bus and Bus Facilities (5309, 5318). [http://www.fta.dot.gov/grants/13094\\_3557.html](http://www.fta.dot.gov/grants/13094_3557.html).

<sup>23</sup> Federal Transit Administration. Capital Investment Program: New Starts, Small Starts and Core Capacity Improvement Projects. [http://www.fta.dot.gov/12347\\_5221.html](http://www.fta.dot.gov/12347_5221.html).

the Eugene/Springfield Urbanized Area. The funds may go to private, nonprofit organizations or to public bodies that coordinate service. ODOT is currently recommending an allocation formula based on operating miles and population. The Oregon Transportation Commission (OTC) will make a decision on the allocation formula for the funds to be distributed for all areas under 200,000 in population when it adopts the transit section of the ODOT Transportation Improvement Program (STIP).<sup>24</sup>

- **FTA Section 5339**

5339 BUS AND BUS FACILITIES FORMULA: Section 5339 Bus and Bus Facilities Formula, is a fairly new MAP-21 program providing capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.<sup>25</sup>

## STATE FUNDING PROGRAMS

### **Statewide Transportation Improvement Program—Enhance**

Statewide Transportation Improvement Program—Enhance funds are available for environmental programs such as pedestrian and bicycle activities and mitigation of water pollution due to highway runoff. The Enhance program receives 24 percent of the statewide funding programmed in the Statewide Transportation Improvement Program (STIP).<sup>26</sup>

Enhance projects must have a direct relationship to the intermodal transportation system and go beyond what is customarily provided as environmental mitigation. Requests for Enhance funds will be submitted to the Oregon Department of Transportation (ODOT) and the Oregon Transportation Commission (OTC) as part of the metropolitan planning process.

Two committees within our area—the Metropolitan Policy Committee (MPC) of the Central Lane Metropolitan Planning Organization (MPO) and the Lane Area Commission on Transportation (LaneACT) make recommendations to ODOT regarding prioritization of STIP funds and each body considers public comments submitted by e-mail and at public hearings.

<http://www.oregon.gov/odot/td/stip/Pages/default.aspx>

### **Oregon State Lottery Funds**

Oregon State Lottery funds are awarded for various public services throughout the state of Oregon. Oregonians vote to approve the broad categories that receive Oregon Lottery funds. Over the years, voters have approved constitutional amendments allowing lottery funds to be used for economic development (1984), public education (1995), and natural resources (1998). Some funds are constitutionally dedicated by voters. Then, every two years, Oregon's Legislature and Governor appropriate the remainder of lottery funds within those categories approved by voters.

<http://www.oregonlottery.org/>

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<sup>24</sup> Lane Council of Governments. Metropolitan Transportation Improvement Program. 2012.

<sup>25</sup> Federal Transit Administration. MAP-21. [http://www.fta.dot.gov/documents/MAP-21\\_Fact\\_Sheet\\_-\\_Bus\\_and\\_Bus\\_Facilities.pdf](http://www.fta.dot.gov/documents/MAP-21_Fact_Sheet_-_Bus_and_Bus_Facilities.pdf).

<sup>26</sup> Lane Council of Governments. Metropolitan Transportation Improvement Program. 2012.

## Appendix C: Project Descriptions

Frequent Transit Network		
EmX Vehicle Docking System (1)	Funding Tier(s): IV	Priorities: 1,2,3
LTD is currently involved in a demonstration project for vehicle automated assistance technology. This technology allows for automated guidance of the bus that will allow for precision docking at EmX stations. This project is for the purchase and installation of this technology.		
Franklin Boulevard Right-of-Way Redevelopment (2)	Funding Tier(s): IV	Priorities: 1,2,3
The City of Springfield is currently planning on redeveloping Franklin Boulevard from Interstate 5 to Old Franklin Road. This project is for the redevelopment of EmX service within this project area.		
Future Corridors (3)	Funding Tier(s): IV	Priorities: 1,2,3
Alternatives planning, environmental work required by the National Environmental Policy Act (NEPA), design, and construction of future improvements along frequent transit corridors. Future corridors will be studied to determine if there is a need for transit improvements. If a need is identified, a locally preferred alternative (LPA) will be selected. NEPA analysis of the LPA will be submitted to the Federal Transit Administration (FTA) for approval. Design and construction will occur only after NEPA approval.		
Gateway EmX (4)	Funding Tier(s): I	Priorities: 1,2,3
Completion of the Gateway EmX Extension project, including the installation of passenger information and security cameras at the stations and the completion of the Before and After Study, which is a Small Starts requirement.		
Main Street/McVay Corridor (5)	Funding Tier(s): I,IV	Priorities: 1,2,3
A feasibility study is currently being performed along Main Street in Springfield to Lane Community College. If a need is identified, a Locally Preferred Alternative (LPA) will be selected. After the selection of the LPA, this project would include environmental work required by the National Environmental Policy Act (NEPA), design, and construction of improvements along the corridor. Design and construction will occur only after NEPA approval by the Federal Transit Administration (FTA).		
Northwest Eugene - Lane Community College Corridor (6)	Funding Tier(s): I,III,IV	Priorities: 1,2,3
Alternatives planning, environmental work required by the National Environmental Policy Act (NEPA), design, and construction of future improvements along the Northwest Eugene-Lane Community College corridor. This corridor will be studied to determine if there is a need for transit improvements. If a need is identified, a Locally Preferred Alternative (LPA) will be selected. NEPA analysis of the LPA will be submitted to the Federal Transit Administration (FTA) for approval. Design and construction will occur only after NEPA approval.		
Pavilion EmX Station (7)	Funding Tier(s): I	Priorities: 1,2,3
Design and construction of an additional Gateway EmX station at the RiverBend Medical Center. The need for an additional station was identified at the north end of the RiverBend complex to serve the Physicians and Surgeons building.		

Frequent Transit Network (cont'd)		
West Eugene EmX Extension (8)	Funding Tier(s): I	Priorities: 1,2,3
Design, engineering, construction, and the purchase of vehicles for the West Eugene EmX Extension. This extension of the EmX Green Line from the Eugene Station to Commerce Street and West 11th Avenue has received a Finding of No Significant Impact (FONSI) from the Federal Transit Administration (FTA) and has been awarded funding from the FTA.		
Fleet		
Bus Engine Repower (9)	Funding Tier(s): I	Priorities: 1,3
The 770-series buses may need to be repowered. The original engines in these buses are Detroit Diesel Series 50's, which Detroit Diesel no longer supports. If these engines become unserviceable, engines will be exchanged for a rebuilt engine or have an in frame overhaul performed.		
Energy Storage System Replacement (10)	Funding Tier(s): I	Priorities: 1,3
Replacement of batteries, dual parallel inverter modules, and other energy storage system components in hybrid-electric buses.		
No Emission Bus Conversion (46)	Funding Tier(s): III	Priorities: 1,2,3
Remanufacture of five 40-foot low-floor diesel buses to Zero Emission Propulsion System (ZEPS) buses. The buses will be reconditioned to a like new condition with an all battery electric powered drivetrain system.		
Revenue Vehicle Replacement 2017 (45)	Funding Tier(s): II	Priorities: 1,3
Purchase of five hybrid-electric articulated buses to replace the 770 series articulated buses that have met their useful life expectancy.		
Revenue Vehicle Replacement 2018 (11)	Funding Tier(s): II	Priorities: 1,3
The purchase of 18 new hybrid-electric 40-foot buses to replace aging diesel-powered vehicles. These hybrid-electric buses will provide lower emissions and better fuel economy. These buses are scheduled to be purchased using debt financing that will be repaid using Urbanized Area Formula Funds (5307).		
Revenue Vehicle Replacement 2021 (12)	Funding Tier(s): II	Priorities: 1,3
The purchase of 22 new hybrid-electric buses (sixteen 40-foot and six EmX articulated) to replace aging 40-foot diesel and first generation EmX vehicles. These buses are scheduled to be purchased using debt financing that will be repaid using Urbanized Area Formula Funds (5307).		
Shop Equipment (13)	Funding Tier(s): I	Priorities: 1,3
Purchase of equipment to service vehicles to keep them in a state of good repair. Purchases include a brake lathe for servicing disc brakes, a floor scrubber, a forklift, and other equipment.		

Fleet (cont'd)		
Support Vehicles (14)	Funding Tier(s): I	Priorities: 1,3
The purchase of vehicles used to support operations including vehicles used for operations supervision, facilities services, and other operations and administrative requirements.		
Ten Gillig 40-foot Hybrid Buses (15)	Funding Tier(s): I	Priorities: 1,3
Purchase of ten 40-foot, hybrid-electric, low-floor buses in 2015 to replace aging vehicles within the fleet. These hybrid-electric buses will replace diesel buses and provide lower emissions and better fuel economy.		
Three New Flyer Hybrid-Electric Articulated Buses (16)	Funding Tier(s): I	Priorities: 1,3
Purchase of three hybrid-electric articulated buses in 2014 to replace aging buses in the fleet. These hybrid-electric buses will replace 40-foot diesel buses and provide lower emissions, better fuel economy, and increased capacity.		
Facilities		
Administration/Operations Building (17)	Funding Tier(s): I	Priorities: 1,3
Improvements at the Glenwood Administration/Operations Building to keep the building functional and in a state of good repair. This building is 23 years old and many materials and systems need to be updated. Improvements include roof replacement, updating HVAC systems and controls, and energy upgrades.		
Bus Stops (18)	Funding Tier(s): I	Priorities: 1,3
Improvements to bus stops including the installation of shelters and bus stop sign/pole replacements, and curb and sidewalk repair.		
Eugene Station (19)	Funding Tier(s): I	Priorities: 1,3
Improvements at the Eugene Station located at 11th Avenue and Willamette Street in downtown Eugene. Improvements include the modification of the exterior doors, accessibility improvements, and updates at the Customer Service Center to improve the customer experience.		
Fleet Building (20)	Funding Tier(s): I,IV	Priorities: 1,3
Improvements to the Fleet Building located on the LTD Glenwood campus. Improvements include roof replacement and the installation of vehicle lifts in two bays that currently do not have lifts.		
Future Park & Rides (21)	Funding Tier(s): IV	Priorities: 1,2,3
Siting, design, and construction of new Park & Ride facilities.		
Glenwood Campus (22)	Funding Tier(s): I,III	Priorities: 1,3
Improvements to facilities on the Glenwood campus not related to the Administration/Operations or Fleet Buildings. Improvements include roof replacement, security improvements, and bus lot expansion.		



Facilities (cont'd)		
Glenwood Facility Renovation/Expansion (23)	Funding Tier(s): IV	Priorities: 1,3
Major renovation/expansion of the Glenwood Administrative/ Operations Building.		
Miscellaneous Equipment (42)	Funding Tier(s): I	Priorities: 1,3
The purchase of miscellaneous equipment required for the administration/operation of transportation services. This could include replacement of office furniture and non-computer equipment.		
Miscellaneous Improvements (24)	Funding Tier(s): I	Priorities: 1,3
Miscellaneous transit enhancements and improvements to passenger boarding and other facilities that are currently unidentified. This money is programmed to enable LTD to more nimbly respond to needs as they arise.		
Neighborhood Stations (25)	Funding Tier(s): I	Priorities: 1,3
Improvements at stations other than the primary Eugene and Springfield stations. Improvements include roof replacement at Amazon Station, improvements at River Road and Lane Community College stations, and the installation of electric charging stations at Park & Ride facilities.		
RideSource Facility Improvements (47)	Funding Tier(s): I,IV	Priorities: 1,3
Remodel and/or expansion of the RideSource facility located on Garfield Street		
RideSource Parking Expansion (26)	Funding Tier(s): IV	Priorities: 1,3
Expansion of the parking lot at the RideSource Facility on Garfield Street to accommodate more vehicles.		
River Road Station Relocation (27)	Funding Tier(s): IV	Priorities: 1,2,3
The acquisition, design, and construction of a new River Road Station that may be sited farther north along the River Road travel corridor.		
Valley River Center Station Relocation (28)	Funding Tier(s): I	Priorities: 1,3
The relocation of the Valley River Center station to a location that improves travel time for buses and access for passengers.		
Technology Infrastructure & Systems		
Communications & Network Infrastructure (29)	Funding Tier(s): I,II	Priorities: 1,3
Purchase and installation of communications and network systems/equipment that support transmission of electronic signals/data necessary to perform business and operations functions. This infrastructure includes fiber optic cable plants, copper cable plants, private radio voice and data networks, cellular radio networks, telephone systems, microwave links, and external communications services from public and private partnerships.		

<b>Technology Infrastructure &amp; Systems (cont'd)</b>		
<b>Computer Hardware (30)</b>	<b>Funding Tier(s): I</b>	<b>Priorities: 1,3</b>
Purchase and installation of servers and related equipment that supports core data processing functions.		
<b>Computer Software (31)</b>	<b>Funding Tier(s): I</b>	<b>Priorities: 1,3</b>
Purchase and installation of computer software for data center functions (operating systems, database systems, diagnostic, management and monitoring systems, IT security systems), enterprise-grade solutions related to business and service delivery functions (financial management, human resources management, service planning/scheduling management, operations work assignments management, computer assisted dispatching, fleet maintenance management, facilities maintenance management, facilities systems management, facility and vehicle security management, operational data collection), office productivity solutions (word processing, spreadsheets, presentations, voice, video and text-based communications, contact management, data analysis tools, reporting tools), GIS data management tools, and other software that supports the delivery of transportation services.		
<b>Computer Workstations &amp; Peripherals (32)</b>	<b>Funding Tier(s): I</b>	<b>Priorities: 1,3</b>
Purchase and installation of computer workstations and peripherals (monitors, keyboards, etc.)		
<b>Copiers/Printers/Scanners (33)</b>	<b>Funding Tier(s): I</b>	<b>Priorities: 1,3</b>
Purchase and installation of copiers, printers, and scanners.		
<b>Data Storage Systems (35)</b>	<b>Funding Tier(s): I</b>	<b>Priorities: 1,3</b>
Purchase and installation of data storage systems that hold LTD's electronic data.		
<b>Disaster Recovery/Secondary Data Center (36)</b>	<b>Funding Tier(s): I</b>	<b>Priorities: 1,3</b>
The purchase and installation of systems at the RideSource facility that will provide data center services for business units at this location while providing a secondary data center and disaster recovery location for Lane Transit District separate from the Glenwood facility.		
<b>Fare Management System (37)</b>	<b>Funding Tier(s): I,II</b>	<b>Priorities: 1,3</b>
Purchase and installation of a fare management system to implement advances in fare media and payment collection. The intent of implementing a fare management system is to simplify the purchase, verification, and accounting of fares.		
<b>RideSource Call Center Software Replacement (48)</b>	<b>Funding Tier(s): I</b>	<b>Priorities: 1,2,3</b>
The purchase and installation of replacement software for the RideSource Call Center. Funds for this project were provided by the Federal Transit Administration's Veterans Transportation and Community Living Initiative (VTCLI) which funds improvements at one call/one ride call centers that support transportation for veterans.		

Technology Infrastructure & Systems (cont'd)		
TransitMaster Vehicle Upgrades (38)	Funding Tier(s): I	Priorities: 1,3
Upgrades to vehicle-based TransitMaster system equipment that replaces end-of-life components. The TransitMaster system connects the vehicle and its operator with LTD's operations dispatchers. This system provides the data streams used to present current tactical status of LTD's fixed-route service, real-time passenger information, on-board ADA announcements, automatic destination sign changes, automatic passenger counts, automatic vehicle location, and measures of service delivery performance.		
Safety & Security		
Bus Security System Upgrades (39)	Funding Tier(s): II	Priorities: 1,3
The purchase and installation of bus security upgrades including video/audio surveillance systems.		
Data Storage Systems (35)	Funding Tier(s): I	Priorities: 1,3
Purchase and installation of data storage systems that hold LTD's electronic data.		
Facilities Security System Upgrades (40)	Funding Tier(s): I	Priorities: 1,3
The purchase and installation of facilities security upgrades including fixed-base video/audio surveillance, access control systems, and ID badge systems.		
Other		
Accessible Services Vehicles (41)	Funding Tier(s): II	Priorities: 1,2,3
The purchase of replacement and expansion vehicles for the provision of accessible services such as American with Disabilities Act complimentary paratransit service.		
Miscellaneous Equipment (42)	Funding Tier(s): I	Priorities: 1,3
The purchase of miscellaneous equipment required for the administration/operation of transportation services. This could include replacement of office furniture and non-computer equipment.		
Preventive Maintenance (43)	Funding Tier(s): I	Priorities: 1,3
The maintenance of LTD assets to keep those assets in a state of good repair.		
Transportation Options (44)	Funding Tier(s): I	Priorities: 1,2,3
Point2point at Lane Transit District offers transportation demand management services to the region, promoting options to the use of single-occupancy vehicles and addressing regional congestion. Point2point accomplishes this through targeted strategic outreach, education, programming, and individualized marketing within the Central Lane Metropolitan Planning Organization (CLMPO) area.		



# *Long-Range Financial Plan*

# Long-Range Financial Plan

## GENERAL ASSUMPTIONS:

### ▪ Local Economy

The local economy began showing recovery in the 2009 calendar year with the ceasing of job losses. Job levels are not likely to return to 2007 levels until 2015.

The payroll tax base showed solid growth in FY 2012-13, up 8 percent over the previous fiscal year, and local unemployment dropped below 7 percent for the first time in more than five years. Through March 2014, payroll tax receipts are up 8.1 percent over the same period in FY 2012-13. Current trends result in a continuation of payroll tax receipt increases of 5 percent annually in FY 2014-15 and subsequent fiscal years.

### ▪ State Funding Climate

The 2009 Oregon legislative session approved the increase of the maximum payroll tax rate from seven tenths of 1 percent to eight tenths of 1 percent during a ten-year period following the Board of Directors making a finding of local economic recovery. The revised plan does not assume a rate increase to above seven tenths of 1 percent until January 1, 2017. The tax rate as of January 1, 2014, is 0.70 percent.

An additional \$12 million in lottery bond funds was made available by the 2013 legislature for design and construction of the West Eugene EmX Extension to match federal funds. In total, \$17.8 million in lottery bond funds have been allocated towards the project.

During the 2013-14 legislative sessions, the legislature provided \$11 million dollars for the Oregon Department of Transportation (ODOT) Special Transportation Fund (STF), a fund which allocates money by formula to transit providers in the state to help fund transportation services for the elderly and people with disabilities. This one-off appropriation helped ease the general fund transfer to support ADA-mandated paratransit services but provides no guarantee for long-term funding. The 2015 legislature is expected to take up a transportation funding package that will potentially include dedicated funding for public transportation services.

### ▪ Federal Funding Climate

Two major factors will influence the level of federal funding: pending reauthorization of the MAP-21 transportation authorization bill and action to restore funding to the Highway Trust Fund and Mass Transit Account (MTA). Without increased revenues, the Highway Trust Fund and Mass Transit Account are set to expend more dollars than they receive by mid-2014. While Congress is well aware of the pending funding crisis, little action has been taken to remedy the problem, and many observers believe a short-term solution may be implemented to avoid the crisis. If Congress does not act, Lane Transit District (LTD) may face a 30 percent cut in federal formula funding; however, the cut will not impact West Eugene EmX construction funding as that is funded via the General Fund and not the MTA. The other outstanding question is: What will Congress do with MAP-21 reauthorization? Current legislation sets the formula rate at which LTD receives federal funds, including

capital funding for bus purchases. Congress could alter funding formulas or restore competitive grant programs that allowed LTD to make large bus purchases.

**STRATEGIC ASSUMPTIONS:**

- Currently, *The LTD Road Map* is going through an update. While there may be changes to the plan, the value placed on preservation of assets, quality of service, and community contribution to quality of life will remain.
- Developing the community's Frequent Transit Network remains a high priority for the region. The West Eugene EmX Extension is targeted for implementation in FY 2016-17. In addition, planning work has begun on the Main Street-McVay and Northwest Eugene-LCC corridors.
- As previously noted in the Long-Range Financial Plan (LRFP), federal formula funds can be used for preventive maintenance of both vehicles and facilities. By allocating formula funds to preventive maintenance, General Fund money is replaced, thus allowing for the preservation of fixed-route service. The proposed revised plan continues the use of formula funds for preventive maintenance.
- The payroll tax rate was increased to seven tenths of 1 percent on January 1, 2014. This is the maximum rate allowed by the currently enacted ordinance. Should the Board of Directors determine that the local economy has sufficiently improved, they may consider an increase to a rate above seven tenths of 1 percent. The plan assumes that Lane Transit District's Board of Directors will make such a finding at such a time that the rate will increase by one one-hundredths of 1 percent on January 1, 2017, and continue to increase by one one-hundredths of 1 percent until the new current statutory limit of eight tenths of 1 percent is reached.

**REVENUE SUMMARY:**

- The local recession ended in 2009. It is impossible to predict if the local economy will experience a downturn during the 10-year planning horizon. Therefore, while the 35-year average growth rate is 6 percent, we are assuming a 5 percent annual growth in the base to account for the possibility of some economic downturn.
- Fare revenue will increase 5.2 percent in FY 2014-15 and then increase by 5 percent per year due to strong ridership and annual increases in the group pass contracts that reflect inflation. Pass fares will increase by approximately 2.5 percent in FY 2014-15.
- The West Eugene EmX Extension project will be fully funded with a combination of federal and state grant funds.
- Debt financing will not be required for the next bus purchase in FY 2014-15. The loss of discretionary federal grant funding for vehicle acquisitions will require debt financing for future bus purchases.

**EXPENSE SUMMARY:**

- Total personnel services growth in FY 2014-15 will be 5.4 percent primarily due to the assumption that all administrative positions will be filled for the entire fiscal year. In

FY 2013-14, numerous positions remained unfilled for measurable parts of the year. Other elements contributing to the increase are an increase in the actuarially required contribution to the Salaried Employees Retirement Plan and a 9.9 percent increase in medical insurance premiums. It is also assumed health insurance premiums will increase 10 percent in subsequent years.

- After FY 2014-15, total personnel services expenditure growth will be no more than 3.6 percent per year in any year of the plan.
- Materials and services costs are assumed to increase by 2 percent over the current year's budget.
- Average fuel expenditures per gallon will be \$3.75 through FY 2014-15. Fuel price inflation will be 5 percent per year from FY 2015-16 through FY 2023-24.
- Service levels will increase each year over the next three fiscal years. The Annual Route Review process for 2014 is assumed to result in the resumption of service on holidays and other services additions for FY 2014-15. Service to the state hospital in Junction City and the new Veterans Clinic in Eugene are assumed to be added in FY 2015-16. West Eugene EmX Extension service is assumed to begin in January 2017. No other changes in service are included in this plan.
- Risk/insurance expenses are projected to increase at 2 percent for FY 2014-15 and in each of the remaining years of the ten-year plan.

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**Lane Transit District**  
**FY 2015-24 Long-Range Financial Plan Approved 4/16/2014**  
 Payroll Tax Base: 5% Annual Increase

	FY 2013-14 Estimated Current Year	Year 1 Projected FY 2014-15	Year 2 Projected FY 2015-16	Year 3 Projected FY 2016-17	Year 4 Projected FY 2017-18	Year 5 Projected FY 2018-19	Year 6 Projected FY 2019-20	Year 7 Projected FY 2020-21	Year 8 Projected FY 2021-22	Year 9 Projected FY 2022-23	Year 10 Projected FY 2023-24
1 Beginning Working Capital	16,336,000	15,752,700	12,292,421	10,286,421	8,152,021	5,890,921	4,286,421	3,213,621	2,620,321	2,504,521	2,759,621
<b>2 General Fund Revenues</b>											
3 Passenger Fare Operating Revenues	6,950,200	7,318,500	7,684,500	8,068,700	8,472,200	8,895,800	9,340,600	9,807,700	10,298,000	10,812,900	11,353,500
4 Advertising	310,000	310,000	328,900	328,900	338,800	349,300	359,500	370,300	381,400	392,800	404,600
5 Purchased Service	161,300	161,300	169,400	177,900	186,800	196,100	205,900	216,200	227,000	238,400	250,300
6 Total Operating Revenues	7,421,500	7,789,800	8,173,200	8,575,500	8,987,800	9,440,900	9,906,000	10,394,200	10,906,400	11,444,100	12,008,400
7 Payroll/Self-Employment Taxes (007)	27,328,700	28,892,000	30,336,600	31,853,400	33,446,100	35,118,400	36,874,300	38,718,000	40,653,900	42,686,600	44,821,000
8 Payroll/Self-Employment Taxes (Rate Increase 1/1/2017)	-	-	-	213,900	676,800	1,185,200	1,742,200	2,351,100	3,015,400	3,739,000	4,530,300
9 Payroll/Self-Employment Tax Total	27,328,700	28,892,000	30,336,600	32,067,300	34,122,900	36,303,600	38,616,500	41,069,100	43,669,300	46,425,600	49,351,300
10 State In Lieu	1,820,000	1,820,000	1,874,600	1,930,800	1,988,700	2,048,400	2,109,900	2,173,200	2,238,400	2,305,600	2,374,800
11 Preventive Maintenance (Federal 5307)	4,100,000	4,100,000	4,200,000	4,300,000	4,400,000	4,500,000	4,600,000	4,700,000	4,800,000	4,900,000	5,000,000
12 Point2point Funding (STP & STP-U)	860,000	411,100	411,100	411,100	411,100	411,100	411,100	411,100	411,100	411,100	411,100
13 Other Operating Grants	106,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
14 Total Grants	5,066,000	4,536,100	4,636,100	4,736,100	4,836,100	4,936,100	5,036,100	5,136,100	5,236,100	5,336,100	5,436,100
15 Miscellaneous	568,600	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
16 Interest	84,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
17 Total General Fund Revenues	42,288,800	43,237,900	45,220,500	47,509,700	50,145,500	52,929,000	55,868,500	58,972,600	62,250,200	65,611,400	69,170,600
<b>18 General Fund Expenditures</b>											
19 Fixed-Route Services	28,448,100	29,976,279	31,502,800	32,859,800	34,312,700	35,841,800	37,466,300	39,194,400	41,034,000	42,994,400	45,085,900
20 Personnel Services	6,366,400	6,483,700	6,623,600	6,756,100	6,891,200	7,029,500	7,169,600	7,313,000	7,459,300	7,608,500	7,760,700
21 Materials and Services less Fuel	2,600,000	3,088,000	3,242,000	3,404,500	3,574,700	3,753,400	3,941,100	4,138,200	4,345,100	4,562,400	4,790,500
22 Fuel	1,064,900	1,100,000	1,122,000	1,144,400	1,167,300	1,190,600	1,214,400	1,238,700	1,263,500	1,288,800	1,314,600
23 Insurance	38,479,400	40,657,979	42,490,800	44,164,800	45,945,900	47,814,800	49,791,400	51,884,300	54,101,900	56,454,100	58,951,700
24 Total Fixed-Route Operating Costs Before Adjustments	38,479,400	40,657,979	42,490,800	44,164,800	45,945,900	47,814,800	49,791,400	51,884,300	54,101,900	56,454,100	58,951,700
25 FY 2015 Service Addition	-	125,000	131,400	137,100	143,200	149,600	156,400	163,600	171,300	179,500	188,200
26 State Hospital/Veterans Clinic Service Addition	-	-	112,000	116,800	122,000	127,400	133,200	139,300	145,800	152,800	160,200
27 West Eugene EmX Service Addition	-	-	-	550,000	1,148,600	1,199,800	1,254,200	1,312,000	1,373,600	1,439,200	1,509,200
28 Transfer to Accessible Services Fund	2,600,000	2,860,000	3,146,000	3,460,000	3,806,700	4,187,400	4,606,100	5,066,700	5,573,400	6,130,700	6,743,800
29 Transfer to Capital Projects Fund	1,792,700	3,055,200	3,346,300	3,640,000	3,940,200	4,254,500	4,584,000	4,928,000	5,286,000	5,648,000	6,015,000
30 Total General Fund Expenditures	42,872,100	46,698,179	47,226,500	49,644,100	52,406,600	54,533,500	56,941,300	59,565,900	62,366,000	65,356,300	68,553,100
31 Ending Working Capital	15,752,700	12,292,421	10,286,421	8,152,021	5,890,921	4,286,421	3,213,621	2,620,321	2,504,521	2,759,621	3,377,121





# *Strategic Plan*



# The LTD ROAD MAP



# The LTD Road Map

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## INTRODUCTION

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Lane Transit District plays a key role in maintaining a high quality of life in the Eugene-Springfield metropolitan area and surrounding communities. LTD provides an attractive transportation option that helps the community’s transportation network operate more efficiently. Transit is also a critical element in achieving the community’s sustainability goal and in reducing the region’s emission of greenhouse gases.

LTD services to the community include:

- The Bus! (fixed-route bus service)
- *Breeze* shuttle service
- EmX bus rapid transit service
- Event shuttle service
- Commuter Solutions program (carpool, vanpool, employer programs)
- *RideSource* (demand-response service for people with disabilities)

The LTD Road Map provides a basis for who we are and where we want to go. This document includes our Vision Statement, our Mission Statement, Our Core Values, the statements that make up the LTD Brand (Our Position, Our Personality, and Our Promise), and our Strategic Goals. Within the six Strategic Goals are short-term and long-term strategies that provide tactical direction to guide the District’s activities and programs in order to achieve the desired goals and objectives.

The components of The LTD Road Map are dynamic and meant to be updated annually.

## **VISION STATEMENT**

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To provide the best public transportation services imaginable.

## **MISSION STATEMENT**

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LTD enhances the community's quality of life by:

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

## **OUR CORE VALUES**

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### **Work Together**

We work, help, and communicate effectively with others in our workplace and our community, and we treat all people with whom we come in contact with respect, courtesy, and dignity.

### **Take Initiative**

We offer creative and workable solutions to present and future challenges and processes, we take opportunities to grow personally and professionally, and we encourage others to do the same.

### **Be Professional**

We show pride in our appearance, attitude, actions, work, and in the quality of our equipment and facilities.

### **Practice Safety**

We keep a safety awareness and act when necessary in order to maintain safe services, vehicles, equipment, facilities, and a safe work environment.

## THE LTD BRAND COMPONENTS

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The LTD Brand Components are the basis of who we are. It is comprised of the Position, Personality, and Promise of our organization.

## OUR POSITION

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### The Best Way to Connect

It is LTD's essential purpose to provide a service of transporting and connecting people with family, friends, colleagues, work, school, shopping, and entertainment, as well as with other important people, places, or events. Because of the many transportation services we provide, we consider Lane Transit District to be "**The Best Way to Connect**" throughout our community.

The word and concept "best" has many meanings. When comparing our transportation options with dependency on the single-use automobile, our services are:

- Better for the environment
- Better for community building
- Better for avoiding traffic and parking frustrations
- Better economically--considering vehicle expenses and parking costs

The word and concept "connect" has many positive connotations, as well. The services LTD provides allow individuals from all walks of life to:

- Connect with their community
- Connect with others
- Connect with themselves (time to relax, dream, read, write, or work)
- Connect with nature and the environment

Our position rationale of "The Best Way to Connect" is achieved by our experience and commitment to Lane Transit District's Vision, Mission, Core Values, and Strategic Goals.

## OUR PERSONALITY

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Our personality as an organization is the result of the unifying traits of every LTD employee. The words that best represent Our Personality are:

- Caring
- Reliable
- Welcoming
- Capable
- Innovative

These personality traits are the basis for how we work, communicate, interact, and relate with each other, as well as with the public we serve. They also serve as a guide in the development of employee programs, work plans, training materials, and marketing materials.

## OUR PROMISE

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The LTD Promise is the standard that we strive to achieve and is our commitment to the type of experience you can consistently expect from us.

Based on this, **we promise to do everything possible to give you a great transportation experience, every time.**

This promise applies to your entire experience, including the transportation service provided, the customer service received, and the cleanliness and reliability of our equipment and facilities.

## **OUR STRATEGIC GOALS**

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### **Goals**

Six long-term strategic goals have been established to serve as a basis in realizing the components of The LTD Road Map.

1. Deliver reliable public transportation service.
2. Develop innovative services that reduce dependency on the automobile.
3. Maintain LTD's fiscal integrity.
4. Provide leadership for the community's transportation needs.
5. Develop a supportive workplace that fosters the success of all employees by providing an environment that encourages strong working relationships and offers opportunities to learn and grow.
6. Instill in each employee an active awareness of Our Position, Our Personality, Our Promise, and Our Core Values in order to help ensure that these are part of LTD's everyday practices.

### **Goal Performance Objectives and Implementation Strategies**

To serve as directives and guides for accomplishing our goals, short-term (1 to 3 years) and long-term (4 to 10 years) strategies have been developed. Following is a restatement of each goal, along with the accompanying performance objectives and strategies.

## **GOAL 1: DELIVER RELIABLE PUBLIC TRANSPORTATION SERVICE.**

Provide high-quality, effective, safe, and reliable service that meets the community's mobility needs and maximizes ridership.

### **Performance Objectives:**

- ❑ Increase ridership by 3 percent per year.
- ❑ Increase per capita ridership by 1 percent per year.
- ❑ Increase system productivity by 1 percent per year.
- ❑ Reach and maintain on-time performance of 90 percent at key timepoints system-wide.
- ❑ Increase RideSource rides per hour by 1 percent

### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Improve service reliability:
  - Make service adjustments annually to address problems regarding schedule adherence and overloaded trips.
  - Review current performance standards used in identifying service reliability needs.
2. Improve fleet maintenance reliability:
  - Implement a revised maintenance plan.
  - Expedite the completion of deferred maintenance.
3. Continue investment in facilities maintenance to preserve and maximize the useful life of the District facilities.
4. Use Automatic Passenger Count (APC) data to provide route segment and stop-level analysis to improve efficiency of the fixed-route system.
5. Develop a Springfield route redesign in preparation for expanding EmX service along Pioneer Parkway.
6. Maintain a plan to optimize the fleet composition consistent with LTD's service goal.
7. Pursue signal priority to service outside of EmX corridors.
8. Continue to promote the system to potential users:
  - Implement a targeted senior individualized marketing program if grant funding becomes available.
  - Provide riding incentives for youth riders during the summer.
9. Maintain special events service consistent with new charter rules.
10. Develop an operational plan for the new University of Oregon (UO) basketball arena.
11. Develop a staff training plan for technology implementation.
12. Develop a plan to guide facility improvements for both the short term (4 to 6 years) and the longer term (up to 20 years).
13. Develop RideSource efficiency and productivity standards.
14. Complete implementation of the RideSource Call Center.

### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Increase service as necessary to maintain an acceptable level of reliability.
2. Maintain a plan to optimize the fleet composition consistent with LTD's service goal.
3. Pursue signal priority for service outside bus rapid transit as part of Busplus service improvements.
4. Consider service enhancements to respond to community population and employment growth.



## **GOAL 2: DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE.**

Provide high-quality, convenient service that attracts new riders, including those who have access to an automobile, in order to help the community meet its current and future transportation needs. Bus rapid transit (BRT) is a key innovative transit strategy that is intended to increase the transit mode share, particularly on congested corridors.

### **Performance Objectives:**

- ❑ Increase peak-hour transit ridership on congested corridors by 3 percent per year.
- ❑ Increase the number of “choice riders” (those who could have used an automobile for their trip) by 2 percent per year.
- ❑ Increase ridesharing in the community (including vanpools) by 3 percent per year.

### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Evaluate the Franklin EmX Corridor to identify changes in rider demographics and travel behavior over time.
2. Complete design work and start service on the Pioneer Parkway EmX Corridor by the end of 2010.
3. Design complementary neighborhood connector service for the Pioneer Parkway EmX corridor.
4. Continue planning work on the West Eugene EmX:
  - Select Locally Preferred Alternative and complete Draft EIS by Spring 2009.
  - List project in the new Federal Surface Transportation Bill.
5. Implement real-time passenger information on the Franklin EmX Corridor.
6. Research and evaluate a redesign of current fixed-route service using a crosstown corridor service design.
7. Support nodal development and transit-oriented land uses.
8. Integrate transit planning with land use efforts and planning for other transportation modes.
9. Continue the implementation of the Congestion Mitigation Program.
10. Track TransPlan performance measures for Transportation Demand Management (TDM) and transit.

### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Construct an additional complete EmX corridor as dictated by funding and community support, with the intention of implementing one corridor with each new Federal Surface Transportation Bill, which occurs every six years.
2. Reshape the service system with EmX system expansion.
3. Explore new types of services for future implementation.

### **GOAL 3: MAINTAIN LTD'S FISCAL INTEGRITY.**

A fiscally responsible plan should meet both short- and long-range operational and capital needs within a planning horizon defined by the Long-Range Financial Plan (LRFP). In addition, LTD's ability to obtain advantageous financing for its capital agenda will depend on the quality of the Long-Range Financial Plan. The ability to develop new sources of funding for capital and expand resources for operational support will be critical to LTD's continued success. In addition, LTD will be a prudent and conscientious custodian of public funds.

#### **Performance Objectives:**

- ❑ Maintain or lower the current cost per boarding (with adjustments for inflation).
- ❑ Maintain administrative overhead expenses to no more than 20 percent of the General Fund budget.
- ❑ Obtain unqualified annual independent audits.

#### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Maintain a viable Long-Range Financial Plan (LRFP) and Capital Improvements Program (CIP).
2. Pursue established and new sources for federal, state, and local funding for both capital and operating needs.
3. Implement the payroll tax increase approved by the LTD Board in 2005.
4. Use transfers from the General Fund to provide the local match for FTA Formula (5307) funds.
5. Pursue state or local matching funds for the West Eugene EmX corridor.
6. Assess and adjust as necessary the needed contribution to LTD's pension plans.
7. Review and adjust fares consistent with the Fare Policy.
8. Negotiate an appropriate labor contract.

#### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Adjust fares consistent with the Fare Policy.
2. Seek federal funds through annual appropriation process.
3. Continue to explore local, state, and federal funding options.
4. Maintain an eight-year window of a 20-year LRFP.
5. Consider all options for the financing of vehicles and capital projects.
6. Continue advocating for a regional coordinated investment strategy to maximize the benefit of state and federal dollars coming into the region.
7. Maintain unqualified annual independent audits, triennial Federal Transit Administration reviews, and National Transit Database audits with "Minimal Findings" or "No Findings," and qualify for the Government Finance Officers Association Reporting Excellence award annually.
8. Complete the 10-year implementation of the payroll tax approved by the Board in 2005.

#### **GOAL 4: PROVIDE LEADERSHIP FOR THE COMMUNITY'S TRANSPORTATION NEEDS.**

Success is more readily achieved when there are partners committed to the same goal. In Oregon where the road fund is limited in both scope and amount, promoting investment decisions to benefit travel modes beyond the automobile is a significant transportation agenda.

##### **Performance Objectives:**

- Maintain or improve "Good to Excellent" ratings on LTD community surveys.
- Maintain or increase staff and Board member involvement on key local committees.

##### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Provide community leadership in developing multi-modal transportation solutions:
  - Provide consistent leadership and participation at Metropolitan Policy Committee (MPC) meetings.
  - Utilize available forums for LTD participation in community transportation planning.
2. Strengthen LTD's partnerships with government agencies:
  - Federal Transit Administration (FTA) Region X
  - State and local governments, ODOT
3. Grow the visibility of LTD Board members in the community, including greater participation in neighborhood meetings.
4. Maintain LTD's profile/involvement in community activities.
5. Continue effective participation in long-range land use and transportation planning.
6. Build new partnerships/allies in the FTA, Washington, D.C., office, and congressional staff offices.
7. Optimize coordinated investment strategies that benefit transit, including local Surface Transportation Program (STP) programming.
8. Complete (Refine?) and implement the District's Sustainability Plan.
9. Maintain a leadership role in implementing Transportation Demand Management strategies.
10. Conduct annual or biennial Board self-evaluations based on the strategic goals.

##### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Develop knowledge of transit benefits through school education programs.
2. Continue to increase the Board's profile in the community.
3. Conduct periodic community-wide market research surveys.
4. Address the changing demographics of the community.
5. Promote partnering with public agencies and community groups.
6. Continue partnering with the FTA.
7. Transition to vehicles that produce fewer emissions.

**GOAL 5: DEVELOP A SUPPORTIVE WORKPLACE THAT FOSTERS THE SUCCESS OF ALL EMPLOYEES BY PROVIDING AN ENVIRONMENT THAT ENCOURAGES STRONG WORKING RELATIONSHIPS AND OFFERS OPPORTUNITIES TO LEARN AND GROW.**

The quality of the workplace environment is central to LTD's success. By working together, we share the tasks and the rewards and recognition of the outcomes. We are mutually committed to our goals because we believe in the principles and the values they represent.

**Performance Objectives:**

- ❑ Reduce negative employee turnover (employees who leave for reasons other than retirement or forced termination).
- ❑ Improve workplace safety by reducing the number of accidents, time-loss days, and total cost of accidents.
- ❑ Improve workplace morale as measured by internal opinion surveys.
- ❑ Improve employee health as measured by health plan usage and "presenteeism."

**Short-Term (1- to 3-year) Implementation Strategies:**

1. Implement a program to enhance employee health and morale:
  - Institute a comprehensive employee communications approach.
  - Implement a comprehensive rewards and incentive program.
  - Create a comprehensive program to support employee training and skill development.
  - Expand health programs to include health education and injury prevention.
2. Support an active and viable Employee Council.
3. Maintain a positive relationship with the ATU.
4. Review internal communication processes and consider the development and implementation of an intranet.
5. Support the LTD Diversity Council activities and implement the LTD Diversity Plan.
6. Continue Development of an organizational succession plan.

**Long-Term (4- to 10-year) Implementation Strategies:**

1. Implement a comprehensive employee development program.
2. Maintain a positive relationship with the ATU.
3. Maintain a positive relationship with the Employee Council.
4. Continue to build employee morale.
5. Implement a comprehensive employee health insurance program.

**GOAL 6: INSTILL IN EACH EMPLOYEE AN ACTIVE AWARENESS OF OUR POSITION, OUR PERSONALITY, OUR PROMISE, AND OUR CORE VALUES IN ORDER TO ENSURE THAT THESE ARE PART OF LTD'S EVERYDAY PRACTICES.**

LTD's Position, Promise, Personality, and Core Values are the essence of LTD. Taken in aggregate they provide definition to the LTD Brand. The work of this goal is to integrate these Brand Components throughout the organization.

**Performance Objectives:**

- Increase internal awareness of the LTD Brand and reinforce LTD's position as "The Best Way to Connect" by ensuring that 100 percent of employees are provided information and training.
- Increase LTD's "Good to Excellent" rating by meeting and exceeding the needs and expectations of customers.
- Decrease customer complaints and increase customer compliments.

**Short-Term (1- to 3-year) Implementation Strategies:**

1. Conduct an annual review of *The LTD Road Map*, including the LTD Brand Components, to ensure integration of personality traits (caring, reliable, welcoming, and capable) into everyday practices.
2. Better communicate LTD's Brand Components and vision to the community through marketing materials, sponsorships, and event participation.
3. Integrate Our Core Values and LTD Brand Components into LTD operations, and develop the means to measure success.
4. Integrate Our Core Values and LTD Brand Components into LTD employee training.
5. Conduct internal periodic surveys and/or interviews to measure understanding, awareness, and consistent application of the Brand Components.
6. Conduct periodic customer research to measure understanding and awareness of the LTD Brand Components.
7. Continue the Brand Committee, with individuals from each department, to review this document and act as representatives of Our Core Values and Brand Components. Document revision meetings will be completed in July or August of each year in order to prepare a draft document for the fall Leadership Council retreat.
8. Expand the quality and frequency of actions taken by every person at every level of the organization to ensure that LTD is perceived to be "caring, reliable, welcoming, and capable."

**Long-Term (4- to 10-year) Implementation Strategies:**

1. Annually update The LTD Road Map.
2. Provide ongoing communication of LTD's Vision and Brand Components to employees and the community.
3. Monitor understanding of the LTD Vision and Brand Components through internal and external surveys.



# *Fare Policy*

# Fare Policy

The fare policy is used to provide direction in making decisions about changes in the District's fare structure. The policy is composed of objectives and guidelines. The objectives indicate the general goals the District's fare structure should achieve. The guidelines provide more specific direction on the various aspects of a fare structure. The intent of each of the guidelines is further explained in a discussion section that follows each statement.

This Fare Policy applies to both the fixed-route and paratransit (RideSource) systems. Unless otherwise stated, objectives and guidelines apply to both systems.

## OBJECTIVES

1. To promote fixed-route ridership by making the fare structure attractive to users
2. To improve the farebox recovery ratio
3. To improve the efficiency of fare collection
4. To promote equity of fare payment among patrons

## APPLICATION

This policy applies to all recommendations for changes to the fare structure.

## GUIDELINES

1. Recommendations for changes in the fare will be developed by LTD staff. LTD Staff will work with the Board Finance Committee to develop a recommendation for review by the LTD Board of Directors. The LTD Board of Directors will change fares through an amendment of the LTD fare ordinance, which requires a series of public hearings. Changes to the RideSource fare also will include review by the Accessible Transportation Committee.

Typically, fare change decisions are made over the course of three Board meetings. At the first meeting, an informational presentation to the Board and a public hearing are held. The first reading of the ordinance is held at the second meeting, and the second reading and approval of the fare ordinance occur at the third meeting.

2. When considering changes to the fare, the Board will consider:
  - The effects of the change on Title VI populations
  - The inflation rate
  - Ridership and revenue trends
  - Local economic trends
  - Trends in automobile-related costs such as gas
  - Service changes
  - Economic impact on customers
  - Market conditions and opportunities
  - The District's financial situation

- The District's goals and objectives
3. This policy statement lists the most important factors to be considered in making recommendations for changes to the fare structure. The list of factors to be evaluated is not meant to be exclusive; other factors may need to be considered from year to year.
  4. Increases or decreases in fares on certain transit modes or by fare payment type or payment media will be analyzed using any available information generated from ridership surveys, indicating whether minority or low income riders are more likely to use the mode of service, payment type, or payment media that would be subject to the fare increase. This analysis will be summarized in a fare equity report and staff will provide this report to the Board of Directors at a regularly scheduled Board meeting.
  5. Increases to the Group Pass rates will be based on guidelines included in the Group Pass section of this policy.
  6. The RideSource fare should exceed the fare of the fixed-route system to reflect the higher cost of a RideSource trip and to encourage use of the fixed-route system when possible.

RideSource, a demand-responsive, curb-to-curb service, has a much higher cost per trip than LTD's fixed-route service. Establishing a higher cash fare for RideSource than for the fixed-route system will help to compensate for the higher cost and encourage riders who may have a choice between systems to use the fixed-route service. By law, RideSource fares cannot exceed twice the regular fixed-route cash fare.

7. Recognizing that increases in fares can have a negative impact on ridership, increases in the farebox recovery ratio should be pursued primarily by improving the ridership productivity of the system and by improving internal operating efficiency.

There are three ways to improve farebox recovery ratio: by increasing the fare (in real terms); by improving internal operating efficiency; and by improving ridership productivity. Attempts on the LTD fixed route to improve the recovery ratio by increasing the fare by an amount substantially greater than the inflation rate have proven unsatisfactory. Ridership decreases have almost offset the increase in the average fare, yielding only small gains in revenue and significant ridership loss. Improvements in internal operating efficiency should be pursued whenever possible. Improvements in ridership productivity are likely to provide the greatest potential for a significant improvement to the farebox recovery ratio. If the average fare remains stable (in real terms), a 10 percent increase in ridership productivity would achieve a 10 percent improvement in the farebox recovery ratio.

Unlike the fixed-route system, significant increases in RideSource rides do not provide significant additional income to offset costs. Encouraging use of the RideSource Shopper and providing incentives for grouping trips may improve productivity but would not have a substantial impact on the farebox recovery ratio. Due to the significant fare subsidy on RideSource, efforts should be made to maintain a minimum farebox recovery ratio including collaboration with local social service agencies and charging the Americans with Disabilities Act (ADA) maximum allowable cash fare.

8. Prepayment of fares on the fixed-route system shall be encouraged. Accordingly, passes should be priced below the cash fare.

Prepayment of fares benefits the District in a number of ways: It improves the cash flow situation; it guarantees ridership and revenue by the customer; it reduces the chance of non-



payment or underpayment; and it speeds boarding. Prepayment mechanisms also tend to encourage increased ridership by customers since the cost of the ride is not required at the time the decision to take the ride is made. It is recommended that monthly passes be priced at 25 to 30 times the cash fare. It should be noted that *RideSource* does not use passes since there should not be an incentive to ride *RideSource* more frequently. However, *RideSource* provides ticket books for riders to encourage ease of boarding for customers, and to offer a non-cash alternative to riders.

9. Increases to the base fixed-route fare generally should not exceed 10 percent within a year and changes should be rotated by fare category.

This policy directs that changes in the fare be incremental in nature to avoid large "catch-up" increases. The District's experience has been that large fare increases (even though occurring less often) have a substantially more negative impact on ridership than smaller, more frequent fare increases. Additionally, rotating fare increases by fare type allows customers to choose a fare type that is not increasing in cost that year.

LTD will charge the ADA maximum fare of twice the fixed-route adult cash fare for *RideSource* service. Additional fare increases would occur only when the LTD adult cash fare increases.

Recommendations for fare changes will be developed prior to the budget process each spring for the following fiscal year.

Given the dynamic nature of ridership, budgets, and other factors that affect fares, it is necessary to consider changes in the fare on a yearly basis. This policy ties the recommendations on fare changes to the budget process, as well as to decisions on major changes in the service that result from the Annual Route Review. This policy does not preclude making unprogrammed changes to the fare in mid-year if unforeseen conditions warrant.

10. Changes in the fare structure should be implemented on the first day of a month, preferably in July or September.

Since LTD ridership changes significantly at the start and end of summer, these are good times to implement changes to fares. Pass price increases during the school year when LTD ridership is highest are more visible and therefore may result in a greater loss of ridership.

11. Fare promotions can be used to attract new riders to the system.

Fare promotions may be single day fare adjustments or longer term promotions that achieve both promotional and operational outcomes. Fare promotions have shown to be a cost-effective method of attracting new users to the system at a very low cost per trip. Surveys indicate that many of those attracted by free or reduced fares are not regular bus riders. The process to be followed in fare promotions includes an analysis of the proposal, a marketing plan for the promotion, and a post-project evaluation. The extent of the analysis, marketing plan, and evaluation would be based on the scale of the promotion. *RideSource* fare promotions shall be designed to transition riders to the LTD fixed route and to increase *RideSource* productivity.

12. Discounted fares may be used to encourage ridership during traditionally low-demand periods.

The District has had very good success in generating additional ridership in low-demand times through fare reductions. The cost per trip generated by the fare reductions has been much lower than for other options available to the District.

13. Fare payment options that effectively attract a different market segment or encourage increased use of the bus by current riders shall be developed. The fare payment options should be made conveniently available to customers.

The District currently offers customers the choice of paying cash, purchasing a day pass from the bus operator, or purchasing monthly passes or three-month passes. Each of these fare payment options is attractive to a different segment of the market. Other fare payment options that attract additional riders, increase bus use among current riders, or are more convenient forms of current options should be investigated and, if feasible, implemented. Convenient access to all fare payment options will tend to make the system more attractive to customers and thus will increase ridership.

14. The design and number of fare payment instruments shall consider the ease of enforcement by bus operators and ease of understanding by customers.

Bus operator enforcement of fares is necessary to ensure adherence by customers to the fare policies. The ease of enforcement is dependent upon the design of the fare payment instrument and the quantity of different fare payment options available. These two factors should be considered when making decisions on the implementation of a new fare option or the redesign of an existing fare instrument. Fare enforcement programs should be evaluated periodically to ensure that they are appropriate.

## MAINTENANCE

The Customer Services and Planning Department will monitor application of this policy as it relates to cash fares, and standard passes, and propose revisions as necessary.

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ATTACHMENTS: FARE MEDIA DONATIONS GUIDELINES  
 FARE DISCOUNTS (PRIVATE NON-PROFIT AGENCY PROGRAM) GUIDELINES  
 WHOLESALE DISCOUNTS GUIDELINES  
 GROUP PASS PROGRAM GUIDELINES  
 EZ ACCESS PROGRAM GUIDELINES

REVISED: 4/18/01  
 3/17/04  
 4/20/05  
 1/18/06  
 9/21/11  
 12/19/12

# Fare Media Donations

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## OBJECTIVE

The District offers fare discounts for purposes of joint marketing promotions and to support community activities. Donations will occur in the form of fare media and gift certificates. Examples include gift certificates to local school fundraising events and the donation of bus passes to organizations. (For example, Mobility International USA, that hosts delegates who come to our community to learn about accessibility.)

## APPLICATION

The following guidelines apply to all fare media donations.

## PROGRAM GUIDLELINES

Donations of both fare media and gift certificates will be handled through LTD Customer Services. Any community group may request a donation. The LTD Director of Service Planning, Accessibility, and Marketing or the Customer Services Supervisor will review the request and determine the benefit to the District. Upon approval, the Customer Services staff or Marketing and Communications secretary will issue a certificate or the appropriate fare media. Authorization for free fare media must be given in writing (email), by the Customer Services Supervisor or an LTD department director. Requests for fare media to be used for internal employee displays may be authorized by an LTD Marketing Representative.

## MAINTENANCE

The Customer Services and Planning Director is responsible for a semi-annual report of donations. This report will be forwarded to the LTD General Manager for review.

# Fare Discounts

## Private Not-for-Profit Agency Program

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### OBJECTIVE

The District offers private not-for-profit agencies the opportunity to purchase LTD fare media at a 50 percent discount. This discount is granted in recognition of a community need for transportation services for low-income individuals and families who are working with an agency(s) to seek employment, housing, and medical services.

### APPLICATION

This policy applies to any private not-for-profit [IRC 501(c)(3) and IRC 501(c)(19)] agency.

### PROGRAM GUIDELINES

1. Agencies must complete the program application and return it to LTD Finance. An annual certification must be signed by each participating agency. Once certified, agency staff place fare media orders by contacting emailing orders to [ar@ltd.org](mailto:ar@ltd.org) or faxing orders to LTD Finance staff at 682-6188.
2. Agencies with more than one program or location are required to place a single order for all programs or locations.
3. LTD will invoice agencies for purchases. LTD will not process orders for agencies who are behind in paying an invoice,
4. All orders will be mailed to agencies within two business days. Orders for monthly passes should be submitted to LTD prior to the 25<sup>th</sup> of the month to ensure delivery prior to the first day the passes become valid.
5. Agencies are eligible for a 50 percent discount toward the purchase of 10-Ride Ticket books or monthly passes. .
6. The amount of fare media available will be established on an annual basis. The program limit will be up to \$80,000.00 in LTD's fiscal year (July 1 – June 30). The cap may be raised by approval of the LTD Board of Directors.
7. Fare media purchased by agencies must be distributed free of charge to clients and are not to be resold.
8. Agencies will not direct their program participants to the LTD Customer Service Center for the purchase of discounted fares.
9. LTD does not process refunds or exchanges for fare media purchased.

### MAINTENANCE

The Customer Services and Planning Director is responsible for monitoring and making recommendations for modifications to this policy. An annual report of program use will be forwarded to the LTD General Manager for review.

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Revised 3/06  
Revised 9/06  
Revised 06/09  
Revised 12/19/12

# Wholesale Discounts

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## OBJECTIVE

The District offers private retail sales outlets and public agencies a wholesale discount on the purchase of fare media. This discount recognizes that these organizations play an important role in the distribution of fare media to LTD customers.

## APPLICATION

This policy applies to all private retail outlets that LTD chooses to contract with for the sales of fare media. All public agency purchases will be issued according to the same discount structure.

## PROGRAM GUIDELINES

LTD offers a 5 percent discount on the purchase of fare media for private retail sales outlets who purchase fare media for their customers. Monthly passes will be consigned.

## MAINTENANCE

The Service Planning, Accessibility, and Marketing Department Director is responsible for monitoring and making recommendations for modifications to the wholesale discount program.

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Adopted 2/85  
Revised 6/86  
Revised 6/87  
Revised 2/98  
Revised 2/01  
Revised 1/02

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Q:\REFERENCE\BOARD PACKET\2001\02\REGULAR MEETING\FARE POLICY REVISED.DOC  
Q:\Reference\Board Packet\2002\01\Regular Mtg\fare policy.doc

# GROUP PASS PROGRAM

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## OBJECTIVES

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

Group pass programs attempt to:

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

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

## APPLICATION

The following guidelines apply to all group pass programs established by the District.

## PROGRAM GUIDELINES

### Qualifying Organizations

The District will consider any organization, public or private, for a group pass program if it:

1. Consists of employees, students, or residents of a multi-unit residential facility who have an ongoing transit need that requires them to make multiple trips each week to and from a specific destination. Lane Transit District reserves the right to determine whether the transit-related needs of an organization qualify it to participate in the Group Pass Program.
2. Includes at least 10 individuals.

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

### **Pricing**

Revenue from organizations that participate in the group pass programs will be computed according to whether or not an organization contributes to the LTD payroll tax and to group size. All organizations participating in the group pass program will provide revenue that meets the following two criteria:

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

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

Rates effective January 1, 2002. Current rates are available in annual pricing plan summary.

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

### **Term of the Contract**

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

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

### **Operational Issues**

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

**Marketing**

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

**MAINTENANCE**

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

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# EZ Access Program

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## OBJECTIVE

To provide reduced fares for seniors and people with disabilities in cooperation with the Federal Transit Administration's half-fare requirements.

## APPLICATION

This program applies to all qualified individuals who are eligible according to the guidelines contained in the EZ Access program.

## PROGRAM GUIDELINES

LTD's *EZ Access* program provides free fares to customers age 65 and older, and half-price discounted bus fares to customers with disabilities.

### ***Who qualifies for the half-fare program?***

1. Medicare cardholders
2. Persons who receive Supplemental Security Income (SSI), *based on disability*, or Social Security Disability (SSD) benefits, as long as they continue to receive these benefits
3. Veterans who are disabled, who receive a determination of at least 50 percent permanent disability or a non-service connected pension as determined through the Veterans Administration
4. People who meet the Federal Transit Administration's (FTA)<sup>1</sup> definition of disabled: *"disabled persons means any individual who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary disability, are unable, without special facilities or special planning or design to utilize mass transportation and services as effectively as persons who are not so affected."* See page 4 for special assistance categories.

### ***What do I need to have to show that I qualify?***

**Eligibility:** These following proofs will qualify you for the program:

1. Medicare card
2. Official verification of age (valid driver's license, passport, State ID card)
3. Letter of Authorization that you receive Supplemental Security Income (SSI) or Social Security Disability (SSD) benefits
4. Letter of Authorization signifying eligibility for participation in programs established specifically for people with disabilities through Lane County Developmental Disabilities Services, Lane County Mental Health, Senior & Disabled Services, or Vocational Rehabilitation.

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<sup>1</sup> FTA is a department of the United States Department of Transportation

5. Verification of eligibility for local Projects for Assistance in Transition from Homelessness (PATH) or Homeless Outreach Projects and Evaluation (HOPE)
6. Verification that you receive benefits from the Veterans Administration at a 50 percent disability level or greater, or receive a disability pension from the VA

**Disability Verification:** If you do not have proof of eligibility listed, then you need to verify that your disability requires *special facilities or special planning or design to utilize mass transportation* by completing the section (page 2) of the application.

## **MAINTENANCE**

The Accessible and Customer Services Manager is responsible for monitoring and making recommendations for modifications to the half-fare program.



## Lane Transit District Fare Structure

		<b>Effective 7/1/14</b>	
<b>Cash Fare:</b>	Adult	\$ 1.75	
	Youth, half-fare program	\$ 0.85	
<b>Ten-Ride Tickets:</b>	Adult	\$ 1.60	
	Youth	\$ .80	
<b>Day Pass:</b>	Adult	\$ 3.50	
	Youth, half-fare program	\$ 1.75	
<b>Monthly Passes:</b>	<u>One-Month</u>		
	Adult	\$ 50.00	
	Youth, half-fare program	\$ 25.00	
	<u>Three-Month</u>		
	Adult	\$135.00	
	Youth, half-fare program	\$ 67.50	
<b>RideSource:</b>	Regular	\$ 3.50	
	Escort	\$ 3.50	
	Shopper	\$ 2.00	(round trip)
	10 Tickets	\$ 35.00	
<b>Group Pass:</b>	Increase rates 5.8 percent effective January 1, 2015.		
<b>Age Groups:</b>	Children 5 and under free with guardian Youth (6-18) Adult (19-64) Honored Rider (65+ ride free)		



# *Debt Policy*

# Debt Policy

June 2001

## **PURPOSE**

The Debt Policy sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policy that (1) the District obtain financing only when advisable, (2) the process for identifying the timing and amount of debt or other financing be efficient, (3) competitive interest and other costs be obtained, and (4) the debt policy of the District shall conform with applicable state and federal law.

## **USE OF DEBT FINANCING**

Debt financing, to include general obligation bonds, revenue bonds, certificates of participation, lease/purchase agreements, and other obligations permitted to be issued or incurred under Oregon law, shall be used only to: purchase revenue rolling stock; purchase or construct related operating equipment; and/or purchase or construct real property, facilities, and other improvements. The useful life of the asset or project shall exceed the payout schedule of any debt the District assumes in order to acquire the asset or project.

## **RESPONSIBILITY**

The primary responsibility for developing financing recommendations rests with the CFO/Director of Finance. No less than annually the CFO/Director of Finance shall prepare for the Finance Committee a written report on the status of Capital Improvements Program (CIP) financing. The report shall include a projection of near-term financing needs compared with available resources, an analysis of the impact of contemplated financings on the Long-Range Financial Plan and the Capital Improvements Program, and financing recommendations.

In developing financing recommendations, the CFO/Director of Finance shall consider the following:

- The time proceeds of obligation expected to remain on hand and the related carrying cost
- The options for interim financing, including short-term and interfund borrowing, taking into consideration federal and state reimbursement regulations
- Trends in interest rates
- Other factors as appropriate

The CFO/Director of Finance shall prepare a resolution of intent to issue bonds authorizing staff to proceed with preparations for the consideration of the Board of Directors when the capital budget is presented.

## **Bond Counsel Involvement**

The Bond Counsel will issue an opinion as to the legality and tax-exempt status of all obligations. The District also may seek the advice of Bond Counsel on other types of financing

and on any other questions involving federal tax or arbitrage law. Bond Counsel also is responsible for the preparation of the resolution authorizing issuance of obligations, all of the closing documents to complete their sale, and performance of other services as defined by contract approved by the District's Board of Directors.

### **Financial Advisor Involvement**

The District will seek the advice of the Financial Advisor when appropriate, and when required by law. The Financial Advisor will advise on the structuring of obligations to be issued, inform the District of various options, advise the District as to how choices will impact the marketability of District obligations, and provide other services as defined by contract approved by the District's Board of Directors. To ensure independence, the Financial Advisor neither will bid on nor underwrite any District debt issues. The Financial Advisor will inform the Director of Finance of significant issues.

## **SHORT-TERM DEBT**

### **General**

Short-term obligations may be issued to finance projects or portions of projects for which the District ultimately intends to issue long-term debt; i.e., it will be used to provide interim financing that eventually will be refunded with the proceeds of long-term obligations. Short-term obligations may be backed with a tax or revenue pledge, or a pledge of other available resources.

### **Interim**

Interim financing may be appropriate when long-term interest rates are expected to decline in the future. In addition, some forms of short-term obligations can be obtained more quickly than long-term obligations and, thus, can be used in emergencies until long-term financing can be obtained. In some cases when the amount of financing required in the immediate future is relatively small, it may be more cost-effective for the District to issue a small amount of short-term obligations to provide for its immediate needs than to issue a larger amount of long-term obligations to provide financing for both immediate and future needs when the carrying costs of issuing obligations that are not immediately needed are taken into account.

### **Line of Credit**

With the approval of the Board of Directors, the District may establish a tax-exempt line of credit with a financial institution selected through a competitive process. Draws shall be made on the line of credit when (1) the need for financing is so urgent that time does not permit the issuance of long-term debt, or (2) the need for financing is so small that the total cost of issuance of long-term debt, including carrying costs of debt proceeds not needed immediately, is significantly higher. Draws will be made on the line of credit to pay for projects designated for line-of-credit financing by the Board of Directors. Only projects that ultimately will be financed with the proceeds of authorized bonds may be so designated.

Borrowings under the line of credit shall be retired with the proceeds of long-term debt. Interest on borrowings will be repaid from current revenues. A takeout agreement or alternate financing source will be provided for additional security in addition to the tax or revenue pledge.

Additionally, a line of credit may be established to fulfill bond covenant requirements for a reserve fund when permitted under applicable ordinances and when it is cost beneficial to do so.

## **LONG-TERM DEBT**

### **General**

Long-term obligations will not be used for operating purposes, and the life of the obligations will not exceed the useful life of the projects financed. Debt service structure will approximate level debt service unless operational matters dictate otherwise. The District will strive to limit its annual issuance of long-term obligations to either \$5 million or \$10 million to take advantage of small-issuer exemptions in the federal arbitrage laws. Should subsequent changes in the law raise these limits, then the District's policies will be adjusted accordingly.

The cost of issuance of private activity bonds usually is higher than for governmental purpose bonds. Consequently, private activity bonds will be issued only when they will economically benefit the District. The cost of taxable debt is higher than for tax-exempt debt. However, the issuance of taxable debt is mandated in some circumstances and may allow valuable flexibility in subsequent contracts with users or managers of the improvement constructed with the bond proceeds. Therefore, the District usually will issue tax-exempt obligations, but occasionally may issue taxable obligations.

### **Bonds**

Long-term general obligation bonds may be issued to finance significant capital improvements for purposes set forth by the Board of Directors when authorized by voters in a properly called election. Revenue bonds also may be issued for such purposes. (Revenue bonds do not require voter approval.) Bonds will have an average life of not more than the average useful life of the rolling stock or facility being financed or 20 years, whichever is less. The structure should approximate level debt service for both general obligation and revenue bonds. Outstanding general obligation bonds shall never exceed in the aggregate 2.5 percent of the real market value of all taxable property in the District. Revenue bonds must be payable, both as to principal and interest, solely from the net revenues of the District after payment of obligations having priority and payment of expenses including taxes.

Call provisions for bond issues shall be made as short as reasonably possible, consistent with the lowest interest cost to the District. When feasible, all bonds shall be callable at par.

When cost-beneficial and when permitted under applicable ordinances, the District may consider the use of surety bonds, lines of credit, or similar instruments to satisfy reserve requirements.

For the District to issue new revenue bonds, revenues (as defined in the resolution authorizing the revenue bonds in question) net of all expenses shall be a minimum of 125 percent of the average annual debt service and 110 percent of the debt service for the year in which requirements are scheduled to be the greatest. Revenues net of all expenses should be maintained at 150 percent of the maximum annual debt service for financial planning purposes. Annual adjustments to the District's rate structure will be made as necessary to maintain a 150 percent coverage factor.

### **Negotiated versus Competitive Sale versus Private Placement**

When feasible and economical, obligations shall be issued by competitive rather than negotiated sale. Whenever the option exists to offer an issue either for competition or for negotiation, analysis of the options shall be performed to aid in the decision-making process.

When a sale is not competitively bid, the District publicly will present the reasons and will participate with the Financial Advisor in the selection of the underwriter or direct purchaser.

When cost-beneficial, the District may privately place its debt. Private placement sometimes is an option for small issues. The opportunity may be identified by the Financial Advisor.

### **Bidding Parameters**

The notice of sale will be constructed so as to ensure the most favorable bid for the District, in light of existing market conditions and other prevailing factors. Parameters to be examined include the following:

- Limits between lowest and highest coupons
- Coupon requirements relative to the yield curve
- Method of underwriter compensation--discount or premium coupons
- Use of true interest cost (TIC) versus net interest cost (NIC)
- Use of bond insurance
- Deep discount bonds
- Variable rate bonds
- Call provisions

### **REFUNDING**

The District shall consider refunding debt whenever an analysis indicates the potential for present value savings of approximately 5 percent of the principal being refunded or at least \$200,000. The District will not refund less than 5 percent of its outstanding debt at one time except in unusual circumstances, such as when it intends to change bond covenants.

Private activity bonds may be refunded in a current refunding only.

### **CAPITAL LEASING**

Capital leasing or lease/purchase agreements are an option for the acquisition of a piece or package of equipment costing less than \$500,000.

Whenever a lease is arranged with a private sector entity, a tax-exempt rate shall be sought. Whenever a lease is arranged with a government or other tax-exempt entity, the District shall strive to obtain an explicitly defined taxable rate so that the lease will not be counted in the District's total annual borrowings subject to arbitrage rebate.

The lease agreement shall permit the District to refinance the lease at no more than reasonable cost should the District decide to do so. A lease that can be called at will is preferable to one that merely can be accelerated.

Since the market for lease financings is relatively inefficient, the interest rates available at any one time may vary widely. Therefore, the District shall obtain at least three competitive proposals for any major lease financing. The net present value of competitive bids shall be compared, taking into account whether payments are in advance or in arrears and how



frequently payments are made. The purchase price of equipment shall be bid competitively, as well as the financing cost.

The advice of the District's Bond Counsel shall be sought in any leasing arrangement and when federal tax forms 8038 are prepared to ensure that all federal tax laws are obeyed.

The District may consider issuing certificates of participation to finance a very large project. Care should be taken because financing costs may be greater than for other types of financing.

## **OTHER TYPES OF FINANCING**

From time to time, other types of financing may become available. Examples of these options are debt pools with other entities and low-interest loans from state agencies. The Director of Finance will prepare a written analysis of such options. This report will include consideration of the advice of the District's Bond Counsel and Financial Advisor.

## **OFFICIAL STATEMENT**

The Official Statement is the disclosure document prepared by or on behalf of the District for an offering of securities.

### **Responsibility**

The preparation of the Official Statement is the responsibility of the Director of Finance. Information for the Official Statement is gathered from departments/divisions throughout the District.

### **Timing**

The Director of Finance or designee will begin assembling the information needed to update the Official Statement in October or as soon as the Comprehensive Annual Financial Report (CAFR) for the preceding June 30 year-end is complete. Capital budget information from the current-year budget process will be included. After all information has been gathered and assembled, it will be held for the next anticipated bond sale. If the next anticipated bond sale is expected to be more than seven months after fiscal year-end, then the prior year's audited financial statement information must be updated using unaudited figures.

### **Auditor's Involvement**

The District will include a review of its Official Statement in the contract for services with its external audit.

## **RATINGS**

The District's goal is to establish and maintain a respectable bond rating. Toward that end, prudent financial management policies will be adhered to in all areas.

Full disclosure of operations shall be made to the bond rating agencies. The District staff, with the assistance of the Financial Advisors and Bond Counsel, will prepare the necessary materials for a presentation to the rating agencies.

The District shall maintain lines of communication with the rating agencies (Moody's, Standard and Poor's, and Fitch), informing them of major financial events in the District as they occur. The CAFR shall be distributed to the rating agencies after it has been accepted by the Board of Directors.

The rating agencies also will be notified either by telephone or through written correspondence when the District begins preparation for a debt issuance. After the initial contact, a formal ratings application will be prepared and sent, along with the draft of the Official Statement relating to the bond sale, to the rating agencies. This application and related documentation should be sent several weeks prior to the bond sale to give the rating agencies sufficient time to perform their review.

A personal meeting with representatives of the rating agencies will be scheduled as needed upon the recommendations of the Financial Advisor.

### **CREDIT ENHANCEMENTS**

Credit enhancements are mechanisms that guarantee principal and interest payments. They include bond insurance and a line or letter of credit. A credit enhancement, while costly, usually will bring a lower interest rate on debt and a higher rating from the rating agencies, thus lowering overall costs.

During debt issuance planning, the Financial Advisor will advise the District whether or not a credit enhancement is cost effective under the circumstances and what type of credit enhancement, if any, should be purchased. In a negotiated sale, bids will be taken during the period prior to the pricing of the sale. In a competitive sale, bond insurance may be provided by the purchaser if the issue qualifies for bond insurance.

### **CONTINUING DISCLOSURE**

The District is committed to continuing disclosure of financial and pertinent credit information relevant to the District's outstanding securities and will abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure.

The CFO/Director of Finance will be designated "Compliance Officer" for disclosure requirements.

Copies of the CAFR and updated tables from the Official Statement are submitted to all nationally recognized municipal information depositories (NRMSIRs) and state information depositories (SIDs) within six months of fiscal year-end.

### **ARBITRAGE LIABILITY MANAGEMENT**

It is the District's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law.

**General**

Federal arbitrage legislation is intended to discourage entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the District will not issue obligations except for identifiable projects with very good prospects of timely initiation.

**Responsibility**

Because of the complexity of arbitrage rebate regulations and the severity of noncompliance penalties, the advice of Bond Counsel and other qualified experts will be sought whenever questions about arbitrage rebate regulations arise.

**Internal Interim Financing**

In order to defer the issuance of obligations, when sufficient nonrestricted reserve funds are on hand, consideration shall be given to appropriating them to provide interim financing for large construction contracts or parts of contracts. When the appropriations are subsequently refinanced with the proceeds of obligations or other resources, the nonrestricted reserve funds shall be repaid. When expenditures are reimbursed from debt issuances, applicable state law and the Internal Revenue Service rules on reimbursements will be complied with so that the reimbursements may be considered expenditures for arbitrage purposes. Requirements in general are as follows:

- The District shall declare its intention to reimburse an expenditure with debt proceeds before paying the expenditure and will exclude costs such as design and engineering fees or cost of issuance.
- Reimbursement bonds must be issued and the reimbursement made within one year after the expenditure was made or the property financed by the expenditure was placed in service, whichever is later.
- The expenditure to be reimbursed must be a capital expenditure.

**MODIFICATION TO POLICY**

This policy and its provisions will be reviewed annually by the LTD Board Finance Committee. The Committee may approve minor changes of a housekeeping nature. Significant policy changes will be presented to the Board of Directors for confirmation.

Board Adoption: June 20, 2001



# *Fully Allocated Cost Plan*

# Lane Transit District

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## Fully Allocated Cost Plan

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From audited expenses for the fiscal year  
ending June 30, 2013

# Fully Allocated Cost Plan

## Fully Allocated Cost Plan Methodology

The 2012-13 cost plan was prepared using a model consistent with previous years. This model follows the guidelines for public transit providers in the *Fully Allocated Cost Analysis*, published by the United States Department of Transportation. The principle underlying fully allocated costing analysis is that the total cost incurred in producing a single product or in delivering a specific service should be attributed to that product or to that service. The fully allocated cost of a specific product or service includes the following:

- 1) The direct costs of the labor, capital, and material resources used exclusively in the delivery of the service, and
- 2) A portion of the shared costs of the administrative labor, capital, and material resources used in the production of the range of services.

## Components of a Fully Allocated Cost Estimate

The costs associated with the delivery of transit service include the following:

- Fixed Costs, which are constant over very large increments of service and, therefore, do not vary with small changes in the level of transit service. Examples of fixed costs include most administrative labor cost, facility-related capital costs, and materials and supplies costs other than those costs incurred directly to support revenue service.
- Variable Costs, which normally vary with the level of transit service provided. Variable costs include driver wages and vehicle fuel costs, which vary directly with level of service.

A fully allocated costing analysis recognizes that both fixed and variable resources contribute to the delivery of transit service. A fully allocated cost estimate, therefore, represents a complete accounting of all the labor, capital, and material resources used in the delivery of transit service.

- All costs are based on audited expenses for the fiscal year ending June 30, 2013. The cost per hour calculated for fiscal year 2012-13 will be used for calendar year 2014. The computed cost per hour is used to establish the total cost per route for the previous year.

## Fully Allocated Cost by Formula

The fully allocated cost by formula model utilizes three allocation variables. Transportation-related costs are allocated to vehicle hours since these costs are a function of the number of vehicle hours operated. Vehicle maintenance and fuel costs are allocated to vehicle miles since the number of miles operated reflects the exposure of vehicles to wear and the rate of fuel consumption. Administrative and capital costs are allocated to peak vehicles because they are largely a function of the size of the transit system. The following table shows the fully allocated cost by formula for fiscal year 2012-13 along with a five-year projection:

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
<b>Vehicle Hours</b>						
Operator cost per revenue hour (variable)	56.69	59.52	62.50	65.63	68.91	72.36
Direct Operator supervision cost per revenue hour	5.19	5.45	5.72	6.01	6.31	6.63
<b>Total direct vehicle operating cost per revenue hour</b>	<b>61.88</b>	<b>64.97</b>	<b>68.22</b>	<b>71.64</b>	<b>75.22</b>	<b>78.99</b>
<b>Vehicle Miles</b>						
Variable cost per vehicle mile	2.02	2.12	2.23	2.34	2.46	2.58
Fixed cost per vehicle mile	0.17	0.18	0.19	0.20	0.21	0.22
<b>Total cost per vehicle mile</b>	<b>2.19</b>	<b>2.30</b>	<b>2.42</b>	<b>2.54</b>	<b>2.67</b>	<b>2.80</b>
<b>Peak Service</b>						
Cost per vehicle in peak service	115,073.96	120,827.66	126,869.04	133,212.49	139,873.11	146,866.77
Marketing cost per vehicle in peak service	13,191.47	13,851.04	14,543.59	15,270.77	16,034.31	16,836.03
<b>Total cost per vehicle in peak service</b>	<b>128,265.43</b>	<b>134,678.70</b>	<b>141,412.63</b>	<b>148,483.26</b>	<b>155,907.42</b>	<b>163,702.80</b>

## Fully Allocated Costs by Revenue Hour

The following table shows the fully allocated cost by revenue hour for fiscal year 2012-13 along with a five-year projection:

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
<b>Direct Variable Costs</b>						
Operator cost per revenue hour	56.69	59.52	62.50	65.63	68.91	72.36
Vehicle operating cost per revenue hour	25.97	27.27	28.63	30.06	31.56	33.14
<b>Subtotal direct variable</b>	<b>82.66</b>	<b>86.79</b>	<b>91.13</b>	<b>95.69</b>	<b>100.47</b>	<b>105.50</b>
<b>Direct Fixed Cost</b>						
Operations supervision per revenue hour	5.19	5.45	5.72	6.01	6.31	6.63
Fleet maintenance service costs per revenue hour	2.19	2.30	2.42	2.54	2.67	2.80
Other costs per revenue hour	17.29	18.15	19.06	20.01	21.01	22.06
<b>Subtotal direct fixed cost per revenue hour</b>	<b>24.67</b>	<b>25.90</b>	<b>27.20</b>	<b>28.56</b>	<b>29.99</b>	<b>31.49</b>
<b>Indirect Fixed Cost</b>						
General administration per revenue hour	27.32	28.69	30.12	31.63	33.21	34.87
Marketing, planning, and CSC cost per revenue hour	4.20	4.41	4.63	4.86	5.10	5.36
<b>Subtotal indirect fixed costs per revenue hour</b>	<b>31.52</b>	<b>33.10</b>	<b>34.75</b>	<b>36.49</b>	<b>38.31</b>	<b>40.23</b>
<b>Fully allocated cost per revenue hour</b>	<b>138.85</b>	<b>145.79</b>	<b>153.08</b>	<b>160.74</b>	<b>168.77</b>	<b>177.22</b>

Direct variable expenses have a strong correlation with service changes. These expenses include the cost of direct labor, such as operator wages, fuel, parts, mechanics, and cleaners. The fiscal year 2012-13 cost per revenue hour is \$82.66.

Direct fixed costs are closely associated with service but do not increase by small incremental service changes. These costs tend to stay flat until conditions warrant their increase. These expenses include direct supervision of operators, labor for the parts department, transportation administration, and depreciation of buses and shelters.

Indirect fixed costs include the general administration costs of the District. These are considered shared costs and include the general management, planning, finance, information services, personnel, facilities, some depreciation, and safety and risk.

The cost allocation model uses the trial balance worksheet as a basis for the expenses. Please consult the cost allocation model for the detail on how the expenses were classified by category.

### Charter Rate

The charter rate is listed in the table below. The rates for future years are estimates only and should be used only as a guideline. When providing a quote for a future year, please remember to caution the customer that this is an estimate only. The reliability of the number decreases the farther out the quote for service is for. Ask the customer to check back for a more accurate rate as the date of the event draws near. The rate is calculated using the actual operating expenses of the District. The rate estimate for calendar year 2014 assumes a 4 percent increase over the actual expenses for fiscal year 2012-13. The rate estimate for future years are based on an annual increase of 5 percent. The change in actual expenses over the last 10 years has ranged from no increase to an increase of over 13 percent.

Rates for total direct cost and direct variable cost are also listed in the table below.

	CY 2014	CY 2015	CY 2016	CY 2017	CY 2018
Charter Rate	146.00	153.00	161.00	169.00	177.00
Total Direct Costs	113.00	118.00	124.00	130.00	137.00
Direct Variable Cost	87.00	91.00	96.00	100.00	106.00





# *General Information*



**Lane Transit District  
FY 2014-2015 Adopted Salary Schedule**

<u>Job Classification</u>	<u>Grade</u>	<u>Salary Range</u>	
Director of Administrative Services	21	92,054	122,738
Director of Customer Services & Planning	21	92,054	122,738
Director of Operations & Customer Satisfaction	21	92,054	122,738
Finance Manager/Chief Financial Officer	19	80,403	107,204
Government Relations Manager	19	80,403	107,204
Human Resources Manager	19	80,403	107,204
Information Technology Manager	19	80,403	107,204
Intelligent Transportation Systems Manager	19	80,403	107,204
Maintenance Manager	19	80,403	107,204
Planning & Development Manager	19	80,403	107,204
Facilities Manager	18	75,143	100,190
Business Intelligence Analyst	17	70,227	93,635
Controller	17	70,227	93,635
Internal Auditor/TransitStat Manager	17	70,227	93,635
Senior Project Manager	17	70,227	93,635
Accessible & Customer Services Manager	15	61,341	81,788
Applications Analyst	15	61,341	81,788
Business Analyst	15	61,341	81,788
Marketing Manager	15	61,341	81,788
Purchasing Manager	15	61,341	81,788
Security Manager	15	61,341	81,788
Senior Transit Planner	15	61,341	81,788
Transportation Options Program Manager	15	61,341	81,788
Engineering Technician	14	57,327	76,436
Facilities Electrical & Electronics Specialist	14	57,327	76,436
Facilities Maintenance Supervisor	14	57,327	76,436
Maintenance Supervisor	14	57,327	76,436
Maintenance Technical Supervisor	14	57,327	76,436
Inventory Supervisor	14	57,327	76,436
Risk Manager	14	57,327	76,436
Development Planner	14	57,327	76,436
Transit Supervisor	14	57,327	76,436
Transit Planner	14	57,327	76,436
Executive Office Manager/Clerk of the Board	13	53,577	71,436
Senior Human Resources Analyst	13	53,577	71,436
Transit Training Supervisor	13	53,577	71,436
Human Services Transportation Coordinator	12	50,073	66,763
Planning & Development Associate	12	50,073	66,763
Training Specialist	12	50,073	66,763
Claims Specialist	11	46,797	62,396
IT Support Technician II	11	46,797	62,396
Marketing Representative	11	46,797	62,396
Project Communications Coordinator	11	46,797	62,396
Rideshare Program Specialist	11	46,797	62,396
Accessible Services Specialist	10	43,734	58,312
Community Outreach Associate	10	43,734	58,312
Facilities Maintenance Generalist II	9	40,875	54,499
Payroll Technician	9	40,875	54,499
Purchasing Specialist	9	40,875	54,499
Transportation Options Specialist	9	40,875	54,499
Graphic Designer	8	38,202	50,935
SmartTrips Coordinator	8	38,202	50,935
Transit Administrative Coordinator	8	38,202	50,935
Accounting Technician	7	35,702	47,602
Administrative Secretary	7	35,702	47,602
Executive Office Secretary	7	35,702	47,602
Executive Office Assistant	6	35,702	47,602
Transit Administrative Assistant	6	33,367	44,489
Distribution Coordinator	4	29,144	38,858
Accounting Assistant	3	27,238	36,317



**Lane Transit District**  
**Wage Rates - Amalgamated Transit Union, Local 757**

**ATU-Represented Pay Table July 1, 2013, through June 30, 2014 \***

<b>Transit Operations</b>	<b>1st</b>	<b>Next</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	
	<b>12 Months</b>	<b>9 Months</b>	<b>9 Months</b>	<b>9 Months</b>	<b>9 Months</b>	<b>Thereafter</b>
Bus Operator	\$17.33	\$18.48	\$19.61	\$20.76	\$21.92	\$23.07
<b>Fleet Services</b>						
Lead Journeyman	\$21.31	\$22.67	\$24.05	\$25.44	\$26.80	\$28.49
Journeyman Mechanic	\$20.28	\$21.60	\$22.93	\$24.22	\$25.55	\$27.14
Journeyman Tire Specialist	\$20.28	\$21.60	\$22.93	\$24.22	\$25.55	\$27.14
General Service Worker	\$16.99	\$18.10	\$19.22	\$20.36	\$21.47	\$22.89
Lead Detailer	\$17.28	\$18.42	\$19.56	\$20.68	\$21.82	\$22.97
Equipment Detail Technician	\$16.48	\$17.56	\$18.64	\$19.71	\$20.77	\$21.88
Lead Inventory Technician	\$18.46	\$19.63	\$20.85	\$22.11	\$23.32	\$24.83
Inventory Technician	\$17.59	\$18.71	\$19.88	\$21.08	\$22.21	\$23.65
<b>Customer Service</b>						
Lead Customer Service Representative	\$17.28	\$18.42	\$19.56	\$20.68	\$21.82	\$22.97
Customer Service Representative	\$16.48	\$17.56	\$18.64	\$19.71	\$20.77	\$21.88
<b>Facilities Management</b>						
Station Cleaner	\$17.28	\$18.42	\$19.56	\$20.68	\$21.82	\$22.97

\* The current Lane Transit District and Amalgamated Transit Union Partnership Agreement expires June 30, 2014.



## Lane Transit District Schedule of Employee Benefits

	FY 2012-13 Actual	% of Salaries or Wages	FY 2013-14 Budget	% of Salaries or Wages	FY 2013-14 Estimate	% of Salaries or Wages	FY 2014-15 Proposed Budget	% of Salaries or Wages
<b>Administrative Employees</b>								
FICA/Medicare	412,213	7.5%	476,400	7.7%	465,300	7.6%	487,900	7.7%
<b>Retirement</b>								
Salaried Employees' Retirement Plan-Part 1	1,156,124	21.0%	1,182,200	19.2%	1,182,000	19.4%	1,235,100	19.6%
Salaried Employees' Defined Contribution Program	19,095	0.3%	55,300	0.9%	65,700	1.1%	122,100	1.9%
Salaried Employees' Retirement Plan-Part 2	346,662	6.3%	328,300	5.3%	378,300	6.2%	286,400	4.4%
Total Retirement	<u>1,521,881</u>	27.6%	<u>1,565,800</u>	25.4%	<u>1,626,000</u>	26.7%	<u>1,643,600</u>	26.1%
<b>Insurance Benefits</b>								
Medical Insurance	1,200,087	21.8%	1,282,000	20.8%	1,351,500	22.2%	1,483,300	23.5%
Deductible Reimbursement	6,000	0.1%	41,100	0.7%	27,900	0.5%	45,000	0.7%
Health Reimbursement Arrangement (HRA)	103,516	1.9%	101,900	1.7%	98,500	1.6%	111,800	1.8%
Dental Insurance	101,900	1.8%	96,200	1.6%	88,100	1.4%	105,500	1.7%
Vision Insurance	12,104	0.2%	13,200	0.2%	13,700	0.2%	14,500	0.2%
Life Insurance	6,878	0.1%	15,000	0.2%	12,300	0.2%	16,100	0.3%
Disability Insurance	30,238	0.5%	29,000	0.5%	25,500	0.4%	29,600	0.5%
Employee Assistance Group	1,907	- . %	3,200	0.1%	3,300	0.1%	3,700	0.1%
Total Insurance Benefits	<u>1,462,630</u>	26.5%	<u>1,581,600</u>	25.7%	<u>1,620,800</u>	26.6%	<u>1,809,500</u>	28.7%
Total Administrative Benefits	<u>3,396,724</u>	61.7%	<u>3,623,800</u>	58.8%	<u>3,712,100</u>	61.0%	<u>3,941,000</u>	62.5%
<b>Employees Represented by the Amalgamated Transit Union (ATU)</b>								
FICA/Medicare	859,253	7.7%	919,500	7.7%	893,800	7.7%	953,100	7.7%
<b>Retirement</b>								
LTD/ATU Pension Trust	2,228,856	19.9%	2,323,200	19.3%	2,273,700	19.5%	2,340,400	18.8%
LTD/ATU Defined Contribution	115,894	1.0%	120,000	1.0%	116,700	1.0%	124,200	1.0%
Total Retirement	<u>2,344,750</u>	21.0%	<u>2,443,200</u>	20.3%	<u>2,390,400</u>	20.5%	<u>2,464,600</u>	19.8%
<b>Insurance Benefits</b>								
Medical Insurance	3,246,003	29.0%	3,383,400	28.2%	3,396,500	29.1%	3,855,900	31.0%
Deductible Reimbursement	13,809	0.1%	113,500	0.9%	113,500	1.0%	113,500	0.9%
Voluntary Employee Beneficiary Assoc. (VEBA)	240,000	2.1%	227,000	1.9%	229,000	2.0%	227,000	1.8%
Stop Loss Payments	26,701	0.2%	50,000	0.4%	50,800	0.4%	50,000	0.4%
Dental Insurance	272,424	2.4%	272,400	2.3%	244,200	2.1%	272,400	2.2%
Vision Insurance	38,981	0.3%	36,400	0.3%	34,500	0.3%	36,400	0.3%
Life Insurance	18,531	0.2%	40,900	0.3%	30,500	0.3%	40,900	0.3%
Disability Insurance	87,772	0.8%	77,100	0.6%	67,000	0.6%	77,100	0.6%
Employee Assistance Group	5,460	- . %	7,000	0.1%	5,800	- . %	7,000	0.1%
Total Insurance Benefits	<u>3,949,681</u>	35.3%	<u>4,207,700</u>	35.0%	<u>4,171,800</u>	35.7%	<u>4,680,200</u>	37.6%
Total ATU Benefits	<u>7,153,684</u>	64.0%	<u>7,570,400</u>	63.0%	<u>7,456,000</u>	63.9%	<u>8,097,900</u>	65.0%

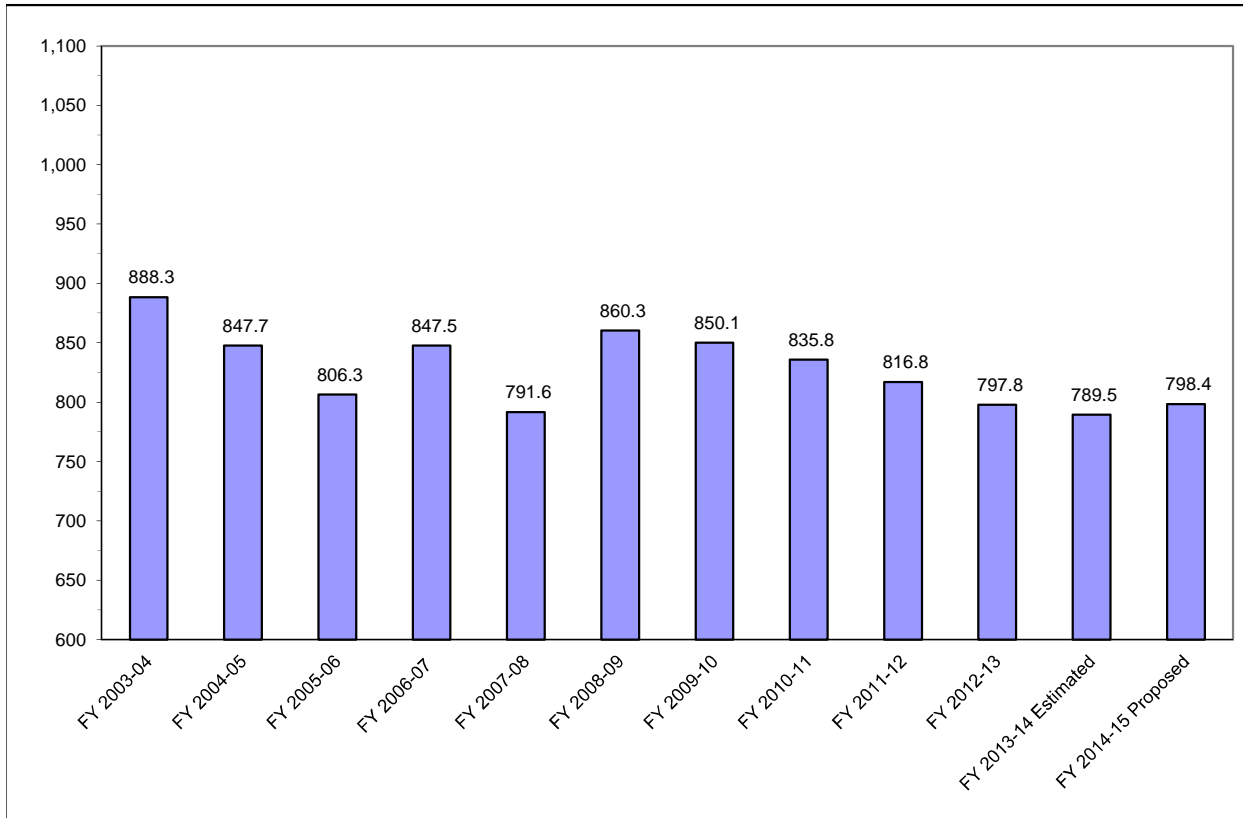


## Lane Transit District Bus Operator Hours

	Calendar Year 2011		Calendar Year 2012		Calendar Year 2013	
	Hours	FTE	Hours	FTE	Hours	FTE
<b>Regular Hours Paid</b>						
Scheduled (may include overtime)	292,656.93	140.70	293,238.54	140.98	292,732.40	140.74
Temporary Supervisor (may include overtime)	3,610.57	1.74	4,262.73	2.05	4,431.00	2.13
Other (may include overtime)	14,498.87	6.97	13,656.97	6.57	14,740.33	7.09
Special (may include overtime)	3,900.70	1.88	2,712.50	1.30	4,231.08	2.03
Training (may include overtime)	8,544.70	4.11	10,203.83	4.91	10,795.39	5.19
Less Overtime Included in Regular Leave Types	<u>(29,124.63)</u>	<u>(14.00)</u>	<u>(22,390.39)</u>	<u>(10.76)</u>	<u>(25,932.31)</u>	<u>(12.47)</u>
Total Regular Hours Paid	294,087.14	141.39	301,684.18	145.04	300,997.89	144.71
Mark-off	4,813.94	2.31	1,083.92	0.52	2,688.79	1.29
Leave	54,678.03	26.29	53,627.45	25.78	55,715.35	26.79
Overtime	<u>29,124.63</u>	<u>14.00</u>	<u>22,390.39</u>	<u>10.76</u>	<u>25,932.31</u>	<u>12.47</u>
Total Paid Hours	382,703.74	183.99	378,785.94	182.11	385,334.34	185.26
Unpaid	<u>19,561.14</u>	<u>9.40</u>	<u>16,313.26</u>	<u>7.84</u>	<u>16,437.95</u>	<u>7.90</u>
Total Hours (paid and unpaid)	<u>402,264.88</u>	<u>193.40</u>	<u>395,099.20</u>	<u>189.95</u>	<u>401,772.29</u>	<u>193.16</u>
<b>Breakdown of Scheduled Regular Hours</b>						
Run (may include overtime)	275,970.94	132.68	276,588.55	132.98	275,837.66	132.61
Scheduled Meal Time	7,041.45	3.39	7,132.72	3.43	6,867.31	3.30
Scheduled Free Time	492.92	0.24	610.59	0.29	807.77	0.39
Scheduled Split Time	5,223.00	2.51	4,813.50	2.31	4,595.33	2.21
Scheduled Travel Time	<u>3,928.62</u>	<u>1.89</u>	<u>4,093.18</u>	<u>1.97</u>	<u>4,624.33</u>	<u>2.22</u>
Total Scheduled Regular Hours	<u>292,656.93</u>	<u>140.70</u>	<u>293,238.54</u>	<u>140.98</u>	<u>292,732.40</u>	<u>140.74</u>



## Lane Transit District Revenue Hours per Employee (FTE)



Year	Revenue Hours	FTE	Hours per FTE
FY 2003-04	276,207	311	888.3
FY 2004-05	263,587	311	847.7
FY 2005-06	259,985	322	806.3
FY 2006-07	279,688	330	847.5
FY 2007-08	265,968	336	791.6
FY 2008-09	282,172	328	860.3
FY 2009-10	278,366	327	850.1
FY 2010-11	246,556	295	835.8
FY 2011-12	247,480	303	816.8
FY 2012-13	247,303	310	797.8
FY 2013-14 Estimated	247,100	313	789.5
FY 2014-15 Proposed	249,900	313	798.4

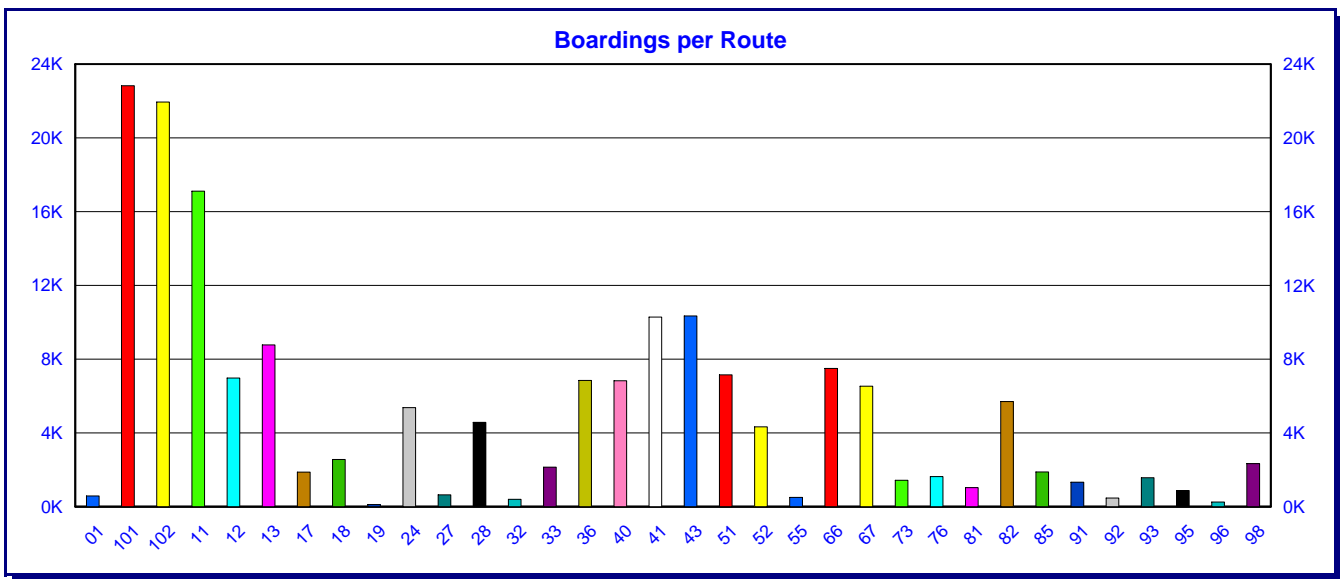
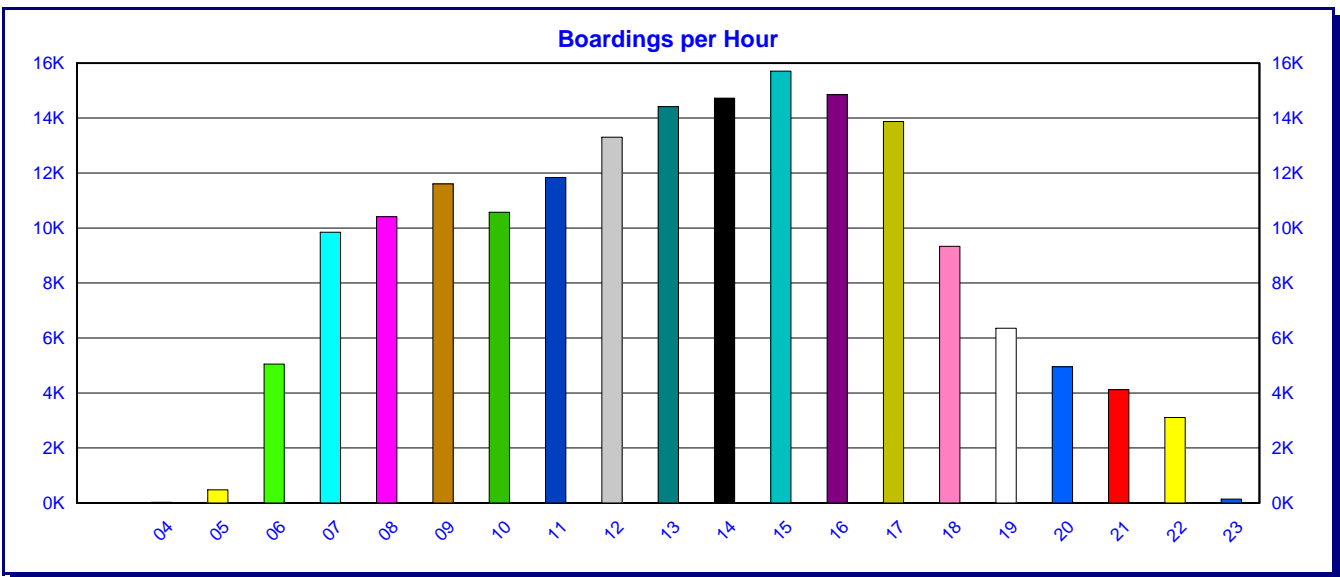
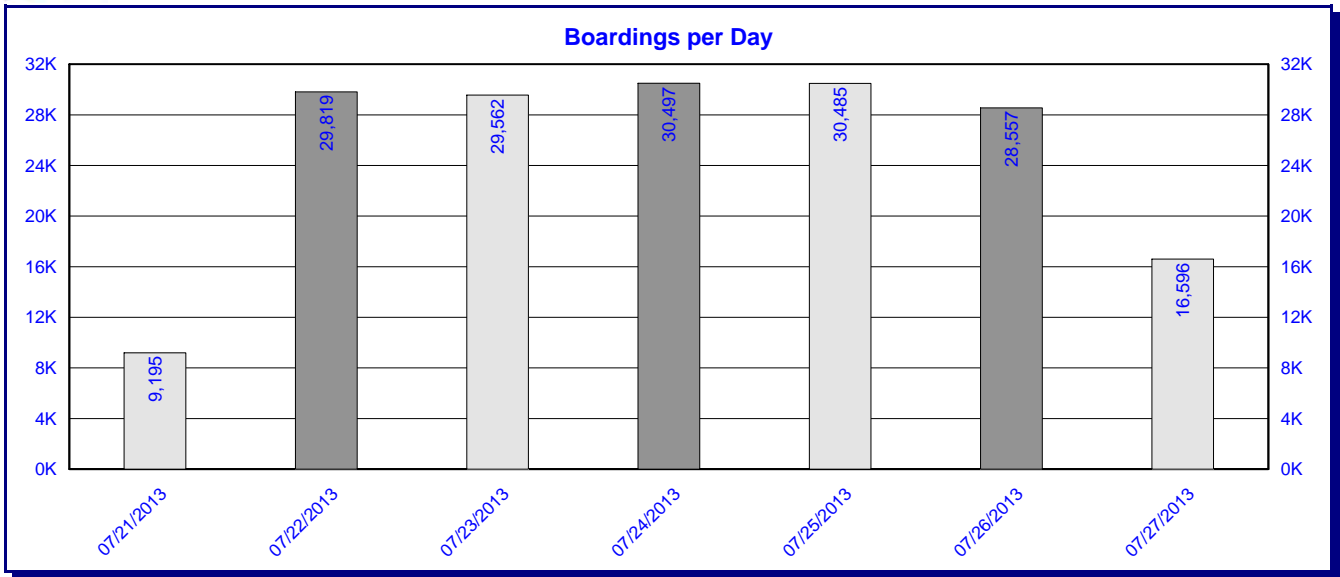


## Lane Transit District Bus Operator Bid Comparison

	Summer Bid 2013 Sample 7/21/2013 - 7/27/2013		Fall Bid 2013 Sample 10/6/2013 - 10/12/2013		Winter Bid 2014 Sample 3/2/2014 - 3/8/2014	
	Hours	FTE	Hours	FTE	Hours	FTE
<b>Regular Hours Paid</b>						
Scheduled (may include overtime)	5,440.31	136.01	5,871.59	146.79	5,929.93	148.25
Temporary Supervisor (may include overtime)	98.59	2.46	57.92	1.45	49.70	1.24
Other (may include overtime)	271.92	6.80	275.56	6.89	243.21	6.08
Special (may include overtime)	3.20	0.08	-	-	-	-
Training (may include overtime)	181.03	4.53	158.75	3.97	480.08	12.00
Less Overtime Included in Regular Leave Types	<u>(302.87)</u>	<u>(7.57)</u>	<u>(519.93)</u>	<u>(13.00)</u>	<u>(361.41)</u>	<u>(9.04)</u>
Total Regular Hours Paid	5,692.18	142.30	5,843.89	146.10	6,341.51	158.54
Mark-off	10.47	0.26	47.62	1.19	52.61	1.32
Leave	1,163.69	29.09	768.22	19.21	599.13	14.98
Overtime	<u>302.87</u>	<u>7.57</u>	<u>519.93</u>	<u>13.00</u>	<u>361.41</u>	<u>9.04</u>
Total Paid Hours	7,169.21	179.23	7,179.66	179.49	7,354.66	183.87
Unpaid	<u>326.49</u>	<u>8.16</u>	<u>268.59</u>	<u>6.71</u>	<u>367.10</u>	<u>9.18</u>
Total Hours (paid and unpaid)	<u>7,495.70</u>	<u>187.39</u>	<u>7,448.25</u>	<u>186.21</u>	<u>7,721.76</u>	<u>193.04</u>
<b>Breakdown of Scheduled Regular Hours</b>						
Run (may include overtime)	5,134.89	128.37	5,526.98	138.17	5,602.04	140.05
Scheduled Meal Break	121.65	3.04	143.03	3.58	139.53	3.49
Scheduled Free Time	14.42	0.36	17.13	0.43	16.34	0.41
Scheduled Split Time	82.50	2.06	89.00	2.23	91.50	2.29
Scheduled Travel Time	<u>86.85</u>	<u>2.17</u>	<u>95.45</u>	<u>2.39</u>	<u>80.52</u>	<u>2.01</u>
Total Scheduled Regular Hours	<u>5,440.31</u>	<u>136.01</u>	<u>5,871.59</u>	<u>146.79</u>	<u>5,929.93</u>	<u>148.25</u>



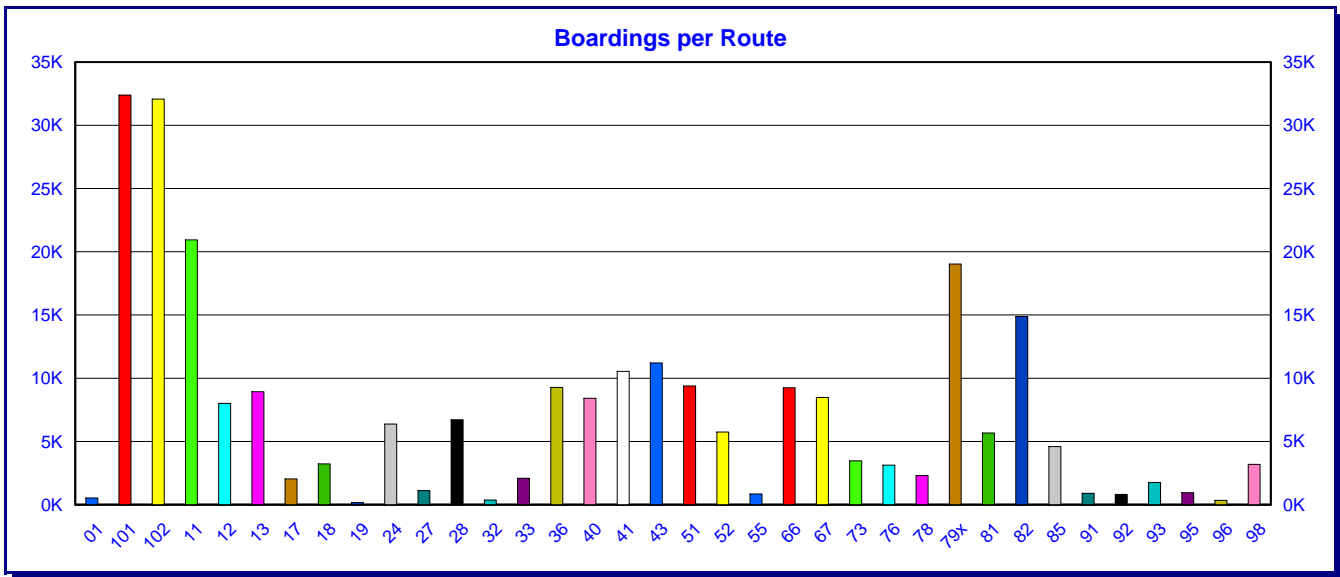
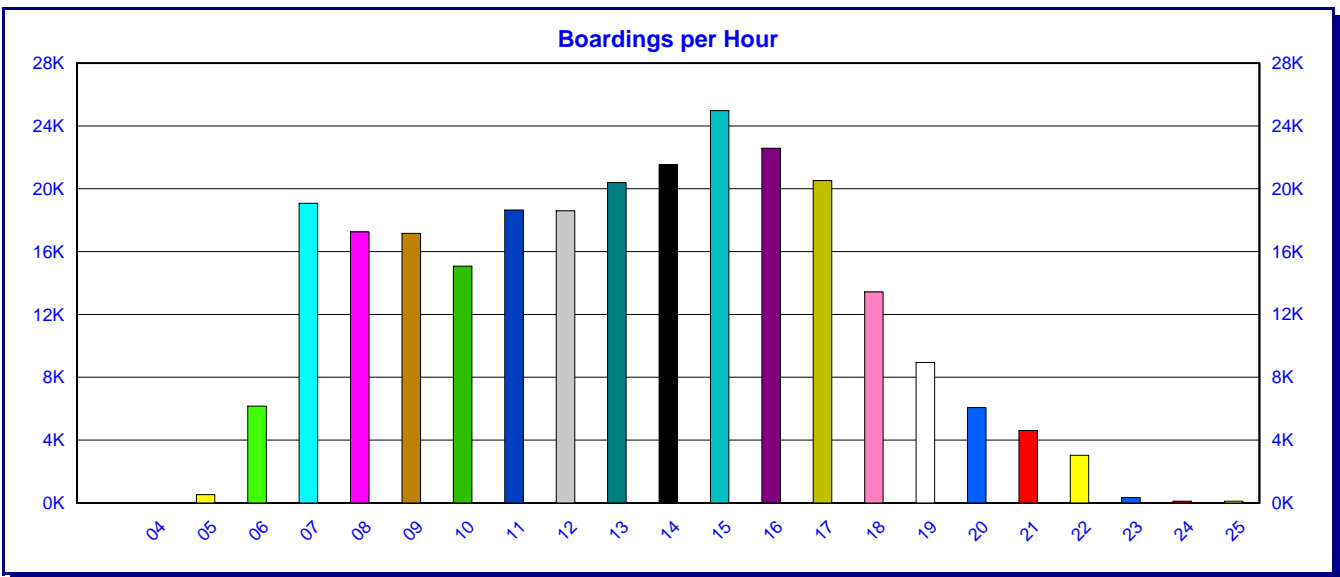
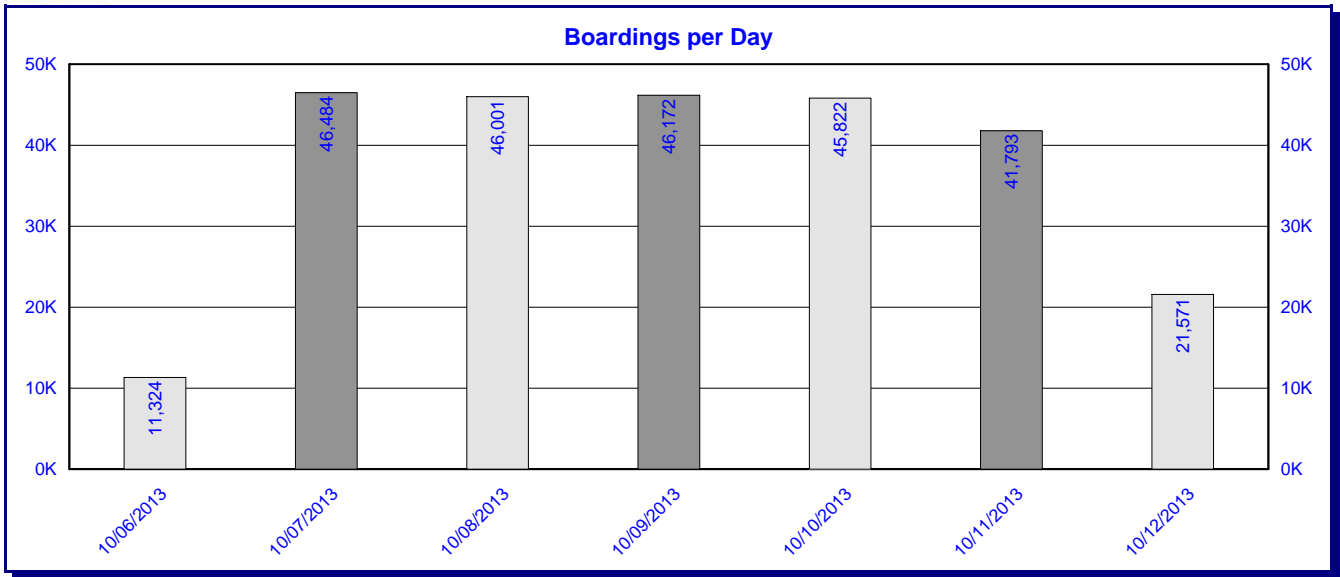
**Passenger Boardings per Route**  
07/21/2013 - 07/27/2013





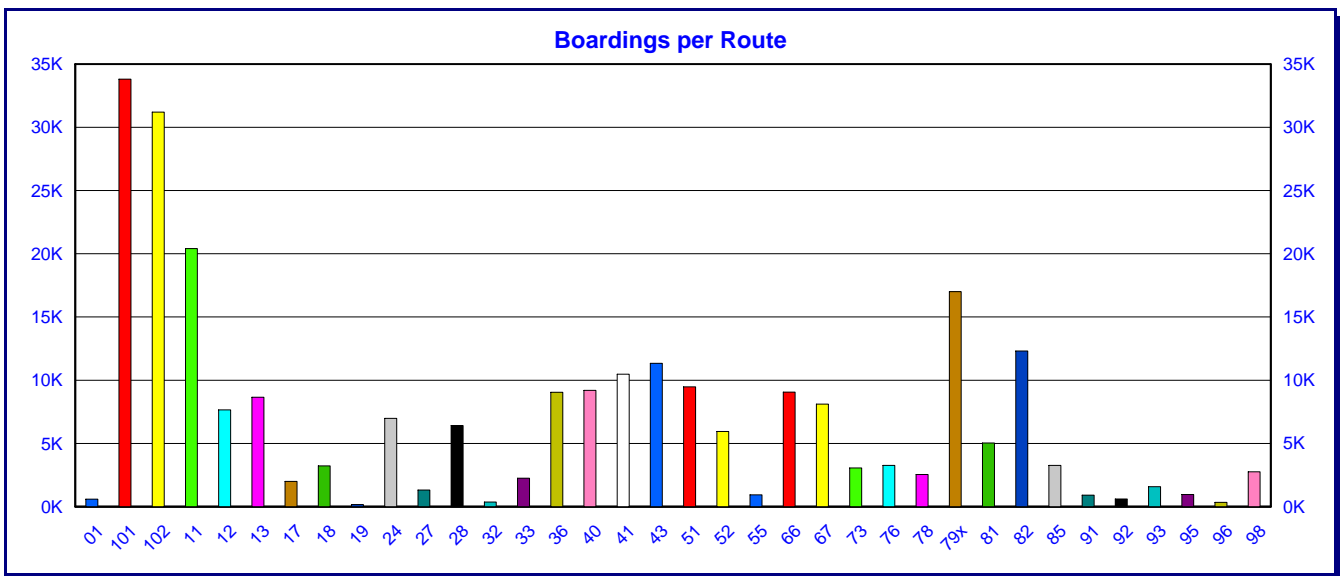
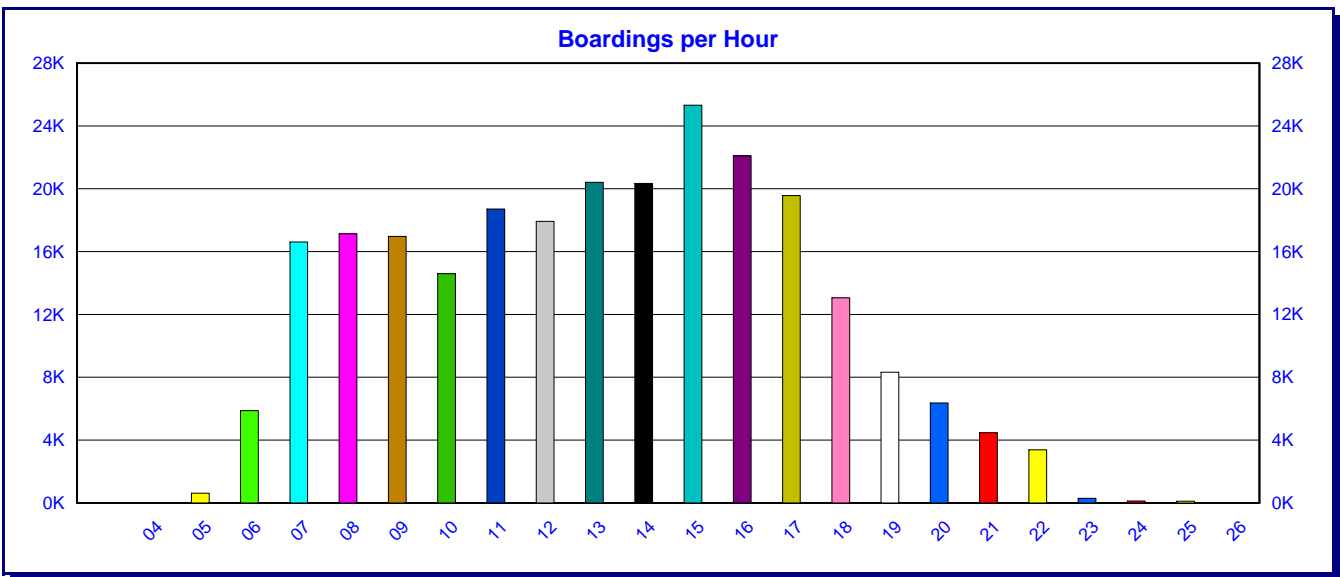
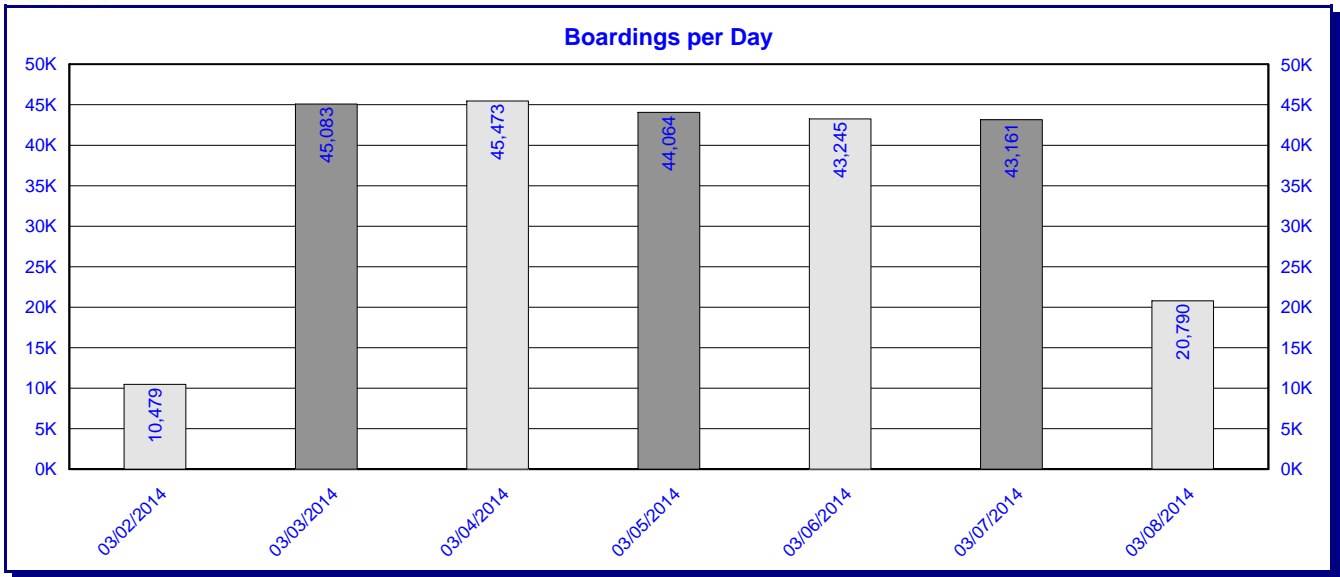


**Passenger Boardings per Route**  
10/06/2013 - 10/12/2013



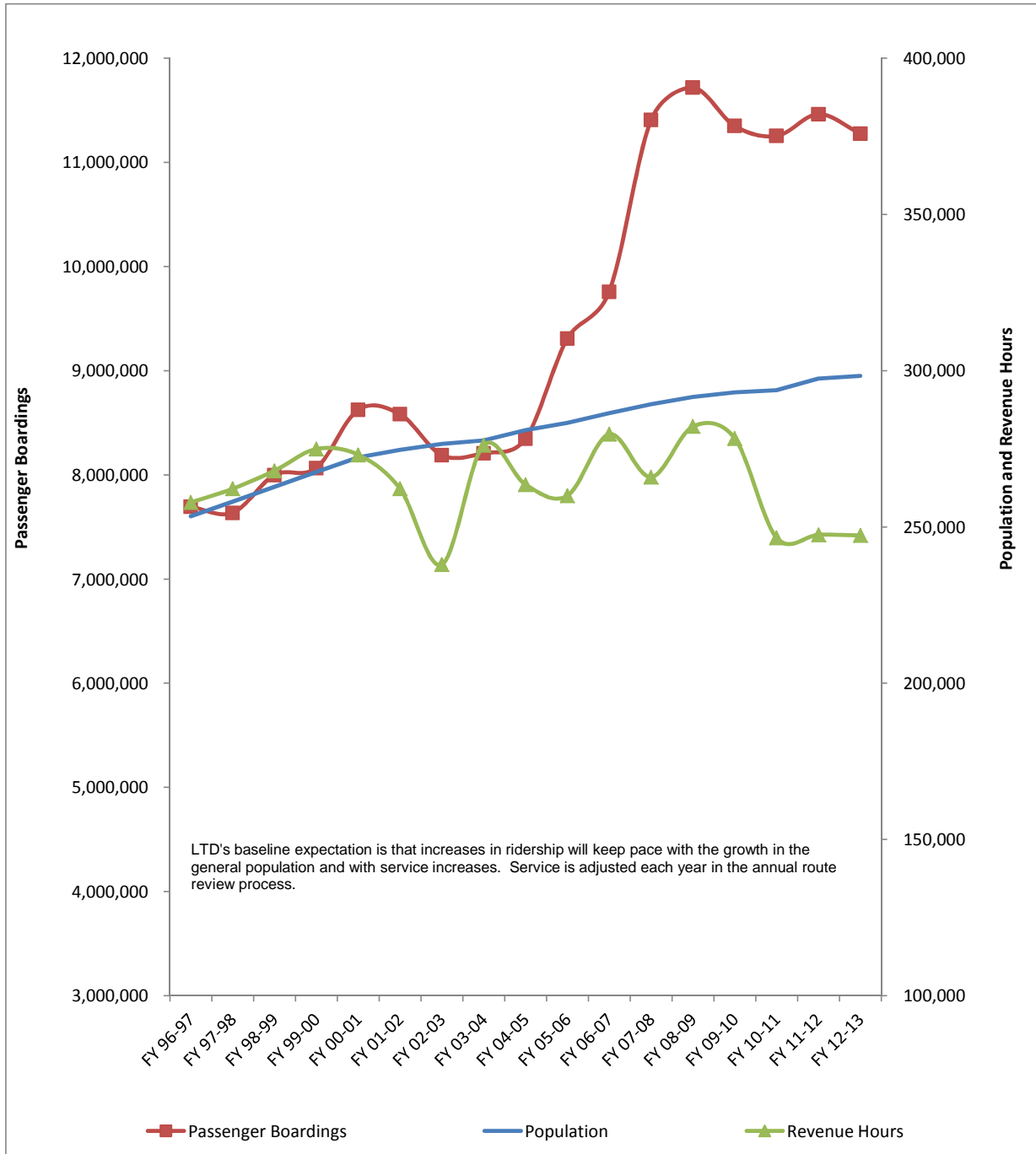


**Passenger Boardings per Route**  
03/02/2014 - 03/08/2014





### Lane Transit District Ridership, Service, and Service Area Population July 1996 Through June 2013





**Lane Transit District  
Operating Revenue and Cost Measurements - Fixed-Route System  
Last Ten Fiscal Years**

	FY 2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Operating Revenues (in dollars)	\$5,262,403	\$5,248,594	\$5,961,498	\$6,226,293	\$7,320,990	\$7,723,787	\$7,833,611	\$8,150,969	\$7,608,840	\$7,640,918
Operating Expenses (in dollars)	\$23,389,618	\$25,314,811	\$26,968,032	\$29,498,214	\$31,952,517	\$33,118,646	\$34,792,955	\$33,831,271	\$34,411,349	\$34,980,024
Revenue Margin	22.5%	20.7%	22.1%	21.1%	22.9%	23.3%	22.8%	24.1%	22.1%	21.8%
Revenue Hours	276,207	263,587	259,985	279,688	265,968	282,172	278,366	246,556	247,480	247,303
Operating Revenue per Service Hour	\$19.05	\$19.91	\$22.93	\$22.26	\$27.53	\$27.37	\$28.50	\$33.06	\$30.75	\$30.90
Operating Expense per Service Hour	\$84.68	\$96.04	\$103.73	\$105.47	\$120.14	\$117.37	\$124.99	\$137.22	\$139.05	\$141.45
Employees	313	317	314	337	342	336	314	295	303	310
Service Hours per Employees	882.45	831.50	827.98	829.93	777.68	839.80	886.52	835.78	816.77	797.75
Passenger Fares (in dollars)	\$4,435,613	\$4,378,336	\$5,078,340	\$5,213,706	\$6,122,561	\$6,602,497	\$7,032,027	\$7,393,034	\$6,738,397	\$6,914,308
Passenger Boardings	8,207,818	8,348,313	9,309,528	9,757,984	11,406,316	11,718,189	11,349,579	11,253,628	11,463,124	11,276,282
Passenger Fares per Boarding	\$0.54	\$0.52	\$0.55	\$0.53	\$0.54	\$0.56	\$0.62	\$0.66	\$0.59	\$0.61
Operating Expenses per Boarding	\$2.85	\$3.03	\$2.90	\$3.02	\$2.80	\$2.83	\$3.07	\$3.01	\$3.00	\$3.10
Revenue Hours per Boarding	0.034	0.032	0.028	0.029	0.023	0.024	0.025	0.022	0.022	0.022
Miles	3,969,539	3,798,306	3,909,576	4,029,581	4,076,093	4,097,838	4,054,883	3,587,553	3,549,802	3,512,473
Operating Expenses per Mile	\$5.89	\$6.67	\$6.90	\$7.32	\$7.84	\$8.08	\$8.58	\$9.43	\$9.69	\$9.96
Fleet Maintenance Costs (in dollars)	\$3,769,973	\$3,861,994	\$4,145,377	\$4,281,047	\$4,638,977	\$4,837,587	\$5,100,175	\$5,040,041	\$5,134,802	\$5,002,973
Fleet Maintenance Costs per Mile	\$0.95	\$1.02	\$1.06	\$1.06	\$1.14	\$1.18	\$1.26	\$1.41	\$1.45	\$1.42
Fuel Costs (in dollars)	\$912,896	\$1,292,404	\$1,821,552	\$1,996,335	\$2,778,672	\$2,162,213	\$1,941,476	\$2,502,026	\$2,850,255	\$2,601,015
Fuel Costs per Mile	\$0.23	\$0.34	\$0.47	\$0.50	\$0.68	\$0.53	\$0.48	\$0.70	\$0.80	\$0.74

Source: Comprehensive Annual Financial Report



**Lane Transit District  
Performance Measures by Month**

**Fiscal Year 2012-2013 Year-End Summary**

Performance Measures	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	Year-End Total
Total Passenger Boardings	757,862	770,902	816,497	1,177,469	1,011,099	741,355	1,034,352	998,660	956,649	1,119,106	1,079,135	813,196	11,276,282
Average Weekday Passenger Boardings	30,564	29,047	35,594	45,802	42,531	30,238	41,678	43,884	38,577	44,973	43,336	33,726	38,329
Average Saturday Passenger Boardings	16,979	16,560	18,161	20,682	18,899	17,703	19,033	20,152	19,404	21,691	20,717	18,443	19,035
Average Sunday Passenger Boardings	9,620	9,146	9,881	10,379	10,591	9,617	10,326	10,093	9,903	10,732	10,719	9,292	10,025
Mobility-Assisted Rides	11,606	12,961	11,644	12,360	10,932	9,968	10,391	10,193	11,897	11,985	13,076	11,937	138,950
Total Days	30	31	29	31	29	30	30	28	31	30	30	30	359
Weekdays	21	23	19	23	21	20	22	20	21	22	22	20	254
Saturdays	4	4	5	4	4	5	4	4	5	4	4	5	52
Sundays	5	4	5	4	4	5	4	4	5	4	4	5	53
Boardings per Revenue Hour	39.7	37.8	43.1	51.9	49.6	37.2	47.8	49.6	44.9	51.9	49.9	41.5	45.4
Weekly Revenue Hours	4,514	4,517	4,757	5,030	4,978	4,801	4,977	5,036	4,932	4,964	4,977	4,725	4,850.7
Total Farebox Revenue	\$187,998	\$199,114	\$177,133	\$195,445	\$165,262	\$160,183	\$170,019	\$161,084	\$166,604	\$169,828	\$173,753	\$155,561	\$2,081,984
Total Passenger Revenue	\$522,785	\$535,495	\$462,889	\$665,421	\$631,238	\$518,762	\$643,508	\$628,210	\$531,167	\$639,210	\$640,233	\$498,057	\$6,916,975
Monthly Adult Pass Sales	2,076	2,132	1,908	2,223	2,119	1,955	2,177	2,111	2,166	2,248	2,140	1,930	25,185
Three-Month Adult Pass Sales	81	57	78	72	58	71	85	66	86	77	59	72	862
Monthly Reduced Fare Passes	1,201	1,437	1,029	1,289	1,359	1,147	1,155	1,218	1,257	1,225	1,370	1,025	14,712
Three-Month Reduced Fare Passes	48	64	64	59	53	78	49	37	74	61	54	62	703
Monthly Youth Passes	205	261	1,110	1,254	1,223	1,059	1,197	1,180	1,196	1,262	1,201	901	12,049
Three-Month Youth Passes	14	47	139	102	59	69	89	69	68	82	12	3	753



**Lane Transit District  
Performance Measures by Month**

**Fiscal Year 2013-2014 Year-to-Date Summary (March 2014)**

Performance Measures	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013	January 2014	February 2014	March 2014	FY 2013-14 Year to Date	FY 2012-13 Year to Date	Change Positive (Negative)	Percent Change
Total Passenger Boardings	797,237	760,267	775,391	1,197,760	1,007,389	790,729	1,018,752	955,366	944,528	8,247,419	8,264,845	(17,426)	-0.21%
Average Weekday Passenger Boardings	30,465	28,504	31,603	45,352	42,517	30,810	40,994	41,934	37,862	36,671	37,546	(875)	-2.33%
Average Saturday Passenger Boardings	20,003	19,595	23,740	27,859	22,777	17,995	18,948	18,550	19,470	20,993	18,619	2,374	12.75%
Average Sunday Passenger Boardings	11,752	8,803	9,675	10,810	10,789	9,877	10,272	10,620	10,417	10,335	9,951	384	3.86%
Mobility-Assisted Rides	12,529	11,962	10,462	12,531	11,728	9,206	11,285	8,913	11,686	100,302	101,952	(1,650)	-1.62%
Total Days	30	31	29	31	29	30	30	28	31	269	269	-	0.00%
Weekdays	22	22	20	23	20	21	22	20	21	191	190	1	0.53%
Saturdays	4	5	4	4	5	4	4	4	5	39	39	-	0.00%
Sundays	4	4	5	4	4	5	4	4	5	39	40	(1)	-2.50%
Boardings per Revenue Hour	40.5	37.8	41.0	53.2	50.8	38.8	47.4	48.2	44.2	44.7	44.6	0.0	0.08%
Weekly Revenue Hours	4,532	4,524	4,662	4,988	4,932	4,823	4,947	4,952	4,948	4,812	4,838.0	(26)	-0.54%
Total Farebox Revenue	\$167,992	\$167,359	\$171,344	\$178,286	\$151,919	\$172,692	\$170,476	\$165,335	\$170,995	\$1,516,397	\$1,582,842	(\$66,445)	-4.20%
Total Passenger Revenue	\$507,362	\$545,595	\$505,543	\$701,295	\$668,726	\$529,182	\$650,649	\$637,617	\$515,387	\$5,261,356	\$5,139,475	\$121,881	2.37%
Monthly Adult Pass Sales	2,100	2,108	2,133	2,186	2,094	2,196	2,226	2,197	2,322	19,562	18,867	695	3.68%
Three-Month Adult Pass Sales	74	49	91	60	44	99	61	59	75	612	654	(42)	-6.42%
Monthly Reduced Fare Passes	1,289	1,300	1,113	1,192	1,169	1,179	1,217	1,141	1,028	10,628	11,092	(464)	-4.18%
Three-Month Reduced Fare Passes	54	44	83	52	41	58	65	43	67	507	526	(19)	0.00%
Monthly Youth Passes	176	328	1,159	1,259	1,185	1,060	1,153	1,120	1,148	8,588	8,685	(97)	-1.12%
Three-Month Youth Passes	16	22	132	55	60	66	77	65	79	572	656	(84)	-12.80%



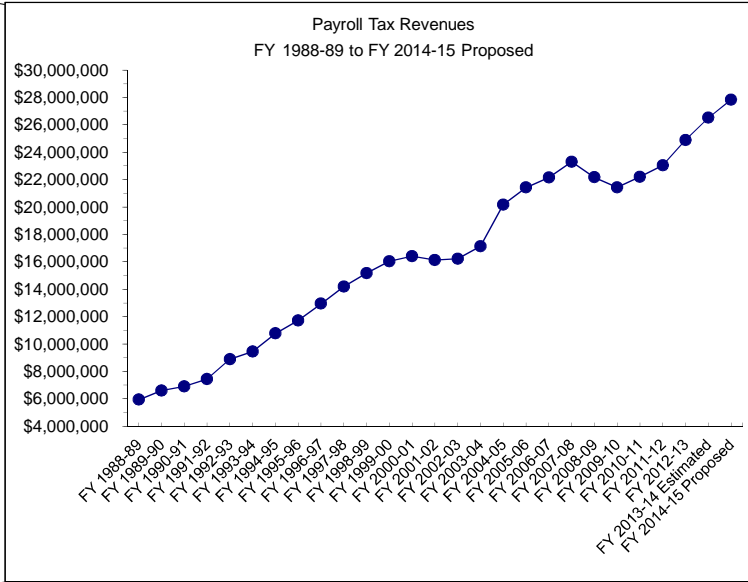
## Lane Transit District General Fund Summary from Adopted Budget

	FY 2010-11 Adopted Budget	FY 2010-11 Actual	% of Budget	FY 2011-12 Adopted Budget	FY 2011-12 Actual	% of Budget	FY 2012-13 Adopted Budget	FY 2012-13 Actual	% of Budget	FY 2013-14 Adopted Budget
Net Working Capital	\$ 5,873,200			\$ 10,304,200			\$ 10,306,300			\$ 14,127,400
Operating Revenues										
Cash Fares & Tokens	4,261,500	5,012,886	117.6%	4,732,100	4,069,258	86.0%	4,456,900	4,317,886	96.9%	4,349,800
Group Passes	2,100,300	2,380,148	113.3%	2,377,200	2,669,139	112.3%	2,740,300	2,596,422	94.7%	2,704,000
Total Passenger Fares	6,361,800	7,393,034	116.2%	7,109,300	6,738,397	94.8%	7,197,200	6,914,308	96.1%	7,053,800
Other Revenues										
Special Services	593,800	482,435	81.2%	448,300	588,943	131.4%	572,500	439,110	76.7%	146,800
Advertising	213,000	275,500	34.1%	275,500	281,500	38.9%	279,100	287,500	33.8%	255,000
Miscellaneous	148,100	505,582	341.4%	145,400	211,334	145.3%	134,800	311,389	231.0%	151,000
Interest	53,900	60,462	112.2%	60,000	58,897	98.2%	60,000	72,833	121.4%	50,000
Sale of Assets	-	-	0.0%	10,000	45,103	0.0%	15,000	39,635	0.0%	15,000
Payroll Taxes	21,672,500	22,197,770	102.4%	22,573,900	23,047,471	102.1%	24,046,500	24,891,777	103.5%	25,543,100
Self-Employment Taxes	1,523,300	1,440,902	94.6%	1,522,200	1,507,575	99.0%	1,672,800	1,576,826	94.3%	1,785,600
State-in-Lieu	1,730,000	1,740,509	100.6%	1,668,000	1,869,854	112.1%	1,820,000	1,941,063	106.7%	1,820,000
American Recovery & Reinvestment Act (ARRA)	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Other Operating Grants	3,106,700	4,703,291	151.4%	4,780,500	4,585,391	95.9%	5,192,200	5,242,222	101.0%	5,056,000
Transfer from Transportation Options	-	-	-	-	-	-	-	-	-	-
Total Other Revenues	29,041,300	31,406,451	108.1%	31,483,800	32,196,068	102.3%	33,792,900	34,802,355	103.0%	34,822,500
Total Resources	41,276,300	38,799,485		48,897,300	38,934,465		51,296,400	41,716,663		56,003,700
Requirements										
Operating Requirements										
Personnel Services	24,968,900	24,818,713	99.4%	25,829,900	25,460,045	98.6%	27,574,800	26,612,484	96.5%	28,388,700
Materials & Services	7,111,500	7,201,147	101.3%	9,088,200	7,766,797	85.5%	9,259,700	7,304,297	78.9%	9,659,400
Insurance & Risk Services	1,422,400	1,054,275	74.1%	1,312,700	1,028,842	78.4%	1,416,200	1,211,535	85.5%	1,064,900
Total Operating Requirements	33,502,800	33,074,135	98.7%	36,230,800	34,255,684	94.5%	38,250,700	35,128,316	91.8%	39,113,000
Non-Operating Requirements										
Transfer to Capital Projects Fund	776,600	-	-	3,062,900	3,031,900	99.0%	1,600,000	1,600,000	100.0%	1,792,700
Transfer to Accessible Services Fund	1,068,800	1,400,925	131.1%	1,915,100	1,906,944	99.6%	2,501,300	1,395,490	55.8%	2,782,600
Reserves										
Reserves - Operating Contingency	1,000,000			1,000,000			1,000,000			1,000,000
Reserves - Working Capital	3,928,100			5,688,500			6,944,400			10,315,400
Reserves - Payroll Tax Contingency										
Reserves - Self-Insurance & Risk	1,000,000	-	-	1,000,000	-	-	1,000,000	-	-	1,000,000
Total Non-Operating Requirements	7,773,500	1,400,925		12,666,500	4,938,844		13,045,700	2,995,490		16,890,700
Total Requirements	41,276,300	34,475,060		48,897,300	39,194,528		51,296,400	38,123,806		56,003,700
Excess (Deficiency) of Revenues Over Expenditures		4,324,425			(260,063)			3,592,857		
Fund Balance, Beginning of Year		15,933,969			20,258,394			19,998,331		
Fund Balance, End of Year		20,258,394			19,998,331			23,591,188		
Unappropriated	-	-		-	-		-	-		-
Passenger Boardings		11,253,628			11,463,124			11,276,282		
Total Passenger Fares/Total Operating Requirements		22.4%			19.7%			19.7%		

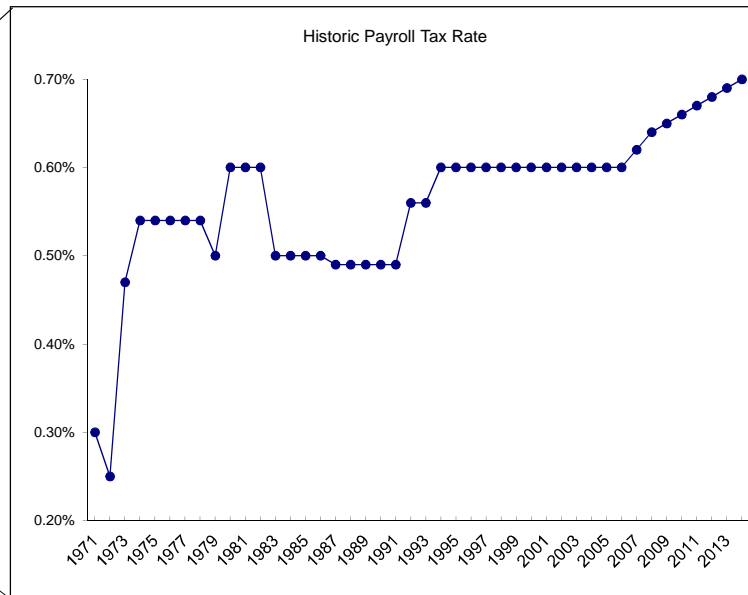


## Lane Transit District Comparative Payroll Tax Information

PAYROLL TAX REVENUE	
Fiscal Year	Amount
FY 1988-89	5,932,304
FY 1989-90	6,602,535
FY 1990-91	6,910,234
FY 1991-92	7,447,224
FY 1992-93	8,895,338
FY 1993-94	9,457,364
FY 1994-95	10,769,903
FY 1995-96	11,709,671
FY 1996-97	12,938,315
FY 1997-98	14,187,312
FY 1998-99	15,178,987
FY 1999-00	16,040,086
FY 2000-01	16,409,144
FY 2001-02	16,121,110
FY 2002-03	16,214,994
FY 2003-04	17,138,342
FY 2004-05	20,168,976
FY 2005-06	21,416,021
FY 2006-07	22,162,590
FY 2007-08	23,303,571
FY 2008-09	22,169,136
FY 2009-10	21,424,079
FY 2010-11	22,197,770
FY 2011-12	23,047,471
FY 2012-13	24,891,777
FY 2013-14 Estimated	26,510,000
FY 2014-15 Proposed	27,835,500



HISTORIC PAYROLL TAX RATE	
Date Implemented	Rate
January 1, 2014	0.70%
January 1, 2013	0.69%
January 1, 2012	0.68%
January 1, 2011	0.67%
January 1, 2010	0.66%
January 1, 2009	0.65%
January 1, 2008	0.64%
January 1, 2007	0.62%
October 1, 1994	0.60%
January 1, 1992	0.56%
July 1, 1987	0.49%
October 1, 1983	0.50%
January 1, 1980	0.60%
January 1, 1979	0.50%
July 1, 1974	0.54%
July 1, 1973	0.47%
April 1, 1972	0.25%
April 1, 1971	0.30%

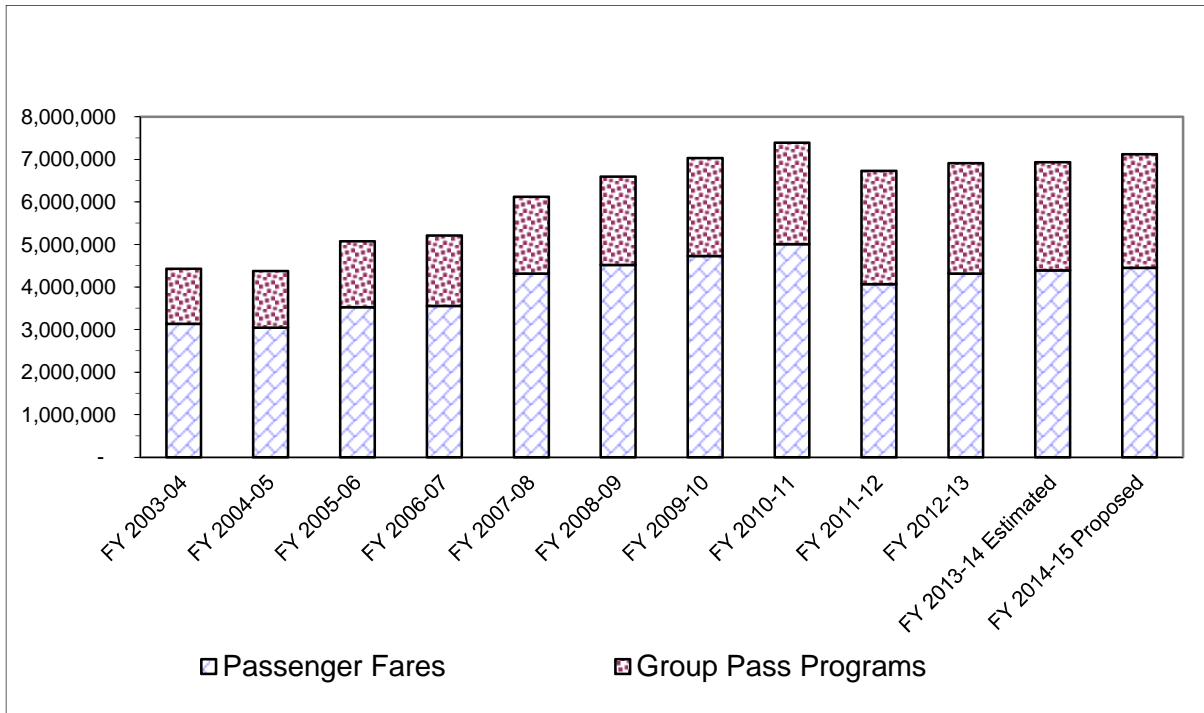




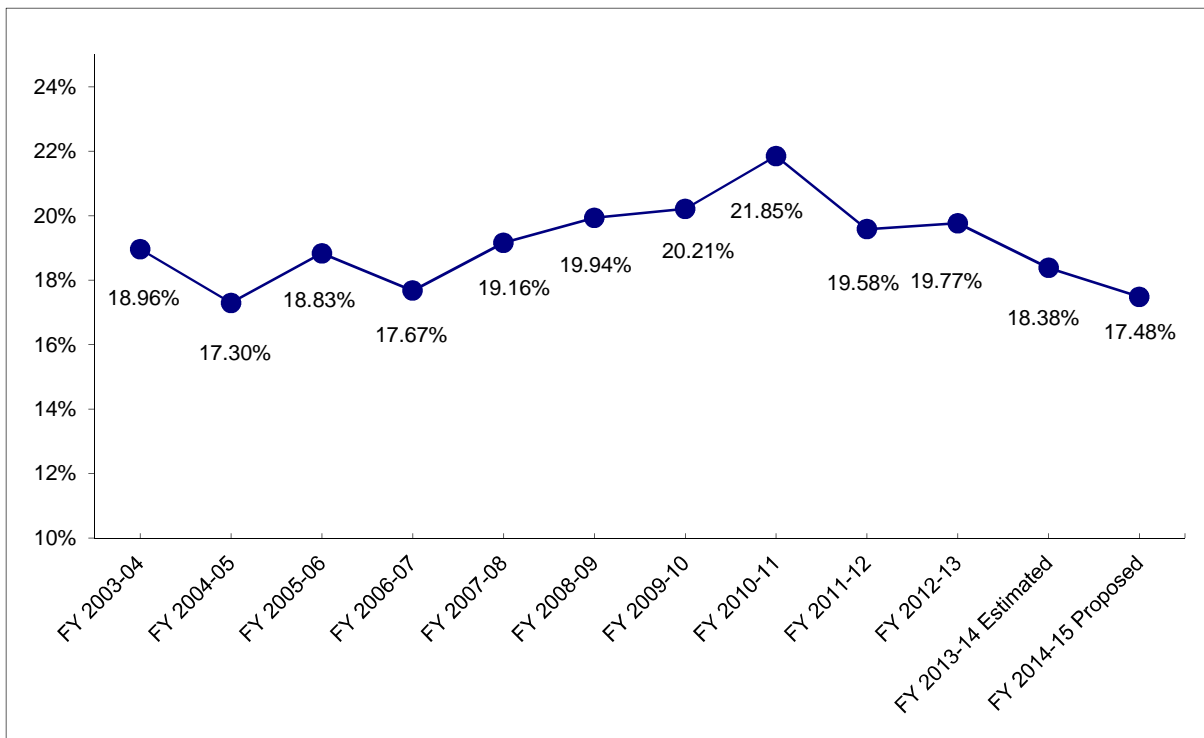


# Lane Transit District

## Passenger Revenues



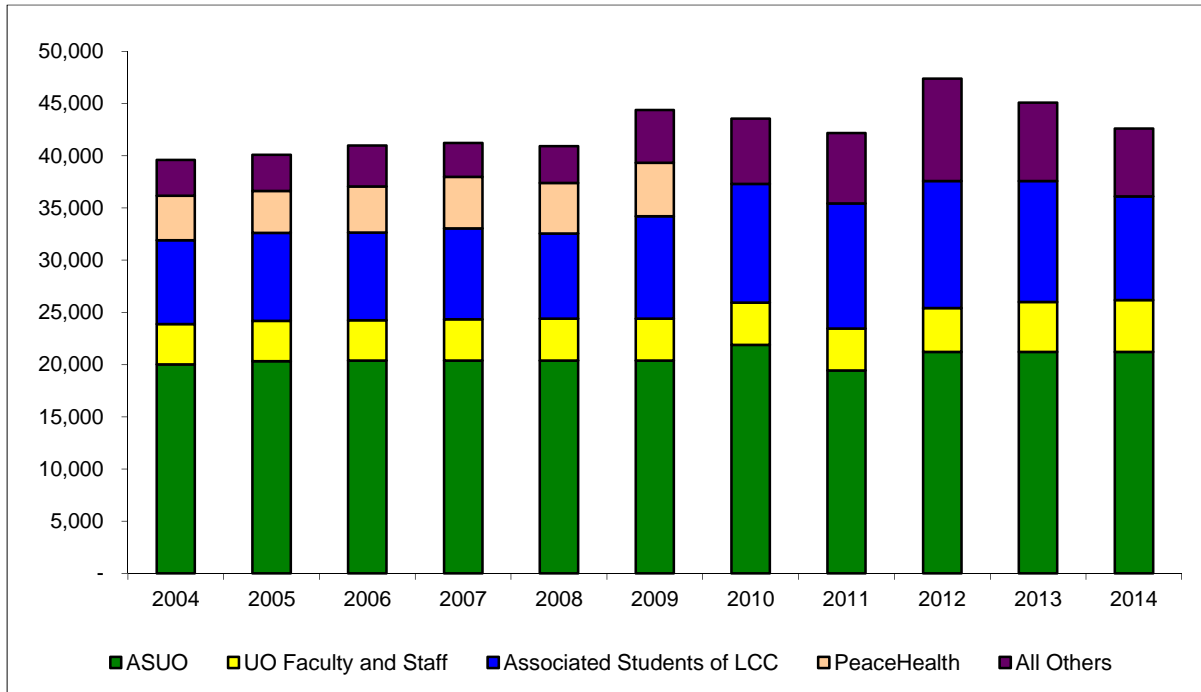
## Farebox Recovery Ratio



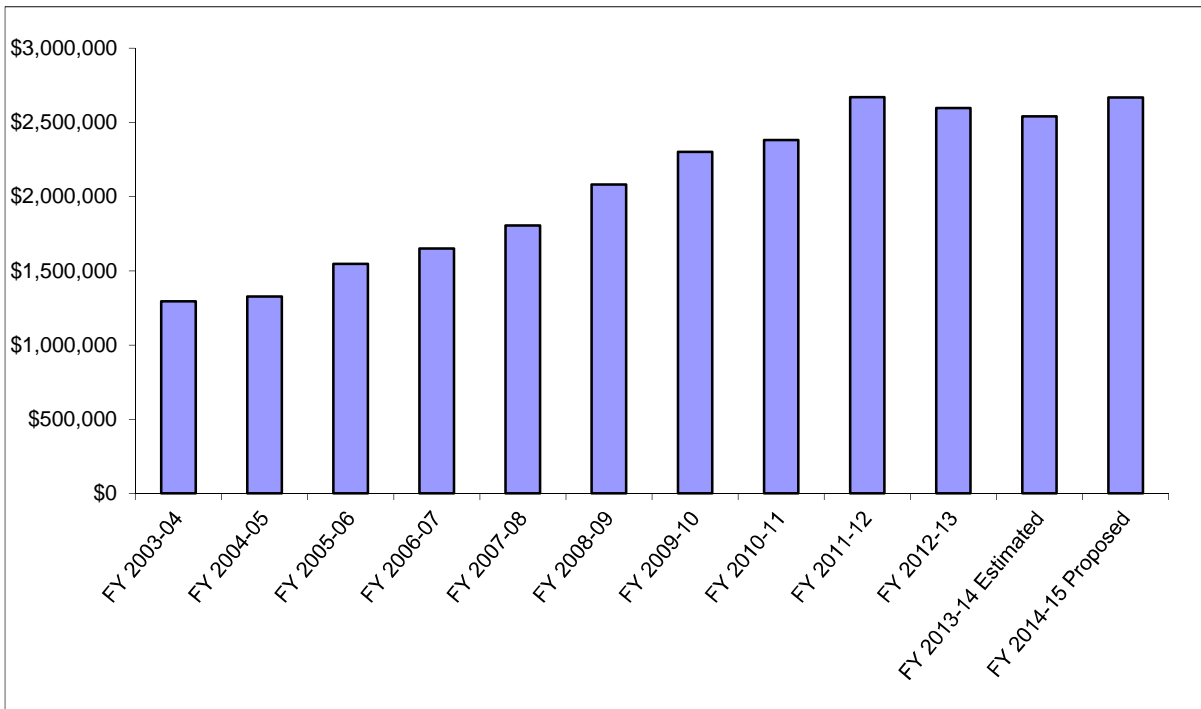


# Lane Transit District

## Group Pass Participants

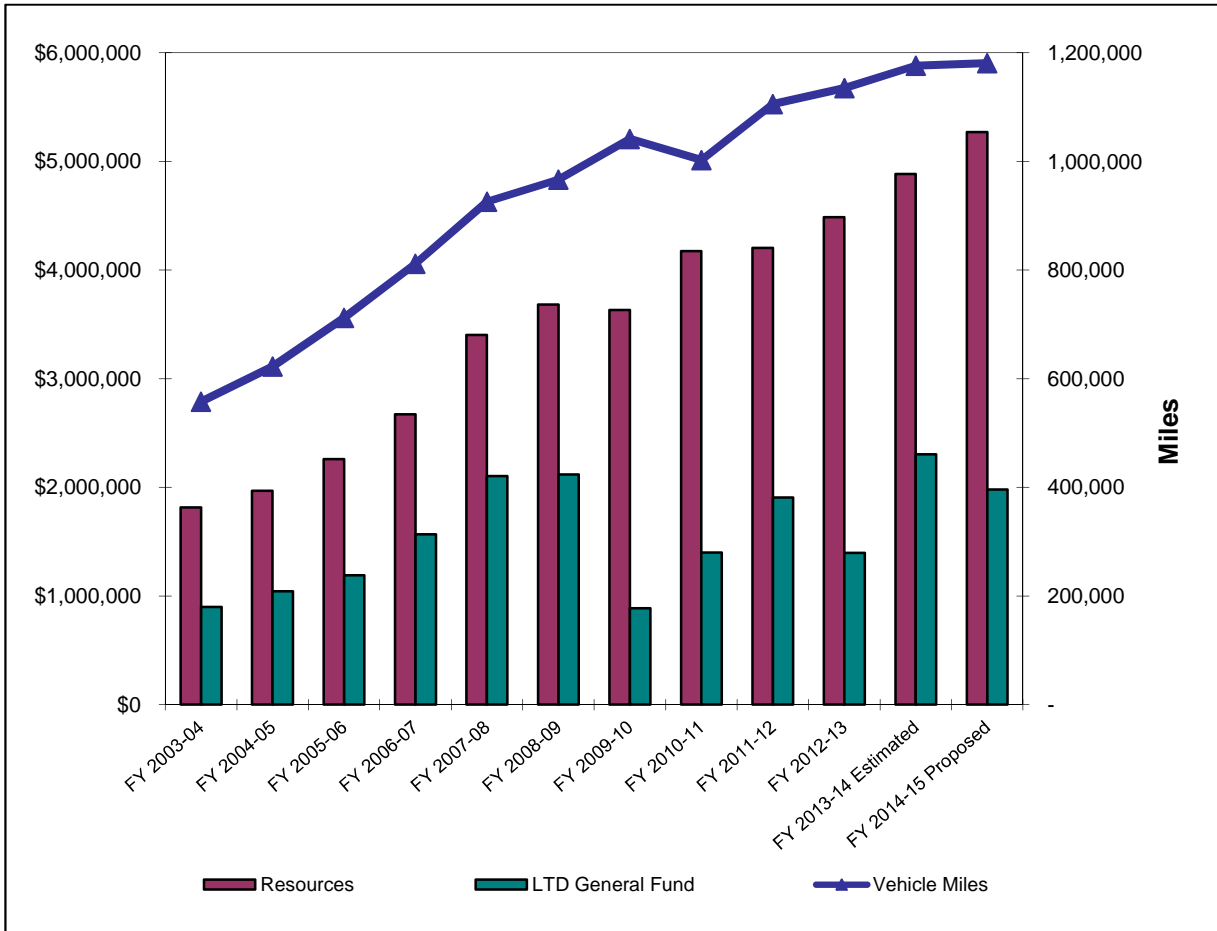


## Group Pass Revenue



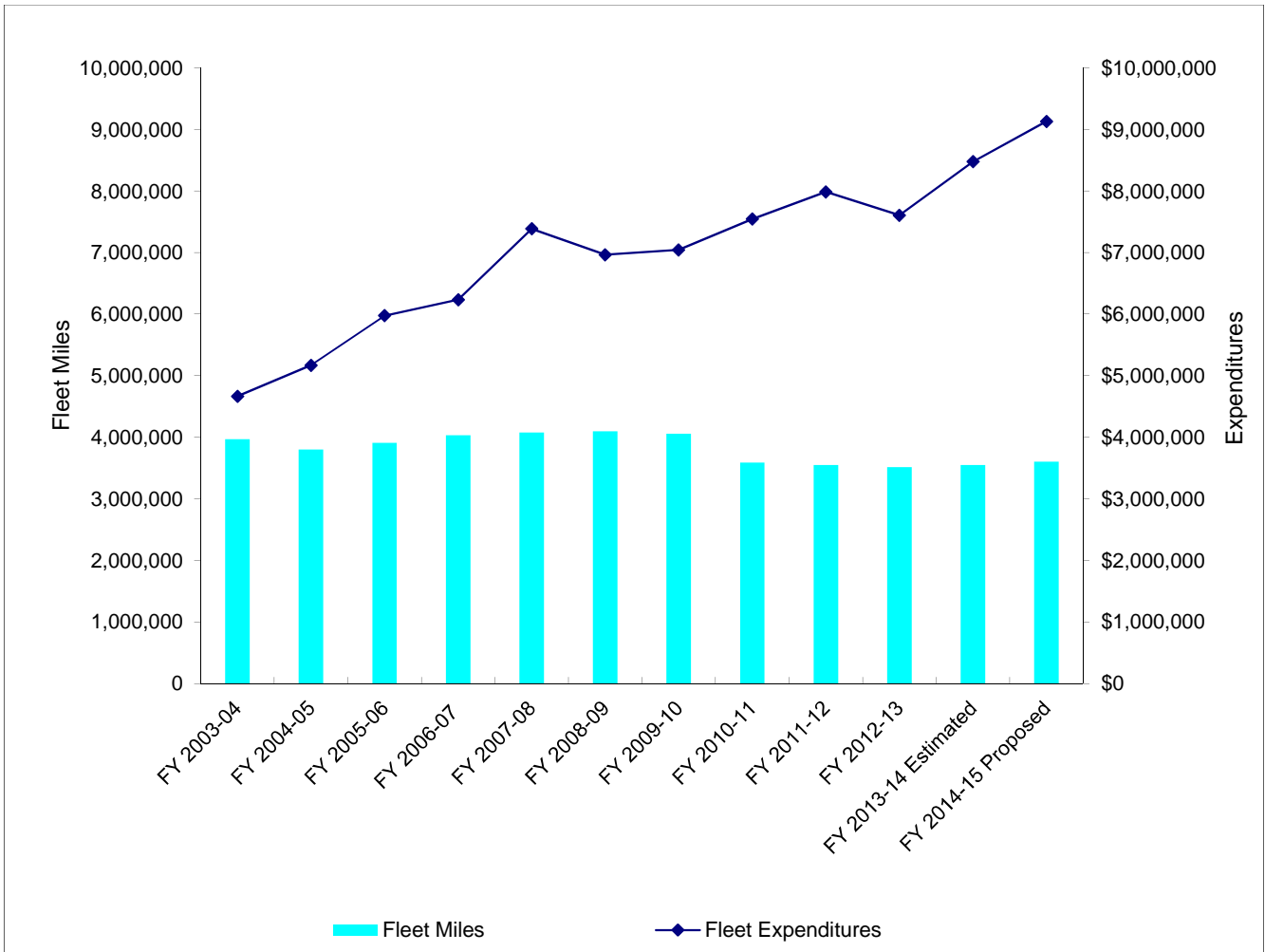


**Lane Transit District  
RideSource Resources and Miles  
FY 2003-2004 Through FY 2014-2015**





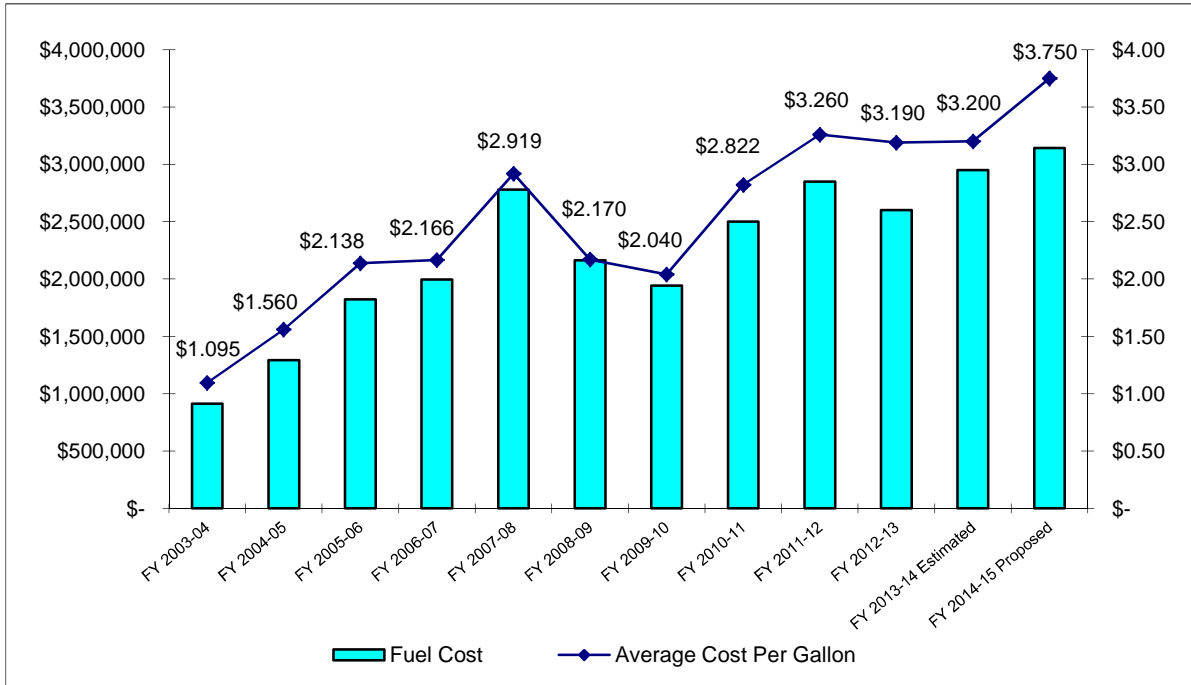
### Lane Transit District Annual Fleet Miles and Expenditures



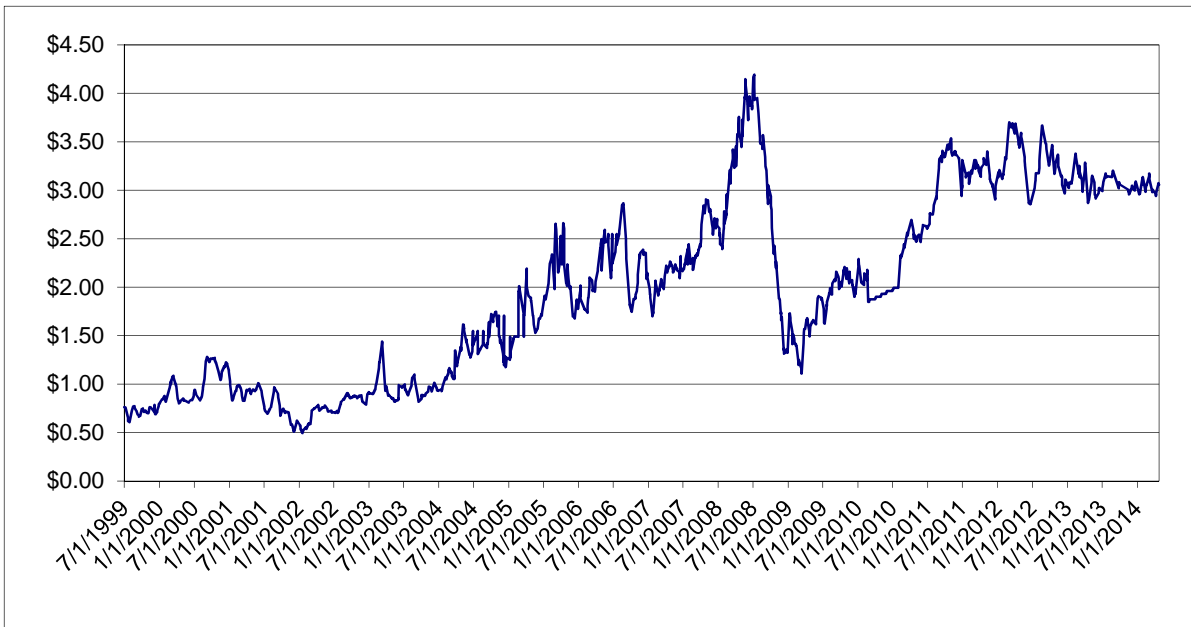


# Lane Transit District

## Fuel Costs FY 2003-2004 to FY 2014-2015



## Diesel Fuel Price per Gallon (7/1/99 - 4/24/14)



LONG - RANGE FLEET PLAN															
ACTIVE FLEET					14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
FLEET NO.	MAKE (# in fleet)	SEATING CAPACITY	IN SERVICE	TYPE											
<b>40 Foot</b>															
150	Gillig (3)	45	1997	40' Diesel	2										
250	Gillig (6)	26	1997	30' Diesel											
300	Gillig (14)	40	1998	40' Diesel LF											
300	Gillig (5)	40	1999	40' Diesel -2 hot bus	5										
3003	Gillig (18)	40	2003	40' Diesel -2 hot bus	18	18	18	18	3	3					
3003	Gillig (1)	40	2005	40' Diesel	1	1	1	1	1	1	1				
6200	Gillig (20)	39	2006	40' Diesel	20	20	20	20	20	20	7				
1100	Gillig (24)	38	2011	40' Hybrid Diesel	24	24	24	24	24	24	24	24	24	24	24
1500	Gillig (10)	rep. 3, 1997/ 10, 1998, 40	2015	40' Hybrid Diesel		10	10	10	10	10	10	10	10	10	10
1800	Gillig (20)	rep. 3, 98-99's /15, 2003's	2018	40' Diesel				18	18	18	18	18	18	18	18
2000	Gillig (20)	rl 7, 2003 /1, 2005/ 8, 20k	2020	40' Diesel						16	16	16	16	16	16
2100	Gillig (18)	rl 10, 2006/ 24, 1100 in 21	2021	40' Diesel							10	10	10	10	10
<b>COMBINED ACTIVE 30' - 40' FLEET</b>					<b>70</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>76</b>	<b>76</b>	<b>76</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>78</b>
<b>ARTICs</b>															
770	New Flyer (5)	57	2003	60' Diesel	5	5	5	5							
7100	New Flyer (5)	57	2007	60' Hybrid Artic	5	5	5	5	5	5	5	5	5	5	5
1000	New Flyer (5)	rep. 8 1991, 40'	2010	60' Hybrid Artic	5	5	5	5	5	5	5	5	5	5	5
1400	New Flyer (3)	rep. 4, 1998, 40'	2014	60' Hybrid Artic	3	3	3	3	3	3	3	3	3	3	3
1900	New Flyer (5)	rl 5, 770/5, 7100 in 2023	2019	60' Hybrid Artic					5	5	5	5	10	10	10
<b>ACTIVE ARTICULATED 60' FLEET</b>					<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>TOTAL REGULAR ACTIVE FLEET</b>					<b>88</b>	<b>91</b>	<b>91</b>	<b>91</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>
<b>PROJECTED PEAK BUS INCREASE/DECREASE</b>					1.4%	2.7%	0.0%	0.0%	2.6%	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%
<b>PEAK ASSIGNMENTS</b>					<b>74</b>	<b>76</b>	<b>76</b>	<b>76</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>80</b>
<b>TOTAL SPARES</b>					15	15	15	15	16	16	16	16	16	16	16
<b>SPARE RATIO</b>					<b>20.3%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>	<b>20.0%</b>
<b>BUS RAPID TRANSIT FLEET (BRT - SPECIAL USE FLEET)</b>															
6100	New Flyer	41	2006	60' BRT/Hybrid	6	6	6	6	6	6					
9100	New Flyer	38	2009	60' BRT	5	5	5	5	5	5	5	5	5	5	
1600	New Flyer	38	2016	60' BRT - additional service			7	7	7	7	7	7	7	7	7
2000	New Flyer	replaces 6, 2006	2020	60' BRT/Hybrid						6	6	6	6	6	6
2300	New Flyer	replaces 5, 2009	2023	60' BRT									5	5	
<b>BUS RAPID TRANSIT ACTIVE FLEET (BRT)</b>					<b>11</b>	<b>11</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>PROJECTED PEAK BRT BUS INCREASE</b>					0.0%	0.0%	42.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>PEAK ASSIGNMENTS (BRT)</b>					<b>8</b>	<b>8</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>TOTAL SPARES (BRT)</b>					<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>BUS RAPID TRANSIT SPARE RATIO (BRT)</b>					<b>37.5%</b>	<b>37.5%</b>	<b>28.6%</b>	<b>28.6%</b>	<b>28.6%</b>	<b>28.6%</b>	<b>28.6%</b>	<b>28.6%</b>	<b>28.6%</b>	<b>28.6%</b>	<b>28.6%</b>
<b>TOTAL COMBINED PEAK ASSIGNMENTS</b>					<b>82</b>	<b>84</b>	<b>90</b>	<b>90</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>
<b>COMBINED ACTIVE ARTICULATED FLEET</b>					<b>29</b>	<b>29</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>
<b>TOTAL COMBINED ACTIVE FLEET</b>					<b>99</b>	<b>102</b>	<b>109</b>	<b>109</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>
<b>CONTINGENCY FLEET (SUBJECT TO CHANGE)</b>															
150	Gillig		1997	40' Diesel	1	3	3								
250	Gillig		1997	30' Diesel	6	6	2	2							
300	Gillig		1998	40' DIESEL	3										
300	Gillig		1999	40' Diesel		5	5	5							
3003	Gillig		2003/2005	40' Diesel					15	10					
770	New Flyer		2004	60' Diesel					5						
6200	Gillig		2006	40' Diesel							10	10	6	5	5
6100	New Flyer		2006	60' BRT/Hybrid							6	6	6	6	6
7100	New Flyer		2007	60' BRT/Hybrid									5	5	5
<b>TOTAL CONTINGENCY INACTIVE FLEET</b>					<b>10</b>	<b>14</b>	<b>10</b>	<b>7</b>	<b>20</b>	<b>10</b>	<b>16</b>	<b>16</b>	<b>17</b>	<b>16</b>	<b>16</b>
<b>TOTAL FLEET INVENTORY</b>					<b>109</b>	<b>116</b>	<b>119</b>	<b>116</b>	<b>132</b>	<b>122</b>	<b>128</b>	<b>130</b>	<b>131</b>	<b>130</b>	<b>130</b>
<b>DISPOSAL (SUBJECT TO CHANGE)</b>															
150	Gillig		1997	40' Diesel		3									
250	Gillig		1997	30' Diesel			4								
300	Gillig		1998	40' Diesel		3									
300	Gillig		1999	40' Diesel					5						
3003	Gillig		2003/2005	40' Diesel					5						
770	New Flyer		2004	60' Diesel						5	10				
6200	Gillig		2006	40' Diesel							3	7	4	1	
<b>TOTAL FLEET INVENTORY DISPOSAL</b>					<b>0</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>5</b>	<b>23</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>0</b>



**Comparison of Operating Characteristics of Selected Transit Properties \*  
National Transit Database (NTD) Report Year 2012**

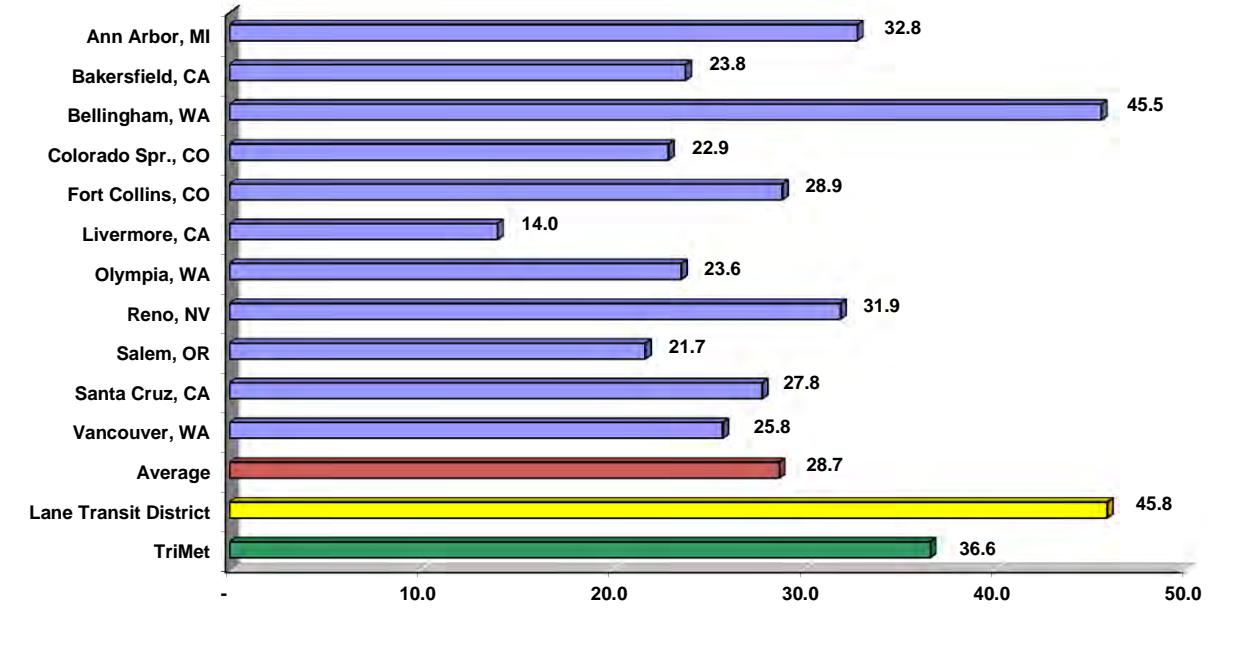
System	Service Area Population	Revenue Hours	Annual Boardings	Passenger Miles	Fare Revenue	Peak Buses	Total Employees	Operating Expenses	Capital Exp. (Avg per Yr)	per Service Area Population:		Operating Expenses per:		Boardings per Rev Hr	Pass Miles per Rev Hr	Fare Recovery
										Rev Hrs	Boardings	Rev Hr	Boarding			
Ann Arbor, MI	212,492	192,798	6,324,551	19,732,599	\$4,633,580	64	213	\$22,267,731	\$4,591,045	0.91	30	\$115.50	\$3.52	32.8	102.3	21%
Bakersfield, CA	473,348	300,326	7,158,537	23,486,284	\$5,311,836	70	284	\$22,258,545	\$5,048,150	0.63	15	\$74.11	\$3.11	23.8	78.2	24%
Bellingham, WA	203,318	129,135	5,879,233	15,874,735	\$1,858,288	44	144	\$15,235,999	\$3,654,444	0.64	29	\$117.99	\$2.59	45.5	122.9	12%
Colorado Spr., CO	559,409	112,877	2,588,001	16,737,599	\$2,814,952	37	***	\$10,887,734	\$4,825,505	0.20	5	\$96.46	\$4.21	22.9	148.3	26%
Fort Collins, CO	143,986	78,554	2,269,222	6,699,365	\$1,109,861	30	111	\$7,191,939	\$1,675,193	0.55	16	\$91.55	\$3.17	28.9	85.3	15%
Livermore, CA	166,972	125,119	1,751,211	8,545,910	\$2,044,038	51	***	\$12,603,331	\$4,960,866	0.75	10	\$100.73	\$7.20	14.0	68.3	16%
Olympia, WA	161,000	184,187	4,348,177	14,705,424	\$2,194,800	50	207	\$21,113,731	\$4,496,890	1.14	27	\$114.63	\$4.86	23.6	79.8	10%
Reno, NV	327,768	248,084	7,919,426	27,260,680	\$5,839,303	56	***	\$23,989,890	\$9,646,231	0.76	24	\$96.70	\$3.03	31.9	109.9	24%
Salem, OR	206,500	154,772	3,363,002	10,896,126	\$2,487,342	53	174	\$18,574,275	\$3,066,887	0.75	16	\$120.01	\$5.52	21.7	70.4	13%
Santa Cruz, CA	254,538	180,797	5,032,094	22,418,233	\$6,743,590	69	220	\$29,495,633	\$7,832,254	0.71	20	\$163.14	\$5.86	27.8	124.0	23%
Vancouver, WA	366,010	256,684	6,614,724	32,408,972	\$7,204,993	91	295	\$31,030,787	\$6,043,661	0.70	18	\$120.89	\$4.69	25.8	126.3	23%
Mean (average)	281,070	184,482	5,394,046	20,148,756	\$4,084,752	59	216	\$20,779,717	\$5,765,634	0.71	19	\$112.52	\$4.23	28.7	107.3	19%
Lane Transit	297,500	250,448	11,480,370	43,019,141	\$6,774,444	87	298	\$34,707,004	\$13,346,482	0.84	39	\$138.58	\$3.02	45.8	171.8	20%
Portland, OR **	1,489,796	1,625,650	59,509,235	233,601,922	\$56,332,405	496	1,658	\$230,726,059	\$33,494,861	1.09	40	\$141.93	\$3.88	36.6	143.7	24%

\* Properties were selected based on providing a level of service comparable to LTD or providing service to a local university.  
 \*\* Portland, Oregon, statistics are not included in the mean and are provided for information purposes only. Data is for fixed-route bus service only (light rail is not included).  
 \*\*\* Fixed-route service is contracted service. No employee counts are reported to NTD for contracted services.

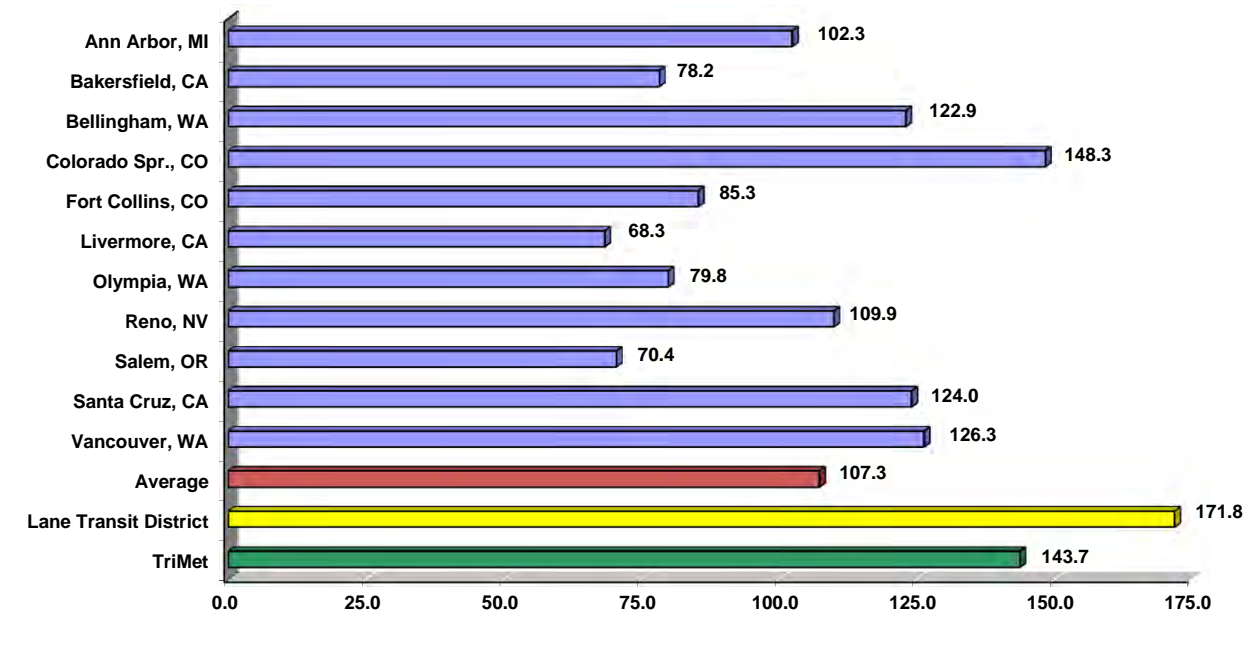


**Lane Transit District**  
**Comparison of Operating Characteristics of Selected Transit Properties**  
**National Transit Database (NTD) Report Year 2012**

**Boardings per Revenue Hour**



**Passenger Miles per Revenue Hour**





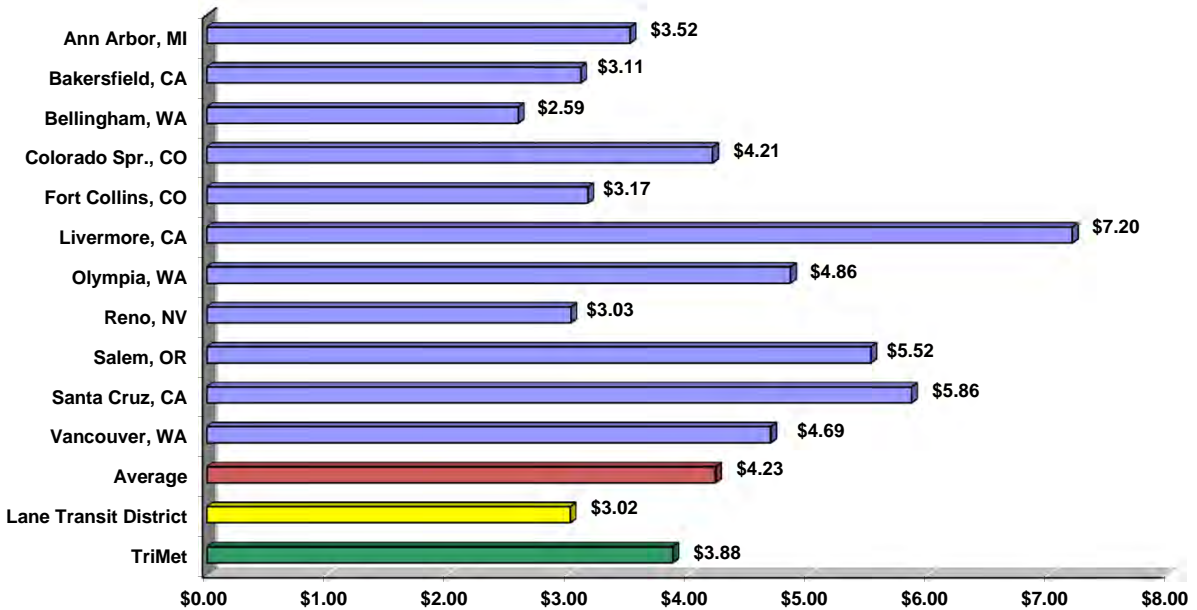


**Lane Transit District**  
**Comparison of Operating Characteristics of Selected Transit Properties**  
**National Transit Database (NTD) Report Year 2012**

**Cost per Revenue Hour**



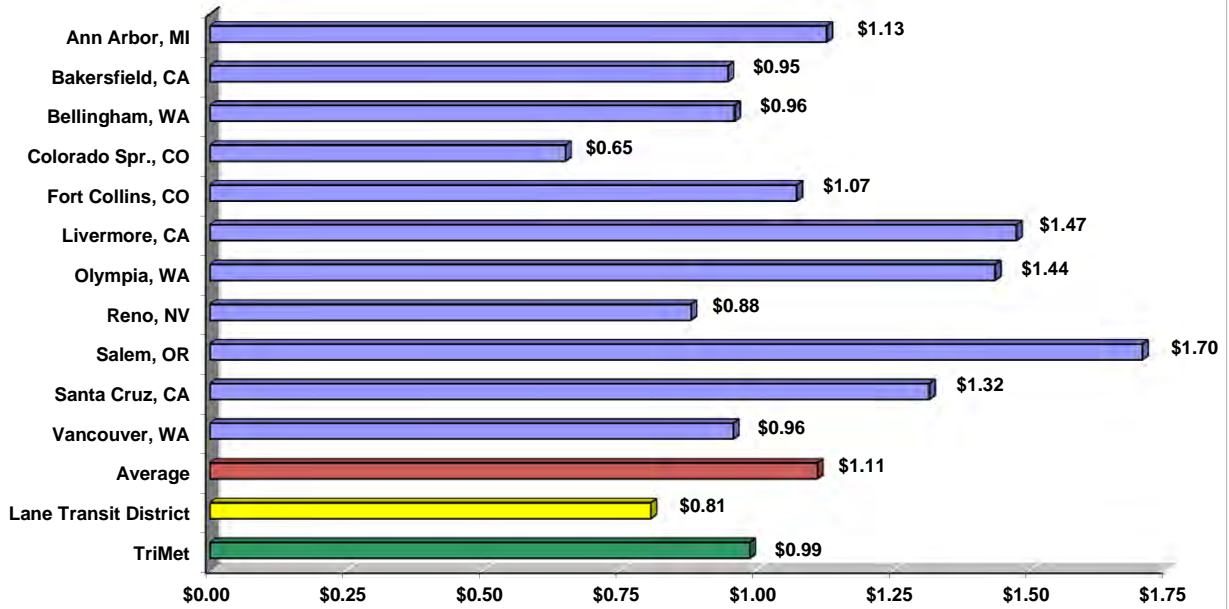
**Cost per Boarding**



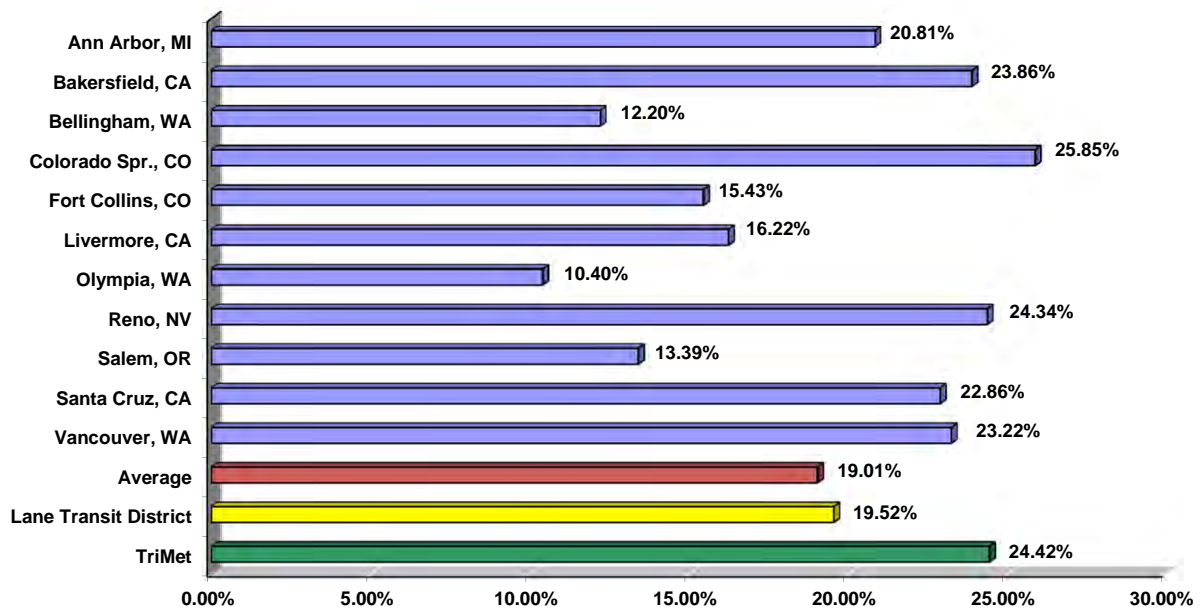


**Lane Transit District**  
**Comparison of Operating Characteristics of Selected Transit Properties**  
**National Transit Database (NTD) Report Year 2012**

**Cost per Passenger Mile**



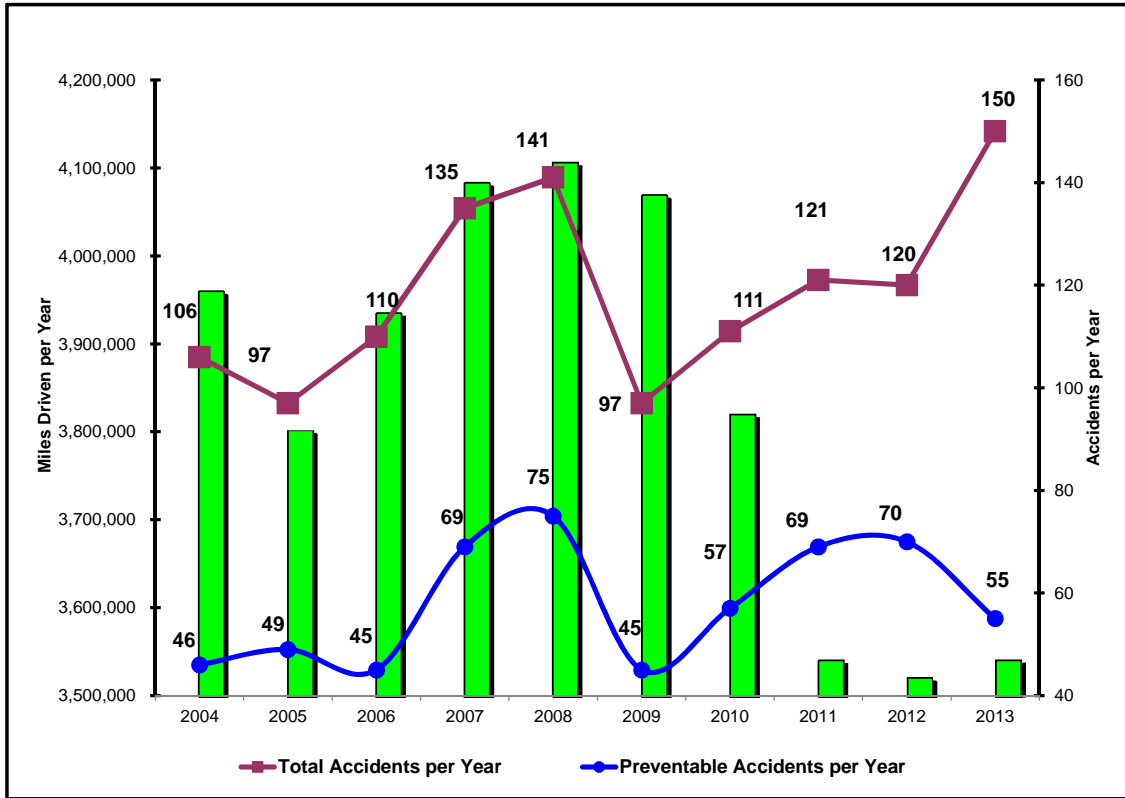
**Fare Recovery**





## Lane Transit District

### Summary of Accident Statistics CY 2004 Through CY 2013

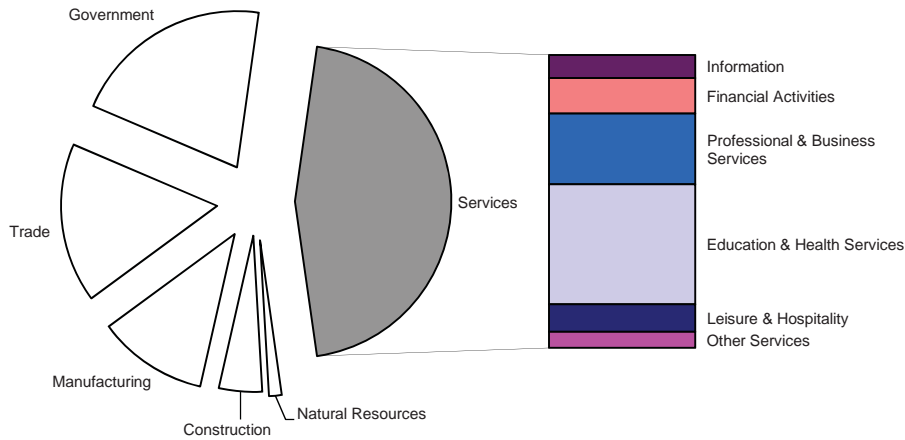


### 2013 Accident Record Statistical Breakdown

MONTH	TOTAL	Non Preventable	Preventable
January	10	6	4
February	8	6	2
March	14	8	6
April	10	5	5
May	10	4	6
June	12	7	5
July	11	6	5
August	16	9	7
September	10	6	4
October	9	5	4
November	14	11	3
December	26	22	4
<b>TOTAL</b>	<b>150</b>	<b>95</b>	<b>55</b>

NP Non-preventable by the bus operator  
 P-MAJOR Preventable accident involving another vehicle or property damage  
 P-MINOR Preventable accident involving stationary object, costs under \$500  
 NOI No operator involvement (e.g., bus struck while operator was not present and bus was properly parked)  
 UC Unsubstantiated claim

### Lane County 2012 Covered Payroll

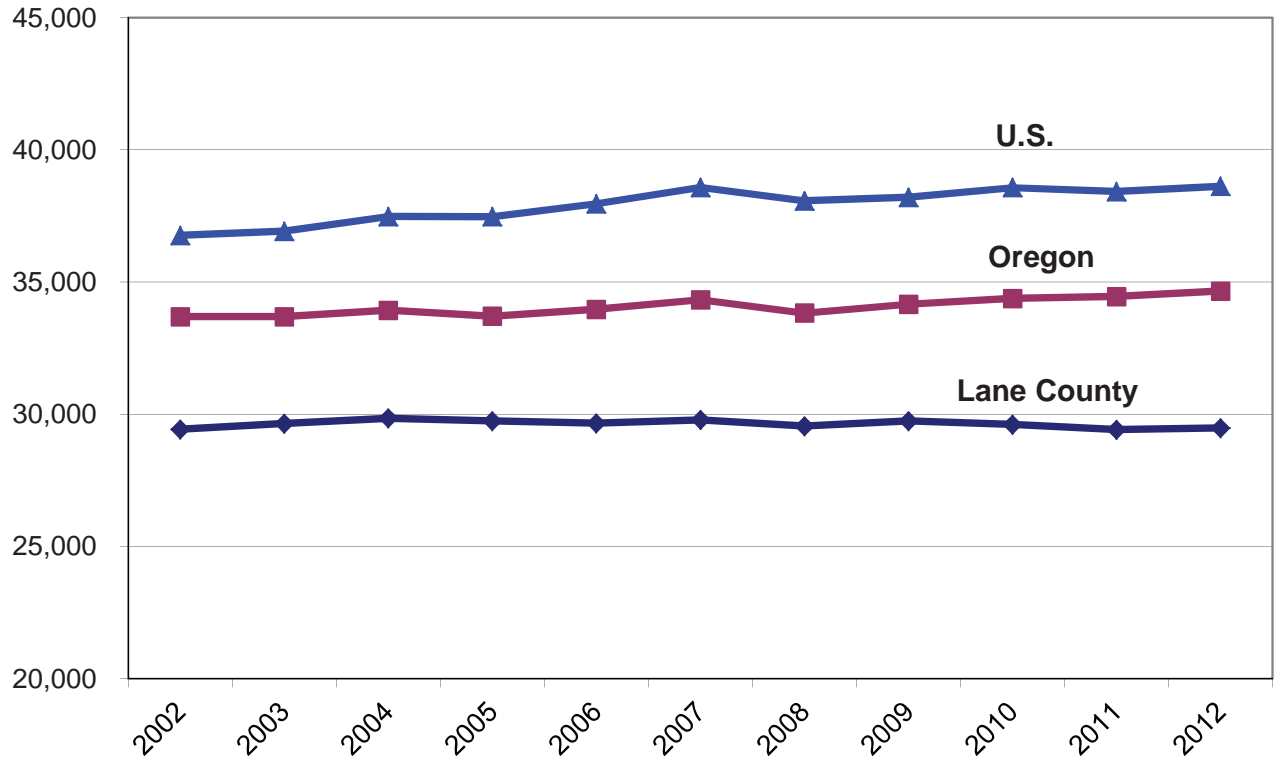


#### 2012 Covered Employment and Wages Summary Report for Lane County

	Units	Covered Employment		Covered Payroll		Average Pay
		Count	Percent	Total in Millions	Percent	
Natural Resources	224	1,984	1.4%	\$ 67	1.3%	\$ 33,807
Construction	890	5,073	3.7%	\$ 230	4.5%	\$ 45,322
Manufacturing	540	12,273	9.0%	\$ 584	11.4%	\$ 47,584
Trade	1,962	26,685	19.5%	\$ 848	16.6%	\$ 31,767
Service						
Information	155	3,241	2.4%	\$ 185	3.6%	\$ 57,068
Financial Activities	1,008	6,013	4.4%	\$ 283	5.5%	\$ 47,051
Professional & Business Services	1,562	14,795	10.8%	\$ 564	11.0%	\$ 38,103
Education & Health Services	1,252	22,266	16.3%	\$ 958	18.6%	\$ 43,021
Leisure & Hospitality	1,019	14,499	10.6%	\$ 218	4.2%	\$ 15,026
Other Services	1,554	5,482	4.0%	\$ 129	2.5%	\$ 23,580
Total Service	6,550	66,296	48.5%	\$ 2,337	45.4%	\$ 35,246
Government	352	24,530	17.9%	\$ 1,069	21.0%	\$ 44,129
Total 2012 Covered Employment	10,518	136,841	100.0%	\$ 5,134.2	100.2%	\$ 37,619

Source: Oregon Employment Department

### Inflation Adjusted Annual Average Wages (2002 Dollars)



Source: Oregon Employment Department

Lane Transit District  
Eugene-Springfield Metropolitan Statistical Area (Lane County) Economic Data Sheet

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Total population	330,634	334,922	337,995	341,988	345,726	348,804	350,952	352,010	353,155	354,200
Civilian labor force	172,852	173,279	174,568	178,147	181,401	183,803	183,508	181,780	180,149	177,073
Unemployment	13,866	12,598	10,772	9,692	9,428	12,335	22,237	20,061	17,338	15,225
Unemployment rate	8.0	7.3	6.2	5.4	5.2	6.7	12.1	11.0	9.6	8.6
Total employment	158,986	160,681	163,796	168,455	171,973	171,468	161,271	161,719	162,811	161,848
Total nonfarm employment	142,000	145,100	149,900	154,000	156,800	154,500	142,100	140,900	141,100	141,700
Labor-management disputants	0	0	0	0	0	0	0	0	0	0
Percent annual change	-0.8%	2.2%	3.3%	2.7%	1.8%	-1.5%	-8.0%	-0.8%	0.1%	0.4%
Total personal income (millions)	\$9,154.1	\$9,597.6	\$10,096.4	\$11,005.2	\$11,406.1	\$12,014.9	\$11,370.1	\$11,679.7	\$12,214.3	NA
Percent annual change	2.5%	4.8%	5.2%	9.0%	3.6%	5.3%	-5.4%	2.7%	4.6%	NA
Per capita personal income - Lane County	\$27,669	\$28,880	\$30,064	\$32,375	\$33,076	\$34,508	\$32,407	\$33,193	\$34,561	NA
Per capita personal income - Oregon	\$30,144	\$31,597	\$32,542	\$34,644	\$35,796	\$36,772	\$35,621	\$35,869	\$37,744	\$39,166
Per capita personal income - U.S.	\$32,676	\$34,300	\$35,888	\$38,127	\$39,804	\$40,873	\$39,357	\$40,163	\$42,298	\$43,735
As percent of Oregon	92%	91%	92%	93%	92%	94%	91%	93%	92%	NA
As percent of U.S.	85%	84%	84%	85%	83%	84%	82%	83%	82%	NA
Total covered payroll (millions)	\$4,137.9	\$4,371.3	\$4,691.1	\$4,947.8	\$5,185.8	\$5,225.4	\$4,814.6	\$4,829.6	\$4,987.2	\$5,148.6
Percent annual change	1.9%	5.6%	7.3%	5.5%	4.8%	0.8%	-7.9%	0.3%	3.3%	3.2%
Average annual wage - Lane County	\$30,325	\$31,339	\$32,302	\$33,240	\$34,324	\$35,363	\$35,475	\$35,889	\$36,778	\$37,617
Average annual wage - Oregon	\$34,455	\$35,627	\$36,593	\$38,070	\$39,564	\$40,486	\$40,742	\$41,669	\$43,077	\$44,229
Average annual wage - U.S.	\$37,765	\$39,354	\$40,677	\$42,535	\$44,458	\$45,563	\$45,559	\$46,751	\$48,043	\$49,289
As percent of Oregon	88%	88%	88%	87%	87%	87%	87%	86%	85%	85%
As percent of U.S.	80%	80%	79%	78%	77%	78%	78%	77%	77%	76%
Inflation adjusted wages and income (2002 Dollars)	184	188.9	195.3	201.6	207.3	215.3	214.537	218.056	224.939	229.594
CPI-U; U.S. city average	0.9777	0.9524	0.9211	0.8924	0.8678	0.8356	0.8385	0.8250	0.7998	0.7836
Blow-up factor; 2002 = 100	\$4,050.0	\$4,160.0	\$4,320.0	\$4,420.0	\$4,500.0	\$4,370.0	\$4,040.0	\$3,980.0	\$3,990.0	\$4,030.0
Inflation adjusted total covered payroll (millions)	-0.2%	2.7%	3.8%	2.3%	1.8%	-2.9%	-7.6%	-1.5%	0.3%	1.0%
Percent annual change	\$29,650	\$29,850	\$29,750	\$29,660	\$29,790	\$29,550	\$29,750	\$29,610	\$29,420	\$29,480
Inflation adjusted average annual wage - Lane County	\$33,690	\$33,930	\$33,710	\$33,970	\$34,330	\$33,830	\$34,160	\$34,380	\$34,450	\$34,660
Inflation adjusted average annual wage - Oregon	\$36,920	\$37,480	\$37,470	\$37,960	\$38,580	\$38,070	\$38,200	\$38,570	\$38,420	\$38,620
Inflation adjusted average annual wage - U.S.	\$27,050	\$27,510	\$27,690	\$28,890	\$28,700	\$28,830	\$27,170	\$27,380	\$27,640	NA
Inflation adjusted per capita personal income - Lane County	\$29,470	\$30,090	\$29,970	\$30,920	\$31,060	\$30,730	\$29,870	\$29,590	\$30,190	\$30,690
Inflation adjusted per capita personal income - Oregon	\$31,950	\$32,670	\$33,060	\$34,020	\$34,540	\$34,150	\$33,000	\$33,130	\$33,830	\$34,270
Inflation adjusted per capita personal income - U.S.										



**Lane Transit District  
Schedule of Insurance  
Fiscal Year Beginning July 1, 2014**

<u>Schedule of Insurance</u>	<u>Coverage</u>
Property Damage	\$29,762,949
Blanket Coverage for Real, Personal, & Misc. Property and Stock - \$25,000 Deductible (includes \$2,496,770 Electronic Data Processing Equipment and Media)	
Bus/Vehicles Physical Damage	Functional or Replacement Cost Less Deductible
Buses – \$5,000 Deductible Comprehensive; \$50,000 Deductible Collision	
Other than Buses - \$250 Deductible Comprehensive; \$500 Deductible Collision	
Boiler and Machinery	Various Limits
Examples: Property damage follows property limit Computer equipment limited to \$50,000,000 Expediting expenses limited to \$10,000,000	
Deductibles: Varies per object	
Flood Coverage - \$5,000 min./\$50,000 max. Deductible	\$15,000,000
Earthquake Coverage - \$5,000 min./\$50,000 max. Deductible	\$15,000,000
Liability	
Comprehensive General Liability (excluding Auto Liability) - \$25,000 Deductible	\$500,000
Auto Liability and Uninsured Motorists Liability - \$100,000 Deductible	\$500,000
Excess Liability Coverage (Over General Liability, Auto Liability & Employer's Liability)	\$9,500,000
Workers' Compensation (modification factor for FY 2011-2012 = 1.00) Part Two – Employer's Liability Limits \$500,000/\$500,000/\$500,000	Unlimited Medical
Other	
Public Employees Blanket Bond - \$1,000 Deductible	\$250,000
ERISA Bond – Salaried Employees	\$1,000,000
Underground Storage Tank – Pollution Liability - \$5,000 Deductible	\$1,000,000
Fiduciary Bond – Pension Trust Local 757	\$1,000,000
Employee Dishonesty Bond - Employer Deferred Compensation	\$500,000
Pension Plan, Amalgamated Transit Union	\$350,000
License Bond	\$10,000
Employee Dishonesty Bond – Salaried Employee Retirement	\$150,000

## Annual Budget Calendar

<b>July</b>	New fiscal year begins. Preliminary year-end financial report for year ended June 30 to the Board of Directors. New fiscal year's Adopted Budget filed with the State.
<b>August</b>	Previous year's performance analyzed. Materials for independent audit prepared.
<b>September/ October</b>	Independent audit of previous fiscal year's financial activity conducted. New federal fiscal year begins. Comprehensive Annual Financial Report (CAFR) prepared for previous fiscal year.
<b>December</b>	CAFR with report of independent auditor presented to Board of Directors. Key issues from auditor's report reviewed with Board. Budget calendar for coming fiscal year prepared.
<b>January</b>	LTD Leadership Council (LC) holds strategic work session. Personnel services budget model for next fiscal year prepared. Staff drafts Capital Improvements Program (CIP).
<b>February</b>	LC reviews draft Capital Improvements Program (CIP). Board reviews service issues and proposed changes. Board reviews fare policy and proposed changes.
<b>March</b>	Initial budget revenue and expenditure projections completed by staff. Initial Materials & Services (M&S) requests completed by department directors. Staff drafts Long-Range Financial Plan (LRFP). LTD Board of Directors and LC hold strategic work session.
<b>April</b>	Board approves Long-Range Financial Plan. Board approves Capital Improvements Program.
<b>May</b>	Proposed budget finalized. Staff presents proposed budget to the Budget Committee. Budget Committee meets to discuss the proposed budget and make changes. Budget Committee approves budget and sends to the Board for adoption.
<b>June</b>	Board adopts budget for the new fiscal year that begins July 1.





# *Glossary of Terms*

# Glossary of Terms

Accessible Services	An LTD program that encompasses policy development and compliance with the requirements of the Americans with Disabilities Act of 1990 (ADA) for both fixed-route and paratransit services; administration of the Special Transportation Fund (STF) for the Elderly & Disabled and other grant funded services; technical assistance through grant writing and contract management; program development for services throughout Lane County; and oversight of the RideSource Call Center. Primary focus is transportation for older adults, people with disabilities, and persons with low incomes.
ACES	<i>Accessible and Customer Services</i> (LTD) – An LTD work group.
ACH	<i>Automated Clearing House</i> – The process/organization/institute that electronic payments (paperless checks) go through before being transmitted to a vendor’s bank account.
ACT	<i>Area Commission on Transportation</i> – Advisory body chartered by the Oregon Transportation Commission (OTC) addressing all aspects of transportation (surface, marine, air, and transportation safety) with primary focus on the state transportation system.
ADA	<i>Americans with Disabilities Act of 1990</i> - Federal civil rights legislation for people with disabilities; requires accessibility features and practices on public transit systems and the provision of a “complementary paratransit service” for persons unable to use regularly scheduled fixed-route services due to a disability.
ADAAA	<i>Americans with Disabilities Act Amendments Act of 2008</i> – Effective January 1, 2009, the amendments to the ADA clarifies and reiterates who is covered by the law’s civil rights protections and revises the definition of “disability” to more broadly encompass impairments that substantially limit a major life activity. The law also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies, and supplies have no bearing in determining whether a disability qualifies under the law.
Adopted Budget	Final version of the budget formally adopted by Resolution by the Board of Directors.
Alternative Fuels	Low-polluting fuels that are used to propel a vehicle instead of high-sulfur diesel or gasoline. Examples include methanol, ethanol, propane or compressed natural gas, liquid natural gas, ultra-low-sulfur or “clean” diesel, and electricity.
Approved Budget	Version of the budget agreed upon by the Budget Committee that is presented to the Board of Directors for adoption.

APTA	<i>American Public Transportation Association</i> - A national, nonprofit trade association representing the public transit industry. APTA members include more than 400 public transit systems, as well as state and local departments of transportation and planning agencies, manufacturers and suppliers of transit equipment, consultants, contractors, and universities.
Arbitration	A method of settling disputes where labor and management present their case to an impartial third party, called an arbitrator, who has the responsibility to decide the case.
ARR	<i>Annual Route Review</i> – A yearly process where staff consider changes to bus service. The changes can include service additions or deletions; adjustments; or redesign of current service.
ARRA	<i>American Recovery and Reinvestment Act of 2009</i> – Law to create jobs, restore economic growth, and strengthen America's middle class through measures that modernize the nation's infrastructure, enhance America's energy independence, expand educational opportunities, preserve and improve affordable health care, provide tax relief, and protect those in greatest need.
ARRC	<i>Accident Route Review Committee</i>
Articulated Bus	A bus, usually 55 feet or more in length, with two connected passenger compartments that bend at the connecting point when the bus turns a corner.
ASUO	<i>Associated Students of the University of Oregon</i> – A nonprofit organization funded by the University of Oregon. Its purpose is to provide for the social, cultural, educational, and physical development of its members, and for the advancement of their individual and collective interests both within and without the University. The ASUO is the student government, is run by students for students, and works on campus, city, state, and federal-level campaigns. Membership consists of all students at the University of Oregon who have paid the current term or semester student incidental fee.
ATC	<i>Accessible Transportation Committee</i> - A long-standing consumer-based committee that provides guidance on transportation topics of interest to older adults and people with disabilities covering matters pertaining to both fixed-route and paratransit service.
ATU	<i>Amalgamated Transit Union</i> – A major labor union representing workers in the transit industry; membership is limited to operators, mechanics, and other non-supervisory employees of the transit industry.
AVL/APC	<i>Automated Vehicle Location System/Automated Passenger Count System</i> – An ITS system that provides current and immediately available data on actual ridership, including on and off counts by stop and trip length in miles.

AWC	<i>Alternative Work Concepts</i> – A local nonprofit agency specializing in vocational services and provides in-person transportation eligibility assessments.
<hr/>	
BAT Lanes	<i>Business Access and Transit Lanes</i> – Lanes that are reserved for transit or vehicles intending to turn at the next intersection (or beforehand, into a business driveway) and for those vehicles merging left or right after turning into a designated BAT lane.
Bid	A process (and resulting work assignments) in which bus operators pick the runs they will be driving on a weekly basis. Major bids are fall, winter, and summer.
Bi-directional Lane	A single lane that uses block signaling to allow transit vehicles to travel in both directions.
Binding Arbitration	Arbitration with a final and binding award, which is often enforceable in the courts.
Block	A block links trips together and varies from 2 hours to 19 hours in duration. A specific vehicle is assigned to each block.
Block Signaling	Technology to control vehicle access in bi-directional lane segments.
Boardings	A boarding, or unlinked trip, occurs every time a customer boards a bus. A trip requiring a transfer would count as two boardings.
BRT	<i>Bus Rapid Transit</i> — A bus system based on light-rail transit principles, which utilizes buses rather than trains and track, and requires much lower capital investment. Key elements include exclusive right-of-way; signal priority; increased service frequency; low-floor, multiple-door buses; and a prepaid fare mechanism.
<hr/>	
CAC	<i>Citizens Advisory Committee</i> – Representative stakeholders who meet regularly to discuss issues of common concern, such as transportation, and to advise sponsoring agency officials. These groups effectively interact between citizens and their government.
CAFR	<i>Comprehensive Annual Financial Report</i> (sometimes referred to as audited financial statements) – An annual financial report on assets, liabilities, revenues, and expenditures prepared in a standardized format that must conform to the Government Accounting Standards Board (GASB) accounting and financial reporting standards. The CAFR describes what actually was spent and the status of assets and liabilities at the end of the fiscal year.
Categorical Exclusion	A category of actions that do not individually or cumulatively have a significant effect on the human environment and that have been found to have no such effect in procedures adopted by a federal agency in implementation of these regulations and for which,

	therefore, neither an environmental assessment nor an environmental impact statement is required.
Call Center	(see Medicaid Transportation Brokerage and RideSource Call Center)
Carpool/Vanpool Program	A Transportation Options program that encourages commuters to share rides by providing matching services and incentives. (Also known as Rideshare)
CCO	<i>Coordinated Care Organization</i> – A network of all types of health care providers who have agreed to work together in their local communities for people who receive health care coverage under the Oregon Health Plan (Medicaid).
Certificate of Excellence	An award issued by the Governmental Finance Officers Achievement Association (GFOA) to organizations such as LTD whose for comprehensive annual financial reports (CAFRs) achieve in Financial the highest standards in government accounting and Reporting financial reporting.
CFR	<i>Code of Federal Regulations</i> – The codification of the general and permanent rules and regulations published in the <i>Federal Register</i> by the executive departments and agencies of the federal government.
CIP	<i>Capital Improvements Program</i> – A ten-year plan to identify improvement projects and relevant funding sources that may result in major capital expenditures.
CLMPO	<i>Central Lane Metropolitan Planning Organization</i> – Formal name for the Eugene-Springfield metropolitan area MPO. (See MPO.)
CMAQ	<i>Congestion Mitigation and Air Quality Improvement Program</i> - Provides funding for projects and programs in air quality nonattainment and maintenance areas for ozone, carbon monoxide (CO), and particulate matter which reduce transportation related emissions.
CNG	<i>Compressed Natural Gas</i> – A clean-burning alternative fuel for vehicles.
COLA	<i>Cost of Living Adjustment (Allowance)</i> – An increase or decrease in employees' wages or salaries made on the basis of changes in agreed-upon economic indices, usually the Consumer Price Index (CPI).
Community Events	Community events are defined as both one-time events, such as the 2012 U.S. Track and Field Olympic Trials at UO's Hayward Field, and annual or recurring events, such as the Butte to Butte.

ConnectOregon	<i>ConnectOregon</i> is a lottery-bond-based initiative (\$42 million) approved by the Oregon Legislative Assembly to invest in air, rail, marine, and transit infrastructure to ensure Oregon's transportation system is strong, diverse, and efficient.
Coverage	Coverage is used to describe the design of a bus route. Coverage is often measured as the percentage of households that are within one-quarter mile of a bus stop.
CPI	<i>Consumer Price Index</i> – An economic index created by the federal government to track inflationary changes in the cost of a market basket of goods and services.
CM/GC	<i>Construction Manager/General Contractor</i> - A construction delivery method where the construction manager acts as the general contractor with schedule and cost risk. The CM/GC provides design phase assistance in evaluating costs, schedule, and implications of systems and materials during design.
CMP	<i>Congestion Mitigation Program</i> – Implementation of programs and services to increase the use of transportation options during and after major infrastructure projects in our area.
CSC	<i>Customer Service Center</i> – Located at the Eugene Station for the purpose of providing route and schedule information, and the sale of fare instruments.
CSR	<i>Comprehensive Service Redesign</i> – Evaluation and restructuring of the entire service system.
CTAA	<i>Community Transportation Association of America</i> – A national member association promoting effective public and community transportation services focusing on rural, small city, and community transit. CTAA acts as a legislative advocate, provider of funding to rural transportation, and direct technical assistance and information to public, community, and human service transportation providers.
CUSP	<i>Customer Services &amp; Planning Department</i> – An LTD work group.
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D&A	<i>Drug and Alcohol</i>
DAS	<i>Department of Administrative Services (State of Oregon)</i>
DBE	<i>Disadvantaged Business Enterprise</i> – A business owned and operated by one or more socially and economically disadvantaged individuals.
DCE	<i>Documented Categorical Exclusion</i> - Environmental analysis where a project may qualify as a categorical exclusion (CE) but requires additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.

DD	<i>Developmentally Disabled</i> - A physical and/or mental impairment that occurs before a person is 22 years old. The impairment has continued or can be expected to continue indefinitely and is likely to create barriers to the ability of the individual to function independently.
Deadhead	The movement of a transit vehicle without passengers aboard; often to and from a garage or to and from one route to another.
Defined Benefit Plan	A type of pension plan in which an employer promises a specified monthly benefit on retirement that is predetermined by a formula based on the employee's earnings history, tenure of service and age, rather than depending on investment returns.
Defined Contribution Plan	A type of retirement plan in which the amount of the employer's annual contribution is specified. Individual accounts are set up for participants and benefits are based on the amounts credited to these accounts (through employer contributions and, if applicable, employee contributions) plus any investment earnings on the money in the account.
DEIS	<i>Draft Environment Impact Statement</i> - A document required by the National Environmental Policy Act for federal government agency actions "significantly affecting the quality of the human environment." A tool for decision making, an EIS describes the positive and negative environmental effects of proposed agency action and cites alternative actions.
Demand Response	Service on demand, often referred to as Dial-a-Ride or paratransit. Unlike a fixed-route system, there is no regular schedule and typically requires riders to schedule in advance. May offer a door-to-door or curb-to-curb assistance. Often used in reference to "complementary paratransit" services required under the Americans with Disabilities Act.
DHS	<i>Department of Human Services</i> (State of Oregon)
Diamond Express	Service introduced in March 2003 that makes an intercity connection between Oakridge and Eugene-Springfield three times each weekday with curb-to-curb service on the mid-day run. Coordinated through Accessible Services and funded with grants from federal Section 5311 Intercity Passenger Program, Special Transportation Fund, and local contribution.
DMAP	<i>Division of Medical Assistance Programs</i> (State of Oregon) - DMAP, part of the Oregon Health Authority (OHA), determines policy and Oregon Administrative Rules for medical assistance programs. It is responsible for Title XIX and Title XXI State Plans, informs clients and providers about policy and rule changes that affect OHA services, and pays claims and contracted payments for covered health care services.

DOL	<i>Department of Labor</i> (Federal)
DOR	<i>Department of Revenue</i> (State of Oregon)
DOT	<i>Department of Transportation</i> (Federal) – A cabinet-level agency with responsibility for highways, mass transit, aviation, and ports; headed by the Secretary of Transportation. The DOT includes the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA), among others.
Dwell Time	Length of time a bus is stopped to load and unload passengers.

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EA	<i>Environmental Assessment</i> – A public document that analyzes a proposed federal action for the possibility of significant environmental impacts. The analysis is required by the National Environmental Policy Act of 1969 (NEPA). If the environmental impacts will be significant, the federal agency must then prepare an environmental impact statement.
EC	<i>Employee Council</i> – A group that represents the administrative employees of the District.
ECC	<i>Equity and Community Consortium</i> – An information and resource sharing and coordination forum for agencies and jurisdictions that provide governmental and public services in the Eugene-Springfield metropolitan area. The ECC reaffirms, renews, and expands the purpose, goals, and efforts embodied in the 2008 Diversity and Human Rights Consortium.
Economic Indicator	Statistical representation used in tracking the health of the economy. Examples include the Consumer Price Index and the Unemployment Rate.
EFT Payment	<i>Electronic Funds Transfer for Payments</i> – Payments that are transferred from LTD’s bank account to a vendor’s bank account via an electronic file transmission on the bank’s website; another name for paperless checks.
EHRC	<i>Eugene Human Rights Commission</i>
EIS	<i>Environmental Impact Statement</i> – An analysis, conducted for federally funded or approved projects per the National Environmental Policy Act of 1969 (NEPA), of the environmental impacts of proposed land development and transportation projects.
ELC	<i>Extended Leadership Council</i> – LTD group consisting of Leadership Council and managers. This group meets quarterly to make sure the strategic and operational plans of LTD are carried out.



ERH	<i>Emergency Ride Home</i> - A program sponsored and funded by the Commuter Solutions program that provides emergency rides to employees who have commuted to work by means other than driving alone.
EmX (pronounced "MX")	The name given to LTD's bus rapid transit system; short for Emerald Express.
EmX Green Line	The pilot bus rapid transit corridor that links downtown Eugene and downtown Springfield, traveling primarily on Franklin Boulevard. Additional phases of the project include the Gateway EmX Extension and the West Eugene EmX Extension.
EPA	<i>Environmental Protection Agency</i> – The U.S. government agency founded to "protect human health and to safeguard the natural environment--air, water, and land--upon which life depends."
ES	<i>Eugene Station</i> – LTD's main transit hub.
ESMS	<i>Environmental &amp; Sustainability Management System</i> – Set of management processes and procedures that allow an organization to analyze, control, and reduce the environmental impact of its activities, products, and services and operate with greater efficiency and control. The system implements the standards outlined in ISO 14001.
ETC Program	<i>Employee Transportation Coordinators Program</i> - Training and support offered to ETCs from worksites throughout the region.
Extra Board	Bus operators who bid to work a schedule that changes daily based on specific work rules. Extra Board operators receive their work assignments for the next day at 4:45 p.m. and are guaranteed 80 hours per pay period.
EZ Access	LTD products, information, and transportation services for older adults and people with disabilities; includes Honored Rider free fare for persons age 65 and half fare for persons under age 65 who have a disability.
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Fall Bid	The term "bid" refers to the selection of work by bus operators. Operators bid based upon their seniority in the union. LTD has three bids per year: fall, winter, and summer. Service adjustments are timed with the bids.
Fare Instrument	Ticket or pass purchased in advance that is used as payment for a transit ride.
Farebox Recovery Ratio	Also known as farebox-to-operating cost ratio, this measures the percentage of the operating cost paid by customers. It is computed as the total farebox revenue (including sale of passes) divided by the total operating cost.

## Federal Grants:

ARRA	(see ARRA)
<i>Section 5307 (Formula)</i>	<i>Urbanized Area Formula Program</i> -- Federal grant funds allocated based on a set formula given a district's population and ridership.
<i>Section 5308 (Clean Fuels)</i>	<i>Clean Fuels Grant Program</i> – Federal grant funds allocated to support emerging clean fuel and advanced propulsion technologies for transit buses and markets for those technologies.
<i>Section 5309 (Discretionary)</i>	Capital investment program for the Federal Transit Administration under 49 USC 5309. Allows federal grant funds to be allocated based on congressional discretion to finance New Starts, Small Starts, and Core Capacity projects.
<i>Section 5310</i>	<i>Elderly and Persons with Disabilities Formula Program</i> -- Federal grant program that provides capital assistance primarily for transportation for the elderly and people with disabilities.
<i>Section 5311</i>	<i>Rural General Public Program</i> – Federal grant program that provides formula funding to states for the purpose of supporting public transportation in areas of less than 50,000 in population. Funding may be used for capital, operating, state administration, and project administration expenses.
Section 5311 (f)	<i>Intercity Passenger Program</i> – Federal grant program that promotes intercity passenger services, connecting rural communities through incentive funding, information and equipment to make vehicles accessible. Emphasis is placed on connecting communities of 2,500 or more with the next larger market economy and connecting bus, rail and air.
<i>Section 5316</i>	<i>Job Access and Reverse Commute (JARC) Program</i> – Federal program aimed at supporting the development and maintenance of job access projects designed to transport eligible low-income individuals to and from jobs and activities related to their employment, and for reverse commute projects designed to transport residents of urbanized and other areas to suburban employment opportunities.
<i>Section 5317</i>	<i>New Freedom Program</i> – Federal program that provides formula funding for new transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act to assist persons with disabilities.
<i>Section 5339</i>	<i>Alternative Analysis Program</i> – Provides funding for new fixed guideway investment alternatives analyses.
Fixed Guideway	A public transportation facility using and occupying a separate right-of-way for the exclusive use of public transportation.

Fixed-Route Service	Fixed-route is the traditional term for bus service that operates on a specific schedule and along a consistent route. An alternative to fixed-route service would be demand-responsive service where routing and scheduling are created daily based upon the individual needs of riders.
Fleet Capacity	Maximum amount of service that can be delivered using all available buses in the fleet, excluding a minimum number of spare buses held in reserve for bus replacement in case of a breakdown, maintenance, and operator training.
FMO	<i>Financial Management Oversight</i> – A periodic review of a transit district’s financial policy, procedures, and internal related controls performed by independent consultants and paid for by the FTA.
FONSI	<i>Finding of No Significant Impact</i> - A National Environmental Policy Act of 1969 (NEPA) compliance document that affirms that an environmental assessment found that alternatives were evaluated and a proposed action would have no significant impact on the human environment.
Franklin EmX Corridor	An EmX route from downtown Eugene to downtown Springfield.
Frequency of Service	The number of transit vehicles in a given period passing by any given point on a route.
FSA	<i>Flexible Spending Account</i> – A benefit offered to an employee by an employer that allows a fixed amount of pre-tax wages to be set aside for qualified expenses. Qualified expenses may include child care or uncovered medical expenses. The amount set aside must be determined in advance and employees lose any unused dollars in the account at year-end.
FTA	<i>Federal Transit Administration</i> – An administration in the U.S. Department of Transportation that assists in developing improved mass transportation methods, techniques, facilities, and equipment; encourages planning and establishment of urban mass transportation systems; and assists states and local governments and their authorities in financing urban mass transportation systems.
FTN	<i>Frequent Transit Network</i> – Projects encompass the planning, design, and construction of service that increases capacity along major transportation corridors. The FTN strengthens regional connectivity by tying service and investment decisions to the level of development along corridors.
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GASB	<i>Governmental Accounting Standards Board</i> – An accounting industry organization, part of the Financial Accounting Foundation, that issues Statements of Financial Accounting Standards that define and govern generally accepted accounting principles (GAAP) for state and local government entities in the United States.

Gateway EmX Extension	An extension of the EmX Green Line that connects downtown Springfield with the Gateway area.
Gateway Transportation Program	Assistance supplied by Point2point to reduce congestion, coordinate information and educational services, and work with businesses, property owners, and agency representatives to implement a variety of Transportation Option strategies in the Gateway area.
Geographic Coverage	Geographic coverage is the measure of how close transit service comes to where residents live. It will often be referred to as the percentage of households within a quarter-mile walking distance to a transit route.
GFOA	<i>Government Finance Officers Association</i> – A national group responsible for issuance of the Certificate of Achievement for Excellence in Financial Reporting.
Gillig Corporation	Manufacturer of transit buses, located in Hayward, California.
GPP	<i>Group Pass Program</i> - Program designed for organizations to allow bulk purchase of transit passes for all members of the group at a significant cost savings.
GPS	<i>Global Positioning System</i> – Satellite-based information system required for real-time automated vehicle location system and passenger information system.
Guideway	Transit-only lane with curbs; used interchangeably with “transitway.”
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Headway	Time interval between vehicles moving in the same direction on a particular route.
HOV	<i>High-Occupancy Vehicle</i> – A vehicle that can carry two or more persons. Examples of high occupancy vehicles are a bus, vanpool, and carpool. These vehicles sometimes have exclusive traffic lanes called HOV lanes, busways, transitways, or commuter lanes.
HR	<i>Human Resources and Risk Management Department</i> – An LTD work group.
HRA	<i>Health Reimbursement Account</i> – A tax-deferred arrangement (account) that is paid for solely by the employer, which reimburses the employee for medical care expenses incurred by the employee, employee spouse, and dependents. Amounts not used in a calendar year can be rolled over into consecutive calendar years, and therefore accumulate over time.
Hybrid	Abbreviation for hybrid-electric – Vehicle propulsion systems that are a combination of gas or diesel and electricity. EmX vehicles and Prius automobiles are examples in the LTD fleet.
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Intermodal	The ability to connect, and the connections between, modes of transportation.
ISO	<i>International Organization for Standardization</i> – Developer of voluntary international standards that give specifications for products, services, and good practice to improve efficiency and effectiveness.
ISO 14001	Refers to ISO 14001:2004, which is an international standard that sets out the criteria for an environmental management system. It can be used to improve resource efficiency, reduce waste, and drive down costs and can provide assurance to company management, employees, and external stakeholders that environmental impact is being measured and improved.
IT	<i>Information Technology (LTD)</i> – An LTD work group.
ITS	<i>Intelligent Transportation Systems</i> -- Advanced technologies systems like signal priority and automated vehicle locating that foster the use of advanced technologies to improve the safety, reliability, and efficiency of public transportation systems.
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JARC	<i>Job Access and Reverse Commute Program</i> - Federal program aimed at supporting the development and maintenance of job access projects designed to transport eligible low-income individuals to and from jobs and activities related to their employment, and for reverse commute projects designed to transport residents of urbanized and other areas to suburban employment opportunities. (Also noted as Section 5316.)
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Lane ACT	<i>Lane Area Commission on Transportation</i> -- An advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting Lane County and to strengthen state/local partnerships in transportation.
LC	<i>Leadership Council</i> – LTD’s management team, which consists of the Strategic Group and managers of groups of employees. This group addresses issues of the day.
LCC	<i>Lane Community College</i>
LCOG	<i>Lane Council of Governments</i> – A voluntary organization of local governments that strives for comprehensive, regional planning.
Livability Initiative	A joint venture of the U.S. Department of Transportation (DOT), U.S. Department of Housing and Urban Development (HUD), and U.S. Environmental Protection Agency (EPA) to promote livable communities, improve the quality of life for more Americans, and create more transportation choices that serve the needs of individual communities.

LOC	<i>Local Organizing Committee</i>
Local Budget Law	State of Oregon statutory requirements governing the budget process, as detailed in Oregon Revised Statutes (ORS) 294.305-565.
LPA	<i>Locally Preferred Alternative</i> — A federal term for the preferred design for a project.

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MAP-21	<i>“Moving Ahead for Progress in the 21<sup>st</sup> Century”</i> - Transportation authorization, signed by President Obama, effective October 1, 2012, to restructure federal investments of surface transportation.
Mark-off	Mark-off time is time that is paid to bus operators for doing duties other than their regular assignment, e.g., committee work, proofreading, etc.
Medicaid Fund	A fund within LTD’s budget that includes transactions for transportation services provided under Medicaid for eligible participants.
Medicaid Transportation Brokerage	A centralized access point to provide transportation services. LTD contracts with the Oregon Department of Human Services Department of Medical Assistance Programs (DMAP). A <i>broker</i> provides call taking, eligibility verification, scheduling, and quality assurance for Non-Emergent Medical Transportation and Non-medical transportation for eligible clientele.
Medicaid Transportation Brokerage	A centralized access point to provide transportation services. LTD contracts with the Oregon Health Authority (OHA). A <i>broker</i> provides call taking, eligibility verification, scheduling, and quality assurance for Non-Emergent Medical Transportation and community (non-medical) transportation for eligible clientele.
Medicaid Waivered Non-medical	Transportation for Medicaid recipients who have a qualifying care plan managed by a Senior and Disabled Services Case Manager under a Medicaid waiver. A certain amount of local transportation supports people staying in their homes or other community setting rather than residing in a nursing care facility. Also called community-based transportation within the RideSource Call Center and is one of the services offered.
Mini-Extra Board	Same as Extra Board except that Mini-Extra Board bus operators are guaranteed 60 hours per pay period instead of 80 hours.
Mobility Management	Making innovative use of the transit resources to respond to the demands of customers, which may include: providing non-traditional services such as vanpool, ride-share, or demand-responsive services; implementing technologies that increase travel options or convenience; providing information on all modes and ridesharing at a single call center; or influencing land use in favor of transit.

Modal Split	Percentage of the total participants using a particular method of transportation to an activity or event.
Mode	A specific form of transportation, such as automobile, subway, bus, rail, or air.
MPC	<i>Metropolitan Policy Committee</i> – An intergovernmental committee created for problem solving and to resolve intergovernmental disagreements between the Cities of Eugene and Springfield, and Lane County.
MTIP	<i>Metro Transportation Improvement Program</i> – A federally mandated planning document that lists highway and transit projects for the region, approved by the MPC, and submitted to the state for inclusion in the State Transportation Improvement Program (STIP).
MPO	<i>Metropolitan Planning Organization</i> – A federally required transportation planning body responsible for the regional transportation plan and the MTIP in its region: Lane Council of Governments (LCOG) is the designated MPO for this region.
Multimodal	A trip involving several types of transportation, such as both rail and bus.
MXB	<i>Mini-Extra Board</i> – Same as Extra Board except that Mini-Extra Board bus operators are guaranteed 60 hours per pay period instead of 80 hours.
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NEMT	<i>Non-Emergent Medical Transportation</i> – Trips provided through the RideSource Call Center for persons qualified for Oregon Health Plan Plus (OHP+) and who have no other reliable means of getting to and from Medicaid-covered medical services.
NEPA	<i>National Environmental Policy Act of 1969</i> – An act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and for other purposes.
New Freedom Program	A federal program that provides formula funding for new transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act to assist persons with disabilities. (Also noted as Section 5317.)
New Starts Program	A category of the Federal Transit Administration Capital Investment Program (49 USC 5309) that is used to fund new fixed-guideway systems, or an extension to an existing fixed-guideway system such as rail and potentially bus rapid transit.
NOFA	<i>Notification of Funding Availability</i>
Northwest Natural	Privately owned natural gas provider for the District.

NTD	<i>National Transit Database</i> – The system through which the Federal Transit Administration (FTA) collects uniform transit data needed by the Secretary of Transportation to administer department programs. The data consist of selected financial and operating data that describe public transportation characteristics. Recipients of FTA Urbanized Area Formula Program (Section 5307) and Nonurbanized Area Formula Program (Section 5311) are required by statute to submit data to the NTD.
NTI	<i>National Transit Institute</i> -- Training, education, and clearinghouse services in support of public transportation in the United States.
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OAA	<i>Older Americans Act</i> – The Older American's Act of 1965 established the Administration on Aging, a national agency to oversee the development of services and opportunities for older people in every community across the nation.
OAR	<i>Oregon Administrative Rules</i> – A compilation of the administrative rules of Oregon state agencies, compiled, indexed, and published by the Secretary of State's Office.
ODOT	<i>Oregon Department of Transportation</i> – A department of the Oregon state government responsible for systems of transportation.
OHP+	<i>Oregon Health Plan Plus</i> – A state medical health plan provided to children and adults who are eligible for traditional Medicaid programs or for the Children's Health Insurance Program (CHIP).
OMB	<i>Office of Management and Budget</i> – The office within the executive branch of the federal government that prepares the President's annual budget, develops the federal government's fiscal program, oversees administration of the budget and reviews government regulations.
OPEB	<i>Other Post-Employment Benefits</i> – Benefits received by an employee when he or she begins retirement, including health care and life insurance premiums, and deferred compensation. It does not include pension benefits.
Operating Revenues:	
<i>Cash fares</i>	Revenues from cash fares and daily, monthly, and three-month passes.
<i>Group pass</i>	Revenues from group pass programs with businesses such as ASUO and Symantec.
Ops	<i>Transit Operations Department (LTD)</i> – An LTD work group.
ORS	<i>Oregon Revised Statutes</i> – The codified laws of the State of Oregon, which is published every two years to incorporate each legislative session's new laws.



OSHA *Occupational Safety and Health Administration* – Agency responsible for promulgating rules, setting health and safety standards, and overseeing enforcement, whether by direct federal effort or by relying on state enforcement programs.

OTA *Oregon Transit Association* – Created to assist members in the development and improvement of efficient, safe, and convenient transportation services, techniques and methods, facilities, and equipment.

OTC *Oregon Transportation Commission* - Establishes state transportation policy and guides the planning, development, and management of a statewide integrated transportation network. The governor appoints five commissioners, ensuring that different geographic regions of the state are represented. One member must live east of the Cascade mountain range; no more than three can belong to one political party.

OTP *Oregon Transportation Plan* – The comprehensive, long-range plan for a multimodal transportation system for the state, which encompasses economic efficiency, orderly economic development, safety, and environmental quality.

Other Revenues:

*Special services* Revenues for contracted transit services (e.g., additional service for the University of Oregon and additional frequency of service to Lane Community College).

*Payroll taxes* Revenues generated from tax imposed on employers within the transit district based on the employer's payroll.

*Self-employment taxes* Revenues generated from tax imposed on self-employed individuals within the transit district based on the individual's non-excluded federal Schedule SE income.

*State-in-lieu taxes* Revenues from the State of Oregon in lieu of payment of employer payroll taxes.

*Other operating grants* Revenues from grants for non-capital expenditures such as TDM and preventive maintenance.

P&D *Planning and Development Department (LTD)* – An LTD work group.

P-card *Purchasing Card* – A charge card issued to employees that works in a similar way to credit cards and can be used to purchase goods or services.

Paratransit Alternatives to traditional modes of public transit such as bus and rail. Often refers to flexibly scheduled and routed transportation services using small buses or minivans. LTD’s paratransit services are coordinated under the RideSource Call Center.

Park & Ride Program	A program funded by Point2point to maintain existing sites and identify potential new sites where drivers can park their cars and either take a bus, walk, ride a bike, or meet a carpool.
Passenger Boarding	Occurs when a customer boards the bus.
Passenger Miles	The total number of miles traveled by passengers on transit vehicles; calculated by accumulating the total for all trip segments resulting from multiplying the number of passengers determined to be on board for each trip segment by the length of the trip segment.
PBI	<i>Passenger Boarding Improvements</i> – Capital improvements to aid passengers in boarding and deboarding transit vehicles. These may include improvements to transit stations, shelters, stops, and bus stop signs, among others.
PCE	<i>Progressive Corridor Enhancement</i> – A program to implement incrementally various transit enhancements along a corridor. Typical enhancements include signal priority, improved stops and stations, through-routing, improved service frequency, and queue- jump lanes. Improvements could eventually lead to implementation of an EmX level of service.
Peak Service (peak assignments)	Describes the point of time during the day when the District has the maximum number of buses operating. It is often described as the a.m. peak and the p.m. peak.
PM	<i>Preventive Maintenance</i> – The maintenance of LTD assets to keep those assets in a state of good repair.
PMOC	<i>Project Management Oversight Contractor</i> -- Informs FTA's determination regarding the adequacy of the Grantee's legal, administrative and technical capacity and capability to effectively and efficiently execute the project in all of its aspects, including planning, design, construction, testing, and revenue operations.
Point2point	A grant-funded program housed at Lane Transit District charged with the coordination and implementation of many of the region's Transportation Options strategies.
PP	<i>Pioneer Parkway</i> – A street in Springfield chosen for part of the second EmX route.
Proposed Budget	Version of the budget presented by management to the Budget Committee.
Queue Jumpers	A transit-priority technique that allows a bus to use an exclusive lane to bypass a queue of cars to reach a signalized intersection.

RAMP	<i>Real Estate Acquisition Management Program</i>
Reduced Fare Program	A federally mandated program that requires transit districts to charge older adults and persons with disabilities one half the adult cash fare during off-peak hours.
Report Time	The time an operator is allotted to perform safety pre-check of vehicles prior to going out for the day.
Revenue Hours	The period of time a bus is in service, boarding and deboarding customers.
Rhody Express	A local public transit service operating in Florence coordinated through Accessible Services. Funded under Section 5311 Rural General Public Program, Special Transportation Fund, and City of Florence.
Rideshare Program	A program funded by Point2point to promote sharing of one vehicle by two or more commuters. (See Carpool/Vanpool.)
RideSource	LTD paratransit services for people with disabilities who are unable to use regular fixed-route services as mandated under the Americans with Disabilities Act of 1990.
RideSource Call Center	LTD-administered call center that integrates human services and public transportation for older adults, people with disabilities and person of low income using a single telephone number. Provides integrated call taking, billing, scheduling, and dispatch services.
RIS	<i>Regional Information System of Lane County</i> – A regional service provider that offers information and technology sharing among governmental agencies.
RTOP	<i>Regional Transportation Options Plan</i> – A plan to both broaden and focus the definition and application of the Transportation Demand Management (TDM) elements of our local and regional transportation plans.
RTP	<i>Regional Transportation Plan</i> – Required by federal regulation, implemented by Lane Council of Governments.
RTSP	<i>Regional Transportation System Plan</i> – Required by Oregon law. Includes policies, projects, and strategies that guide regionally significant transportation investment within the Central Lane MPO. The development of this plan will involve the communities of Coburg, Eugene, and Springfield, including citizens, staff, and elected officials.
Run Cut	A run, also known as a duty, is a piece of work handled by bus operators. A block is how a bus is assigned to its daily activities. A block may be up to 19 hours long. The planners use software to cut the blocks efficiently into pieces of work called runs. Bus operators choose their runs during the bid process.

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S&DS	<i>Senior and Disabled Services</i> - A division of the Lane Council of Governments.
SAC	<i>Service Advisory Committee</i> -- Employee representatives who meet as needed to discuss service issues and advise Service Planning and Marketing staff about bus service planning and operations. This group effectively interacts among employees and Service Planning and Marketing staff.
SAFETEA-LU	<i>Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users</i> – Enacted in August 2005, authorizes the federal surface transportation programs for highways, highway safety, and transit through FY 2009.
SBPG	<i>Standard Bus Procurement Guidelines</i> – Guidelines developed through an open and inclusive industry consensus process, funded by the Transit Cooperative Research Association (TCRP) and under the guidance of the American Public Transportation Association (APTA).
Schedule Hours	This is the sum of all revenue and non-revenue service hours the bus is in operation. This includes prep time, deadhead time (traveling to the beginning of a route), and layovers.
Scheduled Free Time	Paid time to individual operators to bring scheduled hours worked up to contractual minimums.
Scheduled Split Time	Thirty minutes of paid time for all scheduled runs with a split of more than 59 minutes from the end of the first piece of work to the start of the second piece of work.
Scheduled Travel Time	Bus operators are often required to begin their run/duty at a location out in the system. Travel time is the time paid to get the operator to the starting point of the run/duty.
SDS	<i>Senior and Disabled Services</i> - A division of the Lane Council of Governments.
Service Hours	Total time a bus is in operation, including non-revenue service travel time between the garage and the start and end of route service.
Signal Pre-emption	Guarantees a green light at an intersection; available for emergency vehicles only.
Signal Priority	Provides priority for transit vehicles at signalized intersections.
SMS	<i>Special Mobility Services, Inc.</i> – A nonprofit agency that operates RideSource and other ancillary services under contract with LTD.

Smart Trips	An individualized marketing program that promotes available transportation options to households and businesses living within a target neighborhood or geographic boundary.
Small Starts	A new category within the New Starts program for a fixed-guideway project with a total cost of less than \$250 million and a maximum cost of \$75 million New Starts grant funding.
Smart Ways to School Program	A program to implement transportation options programs and measure the effectiveness of efforts at selected school sites in the region.
SOV	<i>Single-Occupant Vehicle</i> – A vehicle with one occupant, the driver, who is sometimes referred to as a “drive alone.”
SP	<i>Service Planning</i> (LTD) – An LTD work group.
Span of Service	The time between the first bus trip in the morning and the last bus trip at night.
<i>Special services</i>	Revenues for contracted transit services (e.g., event shuttles to fairs and sporting events) and purchased charter services (e.g., shuttles for a private group).
SRTS	<i>Safe Routes to School</i> - A nationwide program model implemented in the Eugene, Springfield, and Bethel school districts to increase the number of students walking and biking to school.
SSD or SSI	<i>Social Security Disability and Supplemental Security Income</i> (based on disability) – LTD offers half-price fares to current eligible recipients under the EZ Access program.
STF	<i>Special Transportation Fund Program for the Elderly and People with Disabilities</i> – State of Oregon program funded by a tax on tobacco products and other state resources.
Stimulus Funding	(see ARRA)
STIP	<i>Statewide Transportation Improvement Plan</i> – Outlines the state’s transportation capital improvement program, listing proposed construction projects for a four-year period. The STIP meets the requirements of MAP-21, the federal act providing funds to states for transportation projects. The STIP is not a planning document. It is a project prioritization and scheduling document.
STP	<i>Surface Transportation Program</i> -- Federal flexible funding that allocates a share of federal highway funds to state and local governments for road and transit-related projects.
STP-U	<i>Surface Transportation Program - Urban</i> – STP funds specifically allocated to the Eugene-Springfield urbanized area.

STS	<i>Statewide Transportation Strategy</i> – A long-term vision to reduce transportation-related greenhouse gas (GHG) emissions and increase the region’s energy security through integrated transportation and land use planning through 2050.
Strategic Group	LTD group consisting of the general manager, three directors, chief financial officer, and planning manager. This group’s focus is strategic issues of the District.
Summer Bid	The term “bid” refers to the selection of work by bus operators. Operators bid based upon their seniority in the union. LTD has three bids per year: fall, winter, and summer. Service adjustments are timed with the bids.
Supplemental Budget	A requirement of Oregon Budget Law when a proposed change to an adopted budget in expenditure appropriation is 10 percent or more in a fund. A Supplemental Budget requires published notification to citizens as to the date and time of a public hearing on the proposed changes.
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T4America	(See Transportation for America)
TCRP	<i>Transit Cooperative Research Association</i> – A nonprofit educational and research arm of the American Public Transportation Association (APTA). The TCRP undertakes applied research and technical activities focusing on the needs of transit operating agencies. Research is conducted in all areas of public transportation, including operations, policy, planning, service configuration, engineering of vehicles and facilities, maintenance, human resources, and administration.
TDM	<i>Transportation Demand Management</i> – Refers to various strategies that change travel behavior (how, when, and where people travel) in order to increase transport system efficiency and achieve specific planning objectives.
TGM	<i>Transportation Growth Management</i>
TIGER	<i>Transportation Investment Generating Economic Recovery</i> - The American Recovery and Reinvestment Act of 2009 appropriated \$1.5 billion in discretionary grant funds to be awarded by the U.S. Department of Transportation for capital investments in surface transportation infrastructure. Grants are awarded for transportation investments that have a significant impact on the nation, a metropolitan area, or a region.
TIGGER	<i>Transit Investments in Greenhouse Gas and Energy Reduction</i> - The American Recovery and Reinvestment Act of 2009 (ARRA) provided \$100 million to be distributed as discretionary grants to public transit agencies for capital investments that will assist in reducing the energy consumption or greenhouse gas emissions of public transportation systems.

TIP	<i>Transportation Improvement Plan (local or regional)</i> – A program for transportation projects, developed by a metropolitan planning organization, in conjunction with the state.
TMA	<i>Transportation Management Area</i> – An area designated by the U.S. Secretary of Transportation, having an urbanized area population of over 200,000, or upon special request from the Governor and the metropolitan planning organization (MPO), or under special circumstances designated for the area.
TOGO	<i>Transportation Options Group of Oregon</i> – TOGO was formed to promote transportation options and balanced transportation systems. TOGO's goal is to create a greater awareness of transportation options and to provide a format for transportation options professionals and/or other interested entities or individuals to exchange and distribute information at the local/regional level. Transportation options include but are not limited to: transit (bus and light rail), car/vanpooling, walking, bicycling, teleworking, use of telecenters, car sharing, close-to-home commuting, park and rides, creative work schedules, commuter rail, and train.
TPC	<i>Transportation Planning Committee</i> – A Lane Council of Governments committee that undertakes the technical activities necessary for the continuing comprehensive and cooperative transportation planning process in the Central Lane Metropolitan Planning Organization (CLMPO) area, as described in the Unified Planning Work Program (UPWP).
Transit Lane	Traffic lane reserved for transit-only use.
Transit Training & Hosts	LTD program operated under contract to provide assistance with transfers and riding information at the Eugene Station and conduct one-on-one travel training for people with disabilities who desire to learn to use the bus. Promotes and supports the use of fixed-route service as an alternative to using RideSource paratransit.
Transitway	Transit-only lane with curbs; used interchangeably with guideway.
Transportation Disadvantaged	Persons who must rely on public transit or paratransit services for most of their transportation. Typically refers to individuals of age without access to or ability to legally operate a personal vehicle.
Transportation for America	A growing, national coalition committed to creating a new national transportation program that will take America into the 21st Century by building a modernized infrastructure and healthy communities where people can live, work and play.
Transportation Options	A grant-funded program housed at Lane Transit District charged with the coordination and implementation of many of the region's transportation options.

Triennial Review	FTA audit of LTD policies, procedures, and internal controls required every three years.
TransPlan	The Eugene and Springfield Area Transportation Plan consists of long-range projects and policies addressing optimal ways that cars, buses, bicycles, and pedestrians can travel in the Eugene- Springfield region. TransPlan serves as the regional transportation plan (RTP) for the Eugene-Springfield metropolitan area.
TSP	<i>Transportation System Plan</i> – A requirement of Oregon law, which governs plans at the county level as well as cities within LTD’s service area. The TSPs identify improvements for all modes of transportation including roadway, bicycle and pedestrian, transit, and rail networks.
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Unemployment Rate	Economic indicator that calculates the percentage of unemployed workers as compared to total employment.
United Front	A coalition of local governments in the Eugene-Springfield area supporting a broad, collective federal agenda.
UPWP	<i>Unified Planning Work Program</i> – A federally required certification document developed for the Central Lane MPO that describes the transportation planning activities to be undertaken in and surrounding the Central Lane metropolitan area.
UZA	<i>Urbanized Area</i> – A U.S. Bureau of Census designed area of 50,000 or more inhabitants consisting of a central city or two adjacent cities plus surrounding densely settled territory, but excluding the rural portion of cities.
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Vacation Bid	Process by which bus operators choose their vacation time in seniority order based on a limited number of slots available each week.
Vanpool	Program to coordinate intercity commuter transit utilizing a 7- to 15-passenger van driven by one of the commuters.
VEBA	<i>Voluntary Employee Beneficiary Association</i> – Employer-paid union employee benefit to assist with co-pays, deductibles, and other health care related costs incurred by the employee.
VMT	<i>Vehicle Miles Traveled</i> – Total number of miles traveled by all the vehicles on the road or road system for a given period of time. The more cars there are on the road at the same time in the same area, the higher the VMT and the worse congestion will be. Reducing WMT can help ease traffic congestion.
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WEEE	<i>West Eugene EmX Extension</i> - A planned extension of the EmX Green Line that connects downtown Eugene and the West 11 <sup>th</sup> Avenue area. This extension is currently in the engineering phase.
WEEDO	<i>West Eugene EmX Extension Design Options</i>
Winter Bid	The term “bid” refers to the selection of work by bus operators. Operators bid based upon their seniority in the union. LTD has three bids per year: fall, winter, and summer. Service adjustments are timed with the bids.
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XB	<i>Extra Board</i> – Operators who bid to work a schedule that changes daily based on specific work rules. Extra Board operators receive their work assignments for the next day at 4:45 p.m.
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## **PROPOSED MOTIONS**

### **IV. ELECTION OF COMMITTEE CHAIR AND SECRETARY**

**NOMINATION:** I nominate \_\_\_\_\_ as the LTD Board Budget Committee chair.

(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.

### **VI. MINUTES APPROVAL**

**MOTION:** I move that the minutes of the May 15, 2013, LTD Board Budget Committee meeting are approved as presented.