

Public notice was given to *The Register-Guard* for publication on April 10 and April 17, 1986.

**LANE TRANSIT DISTRICT
ADJOURNED BOARD MEETING**

April 23, 1986

7:00 p.m.

Municipal Courtroom #1
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Brandt_____ Calvert_____ Eberly_____ Nichols_____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. EMPLOYEE OF THE MONTH
- VI. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Adoption of TransPlan
 - C. Approval of Special Transportation Fund Advisory Committee Members
 - D. Adoption of Transit Development Program (TDP)
 - E. Budget Transfer
 - F. Resolution Authorizing Purchase of Surplus Property

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Report on Downtown Station
2. Letter to Mayor Obie Regarding Mahlon Sweet Airport Expansion
3. Special Services Report

B. Monthly Financial Reporting

C. Quarterly Reporting

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

A. Special Transportation Fund Contract

B. Next Budget Committee Meeting

C. Section 5 Reprogrammed Money

IX. ADJOURNMENT

AGENDA NOTES

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- V. **EMPLOYEE OF THE MONTH:** The April Employee of the Month, Keith Ockenden, will be present at the meeting to receive his check and certificate and to be introduced to the Board. 8-30

VI. **ITEMS FOR ACTION AT THIS MEETING**

- A. **Approval of Minutes:** The minutes of the March 6, 1986 adjourned strategic planning work session, the March 19, 1986 regular meeting, and the April 16, 1986 regular meeting are included in the agenda packet for Board review and approval.
- B. **Adoption of TransPlan:** 31

Background: Last fall, the Board discussed elements of the TransPlan at various meetings. In December, 1985, the Board recommended to the Metropolitan Area Transportation Committee (MATC) that the draft TransPlan be adopted with certain changes. The recommended changes were forwarded to MATC, and the Transportation Planning Committee compared the recommendations from each agency in an attempt to resolve the differences and prepare a final draft.

Included in the agenda packet are a staff memo and the revisions to the October 1985 draft TransPlan.

Staff Recommendation: That the Board adopt TransPlan as presented.

Results of Recommended Action: The TransPlan will be used as a guide to long-term planning. Any amendments to the Plan which might be proposed in the future would be brought to the Board for approval.

- C. **Approval of Special Transportation Fund Advisory Committee Members:** 53

Issue Presented: Should the Board approve the proposed membership for the Special Transportation Fund (STF) Advisory Committee?

Background: In January, 1986, the Board approved a staff proposal that the management of Lane County's Special Transportation Fund revenues be handled by the Lane Council of Governments (L-COG). The STF is tobacco tax revenue supplied to LTD to be used within Lane County for the

provision of transportation services for the elderly and handicapped.

In March, the Board discussed the structure and staffing of the STF Advisory Committee, which is a required component of the STF process. In order to proceed with the administration of the STF funds, the Board must now approve the appointments to the STF Advisory Committee. Included in the agenda packet are a staff memo and a list of individuals who have been recommended for appointment to the STF Advisory Committee.

Staff Recommendation: That the Board approve the proposed membership of the Special Transportation Fund Advisory Committee, as detailed in the agenda packet.

Results of Recommended Action: Staff will proceed with the approved procedures for administration of the Special Transportation Fund.

D. Adoption of Transit Development Program:

Background: In past years, the Board has adopted updates to the Transit Development Program (TDP). At the March 19, 1986 Board meeting, staff distributed to the Board members the TDP for Fiscal Year 1985-86, which is a much more complete and useful working document than previous TDPs. Some of the sections contained in this year's TDP are: goals and objectives; FY 85-86 projections; divisional action plans; fare policy; Capital Improvements Program; budget; accessibility planning; and performance statistics, all of which are very useful to staff in guiding the divisions' activities through the year and planning for future years.

Staff Recommendation: That the Board adopt the FY 85-86 Transit Development Plan as distributed.

Results of Recommended Action: The TDP will guide staff activities through the rest of the fiscal year. Staff will begin updating the TDP for FY 86-87, and it will be brought to the Board for adoption at an earlier date in the next fiscal year.

E. Budget Transfer:

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Background: During the spring of each year, staff request that the Board make minor budget adjustments through budget

transfers. These transfers are needed to reflect expense needs as a result of changing circumstances. Funds to cover those expenditures can be taken from other areas where budgeted amounts were not spent. During the present fiscal year, expenditures for Administration--Materials & Supplies; Marketing & Planning--Materials & Supplies; Maintenance--Personal Services; and Maintenance--Contractual Services have been higher than anticipated in the budget process. Funds to cover increased expenditures in these areas can be taken from Transportation--Personal Services and Maintenance--Materials & Supplies.

This should be the only budget transfer necessary for this fiscal year. A supplemental budget will be on the agenda for the June Board meeting, however, to reflect the total increase in the budget and changes in transfers to other funds.

Staff recommendation: That the Board adopt the enclosed Resolution authorizing a reduction in appropriations for Transportation--Personal Services in the amount of \$4,000 and Maintenance--Materials & Supplies in the amount of \$18,000, for a total reduction of \$22,000, and increases in appropriations for Administration--Materials & Supplies in the amount of \$2,000; Marketing & Planning--Materials & Supplies in the amount of \$2,000; Maintenance--Personal Services in the amount of \$4,000; and Maintenance--Contractual Services in the amount of \$14,000, for a total increase of \$22,000.

Results of Recommended Action: Staff will make expenditures in line with the approved changes.

F. Resolution Authorizing Purchase of Surplus Property:

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Background: In October, 1982, the Board was required to authorize a representative to acquire federal surplus property from the Oregon State Agency for Surplus Property. The State is now requesting that the Board renew its application for eligibility for the federal property utilization program under Public Law 94-519. Included in the agenda packet are an assurance of compliance and a resolution authorizing the District's Purchasing Agent to acquire federal surplus supplies on the District's behalf.

Staff Recommendation: That the Board adopt the enclosed resolution and assurance of compliance.

Results of Recommended Action: The District's Purchasing Agent will continue to purchase appropriate federal surplus supplies for the District.

VII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Report on Downtown Station: Included in the agenda packet is a memo from staff which gives a brief update on a study of potential permanent downtown transit sites being conducted jointly by LTD and the City of Eugene. Staff will be available at the meeting to answer any questions the Board may have. 59
2. Letter to Mayor Obie Regarding Mahlon Sweet Airport Expansion: At the March 19 meeting, the Board directed staff to draft a response to the City of Eugene's request for letters of support for its grant application to complete improvements at the Mahlon Sweet Airport. The District's letter, signed by the Board President, is included for Board review. 60
3. Special Services Report: As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests received (approved and denied) is being included in the agenda packet each month. 61

B. Monthly Financial Reporting: Included in the agenda packet are financial statements for March, 1986:

1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund 62
 - b. Capital Projects Fund 63
 - c. Risk Management Fund 64
2. Comparison of Year-to-Date Actual Revenues and Expenditures to Budgeted (General Fund) 65

C. Quarterly Reporting:

1. Ridership
 - a. Ridership Summary 66

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| b. | Average Weekday Person Trips Graph | 67 |
| c. | Farebox Revenue Comparison Graph | 67 |
| 2. | Investment Report | 68 |
| 3. | Operations Summary | 69 |

VIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Special Transportation Fund Contract: In May, staff will be bringing a formal procedure for the allocation of the Special Transportation Fund to the Board for review and approval.
- B. Next Budget Committee Meeting: The second Budget Committee meeting is scheduled to be held on Wednesday, April 23 at 7:30 p.m. in Municipal Courtroom #1 at Eugene City Hall, immediately following the Board meeting.

IX. ADJOURNMENT

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING/STRATEGIC PLANNING WORK SESSION

Thursday, March 6, 1986

Pursuant to notice given at the February 19, 1986 regular meeting and to *The Register-Guard* for publication on March 1, 1986, an adjourned meeting of the Board of Directors of the Lane Transit District was held on Thursday, March 6, 1986 at 6:00 p.m. at the Red Lion Motor Hotel, 3280 Gateway Road, Springfield.

Present: Peter Brandt, Treasurer
Janet Calvert, President, presiding
Janice Eberly, Vice President
Joyce Nichols
Rich Smith
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Larry Parducci, Secretary
Gus Pusateri

CALL TO ORDER: The meeting began at 6:00 p.m. with dinner and an introduction of the issues by the General Manager. The purpose of the meeting was to discuss the possible loss of federal funds and to begin discussions regarding the most appropriate course of action in dealing with a revenue shortfall. Ms. Loobey stated that the strategic planning work sessions were being held quarterly at Board direction, in order to prepare better for the future, whether good or bad times are ahead. She said that it appeared that the District was approaching some of the bad times, and that there would be difficult issues for the staff to bring before the Board. Staff were asking for Board direction ahead of time so that what they would be contemplating in response to issues that arise would be in compliance with the Board's desires. Additionally, staff wanted to insure that the Board members, as the District's policy makers, had enough information on which to base decisions in the future.

Ms. Loobey explained that what the staff needed from the Board that evening was a consensus that allows staff to move on to the rest of the fiscal year and budget making process, as well as an understanding of what kinds of materials and information the Board members would like to receive on the issues being discussed. Two specific areas which could change transit dramatically are the escalating costs of liability insurance and the Gramm-Rudman-Hollings law. Ms. Loobey stated that these are two areas which the transit industry may not be able to influence.

EXPLANATION OF CHARTS: Mark Pangborn, Director of Administrative Services, discussed seven charts which outlined fares, ridership, hours of service, productivity, budget expenses and revenues, cost per trip, and

farebox-to-operating cost ratio (FTO) for the last 15 years, and called attention to the District's accomplishments in the past five years. He explained that four charts (average annual cash fare; total person trips; LTD service; and passenger revenues) were gross measures of the District's operation, and the three others (system productivity; farebox-to-operating cost comparison; and operating costs per trip) measured the efficiency of service. Mr. Pangborn defined productivity as person trips per vehicle hour, and showed that when the charts for productivity and service were compared, it was possible to tell if productivity was retained when service cuts were made.

Mr. Pangborn also discussed trends indicated on the charts. First, starting in 1972 the District had fairly constant and good growth until the gas crisis in 1979, when "everybody" got on the bus. Peaks were reached in ridership, productivity, service, and passenger revenues. Secondly, as gasoline again became more available, the Board raised the average cash fare from 28 cents to 46 cents (actual cash fare from 35 cents to 60 cents). Ridership and revenues dropped immediately, and service had to be cut. As the community went further into a recession, revenues were lower and the District concentrated on increasing system efficiency and productivity. Beginning in 1981, slow and gradual gains in service began to show on the charts, and productivity, revenue, and ridership also started increasing. Mr. Pangborn stressed the direct relationship in all these areas.

Ms. Loobey commented that the stability of the system is very important for LTD's consumers, and that any dramatic changes in service or fares cause changes in operating cost per trip and the farebox-to-operating cost ratio. When the community knows that the service will not change every three months and costs will remain stable, ridership is also constant and begins to increase. She added that when services remain stable but the FTO rises, it is a sign that the District is doing a credible, good job in the community.

Mr. Pangborn called the Board's attention to the general fund financial projections found in the agenda packet handed out that evening. It is anticipated that any additional revenues this year will go into the Risk Management Fund at the end of the fiscal year. For next fiscal year, if services and the payroll tax rate are kept at the current level, the budget should be virtually balanced. Mr. Pangborn stated that the real problems begin in the following year (FY 87-88), based on two areas: an anticipated 20 percent decrease in federal funding next year and the year after, and potential costs for risk management next year of \$1,052,000. There is some potential for legislative relief in the insurance area; otherwise, in order to avoid paying those kinds of costs for liability insurance, the District would have to assume more risks.

In discussing ways to balance the budget in the event of revenue loss in the next year or two, assuming current levels of service are maintained, Mr. Pangborn listed the options of increasing revenues or cutting expenses, or a combination of the two. Of concern to staff is the

District's ability to respond to community requests for service in the next couple of years. The longer the time line is for planning, he said, the more options the District will have in which to respond. Ms. Loobey added that it is obvious that stability of the system, for which the staff and Board have worked so hard in the last five years, has been achieved and has been a positive factor in the accomplishments shown on the seven charts.

Mr. Pangborn stated that staff's best guess for FY 87-88 is that LTD will still receive \$500,000 in federal operating assistance, but there is no way to know for sure at this time. If the District were to lose all \$893,000, that would translate to 30,000 service hours, which would be the same as not offering any weekend or evening service. If LTD had to delete this kind of service at the same time it is being asked to provide additional services to specific areas for economic activity, there would be difficult questions to answer in order to make such decisions.

Mr. Pangborn stated also that staff realize that the Board is very sensitive to the issue of the payroll tax and what happens with it. He said LTD is a very efficient, effective transit system that is going to have to make some cuts unless additional revenue sources are found. He noted that raising fares beyond the Board-adopted policy of keeping fares in line with the inflation rate has the potential of ending in a downward spiral. If service is cut drastically, it will affect service all day long, passengers will be lost, and the operating (fto) costs will go up. If the District is unable to maintain system stability, the result will be a downward spiral. There aren't many sources the District can tap in order to maintain stability; the most immediate source of revenue is payroll tax revenues. The stability cannot be maintained by cutting administrative costs, but somewhat more money can be saved by a higher level of self-insurance, up to the level of \$300,000, for example. Many of these issues will have to be explored in more detail before the District gets to the point of making those kinds of adjustments.

Mr. Pangborn wanted to know what additional information the Board members needed or wanted before working on a plan of action for Fiscal Year 1987-88. He said staff did not believe that this discussion was beginning too early; they just hoped it wasn't too late.

Dr. Smith agreed that it was necessary to think that far ahead, and wondered what might happen to the District's capital projects. Ms. Loobey replied that, to her best knowledge, the Section 3 capital money will be available. The question is whether or not the District will have the local match, since \$150,000 in local match is needed per year for the facility and bus replacement. The District has saved quite a bit of money toward local match up to this point, in anticipation of the new facility, but will also need to save for the future.

Dr. Smith asked whether new buses or the facility were more important. Ms. Loobey replied that this was a difficult question, because the District could not become more efficient in the present facility. She

said staff had hoped to be able to move by 1988, but the time line is now stretching out. Dr. Smith then asked if the District would see any savings from efficiencies in the new facility. Ms. Loobey replied that there would not be enough of a savings to not do something about additional revenues. Dr. Smith thought it was fairly certain that, because of the enactment of Gramm-Rudman and the continued shrinking of federal funds for transit, the District would have to look at this issue fairly pessimistically. He thought the Board should deal with the issues of risk management, service, and taxes, and wondered how much the District can risk in assuming insurance risks. Ms. Loobey stated that the District has a choice in assuming more risks. There is presently a statutory limit in Oregon of \$100,000 per incident, or \$300,000 in situations where more than one person is involved. LTD could self-insure up to the \$300,000 level, after looking at what makes sense in terms of long-term costs and investments, etc. She said the District needs to look at this area carefully, to see if it makes sense to self-insure rather than to pay insurance companies very high rates to pay any claims.

Mr. Brandt wondered what the basis for projecting the insurance costs was, and said he thought it was a waste of time to talk about at this point. Since the District had no reasonable way of predicting things two years down the road, he was not in favor of stashing away a "kitty" for things which might happen that far in the future. He thought the 1986-87 budget looked pretty good, and that the Board should not have to worry about raising revenues. He also wondered why administrative costs were going up almost 20 percent. Mr. Pangborn said this included money which had not been spent this year for litigation fees, but staff's best guess was that the District may be in litigation regarding 13(c) again next year, so those funds would be budgeted. Mr. Brandt stated that any shortage in payroll taxes could be made up in one year, so he thought the taxes should not be raised now. Ms. Loobey stated that if the District has only three months' notice of a shortfall, trying to make up the difference in three to six months will be a lot harder on the system than if it were spread out over a year. In 1980, the District was forced to cut service by 30 percent and lay off 19 people because of a \$300,000 shortfall. She thought it was also prudent to try to anticipate as much as possible what would be happening with costs.

Dr. Smith thought the Board should be pessimistic about money from the federal government, and that the citizens are not going to vote in more taxes. He thought the County, itself, would have to raise taxes, and LTD would just be another taxing agency in that county. He didn't think the District would be a high priority in terms of taxes. He thought maybe the District needed to raise its productivity standards, and to look at little jumps in taxes rather than all at one time.

Ms. Nichols thought it was wise to anticipate needs, but said it bothered her to see that staff were planning \$1 million for insurance. She thought the District should find a way to tax into the insurance companies for the payroll tax. She wasn't sure she could sign off on a budget with that much money in it for something which wouldn't even have

claims that would be paid. She said she would look at Gramm-Rudman as a separate issue, and agreed it would be a high priority. Ms. Loobey mentioned that, when the loss ratio was higher and the District was facing higher premiums, costs were brought down through a program of cost control. She said she would not recommend "going bare" as some other transit districts have done. She added that it takes about a year to set up a cycle of self-insurance. Ms. Nichols said she would like to see information about what makes sense as far as starting the process of accepting more risks now.

In discussing the risk management page of the agenda packet, Mr. Pangborn said staff had been talking to a specialist retained by the District. Insurance costs for this year would be \$482,000; next year's projections are partly a result of fear that the surprises that happened this year in the industry could happen again. He said that staff would come back to the Board when more is known about this area. He added that if the District cut \$400,000 in 1987-88, it would still be looking at a \$400,000 deficit. The problem of diminishing federal revenues still remains. Mr. Brandt wondered if staff were suggesting that the District raise taxes now to have a slush fund for 1977-78. Ms. Loobey said that staff were suggesting that the District has a problem and that the Board and staff need to look at ways to deal with it. Dr. Smith mentioned raising the tax a little now and a little later, but Mr. Brandt stated that he did not like that mentality. He said if the District cannot hold costs down, it shouldn't be raising rates.

Dr. Smith wondered what it would mean if the productivity standards were raised; how much the District would save in terms of cutting service and personnel, lost revenues, etc. Ms. Loobey replied that cutting service always reduces costs, but has a ripple effect throughout the system. Ms. Calvert commented that the most effective way to run service is to offer purely commuter service, but that causes cuts in service to people who really need it, and makes the service of not much use to anyone. Mr. Brandt wondered about the District's costs per route and payroll tax and passenger revenues related to those routes. He wondered how many routes are being run to tap into somewhere where there is a plant or something, and how much revenue is being generated in doing so. He wondered also if the law specifically said that the District can only charge payroll taxes to areas which it serves, or if an area can be encircled and have to pay. Ms. Loobey said the District does not serve every quadrant that pays the payroll tax; for instance, LTD does not serve the airport, but businesses along airport way pay the payroll tax. At the end of a route, businesses pay taxes within a five-mile circumference.

Mr. Brandt wondered if the revenues covered the costs of providing services to such places as Lowell. Mr. Pangborn replied that it is assumed that urban service covers those costs. Several Board members stated that they would like to see figures on how much specific routes are costing and what the revenues for those routes are.

Ms. Eberly wondered about the other side of the coin: adding service. If it doesn't really cost more to run buses farther out, then she wondered what would be the criteria to answer requests for additional service. If the passenger revenues don't really make sense, what would be the criteria to say yes or no? Ms. Loobey said that in the past, service has been added after staff determined a reasonable expectation that service would grow enough in a year to meet the productivity standards.

Mr. Brandt said he was surprised that the FY 86-87 projections are as good as they look, and wondered if staff were being conservative in their revenue projections from payroll taxes. He thought they needed to start talking about and refining the budget figures for FY 87-88, and to research whether or not the present insurance figures are really in the ballpark, in order to be fairly certain whether or not any deficit could be made up in one year. He said that the payroll tax could be raised one-tenth of one percent and the District would be in good shape to cover \$1 million. However, he said, if the shortfall would be closer to \$2 million and the District could only raise \$1 million, then he would be concerned and would think that the District would need to look farther into the future than one year. He asked how staff had projected the federal funding. Mr. Pangborn replied that the projection had been based on the anticipated loss of 20 percent per year over five years.

Dr. Smith asked how privatization would affect LTD. Mr. Pangborn said that contracting out would affect expenses, and that UMTA assumes that private providers can provide services and maintenance cheaper than transit properties can provide them in-house. He said that contracting out is done after accepting bids, and that the District could accept bids under certain conditions. He said that staff's concern about privatization at this point is with the labor contract.

Ms. Calvert commented that it would be likely that there would be a higher percentage of administrative costs because contracts have to be managed. Dr. Smith wondered if staff were sure the District would be receiving the federal money, and staff replied that they were not. Ms. Loobey stated that the privatization issue looms very large in whether or not the District receives those funds.

Mr. Brandt wondered how staff could prove that maintenance work couldn't be done cheaper if subcontracted. Tim Dallas, Director of Operations, said it was not impossible, but it would be difficult to subcontract it all. He explained that LTD used to have bus engines overhauled outside the District, but that prices started climbing and the quality declining, so the decision was made to do it in-house. Some things of a lesser nature are now being subcontracted out, and Mr. Dallas said it was staff's sense that LTD would continue to subcontract things which are easy to subcontract. He said he did not know how much it would cost to subcontract the whole maintenance program. There is not a ready provider in the Eugene-Springfield area that can take on a maintenance program of this size. Some smaller transit properties used to subcontract their maintenance work, but found they could do it cheaper in-house.

However, he said he couldn't say that would be true for LTD without going through the process to find out.

Mr. Brandt remarked that the new facility would be \$9 million and possibly \$15 million before it was finished, which would equal a lot of future years' maintenance and repair if subcontracted. Mr. Dallas replied that a subcontractor would have to have a similar facility in order to do the District's maintenance, which would have to be capitalized out, and LTD would end up paying for those costs. Ms. Loobey commented that LTD has a lot of functions such as farebox pulling and security issues which are now tied in with the maintenance functions. Mr. Brandt asked if staff could obtain comparison information from bus systems that do subcontract their maintenance functions. Mr. Dallas stated that very few transit properties do subcontract out, but that Springfield School District does subcontract its bus maintenance, which could be compared with the Eugene School District, which handles bus maintenance internally. Costs could be compared on a cost per mile basis.

Mr. Brandt cautioned that the District would have to be selective in what it subcontracted, and Dr. Smith worried that the federal government would make the District do it no matter what the results. Mr. Brandt mentioned the general public concept that government agencies are not run efficiently. Ms. Nichols wondered what the market would bear, and if there would be more than one provider in the area to bid on subcontracting. Dr. Smith stated that the District needed to let its congressmen know that it is necessary to have a minimum number of subcontractors before it is an acceptable practice. Ms. Loobey said that, in essence, the law is saying that conditions in Eugene are the same as in New York City. Mr. Dallas stated that the law also does not take into account the efficiency of individual systems. Mr. Brandt stated that anyone would have to go a long way to find a public agency that has kept expenses down and not raised revenues, as LTD has been able to do. He said that this is why LTD has been getting positive feedback in the community. He commented again that if more people are not working in the community, then LTD should not be increasing service.

Mr. Dallas summarized by stating that the federal government wants to take its share of revenues away, and the expenses for one of the District's costs for doing business, insurance coverage, was increasing dramatically, and staff needed to know how to deal with those components when all other costs remain equal. Ms. Loobey stated that she is not embarrassed to go tell anyone in the Chambers of Commerce that this is the District's record, and now these are its needs, but that doesn't mean that LTD is going to forfeit the last five years and the recognition that the District could have raised taxes before but didn't, and if it does so now, it is because it is necessary. Ms. Calvert thought that when the federal revenue and risk management picture becomes clearer, the District could increase taxes by small degrees, rather than waiting till the budget year. Dr. Smith concurred.

Mr. Brandt stated that he would not recommend spending any money researching the insurance coverage problem. He thought that the outrage of the populace might lead to the rights of people to sue, etc., being taken away. Mr. Dallas stated that some trial lawyers are talking about taking the state tort limits to federal courts, saying that the state laws are unconstitutional. This would not happen all at one time, he said, but it is to be hoped that LTD would not become a test case. He said the District could take a risk and pay out of next year's service, which is putting the service at risk, or it could take the risk and fund itself, but it takes money up front to build a fund.

Mr. Dallas asked the Board several questions about putting the risk on service or future payroll tax increases: what the mix is which the Board would consider; how the Board members wanted to make that decision when it had to be made; how much service the Board would be willing to risk; etc. Dr. Smith wanted to look at service expenses and revenues by route, as Mr. Brandt had requested. He also wanted constant updates on the District's risks as the year progresses, so taxes could be raised in smaller increments as needed.

Mr. Pangborn commented that an optional revenue source is the imposition of a self-employment tax. Dr. Smith thought that it was not fair that a small group of self-employed people did not pay the tax. Mr. Brandt stated that he did not have a problem with a self-employment tax as long as it was limited, because maybe half of a self-employed persons' earnings have to be carried back into the business, and earnings are not really related to salary. Ms. Calvert thought that the state law defines how that is to be done and that LTD could not put a limit on it. Mr. Dallas stated that there must be equity between the two taxes. Mr. Pangborn said a self-employment tax would mean \$200,000 in additional revenues. Ms. Loobey stated that the District had a draft ordinance and had researched the issue previously. Ms. Calvert explained that when the District considered a self-employment tax before, it also planned to lower the payroll tax rate, in order to broaden the tax base and make it more equitable, not just increase revenues.

Ms. Loobey added that Tri-Met is planning an income tax without a vote of the people. Mr. Pangborn explained that LTD could enact an income tax and it would become law, but there would be a 90-day period for an initiative petition if the Board does not refer the tax to the people for a vote, and the issue could be put on the ballot if a required number of signatures is collected. The required number of signatures is five to ten times higher than before, so Tri-Met is hoping that no one can obtain enough signatures within the 90-day period. Mr. Brandt said he could guarantee it would be on the ballot within a year, anyway. He said he could also guarantee that if the District starts tampering with taxes, it would be asking for a lot of trouble, and that people paying the payroll tax would be looking at the issue very closely. He didn't think an income tax would be any more equitable than a payroll tax. He commented that the payroll tax is really an employee-paid tax, rather than employer-paid, since most companies look at what they would pay employees and subtract

the amount for taxes. Otherwise, clients or customers pay. He stated that a lot of people in this community think that 20 percent paid by the riders is not enough, and they do not want to pay more before the riders do. The fact that LTD is one of the few agencies operating within a budget that is less than it could be getting in revenues impresses a lot of people, said Mr. Brandt, and he was in favor of staying there as long as the District could.

Ms. Loobey stated that part of the reason for bringing these issues before the Board that evening was to warn the Board that the District is moving to a downside year, to the best of staff's information, and to take the prudent step to begin planning for that year, in order to protect the present level of service.

Ed Bergeron, Marketing Administrator, stated that the message regarding what to do about expenses was loud and clear. However, he said, part of the reason this came before the Board was that staff are not sure the problems can be handled on the expense side alone, and believe that revenues have to be dealt with at some point. He said that staff realize that the District will get some "heat" no matter what it decides to do, and wondered if the Board wanted staff to float some trial balloons on some of these issues, to see what would be the least offensive, or if the Board would rather decide the issue as a policy issue, based on what they already knew.

Ms. Calvert said it would be nice to get input, but she recalled that in the self-employment tax issue, the Board only heard from people who would be newly taxed. No one came forward to testify in support of the tax. Dr. Smith wondered why staff didn't talk to the Chambers about this problem, but Ms. Loobey said the Chambers did not take sides on this issue because it was an issue that would have divided their memberships. Mr. Brandt thought the Board should decide this issue as policy makers. Mr. Bergeron commented that this particular issue was decided at a Board meeting, and the only contact with the Board was from those opposed.

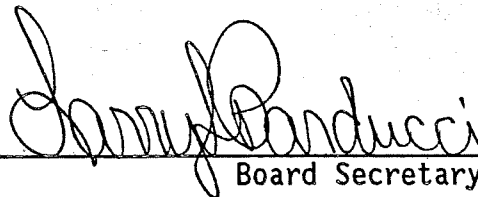
Mr. Bergeron wondered if the Board wanted staff to begin to lay the groundwork in the community. Dr. Smith thought the District should solidify its base now, by letting people in the community know what the District is thinking about doing and why. Ms. Calvert thought the public should know that the District is looking at potential problems and solutions, without raising revenues at this time. Ms. Nichols thought the public should also know that the District is trying to manage through these issues, and Dr. Smith thought they should be reminded that the District has kept the payroll tax rate below what it could be. Ms. Calvert thought that if the District does raise the payroll tax rate, the self-employment tax should be imposed at the same time. Mr. Brandt stated that the taxpayers and public only need three months' notice; that the LTD tax is not that significant of a tax, but more of an irritant.

Ms. Calvert thought some information should be going to the community ahead of time, such as in the annual Report to the Business Community.

Ms. Nichols thought that any prudent business is going to think about changes in the federal laws, and the insurance issue is also important right now. She didn't want the community to be able to say they never heard about these issues in advance from LTD. She thought the business community should be told the good news and the bad; that they should hear that LTD is struggling with these issues and also what the possible solutions might be, and what they could do to help. She didn't think that surprises served anyone's interest. She also thought that the payroll tax was not as trivial as Mr. Brandt had suggested, in most people's minds.

Mr. Brandt commented that the business community gets tired of paying to haul people around who are living off the system, and that the community needs to perceive that the ridership is of the right makeup or mix. Ms. Loobey stated that the profile of the average rider shows that it is a 22- or 23-year-old rider who works downtown. Only 30 percent of the riders actually transfer. Mr. Brandt asked about a breakdown of costs to show how much money goes to support those people, and how much to the others. He thought that if the District really wanted to cut costs, it would cut the number of services that are run at other than peak times; that service would be run in the morning and evening, and the daytime runs with empty buses would be cut back. Dr. Smith wondered if it was cheaper to run express service, and if it would be better to run more frequent express service during the peak hours. Mr. Brandt suggested running express buses at alternate stops, instead of having every bus stop at every bus stop. Ms. Loobey commented that an important factor in being able to run such service is frequency of service. Mr. Dallas commented that productivity continued to climb because services were honed down to specific levels.

With no further discussion, Dr. Smith moved that the meeting be adjourned. Ms. Nichols seconded, and the meeting was unanimously adjourned at 10:05 p.m.


Board Secretary

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, March 19, 1986

Pursuant to notice given to *The Register-Guard* for publication on March 13, 1986, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, March 19, 1986 at 7:30 p.m. at the Eugene City Hall.

Present: Peter Brandt, Treasurer
Janice Eberly, Vice President, presiding
Gus Pusateri
Rich Smith
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Janet Calvert, President
Joyce Nichols
Larry Parducci, Secretary

CALL TO ORDER: In the Board President's absence, the meeting was called to order at 7:35 p.m. by the Vice President, Janice Eberly. Because Dr. Smith was not yet present and there was no quorum, Ms. Eberly stated that the meeting would begin with agenda items other than those requiring Board action. She added that she had no remarks other than she hoped Ms. Calvert was having a good time during her trip to Europe.

EMPLOYEE OF THE MONTH: Ms. Eberly stated that it was her pleasure, on behalf of the Board of Directors, to recognize the March Employee of the Month, Clint Boss. Mr. Boss has driven buses for the District since 1973 and has an exceptional attendance record, having not missed a day of work in five years. Ms. Eberly awarded Mr. Boss's certificate, check, and letter to him, and thanked him for his service to the District.

INFORMATIONAL PRESENTATION ON THE STATE OF OREGON'S BUDGET AND PLANNING PROCESS: Denny Moore, Administrator of the State Public Transit Division, was present to reacquaint himself with the Board and what is happening at LTD, to tell the Board what is happening at the State level, and to describe the State budget and planning process. He talked about the \$5 million in lottery funds and the \$4.8 million which is expected to be generated from the cigarette tax for the Special Transportation Fund for the Elderly and Handicapped. Expenditures of the Public Transit Division during the 1985-87 biennium include economic development capital programs in the state's four urbanized areas (\$5 million); and Small City and Rural Transit Assistance Programs, in which LTD can participate because of its rural service areas (\$3 million). LTD has applied for funds from the latter program for the portion of the new maintenance facility which corresponds to the portion of service which is in the rural

areas. Mr. Moore stated that LTD will be eligible for approximately \$280,000 in Special Transportation Fund money, for provision of service to the elderly and handicapped, between April 1 and the end of the biennium. He talked also about the State in-lieu-of payroll tax, in which the State pays LTD six-tenths of one percent (.006) on State payrolls in the District, which amounts to approximately \$500,000 per year. All together, about \$1 million comes to LTD from the State Public Transit Division per year. Mr. Moore stated that the Public Transit Division has a \$15 million budget, in the General Fund of the State of Oregon, and the Division is presently working on the Fiscal Year 1987-89 budget. He stressed that these are not highway funds, and that highway funds cannot be used for transit. He added that 97 percent of the transit money in all programs handled at the State level is passed on to transit districts.

Mr. Moore said that the Division is at the tail-end of a transit needs study, and LTD has been represented on the technical committee for the study. The District's monetary needs over the next five years have been estimated, and any additional needs can still be included. The Division is also looking for an additional source of revenue from the State to assist the transit districts, in response to the withdrawal of federal funds.

In Oregon there are three transit districts (Portland, Salem, and Eugene); two operating transportation districts (Medford and Klamath Falls); and two non-operating transportation districts (Polk County and Coos Bay/North Bend), as well as county and city agencies or non-profit corporations which transport the elderly and handicapped. All receive money through the Public Transit Division.

IRISH FESTIVAL TROPHY: Ms. Eberly announced that the District had received a trophy for entering a decorated 1958 Chevrolet bus, affectionately called the "Green Meanie" by employees, in the Irish Festival Parade on March 16. Ed Bergeron, Marketing Administrator, explained that public demand and employee desire led to LTD's participation in local parades. The trophy, the "Edward T. Gallagher Memorial Award," was presented to the "entry with the most blarney" and is the first award the District has won in a local parade. Employees and their children decorated and rode in the bus in the parade.

ITEMS FOR INFORMATION AT THIS MEETING: Dr. Smith was not yet present, so the meeting continued with the items for information listed on the agenda for that evening.

Staff Presentation on the Driver Bid Process: Stefano Viggiano, Planning Administrator, and Bob Hunt, Transportation Supervisor, made an oral presentation on the driver bid process, including a discussion of the run-cutting process and the driver sign-up and implementation processes.

Mr. Viggiano explained that a driver bid is when bus operators sign up for the service they will operate for the next four months. By contract, the District holds bids three times per year. This process also

gives staff an opportunity to redesign the service to make it more efficient or meet public demand. Before 1983, four bids were held each year, but, since they are rather costly in staff time, the number was reduced to three. Mr. Viggiano stated that Transportation staff spend approximately 600 hours on each bid, and Marketing and Planning staff spend 400 to 600 hours preparing for each bid.

The summer bid is held just before the University of Oregon (UO) and Lane Community College (LCC) begin their summer breaks. At that time, shuttle service which serves the UO and LCC is deleted, and is added again in September. Mr. Viggiano explained that for the June bid and one other bid each year, in late January or early February, only minor adjustments to the service are made. This policy is based on input from drivers and the public that too many changes were made in the past, and it was difficult for patrons to get used to the service before more changes were made. By making major changes only in September each year, the District has created a sense of stability, which has, in turn, helped retain and increase ridership.

Mr. Viggiano showed the Board a time line for the June bid, and noted that it is a four-month process. The Planning division is in charge of coordinating the bid process, and Marketing is responsible for making sure that changes in the service are incorporated into passenger information, such as the timetables. The Customer Service Center, as an arm of Marketing, is involved in the process, and Transportation is in charge of actual implementation of the bid.

Mr. Viggiano also explained some of the terminology involved in the District's service. A schedule is what a bus does during the day; there are 67 schedules, and a bus operates more than one route on its schedule. Schedules are broken into pieces, called runs, for the drivers. A schedule may include 18 hours of work, but a driver cannot work that long, so runs are "cut" out of the schedules so that they last as close to eight hours as possible, in order to avoid paying for unproductive time or overtime for the drivers. Part-time employees are paid for how much they work, but full-time drivers are paid a minimum of eight hours per day and 40 hours per week. Drivers have to start and end their runs at the same point; if the run does not do this, then the District pays travel time to get the driver back to his or her starting point.

Mr. Viggiano showed the Board a bid analysis sheet, on which staff keep track of statistics about each bid, such as unproductive time, layover time, report time, and dead-head time (the time during which a bus is not in revenue service in order to get to the beginning of a route or back to the shop). By contract, 60 percent of the runs must be "straight" or continuous, and 40 percent can be split. On the bid being analyzed, 75 percent of the runs were straight. In the "total pay cost" category, staff keep track of how much the District has to pay to provide the service. The difference between the revenue service hours and the total pay cost shows the inefficiency of the system. For that bid, the inefficiency was 3.73 percent for weekdays and a little over 2 percent for

Saturdays and Sundays. In showing how the District's efficiency has increased over time, Mr. Viggiano showed that in the 1970's, the inefficiency rate hovered around 7 percent, and increased to 8 percent in the early 1980's, but is presently declining. In 1981, the system was restructured and routes were made easier to cut to eliminate unproductive service. In March of 1983, the Union contract allowed the use of part-time employees for the first time. Recent gains in efficiency have also been made through better techniques in run-cutting.

Mr. Viggiano stated that for every percentage point the District is able to lower the inefficiency rate, a savings of about \$25,000 per year is realized. In the last four or five years, about \$75,000 per year has been saved. Mr. Viggiano added that he expected that the District was pretty close to the bottom in how much it could lower the efficiency rating.

After Planning prepares the run cut, the process is handed over to the Transportation division. Bob Hunt, Transportation Supervisor, showed the Board his division's various reference materials and explained their uses. The "bible" is a reference manual which includes all of the weekday, Saturday, and Sunday schedules, runs, and footnotes. The transportation office contains a "bible" with page protectors for immediate and constant reference. Route books contain trip-specific operating information pertaining to one route. The schedule bag is checked out to the driver each day, and contains several reference materials, including appropriate weekday, Saturday, and Sunday "paddles" (schedules); "trees"; snow detours; sign-change lists; memos regarding emergency and accident procedures; and transfers. A "tree" shows all the timepoints, left- and right-hand turns, and appropriate landmarks, and is the last word on operating a bus. Mr. Hunt explained that they are called "trees" because they are bilaterally symmetrical. Information on any detours is included in a route information pouch inside the schedule bag.

Mr. Hunt handed out copies of rough working documents, in order to show the Board the numerous places where information must be changed, checked, and double-checked, in order to have the buses traveling on the right streets at the right times. The Transportation division spends 400 to 600 hours on this process each bid, because errors after the bid is implemented could result in poor service to the patrons. For this reason, Mr. Hunt said, Transportation staff have a reputation for being "nit-pickers," but their careful work pays off when the bids are implemented.

Mr. Hunt explained that Transportation proofreads the timetables for Marketing and the schedules and runs for Planning. A schedule goes to Transportation from Planning all marked up, and is proofed against the rough timetables, to be sure they match and are accurate for all trips, that buses are going the right way on one-way streets, etc. The schedules are then typed by the Operations Secretary, and then re-proofed before going back to Planning. Planning cuts the runs into the schedules, and sends those back to Transportation for proofreading against the schedules.

Runs are then entered into the computer to print out a driver sign-up sheet, which is then proofread before the bid is held.

Mr. Hunt showed a list of things that have to be ready before a bid can be held, and explained that holding each bid takes three days. On the bid work sheet, Transportation must make sure that each operator has two days off and five work assignments for each Sunday through Saturday period. Drivers bid in order of seniority, but do not have to come to the bid in person, so absentee bid slips must be accounted for at the proper times. When the sign-up has been completed and operator names and runs have been entered into the computer, this information goes into the bible.

Mr. Hunt also showed a representation of the full-time relief bid, in which relief operators drive regular operators' runs on their days off. The vacation bid includes numbers of vacations which vary with the time of the year. For instance, when school trippers end in the summer, more vacations can be taken. Vacations are sometimes limited for operator training periods or special activities, such as the Lane County Fair.

Reference materials which Transportation uses include a bus assignment list, a routes by schedule list, and sign-out sheets, among others. After bids are implemented, Transportation has to keep track of changes on all appropriate reference materials. Mr. Hunt showed what could happen when mistakes are made, and how those mistakes could cost the District money.

The Board thanked Mr. Viggiano and Mr. Hunt for their presentation, and expressed appreciation for the amount of detail and staff time which goes into the bid process.

ITEMS FOR ACTION: Dr. Smith had arrived during the presentation, so Ms. Eberly returned the meeting to the items for action on the agenda.

APPROVAL OF MINUTES: Mr. Brandt moved that the minutes of the February 19, 1986 regular meeting be approved as distributed. Dr. Smith seconded, and the minutes were approved by unanimous vote.

FARE RECOMMENDATION:

Staff Presentation: Staff presented their recommendation regarding fares, which included: (1) an amendment to the fare policy allowing changes in the fare structure to be implemented at times other than the bid changes; (2) an increase in the cash fare from 60 cents to 65 cents on June 14, 1987; and (3) offering free service on the Downtown Shuttle if merchant subsidy can be obtained.

Mr. Viggiano briefly reviewed the District's fare policy by stating its four objectives: (1) to promote ridership; (2) to improve the farebox recovery ratio; (3) to improve the efficiency of fare collection; and (4) to permit equity in fare payment among patrons. One goal of the policy is

to keep fares from increasing too radically, but to not keep them artificially low or below the inflation rate.

Mr. Viggiano explained that the intent of the Downtown Shuttle is to provide short trips for people who work or shop in the downtown area. Frequency becomes important, so it will take less time to take the bus than it would to walk. Staff envision using a novelty vehicle to provide the shuttle service. Mr. Viggiano stated that if people can get around downtown fairly quickly, they may not feel the need to have a car when they work downtown, and more commuters would ride the bus. Similar service has worked in cities such as Portland and Seattle. Mr. Viggiano stated that staff were not looking at a reduction in revenue for offering this service.

Mr. Viggiano then discussed the recommendation to increase the cash fare from 60 cents to 65 cents on June 14, 1987. Variables considered were inflation; ridership and revenue trends (passenger revenues are up about 11 percent this year, and total person trips are also increasing); local economic trends (the local area is beginning to recover, but unemployment is still relatively high); trends in automobile costs, with the District's major competitor, gas prices, going down, which may affect ridership somewhat; the District's financial situation, in which it appears that next year is relatively stable, but there are some potential shortfalls in 1987-88; and the District's goals and objectives, with the long-term goal of increasing ridership without affecting the farebox-to-operating cost ratio.

Two non-action items were discussed for the Board's information. The first, an increase in passes and tokens in September, 1987, was discussed in order to give the Board an idea of the long-range goals. Two cash fare increases will be made in a row--September, 1985 and June, 1987--to try to create a greater differential between cash fares and passes and tokens. A shift in patrons' payment from cash to passes and tokens tends to increase their ridership and helps the District. The last increase in passes and tokens occurred in September, 1984. After the September, 1987 increase in passes and tokens, increases will alternate between cash and passes and tokens.

The second non-action item included a possible increase of \$.25 for day passes, from \$1.25 to \$1.50. Staff wanted to bring this proposal to the Board's attention, but to wait to make a decision in order to evaluate other options. A recommendation will be brought to the Board in the near future.

Public Hearing on Fare Recommendation: Ms. Eberly opened the public hearing on the fare recommendation. There was no public testimony, and Ms. Eberly closed the public hearing.

Board Discussion: Mr. Brandt wondered why the Board was considering a cash fare increase if it would not happen until 1987. Mr. Viggiano explained that the increase would occur before the end of the next fiscal

year, so should be considered in the budget process for FY 86-87, even though its impact on the total budget would be minor.

Mr. Pusateri wondered about a loss in annual ridership due to a fare increase. Mr. Viggiano stated that a five-cent increase does result in a loss of 28,000 rides per year. Ms. Loobey added that it is a self-adjusting factor, that some people will not pay an additional five cents to ride. Dr. Smith thought some people would find passes and tokens more attractive and begin using them. Mr. Viggiano replied that staff do assume that more people will switch, and that 28,000 rides is a small percentage (less than 1 percent) of the total 3.6 million rides for the year.

In response to Dr. Smith's question about why staff recommended waiting to increase the fares until June of 1987, Ms. Loobey replied that no revenue shortfall is anticipated in the coming fiscal year, and any changes this year would outpace inflation quite a bit and could result in a more dramatic ridership loss. Dr. Smith then asked about the effect of the price of gas on the District. Karen Rivenburg, Finance Administrator, stated that a ten-cent drop in the price of gasoline would save the District about \$63,000 annually.

MOTION
VOTE
Mr. Brandt moved that the Board approve the staff recommendation to increase cash fares from 60 cents to 65 cents effective June 14, 1987. Dr. Smith seconded, and the motion carried by unanimous vote.

Mr. Brandt then wondered why staff thought merchants would be willing to subsidize the shuttle service. Ms. Loobey replied that they have shown an interest in the past, and the District has received some subsidies from merchants for shuttle service in the past. Shuttle service is now a part of the District's regular service, but it is not free to the patrons. Mr. Brandt stated that he did not believe that the farebox subsidy was enough for the merchants to pay for the service. Ms. Loobey explained that it had been treated in the same way as the Lane County Fair and other special services, including the Valley River Center and the downtown merchants, in which the organization or business pays the District's costs for specific days for specific service. She stated that the farebox pays about 21 percent of the service.

Mr. Brandt asked if staff could hold informal talks with merchants regarding the service, rather than obtaining a formal commitment. Mr. Pusateri agreed that he would like the District to receive more than the lost farebox revenues. Ms. Loobey stated that the merchants do already pay payroll taxes, and support 65 percent of the District's costs. Mr. Brandt wondered about the benefit of the shuttle service to the total system and the community. He thought the District should be careful not to give the merchants more of a break than the rest of the special interest groups in the system, and that they should pay more than just the incremental costs. He thought also that the Board should look at this issue very closely before making a recommendation.

In response to a question from Mr. Pusateri, Mr. Viggiano stated that the farebox subsidy was based on the present cash fare, and would not allow transfers to the rest of the system. Mr. Brandt thought staff should be able to demonstrate that the free shuttle would benefit the rest of the system. Ms. Loobey stated that staff believe that a free downtown shuttle would make it possible for people to take the short trips they need to make during the day, and that they will find they do not need to store their cars all day long. It is also anticipated that people who ride the shuttle will first become familiar with that service and then begin riding on the rest of the system; therefore, staff believe that a free downtown shuttle has ramifications for the rest of the system.

Mr. Brandt asked what the farebox revenue is for the shuttle, and Mr. Viggiano replied that it is \$4,200 annually. Mr. Brandt stated that this is not enough, and does not make sense.

Dr. Smith stated that he was in favor of finding out from merchants if they do want to subsidize the free shuttle service, and thought the District could decide what cost to offer them later. Mr. Brandt also was in favor of exploring the idea in the broad sense to see if there is support among merchants, but did not want staff to mention any costs at this time.

MOTION Mr. Brandt moved, seconded by Mr. Pusateri, that the Board direct staff to approach merchants to explore their interest in participation in the cost for free downtown shuttle service, without naming specific costs.
VOTE With no further discussion, the motion carried by unanimous vote.

MOTION Dr. Smith then moved that the Board approve a change in the fare policy which outlines when changes in the fare structure can be implemented, as outlined in the agenda packet ("Changes in the fare structure should be implemented in conjunction with driver bids, or on the first day of a month, as dictated by publication or printing deadlines and environmental factors). (Underlining denotes language which was added to Fare Policy #8.)
VOTE Mr. Brandt seconded, and the motion carried unanimously.

AMENDED GRANT APPLICATION FOR FEDERAL AID URBAN FUNDS: Leon Skiles, Senior Planner, explained that this was the third time this grant application had gone before the Board. The initial grant application, in 1984, estimated that the project would cost \$166,000. The design objective for the station had increased the cost, but staff decided the objectives were worth pursuing, because they brought the project in conformance with land use plans for Amazon Park.

In the summer of 1985, after the Parkway Station project went out to bid, staff were informed that since it is a State Highway project, the bidding process must be handled by the State Highway Division. All bids were rejected at the last minute. At that time, it was estimated that it would cost \$276,000 to complete the project. Staff asked the Board for approval to pursue the station as designed and to come back to the Board for final approval when ready. The Board agreed to go out to bid with the

project as designed, with the State Highway Division. Some of the changes made by the State Highway Division increased the costs somewhat, and there were more costs for paperwork and engineering which were required by the State.

Mr. Skiles stated that the bids would not be in for two more weeks and staff did not yet know the exact costs, but were requesting that a 10 percent contingency be built into the project. Staff were asking for approval of a maximum of \$320,000 to complete the station.

Mr. Brandt wondered if the Board had to approve the project before the bids were in. Mr. Skiles stated that when the bids are opened on March 27, LTD has to send its portion of the local share in escrow for the State Highway Division. This amounts to 11.85 percent of the project cost. Until the District's money arrives in Salem, the Highway Division will not obligate its funds nor begin the project. Mr. Skiles added that 11.85 percent is a lower match than the District normally pays. The Federal Aid Urban (FAU) funds are federal monies which are administered by the State Highway Division. FAU money was also used to build the River Road Transit Station and the Springfield Transit Station.

Mr. Brandt asked about the usual number of bidders. Mr. Skiles stated that there were four bidders last summer, but the bidding climate was not as good then as it is now, and more bids are expected for construction next summer.

Public Hearing on Amended Grant Application for Federal Aid Urban Funds: Ms. Eberly opened the public hearing on the amended application for FAU funds for the Parkway Station. Hearing no testimony from the audience, Ms. Eberly closed the public hearing.

Board Discussion: Mr. Brandt thought the Parkway Station looked like an expensive station to maintain. Ms. Loobey stated that it was designed to be as maintenance-free as possible, and still fit in with the parks setting. She added that staff had worked closely with the Eugene Parks and Recreation staff on this project. Mr. Pusateri wondered how much the maintenance and upkeep would cost each year. Mr. Skiles stated that he was not sure of the maintenance figure, but it had been budgeted and would appear in the budget for FY 86-87. Mark Pangborn, Director of Administrative Services, added that the Parks Department had specified the landscaping because the station will be located on parks property. They will maintain the grass and trees and LTD will maintain the structure, which has been designed to resist graffiti and to be easily cleaned.

Dr. Smith commented that the Board was talking about a difference of \$18,000 in a \$7.5 million budget, and that this seemed like a good time to do such a project, with the cost of gas going down.

MOTION Dr. Smith moved that the Board approve a budget amendment to the original Federal Aid Urban grant application to construct the transit station at 29th and Amazon Parkway, with a total District share for the

project of \$37,920 and total project cost of \$320,000. After seconding, Mr. Brandt wondered if this application would hurt the District's chances to receive other federal monies. Ms. Loobey replied that LTD receives a portion of the State's FAU allotment each year, and it does not affect the maintenance facility or other capital equipment. With no further discussion, the motion carried by unanimous vote.

VOTE

SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE APPROVAL: Ms. Loobey stated that in January, 1986, the Board had approved a staff proposal that the management of Lane County's Special Transportation Fund (STF) revenues, for provision of transportation services for the elderly and handicapped, be handled by the Lane Council of Governments (L-COG). Mr. Skiles added that staff had been instructed to work with L-COG to set up a structure for an advisory committee, which is required by State rules and regulations before the District can receive any STF funds. Mr. Skiles handed out a revised list, replacing page 32 in the agenda packet. He stated that, at the April Board meeting, staff will have individual names of people to be on the committee as representatives of the listed agencies, which is also a required step.

The District, through L-COG, will be required to spend a certain portion of the funds within and outside the District, based on population. Because the issues in the two areas are different, there will actually be two subcommittees on the committee. It is also a requirement that the committee consist of users and providers in and outside the District, with Vocational Rehabilitation as one at-large member. Mr. Skiles explained that the individuals would be nominated by the appropriate agency.

Mr. Skiles stressed that LTD has a good rapport with these agencies, and a good reputation in dealing with the elderly and handicapped. Staff, therefore, are very interested in achieving adequate representation on the committee, and feel comfortable working with the agencies which had been nominated for Board approval.

After approval of the agencies for committee representation, staff planned to send a letter requesting nominations of individuals, to be received by April 2. Those individual nominations would be brought to the Board for final approval at the April Board meeting. Future action regarding the Special Transportation Fund will include approval of the contract between LTD and L-COG. Most of the responsibility for the STF program will then transfer to L-COG, and the Board will be asked to ratify the contract each year. Staff will monitor L-COG's performance during the year.

MOTION

Mr. Brandt moved that the Board approve the proposed structure of the Special Transportation Fund Advisory Committee as handed out that evening. Dr. Smith seconded, and the motion carried unanimously.

VOTE

LETTER FROM MAYOR OBIE REQUESTING SUPPORT FOR MAHLON SWEET AIRPORT IMPROVEMENTS: Ms. Eberly distributed a letter which Mayor Obie had sent to the District, requesting a letter of support to include in a grant

application for certain improvements at the Mahlon Sweet Airport. Ms. Loobey brought this issue to the Board because she believed it to be more of a policy issue than a staff response. Mr. Brandt commented that LTD does not even serve the airport at this time, but Ms. Loobey replied that service would presumably be implemented when the employment base in the area is greater. Dr. Smith thought that, with new airlines at an expanded airport, there would be a need for future employment transportation and shuttles for airline service.

Mr. Brandt thought the Board should not say anything to the effect that it is experienced in knowing whether the facilities are needed or not; rather, the letter should state that, based on testimony or reports, it appears that improvements in this area will aid in the economic development of Lane County. In response to a question from Ms. Eberly, Ms. Loobey stated that the Mayor's office wanted a letter from the Board telling about the value of the total project in relation to LTD.

MOTION
VOTE
Dr. Smith moved that the staff be directed to write a letter of support, in the fashion suggested by Mr. Brandt, for the Board President's or Vice President's signature. After seconding by Mr. Pusateri, the motion carried by unanimous vote.

CONTINUATION OF ITEMS FOR INFORMATION AT THIS MEETING:

Distribution of Transit Development Program (TDP): Ms. Loobey stated that adoption of the TDP will be included as an action item at a later meeting. In the meantime, staff wanted the Board to have the TDP to look at and review. She stated that everything the Board might want to know about LTD is contained in the TDP, and that it had been compiled and organized by the District's Administrative Analyst, Joe Janda, and is now a much more useful document than it had been in previous years. Dr. Smith thought it would be very useful for him and thanked staff for the document. Mr. Brandt wondered if the TDP was normally developed earlier in the year. Mr. Pangborn replied that it was, and that staff would soon begin working on the FY 86-87 TDP, for Board review and approval.

Amended Capital Improvements Plan (CIP): Mr. Pangborn stated that the Capital Improvements Plan for FY 86-87 had been approved at the February Board meeting. Since that time, staff had included ten additional buses in Fiscal Year 1989-90, to make the extended CIP consistent with the TransPlan. Since the Board reviews an extended CIP each spring and approves the CIP for the following fiscal year, this addition was brought to the Board as an information item and did not require any action at this time.

Letter from Governor Regarding Board Attendance: Ms. Eberly called the Board's attention to a letter from Governor Atiyeh, included in the agenda packet, which discussed Oregon law and attendance requirements for State boards and commissions.

APTA's Western Education and Training Conference '86/Absence of General Manager/Possible Change in Date of April Board Meeting: Several staff members, including the General Manager and the two department directors, were scheduled to attend the APTA Western Education and Training Conference in San Jose from April 12-16. For that reason the regularly scheduled Board meeting on April 16 needed to be rescheduled to April 23, just prior to the second Budget Committee meeting. Technically, the Board cannot adjourn to a date later than the regularly scheduled monthly meeting, so one person will have to attend the April 16 meeting to adjourn it for lack of a quorum. Staff will arrange for this to be done and will also notify the public through the normal legal publication process.

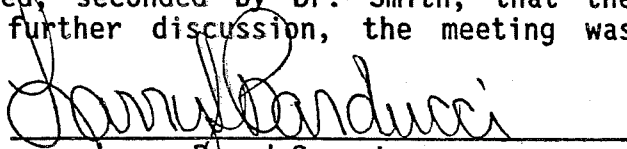
Ms. Loobey reminded the Board members that they were invited to attend the APTA Western Conference, and that there would be a session for governing board members on Sunday, April 13. She invited anyone who might still be interested in attending to contact her or Jo Sullivan immediately. Ms. Calvert and Mr. Parducci attended an APTA conference when it was held in Portland two years ago.

Monthly Financial Reporting: In response to a question about a higher than anticipated balance in contractual services, Ms. Rivenburg stated that money had been budgeted to paint the 700 series buses but the painting had not yet been done. Money had also been recovered from warranty claims on the 800's, in an amount higher than had been budgeted. Mr. Brandt wondered if staff were expecting to carry a favorable variance through to the end of the year. Ms. Rivenburg stated that they did expect to in materials and supplies, but not in contractual services, since the buses would be painted before the end of the fiscal year.

Mr. Brandt commented that even interest income was ahead of what had been budgeted, but Ms. Rivenburg stated that interest rates are lower again now than at the beginning of the fiscal year. Dr. Smith wondered where gasoline savings would appear in the budget; Ms. Rivenburg said they would be realized in the Maintenance Materials & Supplies budget. Mr. Brandt then said he thought it was pretty good that expenditures were only ahead \$6,000 in actual dollars from last year.

Board Members' Confirmation Hearings: Mr. Brandt and Mr. Parducci had been reappointed and confirmed for new four-year terms, expiring in 1990. Mr. Brandt told the Senate committee that the only area where they could help LTD would be to help with the insurance crisis. Ms. Nichols is the only Board member left to attend a Senate hearing and be confirmed for another term.

MOTION ADJOURNMENT: Mr. Brandt moved, seconded by Dr. Smith, that the meeting be adjourned. With no further discussion, the meeting was VOTE unanimously adjourned at 10:00 p.m.


Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

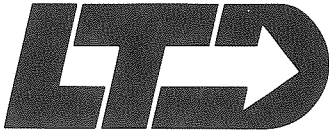
Wednesday, April 16, 1986

Pursuant to notice given to *The Register-Guard* for publication on April 10, 1986, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, April 16, 1986 at 7:30 p.m. at the Eugene City Hall.

Absent: Peter Brandt, Treasurer
Janet Calvert, President
Janice Eberly, Vice President
Joyce Nichols
Larry Parducci, Secretary
Gus Pusateri
Rich Smith

ADJOURNMENT TO APRIL 23, 1986: Because there was no quorum, the meeting was adjourned to Wednesday, March 23, 1986 at 7:00 p.m. in the Eugene City Hall. Legal notice of the change was given to *The Register-Guard* for publication on April 17, 1986.


Board Secretary



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

April 23, 1986

MEMO

TO: Board of Directors
FROM: Planning Administrator
RE: Adoption of TransPlan

In December 1985, the Board proposed that the draft TransPlan, with certain modifications, be adopted as the metropolitan area's long-range transportation plan. The Cities of Eugene and Springfield and Lane County have taken similar action, but each with different recommendations for changes to the draft Plan. Under consideration at this Board meeting is the adoption of a version of TransPlan that attempts to incorporate and resolve the changes recommended by the four entities.

Attached is a cover memorandum from the Lane Council of Governments and a listing of the proposed changes to TransPlan in legislative format. Copies of the draft TransPlan will be available at the Board meeting.

All the changes recommended by the Board have been included in this final draft of TransPlan. However, the policy regarding the establishment of a downtown transit station (page 7 of the memorandum) has been modified somewhat. Staff have reviewed that policy and other proposed changes to the draft TransPlan and recommend adoption.

Staff Recommendation

That the Board adopt the October 1985 draft of TransPlan with the changes indicated on the attached memorandum.

Stefano Viggiano
Planning Administrator

SV:ms:ecm

attachment

LCOG Lane Council of Governments

NORTH PLAZA LEVEL PSB / 125 EAST EIGHTH AVENUE / EUGENE, OREGON 97401 / TELEPHONE (503) 687-4283

MEMORANDUM

March 24, 1986

TO: Eugene City Council
Springfield City Council
Lane County Board of Commissioners
Lane Transit District Board of Directors

FROM: L-COG Staff

SUBJECT: MATC Recommendations on draft TransPlan

At its March 20, 1986 meeting, the Metropolitan Area Transportation Committee (MATC) recommended that the Eugene City Council, the Springfield City Council, the Board of County Commissioners and the Lane Transit District Board of Directors adopt the Eugene-Springfield Metropolitan Area Transportation Plan (TransPlan) with changes.

At the March 20 meeting, MATC reviewed the recommendations on TransPlan made by each of the adopting agencies (Eugene, Springfield, Lane County and LTD). In making its recommendation, MATC attempted to resolve differences between agency recommendations. The goal of MATC was to provide for the adoption of one version of TransPlan that would be acceptable to each agency.

The 19 page attachment titled "* MATC recommended modifications to October 1985 draft TransPlan *" identifies the specific MATC recommended changes in legislative format. Deletions of original wording are indicated by the use of brackets [] and additions are indicated by *italic type*. The 19 page attachment would serve as a modification of the original draft for the purposes of formal adoption.

The major areas of change are summarized as follows:

1. The Introduction has been rewritten to clarify the relationship between TransPlan and other planning documents.
2. Several changes have been made to the Goals, Objectives and Policies Element. Four new policies have been added and several others have been altered.
3. Parts of the narrative to the Street and Highway Element have been rewritten for clarity. Two new street and highway projects have been added; one project has been removed because it has been completed; and the description, cost estimate, or phasing of several projects have been modified. These modifications are proposed so TransPlan's phasing corresponds with local agencies' CIP.

4. The Transit Element has been revised to correct inaccuracies.
5. The Parking Element has been revised to address parking needs in high demand areas.
6. The Financial Element has been revised to account for changes in projects and project costs and to correct inaccuracies in state revenue estimates.
7. Two Appendices have been eliminated since they provided information specific to the draft plan. A new appendix defining the annual plan review and endorsement process has been added.

Scheduled dates for adoption of TranPlan are:

Eugene City Council - April 23, 1986
Springfield City Council - April 21, 1986
Lane County Commissioners - April 23, 1986
Lane Transit District Board - April 23, 1986

clesmtcr

* SECTION I. - INTRODUCTION

Page 1 - Delete the draft Introduction in its entirety and replace it with the following:

I. INTRODUCTION

PURPOSE OF TRANSPLAN

The Eugene-Springfield Metropolitan Area Transportation Plan (TransPlan) is designed to serve as the Eugene-Springfield metropolitan area's long-range transportation plan. TransPlan addresses the principal modes of transportation used for travel within the metropolitan area including autos, buses, bicycles and walking. TransPlan also contains projects and policies to guide development of the area's freeway, arterial and significant collector systems for many years to come. TransPlan does not include projects on rural roads or highways; projects on local streets or minor collectors which are not of regional significance; or minor projects needed for safety or maintenance reasons.

For the most part, TransPlan is restricted to transportation needs within the metropolitan area. It does take into account travel needs of nearby residents who work and shop in the metropolitan area and the trips of Eugene-Springfield residents until they depart the community. TransPlan does not account for the use of airplanes, trains or buses for intercity travel, however, it does account for trips made to the airport, train terminal and bus terminal. Finally, TransPlan does not address the regional shipping of goods by rail or truck except as it relates to vehicle traffic on streets near terminals.

TransPlan assumes that the automobile will continue to be the primary form of transportation used in the metropolitan area. To accommodate future increases in street and highway traffic, TransPlan emphasizes improving the existing road system rather than constructing new routes. However, because of concerns about the cost and availability of fuel and the negative impact of combustible fuels on air quality, the public policy in this document continues to address increasing opportunities for people to walk, bike, use public transit or carpool.

Due to unforeseen circumstances which include lack of funding, not all projects shown in TransPlan will necessarily be built. Likewise, there are a number of other factors which affect the transportation planning and implementation process. For instance, some funding sources in the Plan are beyond immediate local control, such as State and Federal funding. Local input into State and Federal funding programs is advisory, and, therefore, the availability of funds for particular projects may not necessarily coincide with this Plan. TransPlan establishes the framework for the transportation planning process. Project studies, review processes, sources of funding and capital improvement programs all may impact the ultimate design and timing of projects which are constructed.

DEVELOPMENT AND ADOPTION OF TRANSPLAN

TransPlan was prepared in two steps. The first was development of the Evaluation Report of the 2000 Transportation Plan (Evaluation Report). The

Evaluation Report's primary objective was to identify the key assumptions and principles upon which TransPlan would be based. It contained no projects or recommendations. The second step was the development of projects and policies and the release of this draft plan.

The Evaluation Report was reviewed by the Eugene City Council, Springfield City Council, Lane County Commissioners, and the Lane Transit District Board of Directors. Final guidance and review of the assumptions was provided by the Metropolitan Area Transportation Committee. Using this guidance, the Transportation Planning Committee (TPC) and Metropolitan Area Planning Advisory Committee (MAPAC) evaluated options and alternatives for accommodating future transportation needs of community residents.

More information on the transportation planning process and the committees involved is contained in the "Citizens' Guide to Transportation Planning" available through the Lane Council of Governments.

TransPlan will be adopted by the City of Eugene, the City of Springfield, Lane County and Lane Transit District. Federal transportation planning regulations also require that it be adopted by the Lane Council of Governments Board of Directors.

RELATIONSHIP TO METROPOLITAN PLAN

TransPlan is a functional plan supporting the Metropolitan Area General Plan (Metropolitan Plan), the community's acknowledged general plan, and is a successor to the Eugene-Springfield Area 2000 Transportation Plan (T-2000 Plan). TransPlan also replaces the Eugene-Springfield Metropolitan Bikeway Master Plan, which was incorporated by reference as the bicycle element of the T-2000 Plan. Though there is similarity between TransPlan and the T-2000 Plan, TransPlan is more closely tied to the metropolitan area's land use plan than was the T-2000 Plan. Unlike the T-2000 Plan, which was identified as the transportation plan for the year 2000, TransPlan is not tied to a specific date. TransPlan is designed to serve the population, employment and land uses specified in the Metropolitan Plan.

As a functional plan, several sections of TransPlan will be adopted as public policy and incorporated into the Metropolitan Plan. However, the following parts of TransPlan will not be adopted as Metropolitan Plan policy language: the phasing, financing and project justification information contained in the Street and Highway Project List (Section IV); the phasing and financing information contained in the Transit Element (Section VI); and the entire Financial Element (Section IX).

RELATIONSHIP TO PUBLIC FACILITIES PLAN

TransPlan will also serve as the basis for the transportation element of the metropolitan area's Public Facilities Plan (PFP). The PFP, as required by State law, indicates facilities (including transportation facilities) needed to serve the community as it grows to the 293,700 population threshold identified in the Metropolitan Plan. Project timing and financing information contained in TransPlan will not be adopted as policy in the PFP or the Metropolitan Plan. Specific sections of TransPlan that are considered public policy and which will be incorporated into the PFP include:

* modifications to October 1985 draft TransPlan *

- the project title, descriptions and jurisdiction listings from the Street and Highway Project List;
- the Bicycle Project List;
- the bus acquisitions and facilities from the Transit Element; and
- the Street and Highway, Bicycle, and Transit System Maps.

RELATIONSHIP TO AREA CAPITAL IMPROVEMENT PROGRAMS

The specific timing, design and financing provisions of TransPlan's recommended projects shall be determined through the development of local agency capital improvement programs, the Oregon Department of Transportation's Six-Year Highway Improvement Program and the Eugene-Springfield Transportation Improvement Program.

TransPlan indicates the overall needs for major transportation facilities in the metropolitan area. Due to the long timeframe of the Plan, it is likely that other projects necessary for safety improvements or to respond to unforeseen circumstances will be identified during development of local capital improvement programs. It is also anticipated that the phasing of some projects will need to be adjusted due to changing conditions, funding availability, public input, or more detailed study performed during programming and budgeting processes.

Capital and maintenance needs for Lane County's road system are funded through the County Road Fund. Priorities for expenditures of these funds are set on a county-wide basis. The County is responsible for servicing the transportation needs of the rural population and land use patterns as defined in the Lane County Comprehensive Plan. It is recognized that decisions made on the allocation of County resources through the County capital improvement programming process must address the needs of both urban and rural areas of the County.

RELATIONSHIP TO OTHER PLANS

Both the City of Eugene and City of Springfield have developed and continue to use bicycle plans for their individual cities. These plans are more detailed than TransPlan's Bicycle Element and supplement it by including neighborhood connectors and other facilities which are not of regional significance.

Both cities and the county also use refinement plans to supplement the Metropolitan Plan for distinct, small geographical areas. The most common of these are neighborhood refinement plans. Refinement plans must be consistent with the Metropolitan Plan, and procedures exist for amending it when refinement plans are developed. The use of refinement plans is expected to continue as conditions change and development occurs in the metropolitan area. Amendments to TransPlan and to the Metropolitan Plan are likely as a result of future refinement plans.

UPDATING THE PLAN

TransPlan provides direction for metropolitan-wide transportation improvements and programs for five years or until significant changes in conditions warrant a major update -- whichever comes first. During the period between its adoption and the next major update, TransPlan will be kept

current through an annual process of review and endorsement. During these annual reviews, amendments will be considered in accordance with the procedures outlined in Appendix C of the Plan.

Additions to or deletions from the street and highway, bicycle or transit project lists; significant changes to project locations; or modifications, additions or deletions to plan policies will require amendments. Project financing and timing modifications are not considered significant changes to the project lists and hence, do not require plan amendments. However, it is anticipated that modifications to TransPlan not requiring amendments will be reflected at regularly scheduled updates to keep TransPlan an effective public information document. Also, several types of projects that are indentified through local capital improvement processes can be implemented without being included in TransPlan. Such projects include:

- rural street and highway projects,
- projects on local streets or minor collectors which are not of regional significance, and
- minor projects needed for safety or maintenance needs.

* SECTION II. - PLAN ASSUMPTIONS

Page 2 - Specifically state the 1980 household trip-making rate under "3." under "Key Assumptions" by modifying it as follows:

3. For the purposes of modeling and future traffic projections, TransPlan assumes that:
 - the number of daily *vehicle* trips [per] *connected* to households in the metropolitan area will continue at the 1980 rate of *9.5 vehicle trips per day for single family dwelling units and 5.4 vehicle trips per day for multi-family dwelling units and mobile homes.*

* SECTION III. - GOALS, OBJECTIVES AND POLICIES ELEMENT

Page 3 - Modify Policy LU4 to read:

LU4. Develop an arterial street system which will attract *through* automobiles and trucks off local streets.

Page 3 - Add a new implementation strategy to Policy LU5:

LU5. Minimize the adverse impact of the automobile on local residential streets through the selective use of alternative street designs and application of traffic management techniques.

Implementation strategies for discouraging traffic in local residential streets include:

- a. *provision of adequate arterial and collector streets;*
- b. restricted turning movements;
- c. traffic diverters;

* modifications to October 1985 draft TransPlan *

- d. landscaped or narrowed entrances;
- e. traffic circles;
- f. truck restricted areas or weight limitations;
- g. woonerf areas or zones; and
- h. narrower street designs or culs-de-sac.

Page 4 - Add the following new policies to the Planning and Coordination section:

PC7. Provide for an annual review and endorsement process for TransPlan which includes consideration of amendments.

PC8. Prepare an Annual Report which summarizes transportation statistics as they pertain to progress made in attaining the goals of the Plan.

Pages 4 & 5 - Reorder the Implementation Policies with Policy I13 being the first one.

Page 5 - Add the following to the discussion statement of the Funding section:

It is extremely critical that additional sources of revenue be established to construct and maintain the street and highway system contained in this plan. The existing sources of revenue are inadequate for development and maintenance of the street and highway network. The community and elected officials must recognize this need and develop new local revenues expeditiously.

Page 5 - Reorder the four Funding Policies so that Policy F4 is the first one listed.

Page 5 - Add a new implementation strategy and modify Policy F1 (originally numbered F4) to read:

- F1. Pursue additional local means of financing maintenance and operating expenses and capital improvements for street and highway, transit, bicycle and pedestrian facilities.

Implementation strategies include investigation of *and education about the need for:*

- a. fuel taxes;
- b. toll roads/toll bridges;
- c. utility taxes;
- d. local vehicle license fees;
- e. bonds;
- f. local sales tax;
- g. local income tax;
- h. assessments;
- i. local improvement districts; [and]
- j. payroll tax[.]; *and*
- k. *bicycle fees/taxes*

Page 5 - Delete Policy F3 which read:

- F3. [Allocate an equitable proportion of Lane County's construction funds to finance transportation improvements within the metropolitan area.]

Page 5 - Modify Policy Pk1 to read:

Pk1. Limit parking on arterial streets, *when necessary*, for the safe and convenient movement of people and goods.

Implementation strategies include:

- a. constructing new arterial streets without parking; and
- b. removing parking as an alternative to widening streets.

Page 5 - Modify Policy Pk2 to read:

Pk2. Expand the [allowable number] *percentage* of parking spaces [to account] *designed* for [more] compact automobiles.

Page 5 - Modify Policy Pk3 to read:

Pk3. *Investigate the possibility of changing* [Change] the building and parking codes to promote alternative modes and transit usage by reducing the minimum number of parking spaces [and establishing a maximum allowable number of parking spaces in new developments].

Page 6 - Modify Policy Pk6 and implementation strategy "b" to read:

Pk6. Develop parking programs for congested, high-employment areas which promote transit and alternative modes by *discouraging* [minimizing the demand for] long-term employee parking.

- b. phasing in two-hour *or less time* limits for on-street parking.

Page 6 - Modify Policy Pk8 to read:

Pk8. Balance the need for free or low cost short-term parking with transit and alternative mode goals in establishing policies *for publicly-owned parking* in downtown areas.

Implementation strategies include:

- a. investigating a parking validation system for downtown shoppers; and
- b. investigating shorter time limits on parking spaces to ensure they are used for short term parking.

Page 6 - Modify Policy AM2 and implementation strategy "c" to read:

AM2. Implement traffic management techniques and other actions, where appropriate, to give priority to transit vehicles and carpools to improve operating conditions and travel times.

Implementation strategies include:

- a. installing electronic devices for preemption of traffic signals;
- b. allowing only transit vehicles to make turns at selected intersections;

* modifications to October 1985 draft TransPlan *

- c. closing [streets] *lanes* to single occupant autos;
- d. allowing transit vehicles and carpools to bypass ramp signals for improved access to freeways.

Page 6 - Modify Policy AM3 and implementation strategy "b" to read:

AM3. Provide incentives for [private businesses] *employers* to subsidize transit fares for their employees, [and] *customers or occupants or provide incentives for the use of alternative modes.*

Implementation strategies include:

- a. reducing the employer payroll tax in proportion to their subsidies of employee transit fares;
- b. reducing parking requirements *for employers that agree to subsidize employee transit fares or provide incentives for the use of alternative modes;* and
- c. encouraging employers to provide free or discounted bus passes as employee benefits.

Page 6 - Modify Policy AM5 be altered to read:

AM5. Develop park and ride facilities within the metropolitan area and nearby communities with emphasis on using existing public *parking lots* and *negotiating for the use of private parking lots.*

Page 6 - Add a new policy to the Alternative Modes section:

AM8. Retain a central transit station in downtown Eugene that is located and designed to meet the needs of bus riders and which operates safely and efficiently.

Page 6 - Add a new policy to the Intercity Transit section:

IC5. Provide scheduled transit service to the Amtrak Station.

* SECTION IV. - STREET AND HIGHWAY ELEMENT

Page 7 - Delete the first four paragraphs in the section titled "EXPLANATION OF PROJECT PHASING" in their entirety and replace them with:

Projects in the list are divided into three general categories: short-, medium- and long-range needs. Short-range projects are indicated by a project number beginning with "1"; medium-range projects begin with "2"; and long-range projects begin with "3". Within each phase, projects are ordered according to the type of street. The list begins with improvements on freeways and other limited access highways, followed by those on principal and minor arterials and ends with projects on collector streets. No priority is intended in the listing within each phase. The project numbers provide a way of referencing the map and project list.

Projects are listed according to the phase in which construction would take place. Environmental analysis, design, engineering work and right-of-way acquisition precede construction and may be undertaken in the phase preceding that listed for construction.

The proposed phasing is not an implementation schedule since no priorities have been set within each phase. The actual timing for project implementation will be determined during the development of the Eugene, Springfield and Lane County Capital Improvement Programs and ODOT's Six Year Highway Improvement Plan. For the most part, only short range projects have had funds programmed through the capital improvement program processes used by implementing agencies. The ability of these agencies to construct any project is contingent upon the availability of revenues in the future. Inclusion of a project in a particular phase does not represent a commitment to complete the project during that phase. It is expected that some projects may be accelerated and others delayed.

The TransPlan project phasing is based on a 1985 estimate of project need and justification, funding availability and rate of land development. Should any of the factors that influence phasing prove different than expected, changes in phasing may be required. For example, a more rapid than expected land development or the occurrence of a safety or operational problem may result in the need to advance a project. Availability of funds restricted to a particular type of project may also make it appropriate to advance or delay a project.

Public agencies will make adjustments to project timing through the capital improvement programming process. It is expected that TransPlan will be updated during the Annual Review to reflect changes made to project cost or implementation schedules in order to remain an effective public information resource.

Page 9 - Delete the two paragraphs in the section titled "EXPLANATION OF PROJECT JURISDICTIONS" in their entirety and replace them with:

The project jurisdiction indicates which agency, or agencies, are the likely provider of a particular project. However, since project timing and financing are not binding, the jurisdictional listing does not represent a commitment by a particular agency to construct that project. Project jurisdictions shown in TransPlan identify the agency or agencies which presently have responsibility for the street or highway; have indicated a commitment to assist in a project; or have an intergovernmental agreement for assuming some responsibility for a road sometime during the planning period.

In some cases, multiple jurisdictions are indicated because different sections are the responsibility of different agencies. In other cases, multiple jurisdictions are shown because changes in jurisdictional responsibility are expected or because more than one agency may participate in funding of the project.

For example, project #202 lists Lane County and ODOT as being responsible for Beltline Road from Highway 99 to West 11th Avenue. Although Lane County does not currently have responsibility for that section of Beltline, ODOT and Lane County have signed an intergovernmental agreement that would relinquish part of Beltline from the State to the County after the 6th/7th Extension (project #106) is constructed. It is anticipated that the 6th/7th Extension will be constructed before Beltline is widened, thus giving Lane County some responsibility for the project. If the Beltline project is completed before the 6th/7th Extension, ODOT would be responsible for the

entire widening project. In addition to timing, the ultimate alignment chosen for the 6th/7th Extension will determine the section of Beltline for which the County will become responsible.

Following TransPlan adoption, changes can be expected in the jurisdiction of certain streets. Although TransPlan's project jurisdiction indicates the likely provider of the project, the jurisdiction listed might not be the agency which ultimately constructs a particular project. Transfer of jurisdictional responsibility is dependent on several factors. While there are exceptions to the process, jurisdictional responsibilities shift from the County to the cities when: a logical portion of the street is annexed to a city; the street is constructed to the standards of the annexing city (generally curbs, gutters and sidewalks); and the annexing city requests jurisdiction of the street and the County agrees. Intergovernmental agreements can also transfer jurisdictional responsibility. For example, in an agreement between Lane County and ODOT, the two agencies traded responsibility for Beltline Road and River Road. Lane County surrendered Beltline Road and accepted responsibility for River Road. When jurisdictional shifts occur that are not reflected in TransPlan, the project list will be amended to reflect those changes.

Page 10 - Revise the cost estimate for project #134, Willamette Street, 11th to 20th, from [\$500,000] to \$30,000

Page 10 & 11 - Add a new project to the short-range phase: *Washington-Jefferson Bridge: add a third southbound lane at the merge of Valley River ramp and I-105; cost is \$1,500,000; justification is S, O; jurisdiction is ODOT.*

Page 11 - Delete project #140, Willamette Street, 10th to 11th.

Page 11 - Change the description and cost estimate for project #214, 18th Avenue Intersections, add *Willamette Street* to the list of intersections, and revise the cost from [\$900,000] to \$1,300,000.

Pages 11 & 12 - Add a new project to the medium-range phase: *Roosevelt Boulevard, Terry to Greenhill: extends Roosevelt as a two to four lane roadway beyond Terry Street; cost is \$1,000,000; justification is A, ED; jurisdiction is Eugene.*

Page 11 - Move project #218, Goodpasture Island Loop, Valley River Drive to Delta Ramp, from medium-range phase to short-range phase.

Page 12 - Move project #221, Bertelsen Road, West 18th to Bailey Hill Road, from medium-range phase to short-range phase.

Page 12 - Move project #245, Hayden Bridge Road, 5th to 19th Street, from medium-range phase to short-range phase.

Page 12 - Move project #260, North 19th Street, City Limits to Yolanda, from medium-range phase to short-range phase.

* SECTION VI. - TRANSIT ELEMENT

Page 21 - Delete the section titled "*Transit Stations*" in its entirety and replace it with:

Twenty transit stations, including the four existing ones, are planned for the future transit system. Transit stations are located in key activity centers and provide for transfers between feeder buses and trunk routes serving many parts of the community.

Existing transit stations are the Central Eugene Transit Station and three major transit stations located at downtown Springfield, River Road and Beltline (Riviera) and Lane Community College. These will be supplemented by construction of five new major transit stations and 11 minor stations.

The downtown Eugene station will remain the central transit station for the system, providing direct service to other stations. It will have a capacity for twenty to twenty-five buses.

Major transit stations provide space for four to six buses for schedule adjustments and transfers. The five new major transit stations are planned for Valley River Center, 29th and Amazon, the University of Oregon, 58th and Main, and 11th and Beltline. Major transit stations will feature passenger shelters, schedule/information displays and a variety of passenger amenities. Major stations will include a limited number of auto parking spaces or will be located near other auto parking facilities.

Minor transit stations are primarily large bus turnouts near key intersections. They include passenger shelters, information displays and space for two or three buses. They are generally located on the streets. Minor stations are intended primarily as transfer points between feeder and trunk routes, or as collection points for patrons who access the system by walking or bicycling.

The general locations for major transit stations are:

*Valley River Center
University of Oregon
29th & Willamette
58th & Main
11th & Beltline*

The general locations of minor transit stations are:

*Beltline & Barger
Roosevelt & Hwy 99
River Road & Northwest Expressway
18th & Chambers
Delta Highway & Beltline
Coburg Road & Beltline
Coburg Road & Oakway
Willamette & 29th
Gateway & Harlow
5th & Q Street
Mohawk & Highway 126*

The general locations of existing and future transit stations are shown on the transit system map. Sketches of typical major and minor stations are shown below.

Page 22 - In the section on Costs, modify the paragraph titled "Capital Expenses - Stations" as follows:

The [10] *eleven* new minor transit stations envisioned in this plan are estimated to cost approximately \$75,000 each. The [three] five new major transit stations [planned for construction after 1985] are estimated to cost approximately \$150,000 each. The total capital cost for the transit stations is approximately [\$1,200,000] *\$1,575,000*. This estimated cost is exclusive of land costs, which are assumed to be provided by dedication. It is anticipated that most of these stations will be constructed on public rights-of-way. For example, the 11th and Beltline station could be constructed within the right-of-way needed for the proposed interchange at that location. A similar arrangement was made when the Riviera Station was constructed.

Page 22 - In the section on Phasing of Service and Capital Items, delete the paragraph titled "Transit Stations" in its entirety and replace it as follows:

New transit stations will be developed as the need arises for additional transfer points. The table below assumes construction of three major transit stations (Valley River Center, University of Oregon, and 29th and Amazon) and four minor stations during the first phase. The second phase assumes construction of the two other major stations (58th & Main and 11th & Beltline) and four additional minor stations. The third phase assumes construction of the three last minor stations. The order of construction of minor transit stations has not yet been determined.

Page 23 - Modify the chart titled "Transit System Capital and Operating Expenses" as follows:

Transit System Capital and Operating Expenses
(in thousands of 1985 dollars)

Phase*	Transit Stations	Pass. Shelters	Replace. Buses	New Buses	Maint. Facility	Operating Expenses**
Short	\$ [375] 750	\$ 313	\$ ---	\$ 3,500 (20)	\$ 9,500	\$ 7,700
Medium	\$ 600	\$ 375	\$ 4,100 (29)	\$ 8,000 (45)	\$ ---	\$12,800
Long	\$ 225	\$ 250	\$ 6,900 (49)	\$12,700 (71)	\$ 5,000	\$18,400
Total	\$[1,200] 1,575	\$ 938	\$11,000 (78)	\$24,200 (136)	\$14,500	

* Short Phase - 0 to 5 years

* Medium Phase - 5 to 10 or 12 years

* Long Phase - 10 or 12 years to end of planning period

** Average annual operating cost for period shown

*** SECTION VII. - PARKING ELEMENT**

Page 24 - Modify the fourth paragraph of the "Parking Needs" section as follows:

Each of these areas is expected to show an increase in employment and work trips. However, [when] *if* the transit and alternative mode goals are achieved, the number of work trips made by auto will decrease from current levels because of the diversion of trips to other modes. *However, as delivery of services changes in some businesses and as redevelopment occurs, the number of trips by auto could increase.* Even if the community succeeds in attaining TransPlan's alternative mode goals, [construction of major new parking facilities in these areas can probably be avoided] *there is likely to be a need for new parking facilities in these areas.* Refinement studies are appropriate to further define parking needs in [these] areas *such as these three.*

*** SECTION IX. - FINANCIAL ELEMENT**

Page 26 - Modify the first two paragraphs under "Financing the Street and Highway System" to read:

The street and highway project list outlined in TransPlan results in a cost of approximately \$271 million for the planning period. Project costs are split as follows:

- [\$142] \$143 million for local projects; and
- [\$129] \$130.5 million for State projects.

Local projects include all facilities under the jurisdictional responsibility of Eugene, Springfield or Lane County. Of the [\$142,000,000] \$143,000,000 of cost associated with local projects, \$15,000,000 is estimated to be assessable to property owners.

Page 26 - Delete the "Financing State Highway Projects" section (under Financing the Street and Highway System) in its entirety and replace it with the following:

Financing State Highway Projects

The following table shows the revenue expected to be available to the Oregon Department of Transportation (ODOT) for highway maintenance and capital improvements, assuming a 15 year construction period.

15 YEAR ODOT REVENUE ESTIMATE *
(in millions of 1985 dollars)

Revenue Source	Short	Medium	Long	Total
State and Federal Funds	394	394	394	1,182
Interstate	206	206	206	618
Other Funds	167	167	167	501
<u>Total Revenues</u>	<u>767</u>	<u>767</u>	<u>767</u>	<u>2,301</u>

* - Assumes continuation of State's 1987 to 1992 funding levels. (Source: ODOT draft 1987-92 Six Year Highway Improvement Program.)

The total cost of state projects identified in this Plan is \$130.5 million. With over \$2 billion dollars expected to be available for State projects in the next 15 years, \$130.5 million in projects would account for less than 6% of the expected State road improvement revenue. Even if a 20% cost contingency is assumed, the total State project cost of this Plan would increase to \$156.5 million, which would only be 6.8% of the expected available revenue. Contingencies are for projects not identified in this Plan but needed for safety or maintenance reasons, or for cost increases due to unforeseen construction problems.

With local projects of State jurisdiction accounting for about 6.8% of anticipated available State revenue, it is reasonable to assume the State can complete the TransPlan recommended improvements on State facilities within the planning period. However, local jurisdictions must still aggressively pursue additional State funding for projects through the normal State programming processes.

The following charts compare project costs to available revenue for a 15 year construction schedule.

STATE HIGHWAY PROJECTS
VS
EXPECTED REVENUE
(in millions of 1985 Dollars)

	Short	Medium	Long	Total
Project Costs	\$ 45.5	\$ 28	\$ 57	\$ 130.5
20% Contingency	\$ 9	\$ 6	\$ 11	\$ 26
<u>Total</u>	<u>\$ 54.5</u>	<u>\$ 34</u>	<u>\$ 68</u>	<u>\$ 156.5</u>
Expected Revenue	\$ 767	\$ 767	\$ 767	\$2,301
Metro % Share	7.1%	4.4%	8.9%	6.8%

Pages 26-27 - Delete the "Financing Local Street and Highway Projects" section in its entirety (under Financing the Street and Highway System) and replace it with the following:

Financing Local Street and Highway Projects

Existing local revenues will not be sufficient for the \$128 million of non-assessable project costs identified in the Street and Highway Element of this Plan. The following table identifies the expected revenues available for local projects for the planning period, assuming a 15 year construction schedule.

15 YEAR LOCAL REVENUE ESTIMATE
(in millions of 1985 Dollars)

<i>Revenue Source</i>	<i>Short</i>	<i>Medium</i>	<i>Long</i>	<i>Total</i>
<i>Springfield</i>	<i>\$ 3.8</i>	<i>\$ 3.8</i>	<i>\$ 3.8</i>	<i>\$11.4</i>
<i>Eugene</i>	<i>\$ 5.0</i>	<i>\$ 5.0</i>	<i>\$ 5.0</i>	<i>\$15.0</i>
<i>Lane County</i>	<i>\$12.5</i>	<i>\$12.5</i>	<i>\$12.5</i>	<i>\$37.5</i>
<i>FAU</i>	<i>\$ 4.2</i>	<i>\$ 4.2</i>	<i>\$ 4.2</i>	<i>\$12.6</i>
<i>Total</i>	<i>\$25.5</i>	<i>\$25.5</i>	<i>\$25.5</i>	<i>\$76.5</i>

As indicated in the table above, the total revenues available in the next 15 years to local governments for street and highway capital improvement projects is \$76.5 million. Not included in the table above are State Highway Transfer Funds received by local governments. These funds presently provide about \$4 million annually, but are not considered as being available for capital improvements. State Highway Transfer Funds are used for general street maintenance such as pavement striping, sign replacement and signal maintenance. Any increase in these funds in future years would probably be devoted to similar, additional maintenance activities.

The Street and Highway Element lists local projects totalling \$143 million. With \$15 million assessable to property owners, local governments will need \$128 million for new construction. The following table also indicates an additional 20 percent contingency for other, yet-to-be-identified projects needed for safety or maintenance reasons and for unforeseen right-of-way or construction problems. The third capital item in the following table is for reconstruction and pavement overlays. A program of overlays and reconstruction is necessary to maintain a safe and efficient transportation system and to reduce the need for more expensive construction. Assuming that arterials are overlaid on twenty year intervals and collectors are overlaid on thirty year cycles, an additional \$42 million is allocated to the reconstruction/overlay category.

The following table compares expected revenues to non-assessable project and overlay/reconstruction costs by phase, for a 15 year construction schedule.

**LOCAL CAPITAL PROJECT COSTS
VS
EXPECTED REVENUES**
(in millions of 1985 dollars)

	<i>Short</i>	<i>Medium</i>	<i>Long</i>	<i>Total</i>
<i>Project Costs</i>	\$ 37.5	\$ 53.0	\$ 37.5	\$128.0
<i>20% Contingency Overlay/ Reconstruction</i>	\$ 7.5	\$ 10.6	\$ 7.5	\$ 25.5
	\$ 14.0	\$ 14.0	\$ 14.0	\$ 42.0
<hr/> <i>Total Costs</i>	<hr/> \$ 59.0	<hr/> \$ 77.5	<hr/> \$ 59.0	<hr/> \$195.5
<i>Expected Revenue</i>	\$ 25.5	\$ 25.5	\$ 25.5	\$ 76.5
<i>Expected Deficit</i>	-\$ 33.5	-\$ 52.0	-\$ 33.5	-\$119.0

Page 27 - Modify the last paragraph under Fuel Taxes as follows:

To fund the expected [\$118] \$119 million revenue shortfall for local projects, a percentage tax would need to be levied at the rate of about 5% or a flat tax levied at the rate of about 6.5¢ per gallon.

Page 28 - Modify the last paragraph under Utility Tax as follows:

This tax would result in \$22.5 million over a 15 year period if levied at the rate of \$1 per month. That amount would not fund the entire estimated shortfall of [\$118] \$119 million. Unless it were levied at a higher rate than \$12 a year, this tax would need to be used in combination with another revenue source.

Page 28 - Modify the last paragraph under Local Vehicle License Fees as follows:

To fund the expected [\$118] \$119 million shortfall this fee would have to be levied at the rate of about [\$46] \$47 per year. It is not feasible to use licensing fees to fund the entire shortfall. This fee, however, could be used in combination with another funding source.

Page 29 - Modify the 15 YEAR TRANSIT OPERATING AND CAPITAL COSTS table as follows:

15 YEAR TRANSIT OPERATING AND CAPITAL COSTS
(in millions of 1985 dollars)

	<u>Short</u>	<u>Medium</u>	<u>Long</u>	<u>Total</u>
Buses	\$ 3.5	\$ 12.1	\$ 19.6	\$ 35.2
Stations/Shelters	[\$.7]	\$ 1.0	\$.5	\$ 2.2
	\$ 1.0			\$ 2.5
Maintenance Bases	\$ 9.5	\$ 0	\$ 5.0	\$ 14.5
Operating Costs	\$38.5	\$ 64.0	\$ 92.0	\$194.5
<hr/> Total	<hr/> [\$52.3]	<hr/> \$ 77.1	<hr/> \$117.1	<hr/> [\$246.4]
	\$52.5			\$246.7

Page 29 - Modify the TRANSIT OPERATING AND CAPITAL COSTS VS REVENUES table as follows:

TRANSIT OPERATING AND CAPITAL COSTS
VS
REVENUES
(in millions of 1985 dollars)

	<u>Short</u>	<u>Medium</u>	<u>Long</u>
Carryover	-	[\$ 4.6]	[\$ 3.8]
		\$ 4.3	\$ 3.5
Expenditures	[\$52.2]	\$ 77.1	\$117.1
	\$52.5		
Revenues	\$56.8	\$ 76.3	\$123.9
Surplus	[\$ 4.6]	[\$ 3.8]	[\$ 10.6]
	+\$ 4.3	+\$ 3.5	+\$ 10.3

*** APPENDIX A. - MAJOR PROJECTS CONSIDERED BUT NOT INCLUDED**

Delete entire appendix (pages 30-31).

*** APPENDIX B. - SUGGESTIONS FOR ADDITIONAL STUDIES**

Retitle as Appendix A.

Page 31 - Modify the explanation of the Transit and Alternative Modes Study to read:

A key assumption of TransPlan is that there will be a major shift of trips from single occupant autos to transit, bike, walk and carpool modes. Although many of TransPlan's Policies are designed to encourage the use of these other modes of travel, additional analysis of the feasibility of these assumptions is appropriate. The study could attempt to determine specific methods of encouraging the diversion of trips from single occupant autos in both the short term and ultimately to achieve the TransPlan goals.

The study could also consolidate existing local information. Such information could include data on trip-making characteristics, attitudes towards non-auto travel, demographics of use, inventory of existing employer sponsored promotional programs and experiences of similar size cities in achieving shifts to non-auto modes of travel.

The study may lead to a recommendation to reconsider the transit and alternative mode assumptions used in TransPlan.

Page 31 - Add a new study to Appendix A (original Appendix B), the objective of which is to increase utilization of the Northwest Expressway.

*** APPENDIX C. - EXISTING REVENUE SOURCES**

Delete entire appendix (pages 32-33).

APPENDIX D. - LEVEL OF SERVICE

Retitle as Appendix B (page 33).

* APPENDIX C (new)

Page 34 (new) - Add a new appendix which specifies the TransPlan amendment process, which reads as follows:

ANNUAL PLAN ENDORSEMENT

I. INITIATION OF ENDORSEMENT PROCEEDINGS

The TransPlan Annual Review shall initiate the Plan amendment and endorsement process. The Lane Council of Governments' Transportation Planning Committee (TPC) shall prepare the Annual Review before the end of the local fiscal year. The Annual Review will include a review of all relevant transportation issues and their impact on the Plan; progress on attaining the Plan's goals, including, but not limited to, the transit ridership goal; areas of local policy conflict with the Plan; recommendations on any amendments proposed as part of the Annual Review; and a request for endorsement of the Plan as amended.

II. PLAN AMENDMENTS

A. Submitting Plan Amendments

Plan amendments will be processed at the time of the Annual Review. Amendments may be citizen-initiated or be proposed by local governing bodies, Lane Transit District, the Oregon Department of Transportation or their designees.

A citizen-initiated amendment should be filed with the planning or public works staff of the city whose incorporated area would be affected, or with County planning or public works staff for amendments that lie outside incorporated areas. A proposed text change that has no apparent geographical area impact can be filed with any of the three planning or public works departments.

Plan amendments will be accepted at any time but will be processed once annually during the Annual Review, the timing of which shall be determined by the Metropolitan Area Transportation Committee (MATC). The planning or public works staff of the jurisdiction receiving the amendment will make a recommendation to TPC as to which amendments should be processed during the Annual Review and which should be processed during the next regularly scheduled major Plan update.

Amendments initiated by local jurisdictions, Lane Transit District or the Oregon Department of Transportation will be submitted directly to TPC.

B. Screening of Amendments

TPC will review all proposed Plan amendments and recommend to MATC that they be dealt with either during the current Annual Review process or that they be delayed until the next major Plan update.

TPC shall recommend to MATC that a proposed amendment be delayed until the next major Plan update if:

- 1. The proposal involves a change to one or more of the Key Assumptions of the Plan as specified in Section II of TransPlan, or if*
- 2. the proposal is of insufficient importance to divert budgeted planning resources from other scheduled activities, or if*
- 3. The proposal is premature for consideration because of other related Plan studies in progress.*

TPC shall refer all proposed amendments and its recommendations to MATC.

The Metropolitan Area Transportation Committee shall review the recommendations of TPC and determine which of the proposed amendments will be considered as part of the Annual Review and which will be delayed until the next major Plan update.

C. Review of Proposed Amendments

TPC shall prepare background information and supporting materials for each of the amendments referred to it by MATC for consideration. TPC shall also make recommendations on all proposed Plan amendments being considered.

MAPAC may review proposed amendments that MATC has determined should be considered. MAPAC shall forward any recommendations on proposed Plan amendments to TPC within 30 days of MATC's action. TPC will consider MAPAC's recommendations when preparing the Annual Review. Additional opportunities for citizen review will occur during the public hearings phase of the Annual Review (see III.B.).

III. ANNUAL REVIEW AND ENDORSEMENT PROCEDURES

A. Release of Annual Review

The Metropolitan Area Transportation Committee (MATC) shall receive the Annual Review (and amendments) from TPC and authorize its release, as appropriate, to local jurisdictions (Eugene, Springfield and Lane County), Lane Transit District (LTD) and the Oregon Department of Transportation (ODOT). MATC's referral of the Annual Review shall include a recommendation for adoption of Plan amendments and a recommendation that each agency endorse the Plan as amended.

B. Public Hearings

Each local jurisdiction shall conduct public hearings on the subject of Plan endorsement and proposed amendments, either at the planning commission level, the governing body level, or both. Local jurisdictions have the option of establishing procedures for additional citizen participation (such as referral to neighborhood groups) as required by local policy. LTD and ODOT can deal with the Annual Review as each deems appropriate. All three local jurisdictions may, but are not required to conduct joint or simultaneous hearings.

C. *Consensus Endorsement (and Amendment)*

In the event that all three local governing bodies endorse the existing Plan or endorse the Plan as modified by identical amendment, and if no objection is raised by either LTD or ODOT, the MATC and the L-COG Board shall be required to ratify the endorsement (and amendment) without further action by any jurisdiction.

D. *Lack of Consensus (First Stage)*

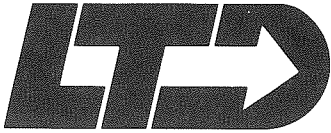
If consensus to endorse the Plan in identical fashion is not reached, or if LTD or ODOT objects to the endorsement, the MATC shall convene within 30 days of the action of the last jurisdiction to consider the endorsement. MATC shall consider the actions taken by local jurisdictions and shall propose recommendations that would eliminate differences between those actions. MATC shall submit its recommendations to local jurisdictions, LTD or ODOT as appropriate. If the MATC process results in substantial modifications to the Plan as endorsed by any local jurisdiction, affected jurisdictions shall conduct new hearings before endorsing the Plan as modified.

E. *Lack of Consensus (Second Stage)*

If consensus to endorse the Plan in an identical fashion is still not reached as described in the first stage, Lack of Consensus step, the Planning and Public Works Directors shall schedule a joint meeting of elected officials from Eugene, Springfield and Lane County for the purpose of discussing the endorsement. LTD and ODOT may participate, if appropriate. If LTD or ODOT is involved, the LTD Board and the Oregon Transportation Commission or their designees shall participate in the joint meetings. If resolution on the differences is reached, the Plan shall be forwarded to MATC and the L-COG Board for ratification.

F. *Lack of Consensus (Third Stage)*

If consensus to endorse the Plan in an identical fashion is not resolved through joint meetings, the matter will be referred to the L-COG Board. The L-COG Board shall endorse the existing Plan plus only those amendments that have been adopted in identical fashion by all three local jurisdictions. This will insure that federal transportation funding remains uninterrupted. A recommendation from MATC for no endorsement could jeopardize continued federal and state transportation funding.



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

April 23, 1986

MEMORANDUM

TO: Board of Directors

FROM: Leon Skiles, Senior Planner

RE: Special Transportation Fund (STF) Advisory Committee

The Lane Council of Governments (L-COG) and LTD staff have received nominations from the appropriate agencies for membership on the Special Transportation Fund Advisory Committee. We have reviewed the nominations and have found them all to be acceptable. Attached is a list of the nominations and the nominating agency. Approval by the LTD Board of Directors of the STF Advisory Committee membership is required by state regulations.

The Lane Council of Governments and LTD staff will be holding an orientation workshop for the committee nominees on April 17, 1986. Following approval of the nominations, staff will be presenting the committee with issues and recommendations for their review and comment. The first issue presented to the committee will be the proposed contract between LTD and L-COG for the transfer of the STF funds and program management responsibility from LTD to L-COG. The proposed contract is scheduled to be presented to the LTD and L-COG boards at their May meetings.

ACTION REQUESTED

That the LTD Board of Directors approve staff's nominations for membership on the Special Transportation Fund Advisory Committee.

Leon Skiles
Senior Planner

LS:sbe

Attachment

SPECIAL TRANSPORTATION FUND
ADVISORY COMMITTEE NOMINATIONS

<u>In District</u>	<u>Nominated By</u>	<u>Category</u>
Donna McKenzie	L-COG Advisory Committee	User
Elizabeth Boyington	Eugene Comm. Rights of Aging	User
Mike Keller	Oregonians for Independent Living	User
Mike Goldhammer	Community Home Health Cooperative	User
Tom Whittuck	Community Services of Lane County	User
Richard Trefren	Adult Services Consumer Council	User
Fred Stoffer	Special Mobility	Provider
Ernie Mackey	Adult Services Consumer Council	Provider
Michael Bainbridge	Adult Services Consumer Council	Provider
Bob Dritz	Community Services of Lane County	Provider
Lynn Walter	Medical Para-transit	Provider
Steve Berger	Taxi	Provider
<u>Out of District</u>	<u>Nominated By</u>	<u>Category</u>
Gyneth Prouty	Volunteers of Oakridge/Westfir	User
Bob Clark	Clayton Schmitt, Florence City Mgr.	User
Mary Jo Morton	Senior Wheels	User
Julie Hayes	Volunteers of Oakridge/Westfir	Provider
P.T. Smith	Clayton Schmitt, Florence City Mgr.	Provider
Herman Williamsen	Senior Wheels, Cottage Grove	Provider
<u>At Large</u>		
Wanda Smith	Vocational Rehabilitation	Provider

RESOLUTION
LANE TRANSIT DISTRICT

WHEREAS, Costs in Administration, Marketing & Planning and Maintenance are anticipated to be greater than originally budgeted, and

WHEREAS, It is necessary to appropriate sums so that expenditures do not exceed appropriations, as required by ORS 249.435(4), therefore

BE IT RESOLVED that budget appropriations for the Fiscal Year 1985-86 are hereby revised as follows:

GENERAL FUND

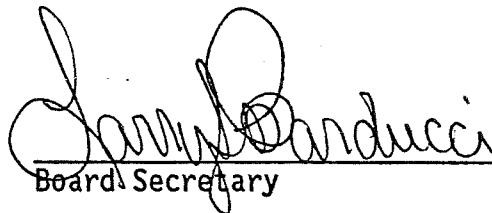
REDUCTIONS IN APPROPRIATIONS

Transportation-Personal Services	\$ 4,000
Maintenance - Materials & Supplies	18,000
Total Reductions	\$22,000

INCREASES IN APPROPRIATIONS

Administration - Materials & Supplies	\$ 2,000
Marketing & Planning - Materials & Supplies	2,000
Maintenance - Personal Services	4,000
Maintenance - Contractual Services	14,000
Total Increases	\$22,000

April 23, 1986
Date Adopted


Board Secretary

AUTHORIZATION OF PARTICIPANTS

RESOLUTION

"BE IT RESOLVED by the Governing Board, OR by the Chief Administrative Officer of those organizations which do not have a governing board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) is (are) listed below shall be and is (are) hereby authorized as our representative(s) to acquire federal surplus property from the Oregon State Agency for Surplus Property under the Terms and Conditions listed on the reverse side of this form."

Table with 3 columns: NAME (Print or type), TITLE, SIGNATURE. Row 1: George R. Ackley, Purchasing Agent, [Signature].

PASSED AND ADOPTED this 23 day of April, 1986, by the Governing Board of Lane Transit District

I, Jo E. Sullivan, Clerk of the Governing Board of Lane Transit District do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the Board at an adjourned meeting thereof held at its regular place of meeting at the date and by the vote above stated, which resolution is on file in the office of the Board.

Lane Transit District
Name of organization
Post Office Box 2710
Mailing address
Eugene Lane 97402
City County ZIP Code

[Signed] Jo E. Sullivan
(Legally Authorized Official) Executive Secretary

OR

AUTHORIZED this day of 19, by:

Name of chief administrative officer Title
Name of organization
Mailing address
City County ZIP Code [Signed] (Legally Authorized Official)

CERTIFICATIONS AND AGREEMENTS

(a) THE DONEE CERTIFIES THAT:

(1) It is a public agency; or a nonprofit educational or public health institution or organization, exempt from taxation under section 501 of the Internal Revenue Code of 1954; within the meaning of section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, and including research for such purpose. The property is not being acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the State agency.

(3) Funds are available to pay all costs and charges incident to donation, and these charges will be paid promptly.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975.

(b) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

(1) All items of property shall be placed in use for the purposes for which acquired within one year of receipt and shall be continued in use for such purposes for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State agency, and at the donee's expense, return such property to the State agency, or otherwise make the property available for transfer or other disposal by the State agency, provided the property is still usable as determined by the State agency.

(2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.

(3) In the event the property is not so used or handled as required by (b) (1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$3,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET IN LENGTH AND AIRCRAFT:

(1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use.

(3) In the event the property is not so used as required by (c) (1) and (2) and Federal restrictions (b) (1) and (2) have expired then the right to the possession of such property shall at the option of the State agency revert to the State of Oregon and the donee shall release such property to such person as the State agency shall direct.

(d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS AND RESTRICTIONS:

(1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (b) and (c) above remain in effect the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State, without the prior approval of GSA under (b) or the State agency under (c). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State agency, shall be remitted promptly by the donee to GSA or the State agency, as the case may be.

(2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b) and (c) remain in effect, without prior approval of GSA or the State agency, the donee, at the option of GSA or the State agency shall pay to GSA or the State agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State agency.

(3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b) and (c) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State agency, and shall, as directed by the State agency, return the property to the State agency, release the property to another donee or another State agency, a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State agency.

(4) The donee shall make reports to the State agency on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the State agency.

(5) At the option of the State agency, the donee may abrogate the conditions set forth in (c) and the terms, reservations and restrictions pertinent thereto in (d) by payment of an amount as determined by the State agency.

(e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:

(1) The property acquired by the donee is on an "as is", "where is" basis, without warranty of any kind.

(2) The State agency requires the donee to carry insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations or restrictions occurs, the State agency will be entitled to reimbursement from the donee out of the insurance proceeds, of an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.

(f) TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$3,000 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

(1) The donation shall be subject to the terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document executed by the authorized donee representative.

THE DONEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS IMPOSED BY THE STATE AGENCY APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF UNDER \$3,000:

(1) Title to items with an acquisition cost of less than \$3,000 shall pass to the donee when the terms and conditions imposed by (b) (1) and (2) have been met.

(2) All clothing, upholstered furniture, and bedding materials acquired from the SURPLUS PROPERTY DIVISION will be sterilized as required by State Law before being used.

(3) In addition to any other remedies available to the Department or to the State agency, said agency shall have the right and authority to withhold further transfers of Government Surplus Property to our institution if we fail at anytime.

(a) abide by the above terms and conditions and (b) promptly pay just service and handling charge fees assessed by the state agency.

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED, AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975.

Lane Transit District

(Name of donee)

, (hereinafter called the "donee")

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership of possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Dated April 23, 1986

Lane Transit District

Donee

BY *Janet K. Calvert*
(President/Chairman of the Board
or comparable authorized official)

Lane Transit District

P.O. Box 2710

Eugene, Oregon 97402

Donee Mailing Address

RECEIVED

JUN 26 1986

DEPT. OF GENERAL SERVICES
WAREHOUSE

Dept. of General Services
Federal Surplus Property
1655 Salem Industrial Dr. N.E.
Salem, OR 97310
378-4714

**APPLICATION FOR ELIGIBILITY
FEDERAL PROPERTY UTILIZATION PROGRAM
UNDER P.L. 94-519**

Renewal
Executive No. 905-219

Legal Name of Applicant: Lane Transit District

Mailing Address: P.O. Box 2710, Eugene, Oregon Zip Code 97402

Location: 1944 West 8th Avenue, Eugene County Lane

1. Application is made: a. as a Public Agency Phone: 687-5581
b. _____ as a Nonprofit Educational or Public Health Institution (attach copy of Tax-exempt determination under Section 501 of the Internal Revenue Code of 1954)

2. Applicant is a: (See definitions)

- | | | |
|---|--|---|
| a. _____ State Agency | g. _____ School for the Physically Handicapped | l. _____ Child Care Center |
| b. _____ Local Government | h. _____ Educational Radio Station | m. _____ Hospital |
| c. _____ School | i. _____ Educational TV Station | n. _____ Health Center |
| d. _____ College | j. _____ Library | o. _____ Clinic |
| e. _____ University | k. _____ Museum | p. <input checked="" type="checkbox"/> Other (Specify): |
| f. _____ School for the Mentally Retarded | | <u>transit district</u> |

3. Source of funds: a. Taxes or Public Funds b. Grants and/or Contributions
c. Other (Describe) passenger fares

4. Applicant is: a. _____ Accredited b. _____ Approved c. _____ Licensed (N/A)
(Attach documentary evidence substantiating Approval or Licensing)

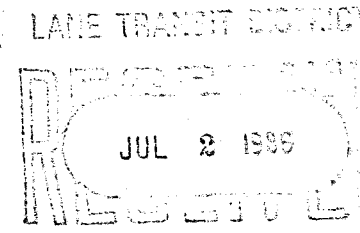
5. When not obvious from institution's name, attach a narrative to provide:
- a. If a **Public Agency**, details of public program functions, activities, and/or facilities.
 - b. If **Nonprofit Educational**, details to include grades taught, enrollment, length of school day, weeks, and year; number and qualifications of full-time and part-time staff, and facilities operated or programs conducted.
 - c. If **Nonprofit Public Health**, details of services offered, number of beds where applicable, number of resident physicians, number of registered nurses, other professional staff, and facilities operated, or programs conducted.

Date April 23, 1986

Signed *J. E. Sullivan*
Title Executive Secretary
(Legally Authorized Official)

Attachments: (As required)

- 1. _____ Assurance of Compliance with Nondiscrimination
- 2. _____ Authorization of participants
- 3. _____ Narrative program description (if required)
- 4. _____ IRS determination (if nonprofit under Section 501 of IRS Code)
- 5. _____ Evidence of approval, accreditation or licensing (if required)



FOR STATE AGENCY USE

1. Applicant is approved as a: Public Agency
_____ Nonprofit Educational Institution
_____ Nonprofit Public Health Institution

2. Applicant is not approved _____ Comment: _____

Date 6-26-86

Kenneth R. Jones
State Agency Approving Officer
Kenneth R. Jones Manager

DEFINITIONS

Public Agency: means any State; political subdivision thereof, including any unit of local government or economic development district; or any department, agency, instrumentality thereof, including instrumentalities created by compact or other agreement between states or political subdivisions, multijurisdictional substate districts established by or pursuant to state law, or any Indian tribe, band, group, pueblo, or community located on a state reservation.

Nonprofit Institution: means an educational or public health institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.

Local Government: means a government, or administration of a locality, within a state or a possession of the United States.

School: (except for schools for the mentally retarded and schools for the physically handicapped) means a public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction, which operates primarily for educational purposes on a full-time basis for a minimum school year and employs a full-time staff of qualified instructors.

College: means an approved or accredited public or nonprofit institution of higher learning offering organized study courses and credits leading to the baccalaureate or higher degrees.

University: means a public or nonprofit approved or accredited institution for instruction and study in the higher branches of learning and empowered to confer degrees in special departments or colleges.

School for the mentally retarded: means a facility or institution operated primarily to provide specialized instruction to students of limited mental capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction of the mentally retarded, have a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the state or local governmental body.

School for the physically handicapped: means a school organized primarily to provide specialized instruction to students whose physical handicaps necessitate individual or group instruction. The school must be public or nonprofit and operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction for the physically handicapped, with a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the state or local governmental body.

Educational Radio: means a radio station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under Section 501 of the Internal Revenue Code of 1954.

Educational Television: means a television station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes and which is public or nonprofit and tax-exempt under Section 501 of the Internal Revenue Code of 1954.

Library: means a public or nonprofit facility providing library services free to all residents of a community, district, state or region.

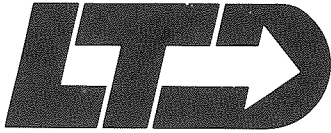
Museum: means a public or nonprofit facility which is attended by the public free or at a nominal charge and which provides museum services including the preservation and exhibition of artistic, cultural, historical, or scientific objects.

Child Care Center: means a public or nonprofit facility where day care services such as educational, social, health, and nutritional services are provided to children through age 14 and which is approved or licensed by the state or other appropriate authority.

Hospital: means an approved or accredited public or nonprofit institution providing public health services primarily for inpatient medical or surgical care of the sick and injured and includes related facilities such as laboratories, outpatient departments, training facilities, and staff offices.

Health Center: means an approved public or nonprofit facility utilized by a health unit for the provision of public health services, including related facilities such as diagnostic and laboratory facilities and clinics.

Clinic: means an approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services and includes customary related services such as laboratories and treatment rooms.



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

April 23, 1986

MEMO

TO: Board of Directors
FROM: Planning Administrator
RE: Downtown Station Study

The District and the City of Eugene have begun work on a jointly-funded study to determine the optimal location for a permanent downtown transit station. Don Miles, a Seattle-based public space consultant, has been retained to assist in the site-selection process.

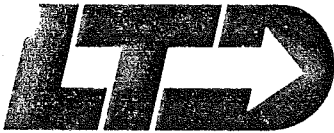
Based on selection criteria developed by both the City of Eugene and LTD, numerous potential transit station locations have been narrowed to four sites. The four final sites under consideration are the current station, an off-street station on the 10th and Olive parking lots, an on-street station around the 8th and Oak area, and an off-street station located on the parking lot just west of the Public Service Building (between Oak, 8th, Park, and 7th). These four sites will be subjected to more intensive evaluation over the next six weeks. The optimal site for the development of a transit station should be determined by late May.

The proposed transit station site will be presented to the Board for review in June. If the City and LTD are comfortable with the proposed site, it will be incorporated into the Urban Renewal Plan update process. Eventual development of the site would require review by the Downtown Commission, the Eugene Planning Commission, and approval by the Eugene City Council.

Staff will be available at the Board meeting to answer questions about this study.

Stefano Viggiano
Planning Administrator

SV:ms:ecm



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

March 31, 1986

The Honorable Brian Obie
Mayor, City of Eugene
City Hall
777 Pearl Street
Eugene, Oregon 97401

Dear Mayor Obie:

The Lane Transit District Board of Directors supports the expansion and improvement of the Mahlon Sweet Airport and its facilities. Although Lane Transit District does not presently serve the airport, it is anticipated that in future years, when the number of flights in and out of the airport and the number of employees working in the area increase, there will be a need for expansion of bus services to the area. Tourism and convention business play an important role in this area's economy, and a convenient, usable airport, combined with an equally convenient bus system, increases the opportunities to attract visitors for these purposes. Additionally, a viable airport is, indeed, a vital tool for economic diversification, which is an important factor for the future of this area.

Based upon substantial public testimony, reports, and presentations, it is our belief that the proposed airport improvements will aid in the economic development of Lane County. Therefore, we, as a Board, wish to lend our support to the application for grant funds to complete improvements at the Mahlon Sweet Airport.

Sincerely,

Janet Calvert
President, Board of Directors

js

SPECIAL SERVICES REPORT
April 1986

<u>Date of Service</u>	<u>Sponsor</u>	<u>Denied/Granted</u>
4/10/86	Marketing Division--Wheelchair lift training for Crippled Children's Division students	Granted
4/10/86	Marketing Division--Travel to North Eugene High School to film commercial	Granted
4/10/86	Marketing Division--Bus to appear in television commercial	Granted
8/ /86	Eugene Family YMCA--Triathlon	Denied

specserv.jhs

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1986 (75% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		%	YEARLY	BALANCE
	1986	1985	1986	1985			
REVENUES							
Operating Revenues:							
Passenger Fares	126,318	118,671	1,058,313	960,799	76.70%	1,379,800	(321,487)
Charters	393	607	17,153	44,624	47.65%	36,000	(18,847)
Advertising	3,646	2,803	31,626	26,294	74.24%	42,600	(10,974)
Miscellaneous	3,496	174	5,434	2,152	181.13%	3,000	2,434
TOTAL OPERATING REVENUES	133,853	122,255	1,112,526	1,033,869	76.13%	1,461,400	(348,874)
Non-Operating Revenues:							
Interest	13,641	13,427	127,485	145,782	79.68%	160,000	(32,515)
Payroll Taxes	0	0	3,625,686	3,466,347	76.49%	4,740,000	(1,114,314)
Federal Operating Assistance	0	0	0	0	0.00%	714,800	(714,800)
State In-Lieu-Of Payroll Taxes	125,811	0	304,280	194,201	68.53%	444,000	(139,720)
Other Operating Assistance	854	0	854	2,181	17.08%	5,000	(4,146)
Loan Proceeds	0	50,000	61,642	50,000	N/A	0	61,642
TOTAL NON-OPERATING REVENUES	140,306	63,427	4,119,947	3,858,511	67.94%	6,063,800	(1,943,853)
TOTAL REVENUES	274,159	185,682	5,232,473	4,892,380	69.53%	7,525,200	(2,292,727)
EXPENDITURES							
Administration:							
Personal Services	37,948	31,832	351,254	302,248	74.25%	473,100	121,846
Materials and Supplies	6,989	8,307	79,336	77,453	66.45%	119,400	40,064
Contractual Services	3,813	1,818	50,341	32,136	35.30%	142,600	92,259
Total Administration	48,750	41,957	480,931	411,837	65.42%	735,100	254,169
Marketing and Planning:							
Personal Services	40,081	33,860	328,246	308,383	73.93%	444,000	115,754
Materials and Supplies	5,327	12,714	114,309	122,118	81.92%	139,700	25,391
Contractual Services	8,847	15,313	174,973	210,187	74.46%	235,000	60,027
Total Marketing and Planning	54,255	61,887	617,528	640,688	75.43%	818,700	201,172
Transportation:							
Personal Services	292,796	294,572	2,652,014	2,581,793	71.31%	3,719,000	1,066,986
Materials and Supplies	2,347	893	13,919	9,214	83.85%	16,600	2,681
Contractual Services	385	404	3,271	3,309	54.52%	6,000	2,729
Total Transportation	295,528	295,869	2,669,204	2,594,316	71.34%	3,741,600	1,072,396
Maintenance:							
Personal Services	76,372	73,401	730,940	688,559	74.83%	976,800	245,860
Materials and Supplies	59,582	99,125	649,705	678,584	66.96%	970,300	320,595
Contractual Services	3,891	9,328	88,275	69,902	58.11%	151,900	63,625
Total Maintenance	139,845	181,854	1,468,920	1,437,045	69.98%	2,099,000	630,080
Contingency	0	0	0	0	0.00%	23,000	23,000
Transfer to Capital Projects	49,800	0	49,800	190,600	100.00%	49,800	0
Transfer to Risk Management	58,000	0	58,000	0	N/A	58,000	0
TOTAL EXPENDITURES	646,178	581,567	5,344,383	5,274,486	71.02%	7,525,200	2,180,817
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(372,019)	(395,885)	(111,910)	(382,106)	N/A	0	(111,910)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPEN
 CAPITAL PROJECTS FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1986 (75% OF YE

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	1,953,502	106.33%	1,837,248	116,254
Revenues:				
UMTA Section 3	0	0.00%	687,005	(687,005)
UMTA Section 5	31,851	N/A	0	31,851
UMTA Section 9	139,147	12.28%	1,132,837	(993,690)
UMTA Section 18	277	0.31%	88,440	(88,163)
Federal Highway Admin	16,138	8.05%	200,548	(184,410)
State Assistance	0	N/A	0	0
Sale of Tax Benefits	88,186	88.19%	100,000	(11,814)
Transfer from Gen'l Fund	49,800	100.00%	49,800	0
Total Revenues	325,399	14.41%	2,258,630	(1,933,231)
TOTAL RESOURCES	2,278,901	55.64%	4,095,878	(1,816,977)
EXPENDITURES				
Locally Funded:				
Office Equipment	850	N/A	0	(850)
Bus Stop Improvements	225	N/A	0	(225)
Land & Buildings	0	N/A	0	0
Total Locally Funded	1,075	N/A	0	(1,075)
UMTA Funded:				
Personal Services	0		23,700	23,700
Computer Software	5,632	76.11%	7,400	1,768
Office Equipment	26,891	73.74%	36,466	9,575
Maintenance Equipment	37,150	239.43%	15,516	(21,634)
Bus Stop Improvements	69,212	39.65%	174,572	105,360
Land & Buildings	22,990	1.14%	2,017,788	1,994,798
Buses	36,642	44.15%	83,000	46,358
Bus Related Equipment	12,373	19.83%	62,406	50,033
Service Vehicles	0	0.00%	15,000	15,000
Miscellaneous	3,203	47.42%	6,754	3,551
Total UMTA Funded	214,093	8.76%	2,442,602	2,228,509
FHWA Funded:				
Bus Stop Improvements	18,307	8.05%	227,508	209,201
Total FHWA Funded	18,307	8.05%	227,508	209,201
TOTAL EXPENDITURES	233,475	8.74%	2,670,110	2,436,635
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	2,045,426	143.46%	1,425,768	619,658

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPEN
 RISK MANAGEMENT FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1986 (75% OF YE

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	308,167	0.86	358,900	(50,733)
Revenues:				
Transfer from Gen'l Fund	58,000	N/A	58,000	0
Interest	10,200	0.34	30,000	(19,800)
Insurance Refund	19,464	N/A	0	19,464
Total Revenues	87,664	1.00	88,000	(336)
TOTAL RESOURCES	395,831	0.89	446,900	(51,069)
EXPENDITURES				
Administration	14,160	0.86	16,400	2,240
Worker's Compensation	213,289	1.32	161,000	(52,289)
Liability Program	190,711	0.72	264,600	73,889
Miscellaneous Insurance	2,860	0.58	4,900	2,040
TOTAL EXPENDITURES	421,020	0.94	446,900	25,830
ENDING FUND BALANCE	(25,189)	N/A	0	(25,189)

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDI
 GENERAL FUND
 FOR THE NINE MONTHS ENDING MARCH 31, 1986

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE AMOUNT	(UNFAVORABLE %)
REVENUES				
Operating Revenues:				
Passenger Fares	1,058,313	1,019,600	38,713	3.80%
Charters	17,153	26,000	(8,847)	-34.03%
Advertising	31,626	31,650	(24)	-0.08%
Miscellaneous	5,434	2,250	3,184	141.51%
TOTAL OPERATING REVENUES	1,112,526	1,079,500	33,026	3.06%
Non-Operating Revenues:				
Interest	127,485	120,000	7,485	6.24%
Payroll Taxes	3,625,686	3,590,400	35,286	0.98%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	304,280	320,800	(16,520)	N/A
Other Operating Assistance	854	3,750	(2,896)	N/A
Loan Proceeds	61,642	0	61,642	N/A
TOTAL NON-OPERATING REVENUES	4,119,947	4,034,950	84,997	2.11%
TOTAL REVENUES	5,232,473	5,114,450	118,023	2.31%
EXPENDITURES				
Administration:				
Personal Services	351,254	354,825	3,571	1.01%
Materials and Supplies	79,336	96,157	16,821	17.49%
Contractual Services	50,341	84,879	34,538	40.69%
Total Administration	480,931	535,861	54,930	10.25%
Marketing and Planning:				
Personal Services	328,246	333,000	4,754	1.43%
Materials and Supplies	114,309	122,238	7,929	6.49%
Contractual Services	174,973	183,250	8,277	4.52%
Total Marketing and Planning	617,528	638,488	20,960	3.28%
Transportation:				
Personal Services	2,652,014	2,784,250	132,236	4.75%
Materials and Supplies	13,919	13,944	25	0.18%
Contractual Services	3,271	4,500	1,229	27.31%
Total Transportation	2,669,204	2,802,694	133,490	4.76%
Maintenance:				
Personal Services	730,940	732,600	1,660	0.23%
Materials and Supplies	649,705	728,002	78,297	10.76%
Contractual Services	88,275	127,027	38,752	30.51%
Total Maintenance	1,468,920	1,587,629	118,709	7.48%
Contingency	0	0	0	N/A
Transfer to Capital Projects	49,800	49,800	0	N/A
Transfer to Risk Management	58,000	58,000	0	N/A
TOTAL EXPENDITURES	5,344,383	5,672,472	328,089	5.78%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES				
	(111,910)	(558,022)	(210,066)	37.64%

QUARTERLY RIDERSHIP SUMMARY
 THIRD QUARTER FY '85-'86

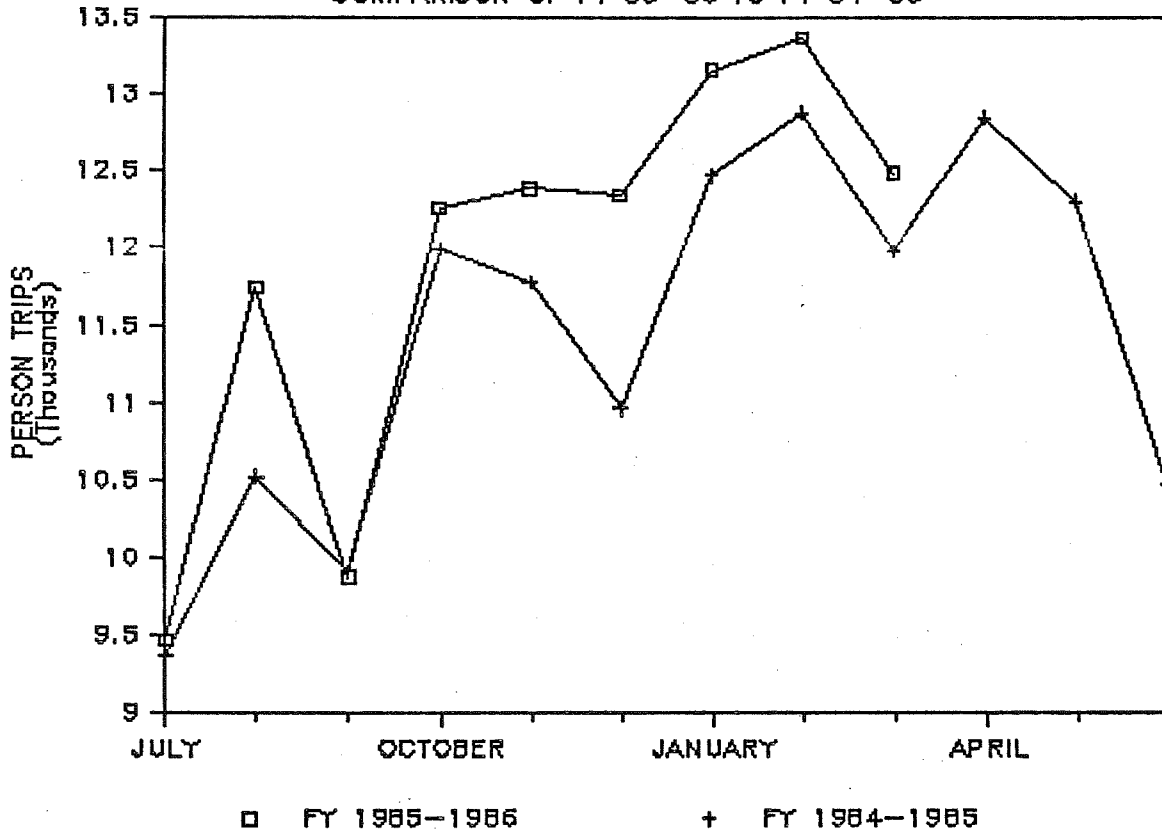
STATISTIC	JANUARY			FEBRUARY			MARCH		
	FY 85-86	FY 84-85	%CHANGE	FY 85-86	FY 84-85	%CHANGE	FY 85-86	FY 84-85	%CHANGE
FAREBOX REVENUE	\$134,218	\$123,823	8.4%	\$126,644	\$116,516	8.7%	\$126,318	\$118,671	6.4%
PERSON TRIPS	326,847	309,950	5.5%	306,760	295,982	3.6%	308,589	300,505	2.7%
WEEKLY SCHEDULE HOURS	3999	4021	-0.5%	4006	4028	-0.5%	4006	4043	-0.9%
PRODUCTIVITY	18.5	17.7	4.6%	19.1	18.4	4.0%	18.2	17.4	4.5%

THIRD QUARTER YEAR-TO-DATE SUMMARY

STATISTIC	TDP GOAL	FY 85-86	FY 84-85	%CHANGE
FAREBOX REVENUE	\$1,018,446	\$1,058,313	\$960,799	10.1%
PERSON TRIPS	2,596,621	2,649,658	2,520,991	5.1%
PRODUCTIVITY	17.1	17.5	17.0	2.8%
EFFICIENCY	\$1.41	\$1.33	\$1.34	1.3%
USER FUNDING	17.6%	18.8%	18.5%	1.4%

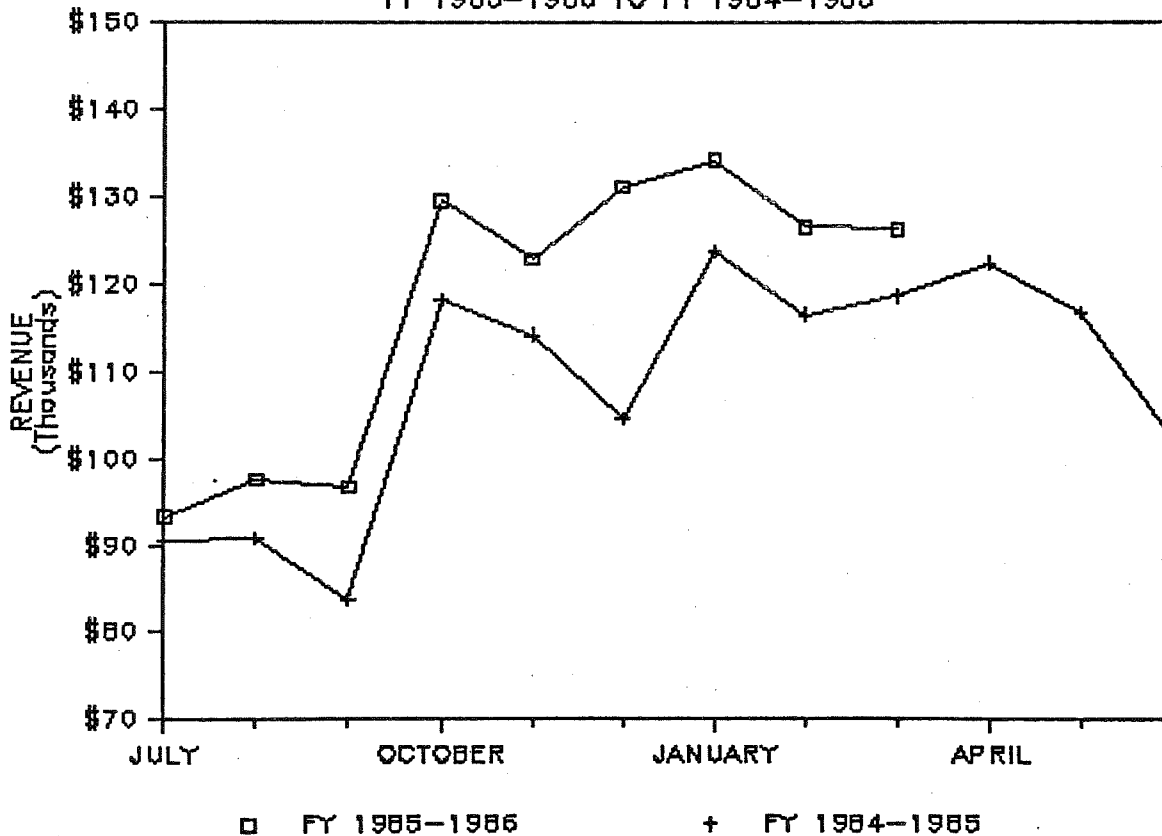
AVERAGE WEEKDAY PERSON TRIPS

COMPARISON OF FY 85-86 TO FY 84-85



FAREBOX REVENUE COMPARISON

FY 1985-1986 TO FY 1984-1985



LANE TRANSIT DISTRICT
 INVESTMENT SUMMARY
 MARCH 31, 1986

INSTRUMENT	FINANCIAL INSTITUTION	ISSUE DATE	MATURITY DATE	INTEREST RATE	PRINCIPAL	MARKET VALUE
T-BILL	FIRST INTERSTATE BANK	10-31-85	05-01-86	7.63%	997,064	1,032,694 (INCL \$31,474 ACC'D INT)
CD	WILLAMETTE SAVINGS	11-01-85	05-01-86	8.30%	100,000	100,000
CD	FREEDOM FEDERAL S & L	11-07-85	05-06-86	9.38%	100,000	100,000
LGIP	N/A	N/A	N/A	7.86%	502,263	502,263

OPERATIONS SUMMARY
JANUARY/FEBRUARY/MARCH 1986

	January			February		
	85-86	84-85	% CHANGE	85-86	84-85	% CHANGE
On-Time Performance	99.70%	99.38%	+0.32%	99.68%	100.00%	-0.32%
Safe Miles Between Accidents/Incidents	42,384	79,099	-46.42%	33,440	33,768	-0.97%
Miles Between Breakdowns	5,780	3,490	+39.62%	8,670	4,147	+52.17%
Total Miles	254,305	237,297	+6.69%	234,079	236,376	-0.97%
Complaints	27	11	--	23	13	--
Compliments	14	11	--	5	6	--

	March			FISCAL YEAR-TO-DATE TOTALS/AVERAGES			
	85-86	84-85	% CHANGE	GOAL	85-86	84-85	% CHANGE
On-Time Performance	99.31%	97.74%	+1.58%	99.00%	99.23%	99.06%	+0.17%
Safe Miles Between Accidents/Incidents	41,074	23,999	+41.57%	38,000	26,302	32,483	-19.03%
Miles Between Breakdowns	9,858	5,333	+45.90	10,000	7,502	4,462	+40.52%
Total Miles	246,448	239,992	+2.62%	n/a	2,183,041	2,143,850	+1.80%
Complaints	18	18	--	--	198	169	--
Compliments	16	9	--	--	74	85	--

