

**LTD BOARD OF DIRECTORS
DOWNTOWN STATION COMMITTEE MEETING**

Wednesday, January 28, 1987

LTD Conference Room
1938 W. 8th, Eugene

7:30 a.m.

Attendees:

Board Committee Members: Peter Brandt, Keith Parks, Dean Runyan

Staff: Phyllis Loobey, Tim Dallas, Mark Pangborn, Stefano Viggiano,
Jo Sullivan

A G E N D A

I. MEETING GOALS

- A. Discussion of Background Material and Work to Date
- B. Identify Committee Questions and Concerns
- C. Identify Additional Information Needs
- D. Discuss Decision Process
 - 1. How/When
 - 2. Involvement of Community Representatives in Process

II. DECISION TIME LINE

III. DECISION INFORMATION

- A. Background Paper
- B. LTD Operational Needs
- C. Don Miles Study
- D. Employment Projections for Downtown
- E. Development Scenarios Downtown
- F. Downtown Riders Survey
- G. Survey of Other Downtown Stations

IV. SITE LOCATION CRITERIA

V. SITE OPTIONS

VI. FINAL RECOMMENDATIONS

- A. First and Second Choices for Sites
- B. Funding
- C. Implementation

VII. SCHEDULE NEXT MEETING

- A. Date
- B. Agenda

VIII. ADJOURN 9:30 a.m.

DECISION TIME LINE
EUGENE URBAN RENEWAL PLAN UPDATE

- January, 1987 LTD Downtown Station Board Committee Meeting
- February 18, 1987 LTD Board Meeting: Final decision on downtown station
- February 26, 1987 Community Forum on Urban Renewal Update: Approximately 300 community members have been invited to a forum at the Eugene Conference Center. This meeting will be similar in format to the community goals session that was conducted by the City staff a few years ago. The topic of discussion will be the proposed changes to the Urban Renewal Update, which include expansion of the urban renewal district boundaries, development of the urban renewal-owned sites downtown, construction of more parking garages, the opening of Willamette Street, and the reconfiguration or relocation of the bus station. It is hoped that recommendations that will guide the Downtown and Planning Commissions and the City Council in their deliberations on the Update will emerge from this meeting.
- March, 1987 Downtown and Planning Commissions Meet: The Downtown and Planning Commissions will meet separately and jointly during the month of March to discuss the proposed changes and the community input from the forum, and to formulate a set of recommendations to be forwarded to the City Council.
- April/May, 1987 The City Council will conduct meetings and hold at least one public hearing to discuss the proposed changes. It is anticipated that the Council will adopt a final Urban Renewal Update by the end of May.

c:downtown-.mjp

III. DECISION INFORMATION

The Board of Directors has been presented with a large quantity of information relating to the optimum location and design for a permanent downtown station. This section of the packet is intended to provide a brief summary review of the material that has been presented, and to introduce two new surveys that staff have completed within the last two months. More detailed information is attached.

<u>Item</u>	<u>Major Findings/Observations</u>
BACKGROUND PAPER	<ol style="list-style-type: none">1. Attached is a copy of the background paper on the downtown bus station that was developed for the Community Forum. It indicates that, although the current station is an improvement over the previous station, its selection was a compromise because the best locations were not available to the District.
LTD OPERATIONS	<ol style="list-style-type: none">1. The station must function as both a transfer point and as a major downtown destination point.2. The station accommodates approximately 8,000 trips per weekday. This includes over 4,000 trips for people who start and end their trips downtown, and nearly 4,000 trips for people who transfer at the station every day.3. There have been several accidents between buses and cars at the intersection of 10th and Olive.4. The current station is perceived as unsafe by a significant percentage of riders and potential riders.5. Ridership increased significantly after improvements were made at the current site.
MILES REPORT	<ol style="list-style-type: none">1. The current station is inadequate as a permanent facility because of its size and configuration.2. As a low-cost option, the study recommends consolidating the station by moving the two bus parking section east of Willamette nearer the 10th and Olive intersection.3. As a moderate-cost alternative, the study recommends an off-street station on the Butterfly Lot or an off-street station at 10th and Olive.

EMPLOYMENT
PROJECTIONS

1. Employment is expected to grow most significantly in the areas on the northeast side of downtown and in the Riverfront Park area, close to the Butterfly Lot.
2. These same areas appear to have, and will continue to have, the highest concentrations of workers.

DEVELOP SCENARIOS

1. The Urban Renewal lots at 8th and Willamette, 10th and Olive, 11th and Willamette, and near Broadway and Charnelton are programmed to be developed.
2. Additional parking structures will likely be constructed. Although no sites have been firmly identified, the 10th and Olive site has been identified as a possibility.
3. It appears possible that Willamette Street between 8th and 10th will be opened to vehicle traffic in the next two years.

RIDER SURVEY
(More detailed
information on
this survey is
attached.)

1. The area around the current station is the most popular trip destination for riders.
2. The area near Pearl and 8th is the most common work destination for riders.
3. It appears that the District carries a much higher percentage of trips near the station than farther away. This implies that proximity to the station is an important factor in a person's propensity to use the bus.

OTHER SYSTEMS
(More detailed
information on
this survey is
attached.)

1. Of the 16 bus systems contacted, eight have recently constructed new downtown stations.
2. All the new stations are off-street.
3. Of the eight systems that have not recently constructed new downtown stations, two are in the design phase for an off street station, and four others are in other various preliminary stages of site selection. Only two systems do not have a downtown station and have no plans to construct one.

DOWNTOWN BUS RIDER SURVEY

Survey Purpose and Methodology

An on-board survey of bus patrons traveling toward the Eugene Mall was conducted on selected routes during the mornings of November 10-14, 1986. The information contained in this survey is to be used, in conjunction with other information, in the decision on the selection of the best site for a permanent downtown station.

The major intent of the survey was to determine, in some detail, the final destinations of bus riders within the downtown area. Patrons surveyed were also asked questions relating to trip purpose, downtown employer, occupation, opinions about the current transit station, and various demographic characteristics. A copy of the questionnaire and the frequencies of responses to each of the questions is attached.

The surveys were distributed and collected by a surveyor riding on the bus. All patrons were asked to complete a survey. It is estimated that about 60 percent of the riders on the trips surveyed turned in a completed questionnaire. A total 1584 surveys were completed, of which 515 were completed by respondents who indicated a final destination in downtown Eugene.

Major Findings

1. There are two primary nodes for trip destinations within the downtown area. The most common destination for all trips is in the heart of the retail mall around Broadway and Willamette. The largest work node is the Oak/Pearl/8th Street area housing the public employees. A table of destinations for work trips and total trips by block is attached.
2. Lane County and the City of Eugene are the two largest single employers of bus patrons downtown, each employing about 9 percent of all bus riders who work downtown. Small retail establishments, restaurants, and professional offices are also among the top employers of bus patrons.
3. Bus riders who work downtown are employed primarily in the clerical (27 percent), retail/service (23 percent), and technical/professional (20 percent) occupations. Approximately 12 percent of bus riders who work downtown are employed as managers or business owners.
4. Nearly 36 percent of bus riders responding to the survey cited safety as a problem with the current station. Another 20 percent of respondents believe the station should have more sheltered waiting area.

5. About 63 percent of survey respondents walk less than three blocks from their downtown bus stop to their final destination, while 37 percent currently walk three blocks or more.

Discussion/Analysis

It appears that the current location of the station has a very strong influence on trip destinations. Destinations located near the station are more likely to be served by bus than those located farther from the station. This is no surprise, and, in fact, is a major justification behind the staff's recommendation to move the station to a more central location.

The area surrounding and immediately north of the current station is the most popular destination among survey respondents. However, it is not the single most common destination for work trips. Despite the bias toward trips near the current station location, the 8th and Pearl area shows up as a major destination for work trips in the survey. In addition, the City of Eugene and Lane County are the two employers most frequently cited by downtown bus riders.

This survey tends to support the hypothesis that trips which have a final destination that is near the station are more likely to be made by bus than those which would require walking greater distances. When correlated to data showing employment locations within downtown, the data in this survey indicates that the proportion of employees using the bus is much higher in areas near the station.

If this hypothesis is correct, then the most relevant information for the District to use in selecting the optimum site for a transit station is the location of future employment and other trip generators within downtown. The station would be most effective if located in proximity to the greatest number of those trip generators.



Date _____ Time _____ : _____ Route# _____
 Refused _____ Surveyor _____
 11/86

Dear Bus Rider:

Lane Transit District would like to find out some things about you and your use of the bus. Your answers will help us evaluate current bus service and plan for future improvements.

Please return the questionnaire to the surveyor when you are finished. Thank you for your help!

1 What is the primary purpose of this trip? (mark only one)
 Work Shopping Personal Business
 School Doctor/Dentist Social/Recreation
 Other (specify) _____

2 Where did you board this bus? (bus stop location)
 Street _____ Cross Street _____

3 Are you employed within downtown Eugene?
 No—> Go To Question #4.
 Yes—>A. Who is your employer? _____
 B. What is your occupation? (mark only one)
 Managerial/Business Owner
 Technical/Professional
 Service/Retail Sales/Restaurant Worker
 Clerical/Office Worker/Teller
 Craft/Repair/Laborer/Operator
 Other (specify) _____

4 Which of the following improvements would you like to see made in the Eugene Downtown Transit Station at 10th and Willamette? (mark all that apply)
 The station should be closer to my final destination.
 The distance required to walk between buses for transfers should be reduced.
 The area around 10th and Willamette should be made safer.
 Additional passenger waiting areas should be provided at the station.
 Other (specify) _____

5 What is your age? _____ years

6 What is your sex? Female Male

7 What is your approximate annual household income?
 Less than \$5,000 \$20,000-\$24,999
 \$5,000-\$9,999 \$25,000-\$29,999
 \$10,000-\$14,999 \$30,000-\$35,000
 \$15,000-\$19,999 Over \$35,000

8

Is your final destination for this bus trip near downtown Eugene?
 No—> If you are transferring to another bus please indicate the name and number of the route you are transferring to.
 Transferring to # _____

2 Yes—> On the map provided below please:

- 1) circle the bus stop that you will use to get off this bus and;
- 2) put an "X" at your final destination within downtown Eugene. (If you have several destinations, please indicate only the location that is most important to this trip.)



TRIP PURPOSE

	Count	Percent	Valid Percent
Work	557	35.2%	36.5%
School	419	26.4%	27.5%
Other	7	0.4%	0.5%
Shopping	79	5.0%	5.2%
Doctor/Dentist	54	3.4%	3.5%
Personal Business	237	15.0%	15.5%
Social/Recreation	59	3.7%	3.9%
Missing	172	10.9%	
Total	1584	100.0%	100.0%

ARE YOU EMPLOYED WITHIN DOWNTOWN

	Count	Percent	Valid Percent
No	1087	68.6%	78.5%
Yes	266	16.8%	19.2%
Missing	231	14.6%	
Total	1584	100.0%	100.0%

DOWNTOWN EMPLOYERS

	Count	Percent	Valid Percent
City of Eugene	19	1.2%	8.8%
Lane County	19	1.2%	8.8%
Federal	7	0.4%	3.3%
State of Oregon	11	0.7%	5.1%
Library	0	0.0%	0.0%
BLM	4	0.2%	1.9%
LTD	3	0.2%	1.4%
LCC	4	0.2%	1.9%
Sears	2	0.1%	0.9%
Bon	2	0.1%	0.9%
Woolworths	2	0.1%	0.9%
5th St Market	1	0.1%	0.5%
1st Interstate Bank	2	0.1%	0.9%
US National	0	0.0%	0.0%
Other Banks	1	0.1%	0.5%
Small Retail (Mall)	11	0.7%	5.1%
Small Retail (Other than Mall)	23	1.5%	10.7%
Lawyer/Doctor/Dentist/CPA	16	1.0%	7.4%
Restaurants	20	1.3%	9.3%
Other (Volunteer, etc.)	63	4.0%	29.3%
Eugene Clinic	5	0.3%	2.3%
Missing	1369	86.4%	
Total	1584	100.0%	100.0%

DOWNTOWN OCCUPATION

	Count	Percent	Valid Percent
Manegetrial/Business Owner	30	1.9%	12.0%
Technical/Professional	51	3.2%	20.3%
Service/Retail/Food	57	3.6%	22.7%
Clerical	69	4.4%	27.5%
Craft/Laborer	27	1.7%	10.8%
Other	17	1.1%	6.8%
Missing	1333	84.1%	
Total	1584	100.0%	100.0%

SHOULD BE CLOSER

	Count	Percent
Yes	58	3.7%
Missing	1526	96.3%
Total	1584	100.0%

SHOULD BE SMALLER

	Count	Percent
Yes	168	10.6%
Missing	1416	89.4%
Total	1584	100.0%

SHOULD BE SAFER

	Count	Percent
Yes	568	35.9%
Missing	0	0.0%
Total	1584	100.0%

SHOULD HAVE MORE SHELTER

	Count	Percent
Yes	320	20.2%
Missing	0	0.0%
Total	1584	100.0%

OK AS IS

	Count	Percent
Yes	75	4.7%
Missing	0	0.0%
Total	1584	100.0%

SHOULD HAVE MORE LIGHTING

	Count	Percent
Yes	8	0.5%
Missing	0	0.0%
Total	1584	100.0%

OTHER IMPROVEMENT

	Count	Percent
Yes	169	10.7%
Missing	0	0.0%
Total	1584	100.0%

AGE

	Count	Percent	Valid Percent
12 and Under	14	0.9%	1.0%
13 to 18	249	15.7%	18.1%
19 to 25	387	24.4%	28.1%
26 to 35	318	20.1%	23.1%
36 to 45	184	11.6%	13.4%
46 to 55	74	4.7%	5.4%
56 to 62	44	2.8%	3.2%
63 to 80	94	5.9%	6.8%
81 and over	11	0.7%	0.8%
Missing	209	13.2%	
Total	1584	100.0%	100.0%

SEX

	Count	Percent	Valid Percent
Female	820	51.8%	59.2%
Male	564	35.6%	40.7%
Missing	200	12.6%	
Total	1584	100.0%	100.0%

ANNUAL HOUSEHOLD INCOME

	Count	Percent	Valid Percent
Less than \$5K	422	26.6%	33.8%
\$5K-\$10K	273	17.2%	21.9%
\$10K-\$15K	178	11.2%	14.3%
\$15K-\$20K	116	7.3%	9.3%
\$20K-\$25K	86	5.4%	6.9%
\$25K-\$30K	60	3.8%	4.8%
\$30K-\$35K	45	2.8%	3.6%
Over \$35K	68	4.3%	5.4%
Missing	336	21.2%	
Total	1584	100.0%	100.0%

DOWNTOWN DESTINATION

	Count	Percent	Valid Percent
No	868	54.8%	62.8%
Yes	515	32.5%	37.2%
Missing	201	12.7%	
Total	1562	98.6%	100.0%

ROUTE TRANSFERED TO
Transfer Route

	Count	Percent	Valid Percent
0	3	0.2%	0.5%
1	3	0.2%	0.5%
2	3	0.2%	0.5%
3	1	0.1%	0.2%
4	1	0.1%	0.2%
10	1	0.1%	0.2%
11	98	6.2%	15.2%
12	19	1.2%	2.9%
13	20	1.3%	3.1%
15	5	0.3%	0.8%
17	1	0.1%	0.2%
18	2	0.1%	0.3%
20	1	0.1%	0.2%
21	14	0.9%	2.2%
22	43	2.7%	6.7%
23	9	0.6%	1.4%
24	13	0.8%	2.0%
25	21	1.3%	3.2%
26	7	0.4%	1.1%
27	31	2.0%	4.8%
30	28	1.8%	4.3%
31	71	4.5%	11.0%
32	5	0.3%	0.8%
33	9	0.6%	1.4%
34	3	0.2%	0.5%
35	1	0.1%	0.2%
40	23	1.5%	3.6%
41	20	1.3%	3.1%
44	10	0.6%	1.5%
50	6	0.4%	0.9%
51	40	2.5%	6.2%
52	6	0.4%	0.9%
53	1	0.1%	0.2%
54	1	0.1%	0.2%
55	4	0.2%	0.6%
60	22	1.4%	3.4%
61	19	1.2%	2.9%
63	2	0.1%	0.3%
65	32	2.0%	4.9%
66	41	2.6%	6.3%
67	6	0.4%	0.9%
Missing	938	59.2%	
Total	1584	100.0%	100.0%

ORIGINAL ROUTE
ROUTE

	Count	Percent Valid	Percent
11	283	17.9%	17.9%
12	162	10.2%	10.2%
13	114	7.2%	7.2%
21	89	5.6%	5.6%
24	117	7.4%	7.4%
25	90	5.7%	5.7%
27	54	3.4%	3.4%
30	195	12.3%	12.3%
31	72	4.5%	4.5%
40	131	8.3%	8.3%
41	190	12.0%	12.0%
55	34	2.1%	2.1%
61	52	3.3%	3.3%
Missing	1	0.1%	
Total	1584	100.0%	100.0%

BLOCKS WALKED TO DOWNTOWN DESTINATION

	Count	Percent Valid	Percent
0	68	4.3%	21.4%
1	69	4.4%	21.8%
2	63	4.0%	19.9%
3	44	2.8%	13.9%
4	25	1.6%	7.9%
5	25	1.6%	7.9%
6	9	0.6%	2.8%
7	9	0.6%	2.8%
8	1	0.1%	0.3%
9	1	0.1%	0.3%
10 or more	3	0.2%	0.9%
Missing	1267	80.0%	
Total	1584	100.0%	100.0%

Trip Purpose For Downtown Oriented Patrons

Work	238	46.2%	46.7%
School	61	11.8%	12.0%
Other	2	0.4%	0.4%
Shopping	33	6.4%	6.5%
Doctor/Dentist	26	5.0%	5.1%
Personal Business	125	24.3%	24.5%
Social/Recreation	25	4.9%	4.9%
Missing	5	1.0%	
Total	515	100.0%	100.0%

DOWNTOWN BUS RIDER SURVEY

Destinations--All Trips

2 NORTH ↑	0	1*	0	0	2*	2	4
0	2*	1	1*	2	4*	5th Public Market 4	2
0	0	2	Hult 2	Hilton 5	1	6th Federal 8	*2
2*	3*	4*	Parcade 1	4*	County 25	7th City Hall 9	*4
0	7*	11 Bon	11	3	4	8th Broadway 8	.1
1	3	20 Sears	49	11	14*	10th 5	4
3*	2	19*	29*	0*	13	11th 8*	4
0	1	4	17*	9	5*	12th 6	3
1	Lincoln 2	Charmelton 3	Olive 6*	Willamette 4	Oak 4	Pearl 5	High 2
2	0*	2	2*	0	1	13th 2	7*

* Designates LTD Bus Stop

DOWNTOWN BUS RIDER SURVEY

Destinations--Work Trips

NORTH ↑	0	1*	0	*0	1*	1	*3	
	0	*1*	0	1	1	*1	0	2
	0	0	2	Hult 0	Hilton 4	1	Federal 4	*1
	1	1*	2	Parcade 0	4	County 22	City Hall 8	.3
	0	4*	4	Bon 3	0	4	7	.1
	0	1	7	Eugene Mall Sears 16	7	7*	4	3
	2*	*0	*9*	Eugene Transit Station *11	*0	*8	3*	2
	0	1	0	*7*	5	*3*	2	2
	0	1	1	*2	1	2	3	2
	0	0*	0	1*	0	1	1	0

* Designates LTD Bus Stop

SURVEY OF DOWNTOWN TRANSIT STATIONS IN OTHER CITIES
Survey Form

Transit System _____ Tel. Number _____

(Ask to speak with someone -- probably in Planning -- who is familiar with the design and operation of the system and particularly the downtown transit station)

Contact Person _____ Title _____

Introduction: I'm _____ with Lane Transit District in Eugene, Oregon. I would like to ask you a few questions about the operation of your system and specifically your central transit station. Lane Transit District is currently evaluating potential sites and designs for a new central transit station and feels that the experiences of other transit districts such as yours will assist us in that process. The survey should only take about five minutes.

1. Do you have a central downtown transit station or center? _____
-- If Not, thank person and terminate call --
2. How many buses are operated during peak hours? _____ Midday? _____
3. What is your Annual Ridership? _____ (use trips or "linked" rides)
4. Do you operate service on Saturday? _____ Sunday? _____
5. Do you operate a timed transfer or pulse system at the station? _____
If Yes:
 - 4a. At most, how many buses meet for a pulse? _____
 - 4b. What is the maximum walking distance between buses? _____
 - 4c. Approximately how may transfers occur at the station on an average weekday? _____
6. Is your transit station off-street, on-street, or a combination?
(please describe) _____

7. How many buses can the station accommodate? _____
8. Do the buses that use the station have assigned parking areas? _____
9. Do the buses have independent pull-out (by section or by bus)? _____
10. Are security personnel used at the station? _____
If yes:
 - 10a. How many? _____
 - 10b. What hours do they work? _____
 - 10b. Are they transit district employees? _____
 - 10c. What is the cost for this service? _____

11. Are any other security systems used, such as closed circuit cameras?
 (If yes, note system) _____
12. Do you have a Customer Center located near the station? _____
 If Yes: 12a. How close is it to the station? _____
13. Have you constructed or improved the station recently? ____ When? ____
 If yes:
- 13a. What did the improvements consist of? (record comments) _____

- 13b. How much did the improvements cost? _____
- 13c. Who paid for the improvements? _____
- 13d. Was the previous station off-street or on-street? _____
- 13e. What criteria was used to select the site? (record comments) ____

- 13f. Were any difficulties encountered in selecting the site for the
 station? (record comments) _____

14. Have you had any problems with:
- 14a. Loitering? (record comments) _____

- 14b. Safety? _____

- 14c. Operations? _____

- 14d. Other problems with the station? _____

15. Any other comments/suggestions for us as we proceed with this process?

Thank you very much for your time.

SURVEY OF DOWNTOWN STATIONS IN OTHER CITIES Summary

Introduction

A survey of a sample of transit systems similar in size to LTD was conducted to determine their use of and experience with downtown transit stations. Specifically, the survey was intended to solicit comments on site selection, on-street vs. off-street designs, security, loitering problems, and cost. The information is to be used to aid in the selection of a site for a permanent LTD downtown station.

Sixteen other transit systems were contacted by telephone. Four of the systems were identified in the Miles report. The other 12 transit systems were selected at random from a list of comparably sized transit districts across the nation. A summary of the information obtained from each of the 16 transit systems, as well as a copy of the survey form, is attached.

The information obtained from this survey is intended to provide a general perspective on recent developments in the design and location of downtown stations around the country. Decisions on the best site and design for a downtown station should not, of course, be based directly on this information. These decisions must be made based on local issues, and not on popular trends around the country.

Major Findings

1. Of the sixteen systems contacted, eight had recently constructed new stations. All of the new stations were constructed off-street or on "bus only" streets. Many of the new stations replaced on-street sites.
2. Seven other systems were at various stages in the site selection and design of stations. Two of these systems are planning on-street stations, while five are planning on or would prefer off-street facilities. Only one system, in Fresno, California, does not have a downtown station and has no plans to construct one. Fresno operates a "grid" type bus system.
3. The cost of station improvements ranged from \$1.6 million to \$7 million.
4. Cedar Rapids, Iowa, constructed its station as part of a \$34 million office/retail complex. This venture has reportedly been very successful. Grand Rapids, Michigan is planning a similar sort of development.

5. There have been few reported loitering, safety, or security problems at any of the new stations. Security measures used range from no added security to the use of security personnel and closed circuit television monitoring.

Discussion

It appears that there is a very definite trend toward the construction of off-street central transit stations. The reasons cited by the transit systems contacted for their move off-street are very similar to the advantages LTD staff have mentioned. These include consolidating the station to improve transfers, reducing conflict between buses and autos, and establishing a sense of permanency to the station.

The survey indicates that there is a great deal of variation in the type of working relationships between the transit districts and local agencies and business groups. In some cases, the site selection process was very difficult and the transit systems had to settle for what they considered an inferior site. In other situations, the transit systems were able to work easily with local agencies and downtown business groups in selecting and developing an optimum site.

The cost of constructing new stations varies considerably. The stations which cost in the \$4 million to \$7 million range are more extensive than planned by LTD. Perhaps the best comparison is Orlando, Florida. This station is similar in size to that planned by the District, is off-street, and cost approximately \$1.7 million. This total includes a cover over the station, but does not include land costs (land is leased from the City for \$1 per year). The cost estimates of new transit stations in these other cities suggest that the LTD estimate may be a little low.

SURVEY OF DOWNTOWN STATIONS IN OTHER CITIES
Information on Each City Contacted

1. Bellingham, Washington

Bellingham completed a new off-street station in November of 1980 at a cost of about \$1.6 million. The station was considered a major factor in revitalizing the downtown area. The station was funded 80 percent by UMTA and 20 percent by the City (the transit district is controlled by the City). The previous station was on-street.

Transit staff believe that their station has worked very well. They like the fact that it is off-street, which minimizes conflicts with autos. They report no loitering or safety problems, with only one minor bus/bus accident in six years.

2. Cedar Rapids, Iowa

Cedar Rapids constructed a new downtown station in 1982. The station is on the ground floor of an office complex. There are two terminals, with a diagonal street between them. The cost of the project was \$34 million, most of which was for the office complex. A total of approximately \$7 million was spent on the transit portion of the facility. The station was funded by an Urban Initiatives grant.

3. Chattanooga, Tennessee

Chattanooga does not have a downtown transit station, but is reportedly starting to consider one.

4. Dayton, Ohio

Dayton does not have a downtown transit station and does not operate a "timed transfer" system. The transit district is looking at the possibility of setting up a timed meet system, but staff are discouraged that the only site available to them would be on-street.

5. Des Moines, Iowa

Des Moines constructed a new station this year. The station is located on five blocks of city street that is limited to buses. The street was redone with 19-foot brick sidewalks and two lanes for buses to travel in both directions. The total cost of the project was \$6 million and was paid for by UMTA and the City of Des Moines (the transit district is separate from the City). The previous station was in a mixed-traffic street.

6. Erie, Pennsylvania

Erie has a one-block, on-street station in downtown. Since the transit district does not operate a timed meet system, only two or

three buses are there at any one time. The system has some money to make improvements to the station, but staff are waiting for the City to make a decision on some traffic issues.

7. Fort Wayne, Indiana

Fort Wayne constructed a new transit station downtown in 1983 to replace the previous on-street facility. The new station involves a two-block transit mall (bus-only streets) with off-street transfer sites at either end. The total cost of the new facility was \$2.4 million, which was paid for 80 percent by UMTA and 20 percent by general obligation bonds. These bonds were financed through the City and are to be repaid by the transit district.

8. Fresno, California

Fresno does not have a downtown transit station. The transit district operate a grid system which does not require a central transfer station.

9. Grand Rapids, Michigan

Grand Rapids does not now have a central downtown station. However, the transit district is planning to build a station in the near future. The planned station will be located near the central business district and will be on the ground floor of an office complex. The air rights will then be sold to private developers. The station is expected to cost \$5-6 million and be paid for by UMTA Section 3 and 9, and State DOT "Terminal Funds." No local government dollars will be used.

10. Oceanside, California

The north San Diego County Transit District serves seven different downtowns. However, a new transit station was built in the largest downtown - Oceanside - in 1983. The station is a multi-modal facility, serving Trailways, Greyhound, and Amtrak in addition to the bus system. The cost of the station was \$7 million and was paid for with state and transit district funds. They have not had any loitering or safety problems, although they do employ a security person to patrol the site. Some commercial tenants of the facility help defray the cost for security.

11. Orlando, Florida

Orlando constructed a new off-street station in October, 1985 to replace a previous on-street facility. The facility is in a prime downtown location on land leased from the City for \$1 per year. The station is covered, has capacity for 20 buses on a half-block, and cost about \$1.7 million. The station was paid for by a combination of UMTA Section 9, State, and local funds. Transit staff report only "normal" loitering problems and no safety problems.

12. Santa Cruz, California

Santa Cruz constructed a new station in 1984 that is partially off-street and partially on bus-only streets. The station is located right in downtown Santa Cruz, and was constructed at a cost of \$2 million, of which the state and the transit district split the cost.

The station includes some commercial establishments. Security personnel are on duty during the hours that the buses operate to help control loitering and improve perceived safety.

13. Shreveport, Louisiana

Shreveport completed a new off-street downtown station in 1985 to replace the previous on-street facility. The station is on a one-half block, has capacity for 18 buses, is covered, and cost \$3.6 million. The cost of the station was paid for by UMTA (80 percent) and the transit system (20 percent). The transit system is part of the City. Staff are happy with the operation of the station, and report little problem with loitering or safety.

The site of the station was controversial, which was partially responsible for the 10 years the station was in the planning stages. The ultimate site is very desirable from the transit district's perspective and was selected by the Mayor.

14. Spokane, Washington

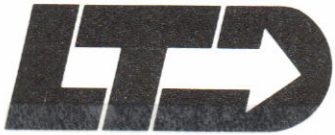
Spokane has an on-street downtown station that houses 28 buses spread out over four blocks. Staff hope to make improvements to the station in the near future, but are uncertain as to what those improvements may entail. They expect to remain on-street.

15. Stockton, California

Stockton does not presently have a downtown station. The transit district is planning to construct a one-block off-street station in the future. Currently, staff are in the process of having to condemn some land and businesses in order to construct the station. They have had some very significant problems in identifying a site. The station is expected to be funded completely with transit district funds.

16. Tucson, Arizona

Tucson has an on-street station. Because the transit district does not have a timed transfer system, the station need only accommodate 7 buses. Staff are planning a new downtown station, but have not determined design or site, although they would prefer something off-street. They have had significant loitering problems, especially by kids, at their current site.



October 13, 1986

MEMORANDUM

TO: Board of Directors
FROM: Phyllis Loobey, General Manager
RE: Recommended Criteria for Siting of a Downtown Transit Station to be Included in the Urban Renewal Plan Report

The criteria proposed below are based upon the policy statement adopted by the Board at the September meeting. That statement is:

A permanent off-street Lane Transit District station which includes the following characteristics or design elements shall be developed. It is to be located near the employment and retail centers in downtown Eugene; must function conveniently for transferring patrons; must be efficient and safe to operate; must be capable of being constructed at a cost appropriate to its long-term benefits to the community; and it must be consistent with the long-term growth and development of the downtown area. The station is to be jointly financed by the City of Eugene and the Lane Transit District.

For each major siting consideration in the policy statement, a general objective is stated below, followed by one or more specific criteria that are to be met. It is intended that both the objectives and the specific criteria be included in the updated Urban Renewal Plan.

1. The station is to be located near the employment and retail centers in downtown Eugene.

The station is to be located as close to the corner of 8th and Oak as possible. In any event, the station is to be located within the area bounded by Charnelton, 11th, High, and 7th.

2. The station must function conveniently for transferring patrons.

The station is to be a single, unified facility.

The station is to be as compact as possible, with a maximum distance of two blocks between buses.

Patrons should not have to cross more than one street in order to complete a transfer.

3. The station must be efficient and safe to operate.

Excessive out of direction bus travel in the downtown area in order to access or leave the station is to be avoided. The station is to have direct access from the west, south, and from the Ferry Street Bridge.

The station is to be located off-street in order to minimize bus/car and pedestrian/vehicle conflict.

The station is to be located and designed in such a way that bus riders perceive it to be a safe area in which to wait for or transfer between buses. The design of the station must be such that the District can minimize loitering.

4. The station is to have sufficient capacity for buses and passenger waiting and boarding areas.

The station is to have capacity to park a minimum of 22 buses. For a completely off-street station, this would require at least one-half of a city block.

There is to be at least as much passenger boarding area and waiting space as exists at the current station. A minimum five-foot clear aisle along bus parking and an additional ten-foot pedestrian travel lane are to be provided.

5. The Customer Service Center is to be conveniently located near the station.

The Customer Service Center should have visual access to a majority of the buses and be located within one block of the center of the station.

6. The station is to be consistent and compatible with current and future development.

The station is to be compatible with existing adjacent land uses.

The station is to be buffered from possible negative impacts of future development.

Board of Directors
Criteria for Downtown Station Site
October 13, 1986
Page 3

The station is to be located to provide convenient patron access to future major developments.

7. The station is to be cost-effective.

The construction cost of the station is not to exceed \$100,000 for each year of programmed life. Thus, for example, a \$500,000 station should be programmed to last at least five years.

Staff Recommendation

That the Board approve the criteria provided in this memorandum for the siting of a downtown station and that the criteria be recommended to the City of Eugene for inclusion in the updated Urban Renewal Plan.

Phyllis/js
Phyllis Loobey
General Manager

PPL/sv:js

V. POSSIBLE SITE OPTIONS

Staff believe that every feasible site for a permanent downtown station within the downtown area has been considered. The following is a list of all the sites considered and a brief discussion from a staff perspective as to their advantages and disadvantages.

1. CURRENT STATION: One of four final sites in the Miles study. Low-cost alternative, but has operational problems, not optimum location.
2. 10th & OLIVE, ON/OFF-STREET: Recommended low-cost option in the Miles study. Problems include not optimum location and City of Eugene opposition. On urban renewal land.
3. 10th & OLIVE, OFF-STREET: A final site in the Miles study. Problems include not optimum location and relatively high development costs. City of Eugene staff have indicated a preference for this site over either of the on-street 10th and Olive options. Partially on urban renewal land.
4. BUTTERFLY LOT: Recommended moderate-cost option in the Miles study. Site is optimally located, is off-street, and has the support of the City of Eugene. Problems include questions on availability of land and relatively high development cost.
5. CITIZENS LOT, 10th & PEARL: Site not a finalist in the Miles study. Staff have since re-evaluated site. Problems include not enough land available, not optimum location.
6. GREYHOUND LOT, 10th & HIGH: Another site that was re-evaluated by staff after failing to make the final list in the Miles study. This site is considered too far from the center of downtown.
7. 8th & WILLAMETTE LOT: An urban renewal lot that has been eliminated from further consideration by the City of Eugene.
8. NORTH COUNTY LOT, 7th & OAK: Site is located between 6th and 7th, and thus has some access problems for pedestrians.
9. CHARNELTON & BROADWAY LOTS: Lots are owned by urban renewal. Site is too far from employment centers.
10. 5th & OAK LOT: Site is too far from the center of downtown.
11. 8th & OAK, ON-STREET: The on-street design would leave buses too far apart to function well for transfers. The station would also be bisected by some very busy streets.

12. PARK BLOCKS, SOUTH OF 8th: These blocks do not have sufficient capacity, and there are problems with incompatible surrounding land uses.
13. 8th & PEARL LOT, SOUTH OF CITY HALL: The City has eliminated this site from further consideration since it is the site of the future City Hall.
14. 10th & CHARNELTON, SOUTH OF SEARS: An urban renewal lot. No real advantages compared to the 10th and Olive off-street, not as good a location.

SALARY ADMINISTRATION STUDY AND
RECOMMENDATIONS

FOR

LANE TRANSIT DISTRICT

JANUARY 1987

James

SALARY ADMINISTRATION STUDY AND RECOMMENDATIONS

FOR

LANE TRANSIT DISTRICT

JANUARY 1987

James Consulting Services
1700 Fourth & Blanchard Building
Seattle, Washington 98121
(206) 441-5900

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I. INTRODUCTION

In October, 1986 James Consulting Services was requested by Lane Transit District to develop a salary structure for the organization's administrative positions. This report documents the findings and recommendations of the study.

Prior to initiation of the project, the consultants held a series of meetings with District executives to plan and organize the project. The specific objectives assigned to the consultants were:

- Prepare recommendations concerning the District's current position evaluation program.
- Examine the nature of duties and responsibilities assigned to each position and recommend a salary alignment that is internally equitable.
- Conduct and report upon a survey of salary levels among competing public and private organizations.
- Recommend a salary structure that is both internally equitable and externally competitive and consistent with the District's financial ability to pay.
- Compare the District's non-cash benefits to those of other employers and make appropriate recommendations.

PLANNING AND COORDINATION

The project was marked by extensive coordination and contact between the consulting team and District officials. An oversight committee consisting of representatives of Lane Transit District management and board members reviewed and provided direction to the consultant's work. The consultants met frequently with the group to review the progress of the project, present preliminary findings, and obtain policy direction. The oversight committee performed the key role in determining the direction and focus of the study.

The members of the oversight committee are:

Lane Transit District Staff

- o Phyllis Loobey - General Manager
- o Tim Dallas - Director of Operations
- o Mark Pangborn - Director of Administration
- o David Harrison - Personnel Administrator

Board Members

- o Peter Brandt - Board Member
- o Janet Calvert - Board Member
- o Richard Smith - Board Member

II. POSITION CONTENT DATA COLLECTION

BRIEFINGS

The success of any project of this kind depends in large measure on the understanding and support of the employees affected by it. Particular attention was given to communicating completely and candidly with employees and supervisors. At the onset of the project, a series of briefings were held with all staff to explain the project, its objectives, the background and reason for it being undertaken, the methods to be used, and the possible outcomes, as well as to respond to employee questions. Also, during the briefings the consultants distributed and explained a position content questionnaire.

JOB CONTENT DATA

It is important that the consultants have accurate and complete information about the nature of each position's duties and responsibilities. This information is critical to assure that the salary survey matching is accurate and that the position evaluations are reflective of job content.

This information was obtained through two sources:

- The employees were requested to complete a job content questionnaire designed to obtain key information about the nature of their positions' duties and responsibilities. Supervisors had an opportunity to review and approve the questionnaires.
- Each included employee was interviewed by a consultant. The purpose of these interviews was to make sure that the consultants had complete information concerning job duties and to resolve any questions the consultants may have had regarding the questionnaires.

III. INTERNAL ANALYSIS

POSITION EVALUATIONS

Each position in the study was measured by the consultants according to the position's content without regard for any individual incumbent's qualifications or level of performance. The James factor-point evaluation method was employed to permit evaluations of all positions by the same set of criteria. The following three components, inherent in all positions, were measured:

- REQUIRED SKILLS - This component measures the total body of knowledge, skills, and abilities required of an incumbent to accomplish the expectations of the position in a satisfactory manner:
 - Technical Knowledge - The depth and complexity of that which the position incumbent must know to satisfactorily perform the job.
 - Management Skills - The achievement of major organization end results through the application of the elements of management.
 - Human Relations Skills - The extent to which the position is required to exercise direct communication skills in dealing with others.

- MENTAL EFFORT - This component measures the requirements to analyze alternatives and to solve problems. Mental Effort is represented by the following factors:

- Latitude for Independent Judgment - The range of alternatives open to the position when it performs problem-solving.

- Thinking Challenge - The complexity of analysis and problems the position is required to solve.

- RESPONSIBILITY - This component measures the position's accountability for and contributions to achieving end results. Responsibility is represented by:

- Authority - The amount of latitude permitted the position to take action independently.

- Organizational Influence - The share of the organization the position is accountable for influencing and the degree of influence.

The consultants' evaluations are shown on the following table. The job rankings were reviewed with Corporation executives to assure that they were fully reflective of intended position design.

A set of evaluation charts is being provided to the District separate from this report.

TABLE OF EVALUATIONS

POSITION	REQUIRED SKILLS	MENTAL EFFORTS	RESPON-SIBILITY	TOTAL POINTS
Director of Administrative Services	FIIIC 540	F4(13) 309	F4G 409	1258
Director of Operations	FIIIC 540	F4(13) 309	F3D 409	1258
Transportation Manager	FIIC 409	E4(11) 177	E3D 269	855
Planning Administrator	FIIC 409	E4(11) 177	E2D 203	789
Marketing Administrator	FIIC 409	E4(11) 177	E2D 203	789
Finance Administrator	FIIC 409	E4(11) 177	E2D 203	789
Maintenance Manager	EIIC 355	E4(11) 154	E3D 234	743
Personnel Administrator	EIIC 309	E4(11) 134	E3G 177	620
Safety & Risk Manager	EIIC 309	E4(11) 134	E3C 177	620
Transportation Supervisor	EIIC 269	D4(10) 101	D3G 134	504
Administrative Analyst (Data Processing Coordinator)	E1b 234	E4(11) 101	D4C 101	436

TABLE OF EVALUATIONS

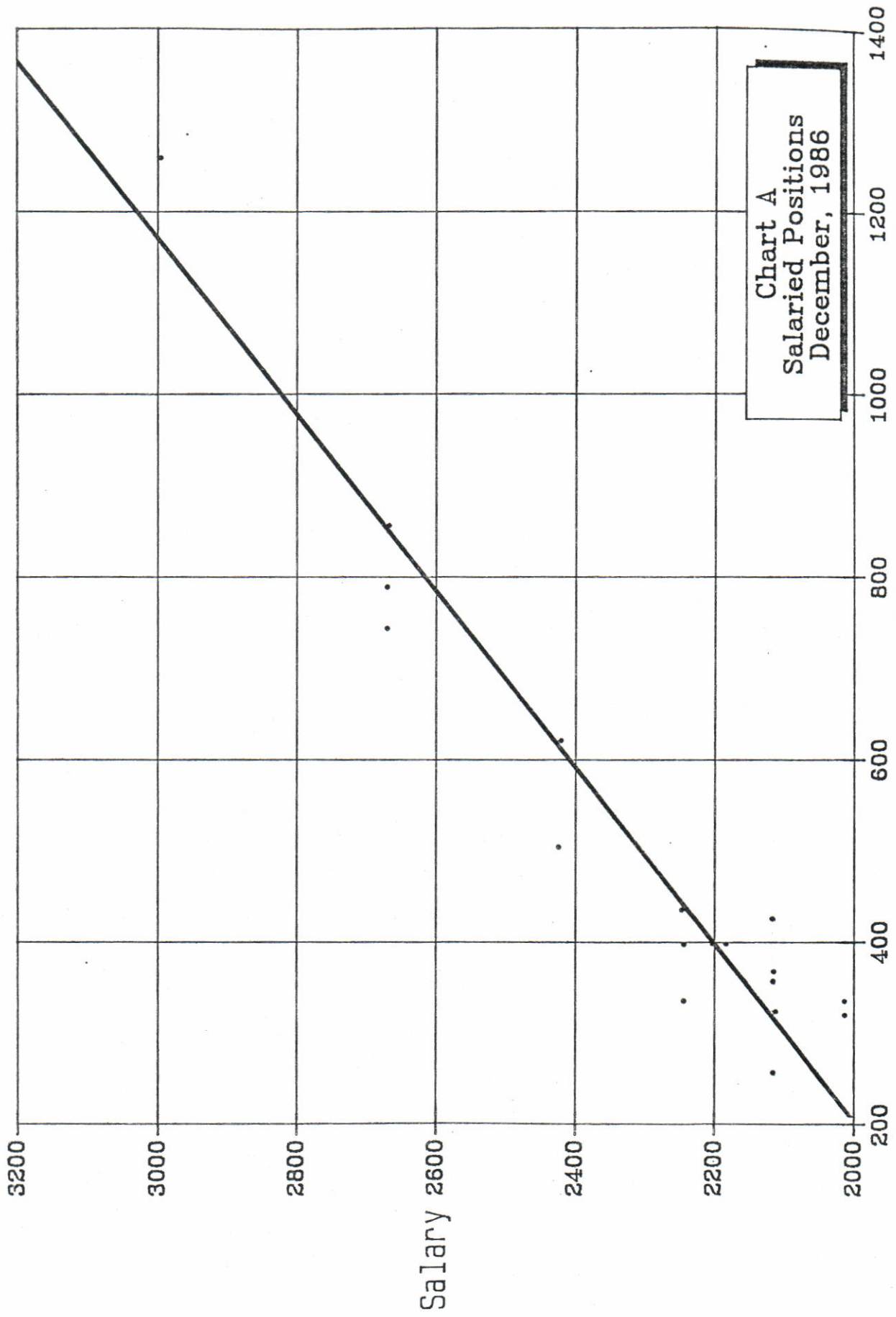
POSITION	REQUIRED SKILLS	MENTAL EFFORTS	RESPON-SIBILITY	TOTAL POINTS
Customer Service Manager	E1C 203	E14(11) 88	E1D 134	425
Senior Planner	E1b 234	DIV(10) 88	D1G 76	398
Purchasing Agent	E1b 203	D4(10) 76	D3C 88	367
Transit Planner	E1b 203	D4(10) 76	D1G 76	355
Field Supervisor	D1c 177	D3(9) 58	D1D 101	336
Research Assistant	E1a 203	D3(10) 76	D1G 76	335
Executive Secretary (Office Supervisor)	D1c 177	D3(9) 58	D1D 88	323
Maintenance Supervisor	D1C 177	D3(9) 58	D1D 88	323
Marketing Representative	E1b 177	DIV(10) 66	D1G 76	319
System Supervisor	D1b 154	D3(8) 44	D1G 66	256
Maintenance Data Technician	C1a 116	C3(8) 33	C1G 44	193
Administrative Secretary	C1b 116	C3(7) 29	C1C 33	178

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TABLE OF EVALUATIONS

POSITION	REQUIRED SKILLS	MENTAL EFFORTS	RESPON-SIBILITY	TOTAL POINTS
Operations Secretary	C1b 116	C3(7) 29	C1C 33	178
Accounting Clerk	C1a 116	C3(7) 29	C1C 33	178
Clerk/Typist	B1a 76	B2(5) 14	B1C 19	109

Lane Transit District



Internal Salary Alignment

Chart A, facing page, displays a comparison between the consultant's evaluation of the professional and managerial positions and how the positions are currently aligned into the District's pay structure. Since the District uses its own position evaluation system to determine salary ranges, this chart also provides a comparison between the consultants' and the District's position evaluations.

Plotted on the graph and current salary range midpoints and total evaluation points for each position.

The solid line on the chart is a line of central tendency representing the pattern of the plots and indicating the tendency to pay the employees relative to the evaluated worth of their positions. In placing the lines of central tendency, we gave appropriate consideration to the number and dispersion of plots at different point value levels.

Inspection of the dispersion of plots reveals that, for the most part, the consultants' and the District's evaluations are compatible. Almost all of the plots are within five percent of the regression line. Some of the dispersion appears to stem from the need for a larger number of salary grades.

Two positions - Marketing Representative and Research Assistant - are noticeably below the trend line.

IV. EXTERNAL SALARY COMPARISONS

Assessing the competitive posture of the District's salary practices requires making comparisons with the compensation levels of other organizations. In order to furnish this information, the consultants conducted two special surveys of salary practices among competing organizations. One survey related to comparable Pacific Northwest transit districts while the second survey focused upon local (Lane County) employers. The sample of survey participants in both surveys was selected jointly by the consultants and oversight group to be representative of competing organizations comparable in size and complexity to LTD and those within the District's recruiting base. The surveys included the following organizations:

Transit Districts

Ben Franklin Transit District
Clark County Public Transportation
Benefit Area Authority
Community Transit
Intercity Transit
Kitsap Transit
Pierce County PTBA
Salem Area Mass Transit District
Spokane Transit Authority
Tri-County Metropolitan Transportation District

Local Area

Eugene Water and Electric Board
Eugene, City of
Guard Publishing
Lane Council of Governments
Lane County
Pacific Northwest Bell
Springfield Utility Board
Springfield, City of
States Industries
University of Oregon
Willamette Poultry Company
Williams Bakery

As it is not feasible to survey for all Lane Transit District's positions, the benchmarking approach was employed. This process involved the selection of a group of key positions -- or benchmarks -- to be used as the basis for the external comparisons. The benchmark positions are:

Transit Districts Survey

Director of Operations
Director of Administrative Services
Finance Administrator
System Supervisor
Transit Planner
Maintenance Manager
Transportation Manager
Marketing Administrator
Personnel Administrator

Local Area Survey

Purchasing Agent
Administrative Secretary
Accounting Clerk
Executive Secretary
Director of Administrative Services
Personnel Administrator

The benchmarks were selected by the consultants and approved by the oversight group on the basis of the following criteria:

- Other positions relate to them in terms of career progression, affinity of duties, and supervisory relationships.
- Typically found in the survey organizations.
- Relatively unambiguous in their structure and design.
- Susceptible to clear summary descriptions.

A survey collection instrument with benchmark summaries and a data collection form was developed and furnished to the survey organizations. The participants were requested to match their comparable position to each benchmark, describe any significant job content differences, and provide current salary information. Subsequently, the organizations were personally contacted by a consultant to resolve any problems with the job matches.

An adjustment factor was applied to any participant's data which was noticeably greater or lesser than the surveyed benchmark position description.

Tables I & II, following pages, summarize the salary survey data collected as part of this project. All salaries are expressed in monthly amounts.

Shown on the table are:

- Benchmark Title
- LTD's current salary range for the benchmark.
- The number of survey participants with a position matching the benchmark.
- The averages of the participants' salary ranges for the benchmark and the average actual salaries paid.
- The percentage difference between the midpoint of LTD's salary range and the survey average. A plus figure indicates that the survey data is above LTD's rate.

TABLE I
 DECEMBER 1986
 SUMMARY OF SURVEY DATA
 LANE TRANSIT DISTRICT

TRANSIT DISTRICTS

Benchmark	LTD Salary Range			Number of Responses	Survey Results			(average) Actual	% Diff.
	Min. \$	Mid. \$	Max. \$		Min. \$	Mid. \$	Max. \$		
1. Director of Operations	2573	3001	3430	9	3141	3362	3887	3349	+12%
2. Director of Admin. Services	2573	3001	3430	9	3223	3592	3961	3843	+20%
3. Finance Administrator	2291	2672	3054	6	2704	3035	3353	3239	+14%
4. Maintenance Manager	2291	2672	3054	8	2360	2608	2862	2566	- 2%
5. Transportation Manager	2291	2672	3054	6	2736	3007	3284	N/A	+13%
6. Marketing Administrator	2291	2672	3054	7	2272	2509	2779	2583	- 6%
7. Personnel Administrator	2079	2426	2772	8	2494	2761	3032	N/A	+14%
8. Transit Planner	1816	2118	2421	6	2124	2313	2512	2274	+ 9%
9. System Supervisor	1816	2118	2421	9	1911	2272	N/A	2173	+ 7%

TABLE II
 DECEMBER 1986
 SUMMARY OF SURVEY DATA
 LANE TRANSIT DISTRICT

LOCAL AREA

Benchmark	LTD Salary Range			Number of Responses	Survey Results			(average) Actual	% Diff.
	Min. \$	Mid. \$	Max. \$		Min. \$	Mid. \$	Max. \$		
1. Executive Secretary	1816	2118	2421	8	1579	1799	1995	1975	-15%
2. Purchasing Agent	1816	2118	2421	9	2073	2262	2562	2462	+ 7%
3. Administrative Secretary	1231	1436	1641	10	1238	1375	1612	1445	- 4%
4. Accounting Clerk	1231	1436	1641	6	1211	1347	1616	1382	- 6%
5. Director of Admin. Services	2573	3001	3430	5	3514	4236	N/A	4376	+41%
6. Personnel Administrator	2079	2426	2772	8	2482	3039	3090	3161	+25%

LANE TRANSIT DISTRICT

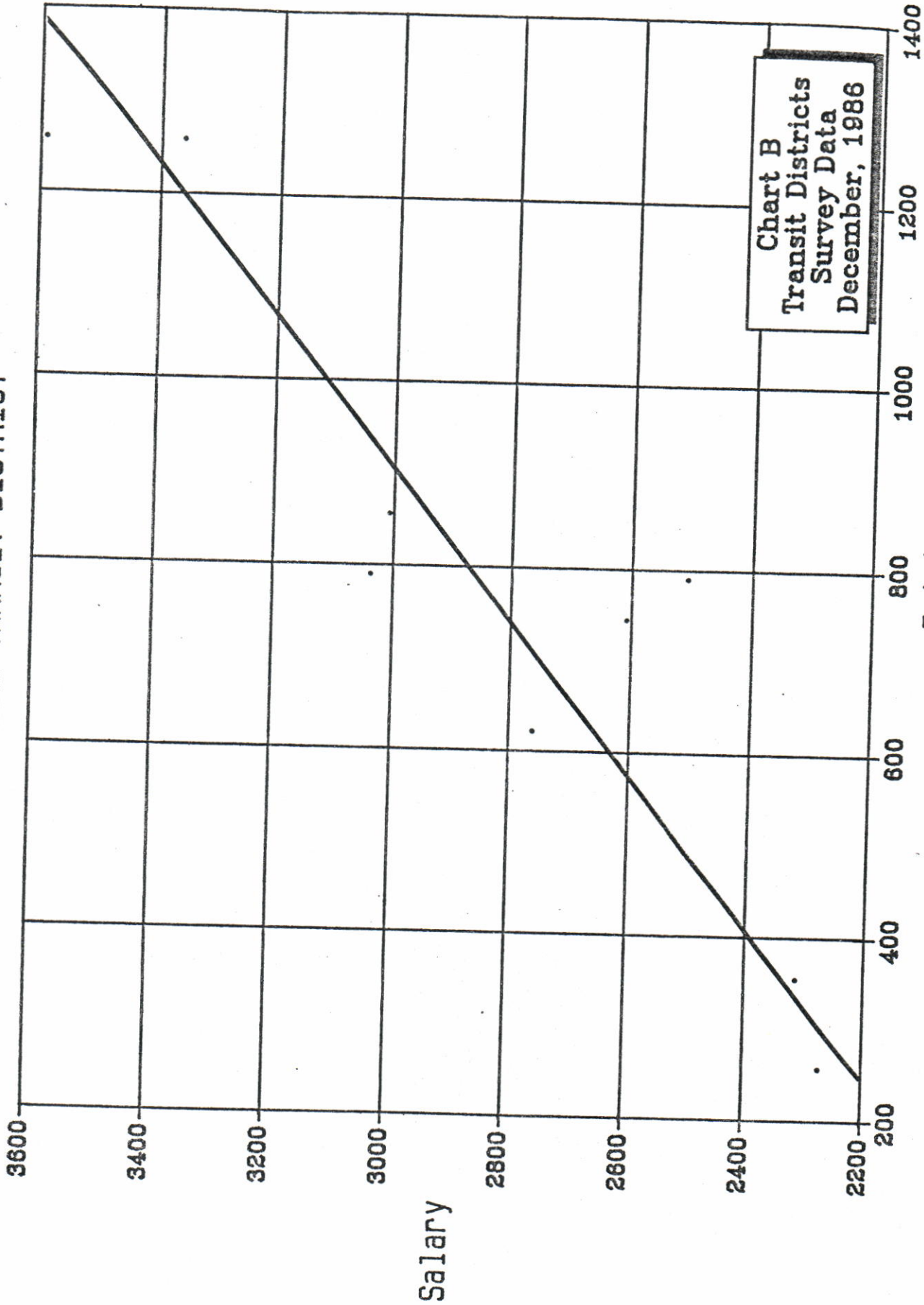


Chart B, facing page, graphically displays the findings of the salary survey conducted among transit districts. Included on the chart are the average midpoints of the salary ranges reported by the participants plotted at the position's evaluation points.

The solid line through the plots is a regression line. The formula is:

$$\text{Monthly Salary } \$ = \$1.23 \text{ X Points } + 1893$$

LANE TRANSIT DISTRICT

Salary

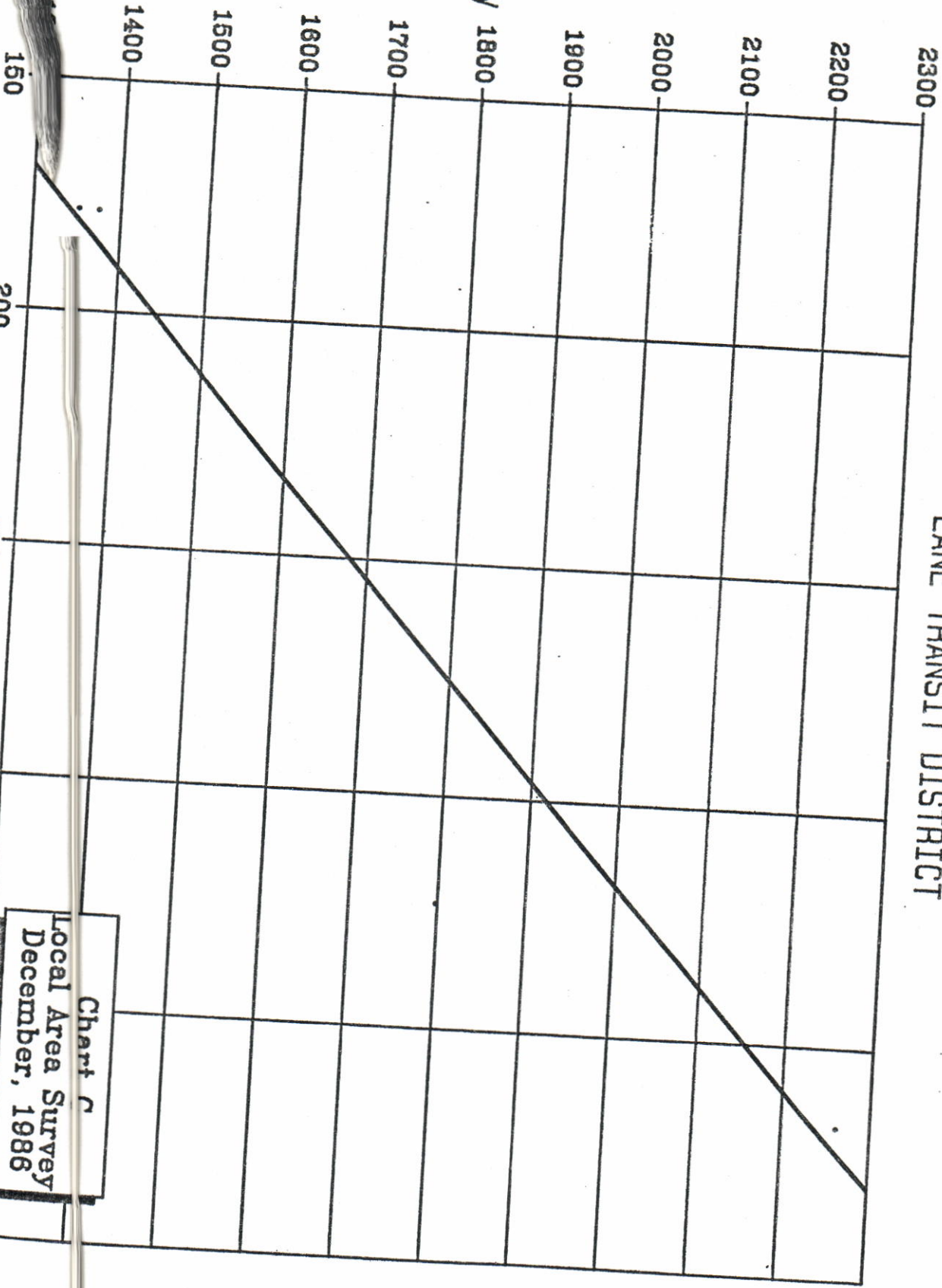


Chart C
Local Area Survey
December, 1986

oints

10

Chart C, facing page, displays the local area survey results for positions likely to be recruited within the Eugene/Springfield region.

The formula for the regression line is:

$$\text{Monthly Salary } \$ = \$4.72 \text{ X Points} + 508$$

Conclusions

A number of observations emerge from the data presented in this section:

- Regarding internal pay equity, there are a limited number of positions whose current salary ranges are out of line with their relative job content.
- In comparison to the surveyed transit districts, Lane Transit's salaries for professional and managerial positions average 8.7% less.
- Lane Transit District's salaries for clerical and office support positions average 4.5% above the local (Lane County) area.

V. FRINGE BENEFITS

PACIFIC NORTHWEST FRINGE BENEFIT STUDY

As fringe benefits comprise a significant portion of Lane Transit District's total compensation program and costs; one of the project elements requested by the District was to compare its non-cash benefits to those of other employers, to comment upon the findings of those comparisons, and to make appropriate recommendations.

Table III, compares the cost of employer-provided benefits at the surveyed transit districts, local public, and local private organizations. These costs are calculated for a hypothetical married employee earning \$20,000 annually with five years of service and two dependents.

Lane Transit District's benefits generally meet or exceed those of the other transit districts included in the survey. The major exception, however, is retirement contribution, which is less than the surveyed districts. LTD's medical/hospital contribution rate appears low, but this may be more of a function of a favorable premium rather than lower benefit amounts.

When compared to local organizations, LTD exceeds the average in time-off benefits but lags behind in the insurance programs such as retirement, group life, and LTD.

Overall, LTD's benefit package is generally competitive with those of competing organizations.

TABLE III
LANE TRANSIT DISTRICT
FRINGE BENEFIT SURVEY

Cost for Employment

<u>ITEM</u>	<u>LTD</u>	<u>DISTRICTS</u>	<u>COMBINED LOCAL</u>	<u>LOCAL PUBLIC</u>	<u>LOCAL PRIVATE</u>
Retirement	\$1,200.00	\$1,461.33	\$1,456.20	\$1,651.71	\$1,000.00
Group Life	84.00	58.13	137.33	140.80	130.40
Group AD & D		6.32	21.60	21.60	-
Medical Hospital	1,600.00	2,400.68	1,698.69	1,671.20	1,746.60
Dental	426.00	466.16	430.53	411.96	473.88
Sick Days	462.00	461.53	419.22	461.53	320.51
LTD	93.00	67.12	142.00	134.06	189.60
Vacation	1,615.00	1,263.73	1,158.24	1,238.45	1,057.68
Holidays	615.00	807.68	715.38	802.19	692.30
TOTAL	<u>\$6,595.00 *</u>	<u>\$6,992.68</u>	<u>\$6,179.19</u>	<u>\$6,533.50</u>	<u>\$5,610.97</u>

*includes \$500 contribution for severance pay.

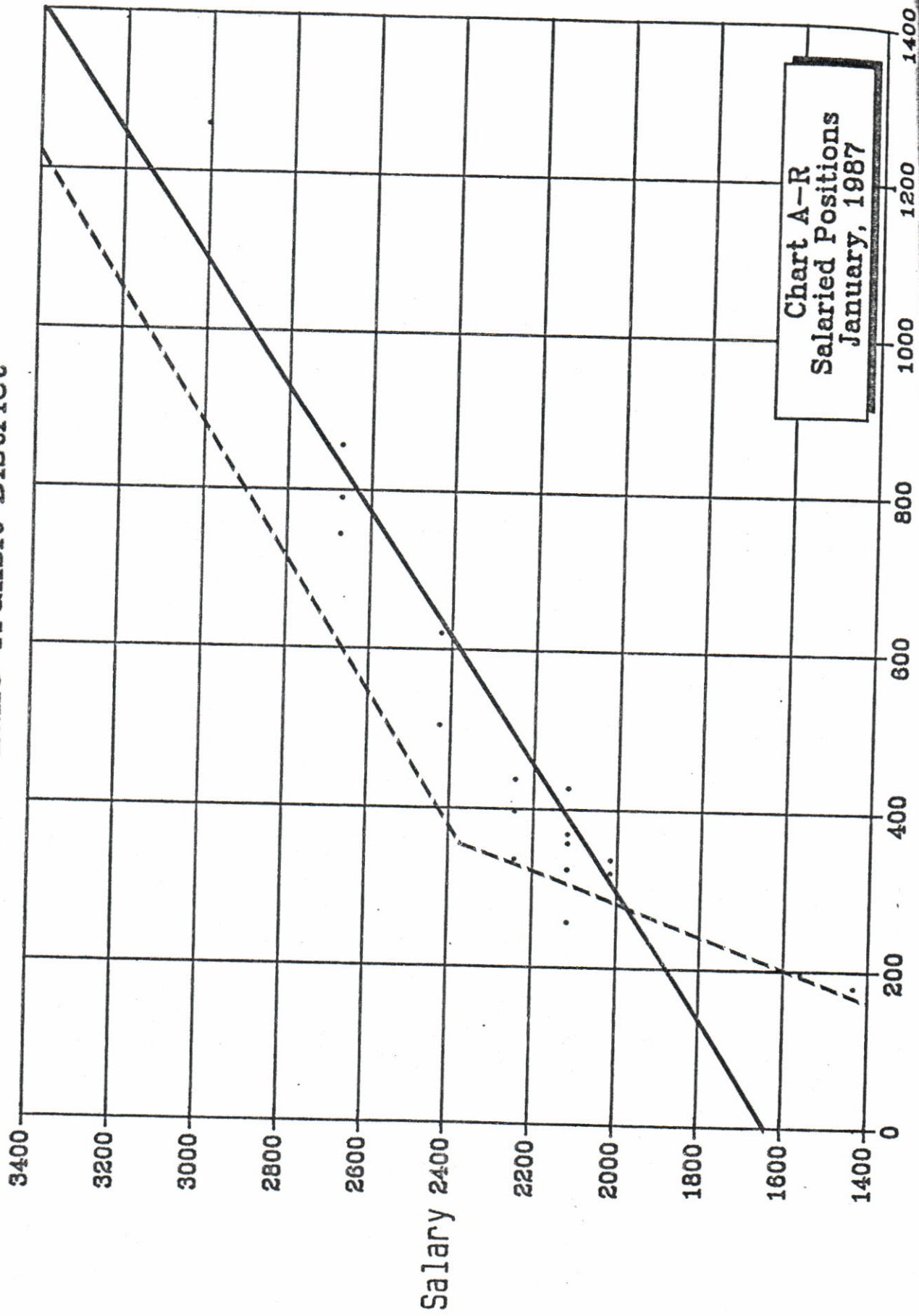
VI. SALARY RECOMMENDATIONS

COMPETITIVE POSTURE

It is necessary to consider the competitive posture appropriate for the District to provide direction in establishing a salary structure. The following factors were recognized in developing LTD's administrative staff salary structure recommendations:

1. The office support positions generally respond to a labor market within the local Lane County area.
2. The market for the District's managerial/professional positions is essentially defined by Pacific Northwest transit districts of a size and nature similar to Lane Transit District.
3. Your salary structure should:
 - . Provide salary relationships which are fair and consistent based on evaluated worth (internal equity).
 - . Provide a competitive salary posture capable of attracting and retaining capable employees.

Lane Transit District



On Chart A-R, facing page, the recommended control point salary policy line for administrative positions is displayed in comparison to Lane Transit District's base salary practice (see Chart A).

This line represents the midpoint -- or the control point -- of the salary range for positions at any given number of evaluation points. The control point is defined as the level of salary appropriate for a seasoned incumbent fully meeting the requirements of the job in all respects. The recommendation is not intended to identify the salary that should necessarily be paid to any individual. It should be considered a frame of reference from which to deviate according to actual performance of such incumbent, assessed against the job's requirements.

In all cases an adjustment factor of two percent was added to survey findings to account for anticipated increases in prevailing salary levels between the date of the survey data (December, 1986) and the period during which the salary ranges will be effective.

The recommended salary policy line was developed by giving consideration to external pay practices among other organizations. It was placed by locating it at the following point levels:

- . At 1300 and 350 points, the recommendation equals the average of the trend line for the surveyed transit districts, plus two percent.
- . At 100 points, the recommendation is set at the average of the local area findings, plus two percent for anticipated increases, and an additional five percent to maintain a more competitive posture within the Lane County area.

The recommended salary formulae are:

$$\begin{aligned} 100 \text{ to } 350 \text{ points} - \text{midpoint salary } \$ &= \$5.32 \text{ X points} + \$ 518 \\ 350 \text{ to } 1000 \text{ points} - \text{midpoint salary } \$ &= \$1.24 \text{ X points} + \$1945 \end{aligned}$$

Table IV, following page, shows the suggested salary structure. It should be noted that we have provided for a total of 18 salary ranges in comparison to the District's present 13. The additional grades are intended to more precisely distinguish between positions of varying job content.

The midpoints of the salary grades were developed by entering the evaluation points for each salary grade into the appropriate recommended salary formula. For example:

Salary Range 4

Evaluation Points: 158 to 183

Mean Evaluation Points: 170

Formula: Midpoints Salary \$ = $\$5.32 \text{ X } 170 + \518

Midpoint Salary: \$1422

TABLE IV
 LANE TRANSIT DISTRICT
 SUGGESTED SALARY STRUCTURE

Salary Grade No.	Evaluation Point Cut-Offs		Salary Ranges			
	Min.	Mid.	Max.	Min.	Mid.	Max.
1	100	118	941	1097	1253	
2	119	139	1028	1199	1369	
3	140	157	1105	1289	1473	
4	158	183	1219	1422	1625	
5	184	210	1339	1561	1783	
6	211	242	1471	1715	1959	
7	243	278	1626	1896	2166	
8	279	319	1799	2098	2397	
9	320	367	2004	2337	2670	
10	368	422	2085	2432	2779	
11	423	486	2148	2505	2862	
12	487	559	2221	2590	2959	
13	560	643	2304	2687	3070	
14	644	739	2399	2798	3197	
15	740	851	2509	2926	3343	
16	852	978	2635	3073	3511	
17	979	1124	2780	3242	3704	
18	1125	1293	2947	3437	3927	

Table V, following pages, aligns the positions into the suggested salary structure.

TABLE V
LANE TRANSIT DISTRICT
IMPLEMENTATION PLAN

Salary Grade Number	Positions	Current Salary Grade		Suggested Salary Range		
		Midpoint	Min.	Mid.	Max.	
1	Clerk Typist	1025	941	1097	1253	
2	-	-	1028	1199	1369	
3	-	-	1105	1289	1473	
4	Administrative Secretary	1436	1219	1422	1625	
	Operations Secretary	1436				
	Accounting Clerk	1436				
5	Maintenance Data Technician	1561	1339	1561	1783	
6	-	-	1471	1715	1959	
7	-	-	1626	1896	2166	

Salary Grade Number	Positions	Current Salary Grade		Suggested Salary Range		
		Midpoint	Max.	Min.	Mid.	Max.
8	Marketing Representative	2016	2397	1799	2098	2397
9	Purchasing Agent	2118	2670	2004	2337	2670
	Transit Planner	2118				
	Field Supervisor	2245				
	Research Assistant	2016				
	Executive Secretary	2118				
	Maintenance Supervisor	2118				
	System Supervisor	2118				
10	Senior Planner	2245	2779	2085	2432	2779

Salary Grade Number	Positions	Current Salary Grade Midpoint	Suggested Salary Range		
			Min.	Mid.	Max.
11	Customer Service Manager	2118	2148	2505	2862
	Administrative Analyst	2245			
12	Transportation Supervisor	2426	2221	2590	2959
13	Personnel Administrator	2426	2304	2687	3070
	Safety & Risk Manager	2426			
14	-	-	2399	2798	3197
15	Planning Administrator	2672	2509	2926	3343
	Marketing Administrator	2672			
	Finance Administrator	2672			
	Maintenance Manager	2672			
16	Transportation Manager	2672	2635	3073	3511

Lane Transit District
 Implementation Plan
 Page Four

Salary Grade Number	Positions	Current Salary Grade		Suggested Salary Range	
		Min.	Mid.	Min.	Max.
17	-	-	-	2780	3704
18	Director of Admin. Services	3001	3001	2947	3927
	Director of Operations	3001	3001	3437	3927

SALARY GRADE APPEAL PROCEDURE

As individual employees or supervisors may feel that a salary grade recommendation may be incorrect, the Corporation should give consideration to establishing a formal procedure for dealing with appeals. Any appeal must be based on an objective review and assessment of position content. Therefore, the Corporation may wish to adopt a procedure along the following lines:

1. An appeal may be initiated by either a position incumbent or the incumbent's supervisor. The questionnaire covering the position should be reviewed by the supervisor to assure that it is accurate and contains all major duties assigned to the position.
2. If the supervisor determines further review is merited, a written appeal setting forth the factual information in support of the appeal should be prepared and submitted to the Personnel Administrator.
3. The appeal should be submitted to the consultants for their consideration. The consultants shall inform the Corporation of their decision.

**LTD BOARD OF DIRECTORS
DOWNTOWN STATION COMMITTEE MEETING**

Monday, February 9, 1987

LTD Conference Room
1938 W. 8th, Eugene

7:30 a.m.

Attendees:

Board Committee Members: Peter Brandt, Keith Parks, Dean Runyan

Staff: Phyllis Loobey, Tim Dallas, Mark Pangborn, Stefano Viggiano,
Ed Bergeron, Jo Sullivan

A G E N D A

I. MEETING GOALS

- A. Review Potential Sites for Downtown Station
- B. Select First, Second, and Third Choices for Downtown Station and Recommend to Full Board for Approval

II. DISCUSSION OF SITE SELECTION

- A. Weighting of Criteria
- B. Evaluation of Sites

III. RECOMMEND SITE CHOICES

IV. ADJOURN 9:00 a.m.

MINUTES OF COMMITTEE MEETING

LANE TRANSIT DISTRICT

DOWNTOWN STATION COMMITTEE

Wednesday, January 28, 1987

Pursuant to notice given to *The Register-Guard* for publication on January 23, 1987, the first meeting of the Downtown Station Committee of the Lane Transit District Board of Directors was held on Wednesday, January 28, 1987 at 7:30 a.m. in the District conference room at 1938 W. 8th Street, Eugene.

Present: Peter Brandt
Keith Parks
Dean Runyan
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Also Present: Keith Rodman, Attorney, 744 W. Park St., Eugene
Mary Houchen, League of Women Voters

COMMITTEE DISCUSSION: Mark Pangborn, Director of Administrative Services, introduced the subject matter for the meeting and discussed a time line for decisions. Stefano Viggiano, Planning Administrator, discussed the operational needs for a new facility, which were found on page 4 of the agenda packet for that morning. He explained that the downtown Eugene transit station serves a dual purpose; it is a major transfer point as well as a major destination point for the District's patrons. He referred to a map which showed current and future population levels, as estimated by the Central Area Transportation Study (CATS) for the year 2000 or 2005, in the downtown Eugene area.

Charts on pages 15 and 16 of the packet showed numbers for all trip destinations and work trips, respectively, which backed up a major premise of the District, that trips with destinations near bus stations are more likely to be made by bus than trips with destinations farther away. Results of the downtown riders survey argues that the station should be located in the densest area.

Mr. Viggiano stated that a major concern of survey respondents is that of the safety of the station. Patrons could have viewed the survey question as one of traffic/pedestrian safety, personal safety, or a combination, but it is clear that safety is an important issue for consideration in the development of a design for a permanent downtown transit station. Mr. Viggiano added that information received in telephone calls from patrons, especially from older people and parents worrying about their children, involves worries about personal safety, especially concerns about people loitering at the downtown station.

Mr. Viggiano also discussed a survey of 16 transit districts in the U.S., chosen because of their comparable number of buses and the fact that they operate in self-contained cities, not suburbs of larger cities. It was interesting to note that of the 16 transit districts, eight had recently constructed stations which were off-street or on bus only streets, and five were planning or considering such stations.

In discussing the criteria for a permanent downtown transit station, adopted by the Board in October based on a policy statement adopted in September, Mr. Runyan noted that the list of criteria had been updated at the October meeting and the most current list had not been included in the agenda packet.

The Committee then discussed sites which have been considered as possible sites for a permanent downtown transit station. The first four sites were recommended in the Don Miles study, and the next three were additional options considered by LTD staff. In considering what is the "heart" of downtown, it was determined that the area at 8th and Oak is the heart of employment, and 8th and Willamette is the retail center.

Mr. Pangborn said that it is not necessary for a site to be included in the Urban Renewal Plan update unless that site will impact urban renewal land. However, it is hoped that the District's concerns can be tied into the urban renewal process, beginning with the community forum meeting on February 26, from which approximately 300 influential community members will carry the message to the community. Ms. Loobey stated that it would be also be important to be included and to be seen as one of the key participants, or it will be harder to assert the District's needs in the future. The more the plan is developed without LTD, the less the District will have to look at from the standpoint of options and where a permanent station might be located. Mr. Pangborn added that if the District could include a site in the plan, it could not be taken away and LTD's position in downtown would be protected. Mr. Brandt commented that the site could be taken away by virtue of street closings, but Mr. Pangborn replied that this would be difficult for the City to do. He added that streets had been opened but not closed around the current station. If the District were to choose the Butterfly Lot for a permanent downtown site, it would be difficult to close streets around it (7th is a State highway); however, this is not to say there would not be development changes in the downtown area in the future.

Mr. Parks said he thought he had heard a clear message that the main efforts of the Urban Renewal program would be to sell land that had been waiting too long to be sold, and the buses are not exactly welcome on or around that property. Mr. Pangborn said it was important to keep in mind the number of people involved in urban renewal decisions: the Development Department (EDD) staff; the Downtown Commission (EDC) and EDC staff, which is the same as the EDD staff; and the Urban Renewal Board; which is comprised of the City Council members. He added that at this point, the

District has heard the perspective of the staff members but not the Urban Renewal Board's perspective on the issue.

Mr. Pangborn further explained that the City is not able to develop the parking lot by the LCC Downtown Center because development of the lot at 10th and Olive is related, but the potential developers do not want buses surrounding that property. If the Butterfly Lot is not chosen as a permanent site, then it might be possible to use a half-block area at 10th and Olive, including where the bingo parlor is now located, and move off-street, so the area around the current downtown station can be developed.

Mr. Parks was concerned that if the District chose a final site, the City would eventually ask the District to move the downtown station, possibly before LTD is ready, so the current site could be developed. He wondered if LTD would have to make a final decision to buy a specific site. Ms. Loobey said the District could state what is a preferred site. Mr. Brandt did not want to preclude any site; if the District finds a preferred site, it should say so and then it would be up to the City to say yes or no for that site. He thought the next step should be to rank order some locations and have a rough cost estimate and be able to say why they are the best sites, with the advantages and disadvantages listed in more detail.

Ms. Loobey stated that in the past, Mr. Runyan had expressed concern regarding on- or off-street sites. Mr. Viggiano added that the criteria state a preference for off-street bus parking, so an off-street site might be rated above other sites. Mr. Brandt said, however, that if cost was considered, an off-street site might not come out on top. He thought the District should look at potential on-street sites closer to the best location for a transit station, in order to be more fluid. Ms. Loobey said, however, that an on-street site would have to include a combination of on- and off-street parking, because the District would not want to trade one stretched-out station bisected by streets for another one. Mr. Brandt then wondered about a place where pedestrians could walk through a block rather than around. Mr. Viggiano stated that 8th and Oak is a good area in that respect, but there are other problems. Mr. Brandt mentioned having access to site 13 until it is developed by the City, and said LTD should consider the costs for on- and off-street sites at that location. Mr. Parks, however, thought lot 13 would only be temporary, and that the City still has plans to build there. Mr. Runyan thought lots 7, 11, and 12 could be eliminated.

Mr. Pangborn stated that the current location is the best on-street site. Staff have looked at other sites for on-street parking, but run into problems with the 8.5-foot buses, in order to allow enough room for bus patrons and pedestrians on the sidewalk, and enough room in the street for bus parking and automobile traffic. On-street sites need to be on wide streets, which are normally also busy streets. Mr. Pangborn added that staff could show the Committee those kinds of details for lots which had already been considered. Ms. Loobey added that other considerations

are the relocation of the shelters, passenger information, temporary sites during construction, etc. She added that the District did not want to "hike up its skirts" and go somewhere else every three years.

Tim Dallas, Director of Operations, stated that the District needs to position itself in the best way for the community, to find a station that operates well, pick a stable site, put the money into developing that site, and stay there. Mr. Runyan thought this was a good opportunity to make a 20-year decision, and Ms. Loobey added that the District needed to look at surrounding development plans. She thought that lot 13 could be a three- to five-year site, and then the City would want the District to move again. Mr. Parks and Mr. Runyan agreed that lot 13 was not a good long-term option. Ms. Loobey added that temporary locations were expensive for the District and hard on patrons.

Mr. Parks thought the current site was the best on-street site, and if the District was going to change, it should be looking for a permanent off-street site. He was concerned about the timing of locating and naming a site, however. He reiterated that his biggest fear is that the District will name a site and the City will want LTD to move to that site as soon as possible, whether the money to move is available or not. Ms. Loobey thought this would depend on how anxious the City is to develop the property where the current station is located. She added that if the District does not have a site named in the working papers for the Urban Renewal Plan, her fear is that the community will ignore the criteria for the station. Choosing a site, she said, would reinforce that process. She thought the if District narrowed down the choices and had several locations in the Plan, other plans for development on one or more of those sites would require that the Plan be amended. She stressed that it would be the Plan that would have to be amended, not just a set of criteria within the Plan.

Mr. Brandt left at this point in the meeting.

Mr. Runyan said he would like to know more about sites 5 and 6, and about on-street options downtown. He said he didn't care about looking at lots 7 and 13, and that 11 and 12 were not worth looking at. However, he said he would like to have more information on lots 2, 3, 4, and 8. It was his opinion that the greatest employment growth would not necessarily be in the area closer to lot 4, the Butterfly Lot. He was not convinced that the retail center would move to the east; rather, he felt it would move south down Willamette Street, with better development opportunities in that direction. He said that Eugene is not a high-density town, and that is probably why the City can't sell lots in the high-density areas of downtown. He said that maybe the location of the current station would be the best location.

Mr. Viggiano said that growth to the south would be low-density growth. It was his opinion that there would still be more trip

destinations around the Butterfly Lot, even with a fair amount of low- to moderate-density growth to the south.

Mr. Parks stated that the price of oil and availability of parking could change ridership. Mr. Viggiano agreed, saying that parking will be more of a problem downtown than in the area south of downtown, and the costs for monthly parking will increase.

At this point, there was some discussion regarding the value of asking community members to sit on the Downtown Station Committee. Mr. Brandt had stated to staff before he left the meeting that he thought the community perspective would come during the community forum on February 26, so there was not a need for additional community involvement on the Committee. Mr. Parks stated that, at this point, the Committee was giving input just like the rest of the community, and that the Urban Renewal Board, not the LTD Board, would make the final decision. Mr. Runyan agreed, saying that the District would need to make a decision fairly soon, and that it would be difficult to bring someone in on the process at this point and continue the forward movement.

Mr. Parks expressed his concern that he did not want to make it appear that the District is walking away from its present investment in downtown Eugene. Mr. Pangborn said the District will have to address the question of why it would not be staying where it is now, and why it would choose to move to another site.

Ms. Loobey added that the District is at least three years away from any new site. Section 3 federal funds are now dedicated to the new operations facility, and LTD would be lucky to receive another Section 3 grant in three years. She was not sure if the District could pay the costs for a new downtown station with Section 9 funds, because Section 9 has taken all the cuts in capital funding for transit, and the money that is available needs to be used for capital items such as bus fleet replacement.

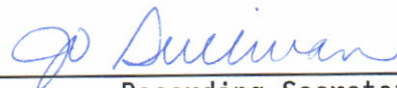
Mr. Dallas said there are separate steps for the identification and acquisition of sites, and that the District needed to create a stable situation for development. Mr. Runyan thought the Committee was close to making a final recommendation, or a recommendation for the top two or three sites. He said he was still curious about sites 5 and 6, regarding the ownership, land values, development restraints, operational constraints, etc. Mr. Viggiano stated his main concern with lot 5, which is that there is not enough room to park all buses off-street. Ms. Loobey added that Broadway on the north side is a narrow street which the District wouldn't be able to use, and the drive-in building for the bank would be a problem on the lot, with bus and car conflicts and nowhere else for that building to be located. Mr. Runyan thought that since that parking lot serves as the parking area for the entire Citizens Bank building, it could be a big problem. Mr. Viggiano stated that the major drawback to lot 6 is that it is on the very edge of downtown, and is

distant from the main retail area. Ms. Loobey added that it is a long distance from Broadway and Charnelton, where mall improvements are now being made. Lot 6 is not close to retail or employment areas, and it serves as reserved parking for the Eugene Retirement Center and short-term City one-stop permit parking.

Mr. Runyan told staff he would like to know more about the buildings on lot 3, whether there is one large building or there are several small ones.

NEXT MEETING: The next meeting of the Downtown Station Committee will be held at 7:30 a.m. on Monday, February 9 in the District Conference Room at 1938 West 8th, Eugene. Staff will draft several recommendations for the Committee to consider, including whether the Committee would want to recommend that the Board approve a single site or two or three sites in hierarchical order.

ADJOURNMENT: With no further discussion, the meeting was adjourned at 9:30 a.m.



Recording Secretary

dsc0128.jhs



February 9, 1987

TO: Downtown Station Committee
FROM: Stefano Viggiano, Planning Administrator
RE: Downtown Station Site Selection

On October 13, 1986, criteria for siting of a downtown transit station were approved by the LTD Board of Directors and submitted to the City of Eugene for inclusion in the Urban Renewal Plan Update. A copy of the criteria is attached. The criteria can be used to evaluate and rank potential sites. The following is a staff ranking of sites based upon the criteria.

Weighting of Criteria

The Downtown Station Committee may want to consider weighting some of the criteria in order to reflect relative importance. Staff believe that the two most important criteria for the station are its location within downtown and its compactness. These two criteria address the major functions of the station: the station is a major trip terminus for riders and it is the major transfer point in the bus system.

Staff also believe that two other criteria, cost and compatibility with existing and future development, are also important and should be weighted more heavily than the remaining three criteria.

It is assumed that each site meets the minimum criteria in order to be considered. Thus, some critical factors, such as station capacity, are not proposed to be weighted, since the critical element in that factor is that it meet a minimum standard.

Staff's recommendation for the weighting of the criteria is summarized below:

<u>Criteria</u>	<u>Weight</u>
Location	3x
Compactness	3x
Safety	
Capacity	
CSC Location	
Development Compatibility	2x
Cost	2x

On-Street Sites

Staff have considered a number of locations for on-street transit stations in the downtown area. All of the sites considered either did not provide any advantage over the current station, or had insurmountable operational or design problems. There are some inherent problems in locating a transit station on-street:

1. Given the required capacity of the station, bus parking must be spread over a larger geographic area, thus limiting the effectiveness of the station for transferring patrons. The option of parking on both sides of a street reduces the maximum distance between buses, but increases safety concerns. The option of locating around a city block reduces walking distances for transfers if access through the block is available. However, there appear to be no blocks in the downtown area where this through access can be guaranteed into the future.
2. In order to provide adequate sidewalk width for both pedestrian movement and bus boarding activity, sidewalk widths must be increased significantly. Thus, parking buses on-street requires the removal of the equivalent of two travel lanes (or a parking lane and a travel lane): one lane for bus boarding activity and one lane for bus parking. The District has had experience with insufficient bus boarding area and found it to be unacceptable.

It is difficult to find streets in the downtown area that can be reduced by two lanes. All downtown streets that are at least three lanes in one direction are major arterials that cannot give up travel lanes without incurring traffic congestion problems.

3. On-street transit stations require frequent interaction between buses and other vehicles and between patrons and other vehicles. Buses must pull directly into and out of traffic from every bus stall, and patrons are required to cross streets to make transfers. These sites are, therefore, inherently less safe.
4. On-street stations tend to block visibility to adjacent establishments. Concerns over the loss of visibility may make it difficult to locate an on-street station adjacent to existing development. Vacant sites may be more difficult to develop if they are surrounded by buses; thus, an on-street station around a vacant lot may act to inhibit development and result in a negative reaction from property owners.

Alternate on-street sites considered include the 8th and Oak area and surrounding the park blocks south of 8th Avenue. Both of these options were deemed unacceptable. The 8th and Oak option would require splitting the station with both 8th and Oak streets, both very busy streets. This

was not acceptable from a patron safety perspective. A station located around the park blocks was seen as incompatible with both the park environment and the businesses to the south. In addition, the station would be split by Oak Street.

An on-street site mentioned recently is on the block south of 8th between Pearl and High (surrounding the site of the future City Hall). About two-thirds of this block is now vacant; however, it is expected that in the future the entire block will be developed. This site has a locational advantage over the current station, but is by no means ideally located, because of its distance to the central retail area. The site would also require contra-flow on three sides, since passengers must be discharged and picked up on the right side of the bus. Other on-street options, such as on Charnelton Street, did not offer any improvement in location or operation to the current station.

It is staff's conclusion that the current station is the best on-street site available in the downtown area. This site is, of course, included as a finalist in the site selection for a permanent station. It should also be noted that two on/off street combination stations, at 10th and Olive and in the Citizen's Building lot, are included in the final list of sites.

Evaluation of Sites

Nine potential sites for a downtown transit station are evaluated. The sites are:

1. Current Station
- * 2. 10th and Olive On/Off-Street
- * 3. 10th and Olive Off-Street
4. Butterfly Lot (8th & Oak)
5. Citizens Building Lot (10th & Pearl)
6. Greyhound Lot (10th & High)
- * 7. 8th and Willamette Lot
8. North County Lot (7th/8th & Oak)
9. Future City Hall Site (8th & Pearl/High)

* These sites are located on Urban Renewal land.

The nine sites evaluated represent those sites that are most viable and have been most frequently mentioned as a possible transit station location. It should be noted that two sites, the 8th and Willamette lot and the future City Hall site have been precluded as a transit station site by the City. These sites are included for comparison purposes only.

The tables on the following pages show staff ranking of the nine sites. Table 1 indicates site ranking with the criteria weighted as recommended

Downtown Station Committee
February 9, 1987
Page 4

by staff. Table 2 shows the ranking without weighting the criteria. Table 3 is a blank table for Committee members to use to develop their own evaluation of the nine sites.

Discussion/Analysis

The staff evaluation of the sites indicates that the Butterfly Lot and the 8th and Willamette Lot are rated as best meeting the site selection criteria. Since the 8th and Willamette Lot is not available for development, the Butterfly Lot is the site preferred by staff for a permanent transit station. The second best site appears to be the 10th and Olive off-street site. As a lower cost option, the 10th and Olive on/off-street site appears to be the only viable alternative.

At the meeting, staff will discuss the evaluation of the sites in more detail. Committee members are encouraged to complete their own evaluation of the sites on the blank form and to discuss these with staff at the meeting.

Staff Recommendation

That the Downtown Station Committee recommend that the Board of Directors approve the selection of the Butterfly Lot as the preferred site for a downtown station; that the 10th and Olive off-street site be ranked as the second choice; and that the on/off-street 10th and Olive site be ranked as the third choice.

Stefano Viggiano /jv
Stefano Viggiano
Planning Administrator

SV:ms

attachments

TABLE 1

CENTRAL TRANSIT STATION

Site Selection

Please rank the finalist sites with a score of 1 through 5 for each evaluation criterion, depending on how well the site met that criterion. A score of 5 means that the site best met the criterion, while a score of 1 means that the criterion was generally not met by that site.

	CURRENT STATION	10TH & OLIVE ON/OFF STREET	10TH & OLIVE OFF STREET	BUTTERFLY LOT	CITIZENS LOT	GREYHOUND LOT	8TH & WILL. LOT	NORTH COUNTY LOT	FUTURE CITY HALL LOT
LOCATION (X3)	6	6	6	15	6	3	15	6	6
COMPACTNESS (X3)	0	9	15	15	9	15	15	15	15
EFF/SAFETY	1	2	4	5	4	3	5	3	4
CAPACITY	4	3	3	4	3	4	4	4	4
CSC LOC.	3	1	5	3	3	3	3	3	3
DEV COMPAT. (X2)	2	2	6	8	4	8	8	2	6
COST (X2)	10	8	2	6	2	2	2	2	2
TOTAL SCORE	26	28	41	52	31	38	52	35	40

TABLE 2
CENTRAL TRANSIT STATION

Site Selection

Please rank the finalist sites with a score of 1 through 5 for each evaluation criterion, depending on how well the site met that criterion. A score of 5 means that the site best met the criterion, while a score of 1 means that the criterion was generally not met by that site.

	CURRENT STATION	10TH & OLIVE ON/OFF STREET	10TH & OLIVE OFF STREET	BUTTERFLY LOT	CITIZENS LOT	GREYHOUND LOT	8TH & MILL LOT	NORTH COUNTY LOT	FUTURE CITY HALL LOT
LOCATION	2	2	2	5	2	1	5	2	2
COMPACTNESS	0	3	5	5	3	5	5	5	5
EFF/SAFETY	1	2	4	5	4	3	5	3	4
CAPACITY	4	3	3	4	3	4	4	4	4
CSC LOC.	3	1	5	3	3	3	3	3	3
DEV COMPAT.	1	1	3	4	2	4	4	1	3
COST	5	4	1	1	1	1	1	1	1
TOTAL SCORE	16	16	23	27	18	21	27	19	22

TABLE 3

CENTRAL TRANSIT STATION

Site Selection

Please rank the finalist sites with a score of 1 through 5 for each evaluation criterion, depending on how well the site met that criterion. A score of 5 means that the site best met the criterion, while a score of 1 means that the criterion was generally not met by that site.

LOCATION	COMPACTNESS	EFF/SAFETY	CAPACITY	CSC LOC.	DEV COMPAT.	COST
CURRENT STATION						
10TH & OLIVE ON/OFF STREET						
10TH & OLIVE OFF STREET						
BUTTERFLY LOT						
CITIZENS LOT						
GREYHOUND LOT						
8TH & MILL. LOT						
NORTH COUNTY LOT						
FUTURE CITY HALL LOT						

TOTAL SCORE

**LANE TRANSIT DISTRICT BOARD OF DIRECTORS
POLICY STATEMENT AND CRITERIA FOR
CENTRAL TRANSIT STATION SITE**

POLICY STATEMENT:

The following policy statement was adopted by the Lane Transit District Board of Directors at its September 17, 1986 meeting:

A permanent Lane Transit District station which includes the following characteristics or design elements shall be developed. It is to be located near the employment and retail centers in downtown Eugene; must function conveniently for transferring patrons; must be efficient and safe to operate; must be capable of being constructed at a cost appropriate to its long-term benefits to the community; and it must be consistent with the long-term growth and development of the downtown area. The station is to be jointly financed by the City of Eugene and the Lane Transit District.

OBJECTIVES:

For each major siting consideration in the policy statement, a general objective is stated below, followed by one or more specific criteria that are to be met. It is intended that these criteria would be included in the updated Urban Renewal Plan.

1. The station is to be located near the employment and retail centers in downtown Eugene.

The station is to be located as close to the corner of 8th and Oak as possible. In any event, the station is to be located within the area bounded by Charnelton, 11th, High, and 7th.

2. The station must function conveniently for transferring patrons.

The station is to be a single, unified facility.

The station is to be as compact as possible, with a maximum distance of two blocks between buses.

Patrons should not have to cross more than one street in order to complete a transfer.

3. The station must be efficient and safe to operate.

Excessive out of direction bus travel in the downtown area in order to access or leave the station is to be avoided. The station is to

have direct access from the west, south, and from the Ferry Street Bridge.

The station is to be located and designed to minimize bus/car and pedestrian/vehicle conflict.

The station is to be located and designed in such a way that bus riders perceive it to be a safe area in which to wait for or transfer between buses. The design of the station must be such that the District can minimize loitering.

4. The station is to have sufficient capacity for buses and passenger waiting and boarding areas.

The station is to have capacity to park a minimum of 22 buses. For a completely off-street station, this would require at least one-half of a city block.

There is to be at least as much passenger boarding area and waiting space as exists at the current station. A minimum five-foot clear aisle along bus parking and an additional ten-foot pedestrian travel lane are to be provided.

5. The Customer Service Center is to be conveniently located near the station.

The Customer Service Center should have visual access to a majority of the buses and be located within one block of the center of the station.

6. The station is to be consistent and compatible with current and future development.

The station is to be compatible with existing adjacent land uses.

The station is to be buffered from possible negative impacts of future development.

The station is to be located to provide convenient patron access to future major developments.

7. The station is to be cost-effective.

The construction cost of the station is not to exceed \$100,000 for each year of programmed life. Thus, for example, a \$500,000 station should be programmed to last at least five years.

i. Introduction and Summary

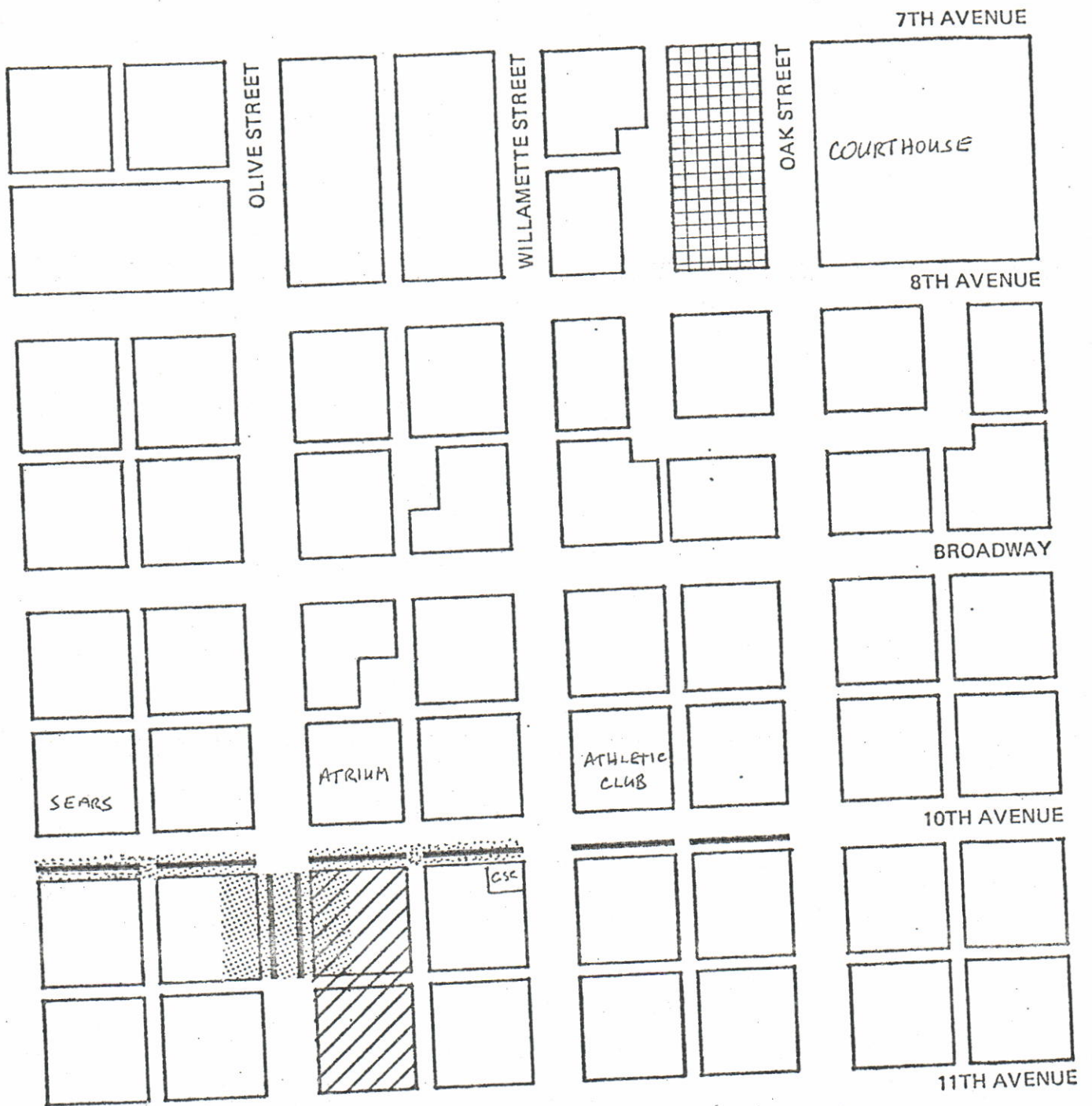
The purpose of this study is to evaluate the existing downtown Eugene LTD transit station and alternative site locations and to provide information and recommendations useful in the preparation of the Downtown Development Plan. This study has been prepared by Don Miles Associates/PPS jointly with LTD and Eugene Development Department staff. Branch Engineering in Eugene has prepared preliminary cost estimates and reviewed and revised transit platform configurations and layouts as consultants to LTD. Traffic impacts of the sites have been identified by the Eugene Department of Public Works transportation section.

Part I of this report is a description of the site evaluation and selection methodology. It includes a summary of preliminary site studies for alternative locations, and an explanation of the matrix system utilized in the evaluation of the sites selected for final analysis.

Part II of this report contains the site evaluations and is comprised of four sections: 1) the existing site evaluation, 2) a comparative analysis of data for each site as evaluated using the matrix system, 3) an urban design assessment based upon a subjective evaluation of the urban design quality of the proposals and 4) a comparative analysis of transit centers in other cities.

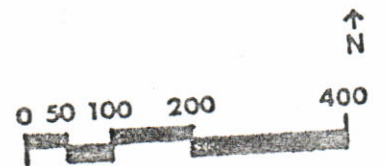
Part III contains recommendations based upon the matrix evaluation and urban design assessment. Two preferred options are described: 1) a low cost on-street option, Site 2 - 10th and Olive: On-Street and 2) a moderate cost off-street option, Site 4 - 8th and Oak (Butterfly lot).

The recommendations in this study are subject to additional review and evaluation by LTD, the City, other officials and the public. Changes in funding sources, development constraints, transit operations and other factors will influence the choice of a transit center site. Design and engineering studies conducted in the detailed analysis and implementation phase of this project may also provide additional opportunities or constraints.



- Existing Site
- 10th & Olive: On-Street
- /// 10th & Olive: Off-Street
- 8th & Oak: Off-Street (Butterfly lot)

Figure 2
Site Locations, Final Analysis



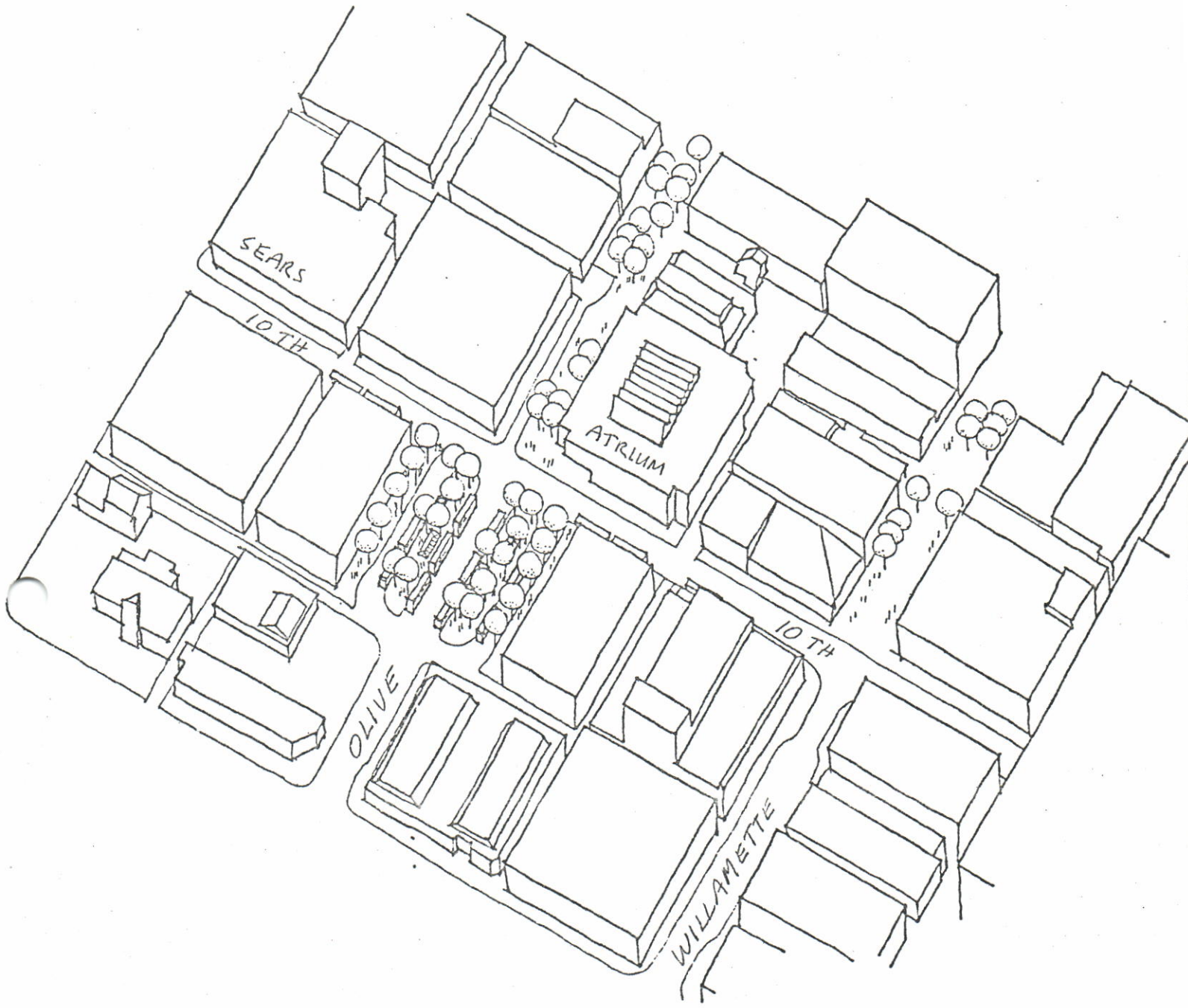


Figure 12
10th and Olive: On-Street

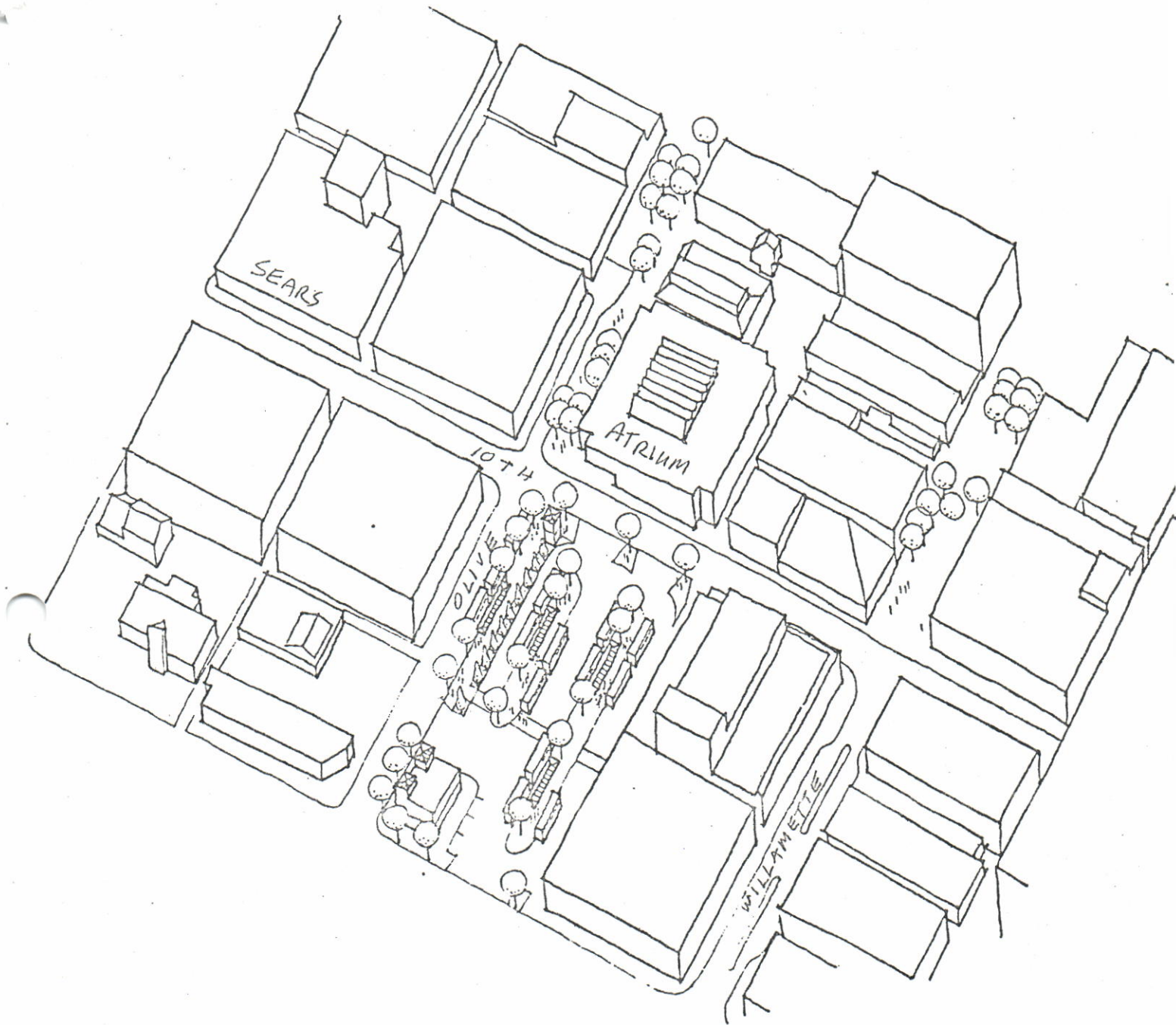


Figure 13
10th and Olive: Off-Street

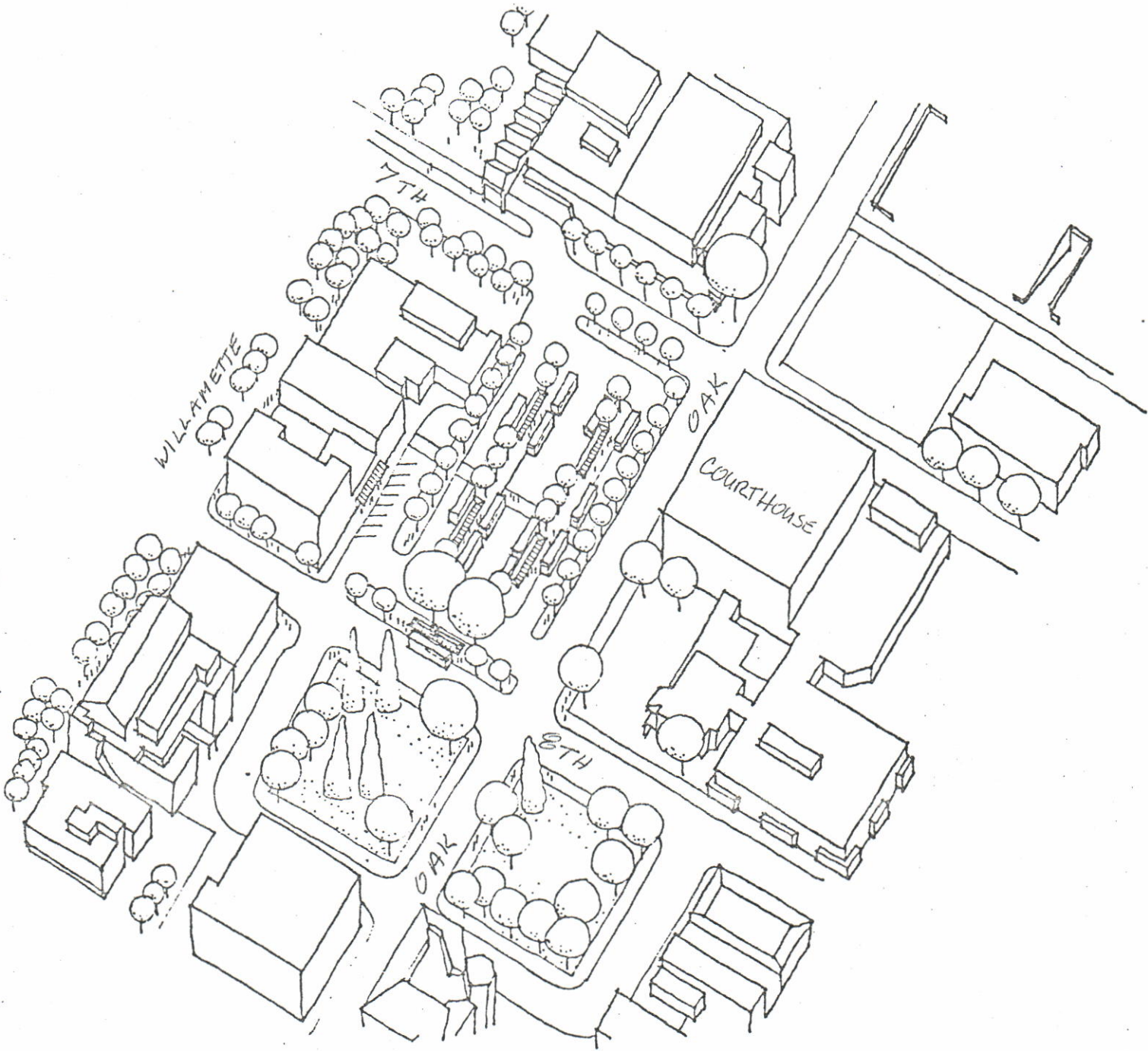


Figure 15
8th and Oak (Butterfly Lot)