

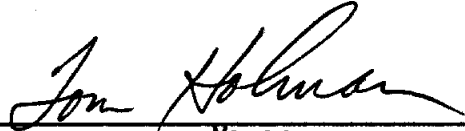
RESOLUTION 2692

WHEREAS, the Linn-Benton Loop Transit Administrative and Advisory Committee has been in operation without formal organizational rules since established; and

WHEREAS, the Linn-Benton Loop Transit Administrative and Advisory Committee has now established formal operation policies;

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council does hereby approve the Linn-Benton Loop Transit Administrative and Advisory Committee Operation Rules and that the City Manager be and hereby is authorized to sign the agreement on behalf of the City.

Dated this 27th day of May, 1987.



Mayor

ATTEST:



City Recorder

LINN BENTON LOOP TRANSIT COMMISSION

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LINN BENTON LOOP TRANSIT COMMISSION

The Rules for the Linn Benton Loop Transit Administrative and Advisory Committee are comprised of Four (4) Articles.

- ARTICLE I - GENERAL
- ARTICLE II - ORGANIZATION
- ARTICLE III - BUDGET AND FINANCE
- ARTICLE IV - AMENDMENTS AND UPDATED PROCESS

The Name of the Organization shall be the Linn Benton Loop Transit System.

The Administrative and Advisory Committee shall be the Linn Benton Loop Transit Commission, herein after referred to as the "COMMISSION".

ARTICLE I - GENERAL

Six sections introduce the Rules for the Linn Benton Loop Transit Administrative and Advisory Committee:

- Section 1. Membership
- Section 2. Purpose-Goals-Objectives
- Section 3. Transit Commission Rules
- Section 4. Voting Process
- Section 5. Meetings
- Section 6. Equipment ownership and use

Section 1. Membership

Member Agencies shall be limited to those agencies contributing prorata financial support to the operation and maintenance of the Transit System.

The COMMISSION shall be made up by three (3) people from each Member Agency:

- one (1) Elected or Appointed Official from each Member Agency
- one (1) Staff Person from each Member Agency
- one (1) Citizen-at-Large appointed by each Member Agency

Associate Membership shall be open to any person or agency interested in the Linn Benton Loop Transit System. Associate Member shall have full membership privileges, except to vote or hold office.

Section 2. Purpose-Goal-Objectives

- a. The Purpose (Mission) of the COMMISSION is to provide transit benefit to citizens, to establish and implement these policies (rules), and to administer the Contract to operate the Linn Benton Loop Transit System.
- b. The Goals for the Linn Benton Loop Transit System are to provide an economical, effective, and responsive transit service and to provide an interface with inter-city and inter-county users, and major transit generators.
- c. Specific Objectives
 1. Consolidate and refine present operation
 2. Encourage more ridership
 3. Identify new ridership by expansion to reach outlying areas
 4. Refine and expand present financial program
 5. Identify and acquire new funding sources

Section 3. Loop Transit Rules

The Transit System Rules, as approved or modified, shall be reviewed annually before the first of July. Necessary changes to accommodate changed conditions will become effective on July 1, or at the appropriate date during the fiscal operating year.

Section 4. Voting Process

All Members of the Loop Transit COMMISSION representing the Member Agencies shall be eligible to vote. Fifty percent (50%) of the official membership shall be a quorum. Motions shall be passed by simple majority.

Section 5. Meetings

The Loop Transit COMMISSION shall hold regular quarterly meetings (January, April, July and October) on the second Tuesday of that month. Special meetings may be conducted at any time a specific need arises by order of the Chairman and Vice Chairman. Ten days written advance notice shall be given for required and special meetings. An emergency meeting may be called by the Chairman upon 24 hour notice.

Section 6. Equipment Ownership and Use

- a. The Gillig Bus, Serial No. IGDD0811-D1980719, and GM Bus, Serial No. TDH 4519-240, purchased with Transit Money and titled to the City of Albany, shall remain the personal property of the Linn Benton Loop Transit System.
- b. Future equipment purchased with Transit money shall remain the personal property of the Linn Benton Loop Transit System as defined in the Inter-Agency Cooperative Agreement.
- c. Equipment purchased with Transit money shall be used only for the Loop Transit System unless special use permission is granted by the COMMISSION.

ARTICLE II - ORGANIZATION

Five (5) Sections describe the Organization for the Linn Benton Loop Transit System.

- Section 1. Member Agencies
- Section 2. Loop Transit COMMISSION
- Section 3. Loop Transit System Operator
- Section 4. System Operator Agreement
- Section 5. Election of Officers

Section 1. Member Agencies

Each Member Agency shall:

- a. Authorize Member Agency Participation
- b. Appoint Members to the COMMISSION
- c. Authorize Agency Financial Involvement

Section 2. Loop Transit COMMISSION

The Linn Benton Loop Transit COMMISSION shall:

- a. Represent their respective agency
- b. Administer the policies of the Linn Benton Loop Transit System
- c. Establish Agency financial obligation
- d. Conduct meetings
- e. Seek and consider input that will improve transportation services to the public
- f. Review operation reports

- g. Review and approve system budget
- h. Review and approve system operation standards
- i. The COMMISSION may terminate operations at any time there is insufficient funds for continued operation without incurring a deficit. Operating Deficit shall mean the actual deficiency of system operating funds from all sources.

Section 3. Loop Transit System Operator

The System Operator shall be that Agency or Organization, designated by the COMMISSION, to operate and maintain the Linn Benton Loop Transit System.

The Loop Transit System Operator shall provide or cause to be provided the personnel, facilities, vehicles, and resources necessary for operation, maintenance, and management of the Transit System. Responsibilities include:

- a. Supervise and direct transit operation
- b. Maintain complete and accurate fiscal and program record for the Transit System
- c. Prepare and submit operation reports quarterly to the COMMISSION
- d. Pursue funding from all potential sources including Federal, State, and Local Programs
- e. Provide for collecting revenues and for the distribution of funds for the Transit System
- f. Prepare and submit an Operating Budget to the COMMISSION for review and approval.
(see Article III - Budget and Finance)
- g. Prepare and submit Operational Standards to the COMMISSION for their approval:
 1. Fares
 2. Routes
 3. Schedules
 4. Marketing
 5. Others as appropriate
- h. Promptly notify the COMMISSION of revenue (financial) shortfall and work with the COMMISSION to prepare a financial action plan.
- i. The Loop Transit System Operator shall designate one person on their full-time staff to be their Transit System Manager.

Section 4. System Operator Agreement

In keeping with Article II, Section 4, an System Operating Agreement shall be prepared and submitted to the Loop Transit System Operator. The agreement shall contain an Agreement Statement identifying the Loop System Operator, the Member Agencies, and the COMMISSION. The Agreements shall refer to these Rules and contain the following:

- a. Effective date
- b. Term
- c. Budget and Financial Plan
- d. Termination
- e. Amendment/Modification
- f. Insurance
- g. Insolvency
- h. Disputes
- i. Waiver
- j. Witness and signatures
- k. Financial Contribution Agreement

Section 5. Election of Officers

- a. The Officers for the COMMISSION shall be a Chairman and Vice Chairman.
- b. Annual Elections shall be held at the October Quarterly Meeting. The term of office shall be for one year beginning January 1.
- c. Eligibility to hold office shall be limited to Members of the COMMISSION.
- d. The term of office shall be limited to two (2) consecutive terms.
- e. The Chairman shall arrange for secretarial services.
- f. A vacancy in either office may be filled by appointment by the COMMISSION to serve out the term.
- g. New officers or subcommittees can be created at any time to meet a special need. Terms shall be determined to accomplish the task.

ARTICLE III - BUDGET & FINANCE

Four (4) Sections describe the budget and finance program.

- Section 1. System Operating Budget
- Section 2. System Financial Plan
- Section 3. Billing
- Section 4. Expenses

Section 1. System Operating Budget

- a. The System Operator shall prepare an Annual Operating Budget based on anticipated resources.
- b. A tentative System Operating Budget shall be submitted to the COMMISSION for review at the regular January meeting.
- c. Member Agency financial obligation shall be submitted to the Member Agency in the form of an Agreement for Financial Participation early in February.
- d. Tentative System Operating Budget shall be adopted at the April regular COMMISSION meeting, subject to final adoption by Member Agencies.
- e. The final System Operating Budget shall be adopted at a special Budget Adoption Meeting before July 1.

Section 2. System Financial Plan

The System Operator shall prepare an Annual System Financial Plan projecting funding resources based on anticipated grants and funding programs, fare box revenue, fees and other sources.

Section 3. Billing

- a. An Annual System Operating Financial Agreement will be prepared for each Member Agency indicating financial obligation.
- b. A Billing Statement will be sent to each Member Agency before July 1. Fees shall be due and payable before August 1.

Section 4. Expenses

Expenses, as listed in the System Operating Budget, shall be the expenses necessary to effectively and safely operate the Loop Transit System.

ARTICLE IV - AMENDMENTS AND UPDATING PROCESS

This Article will identify those objectives and tasks necessary to evaluate the efforts of the COMMISSION and the Transit System to keep these rules up-to-date and effective.

Section 1. Evaluation

Section 2. Revision and Up-dating

Section 1. Evaluation

Periodic evaluation will provide better utilization of time, talent and resources. The evaluation process involves a measure of actual accomplishments. Evaluations will reveal problems encountered, potential solutions, and recommended future action. Evaluation shall include, but not limited to:

- a. Period of evaluation
- b. Specific objectives
- c. Accomplishments
- d. Problems encountered
- e. Potential solutions
- f. Recommended actions

Section 2. Revision & Updating

These Rules may be changed by a simple majority vote of the Full COMMISSION Membership. A COMMISSION appointed Subcommittee shall prepare a plan of action for revisions and updating the Articles and Sections of these Rules and determine the time necessary and establish a date of completion.