

RESOLUTION NO. 5936

A RESOLUTION ACCEPTING THE 2010-2011 LINN COUNTY SPECIAL TRANSPORTATION PROGRAM (STF) GRANT FUNDING AGREEMENT FOR ALBANY TRANSIT SYSTEM AND LINN-BENTON LOOP TRANSIT SYSTEM

WHEREAS, Linn County has submitted the 2010-2011 annual Special Transportation Program funding support agreements for Albany Transit System and Linn-Benton Loop Transit System; and

WHEREAS, the City of Albany is the service provider for the transit systems; and

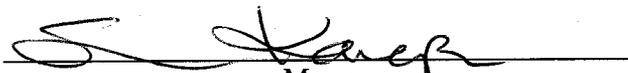
WHEREAS, receipt of these funds are included in the City's fiscal year 2010-2011 budget.

NOW, THEREFORE, BE IT RESOLVED that the City of Albany accepts the Linn County Special Transportation Program funding support agreements in the amounts of \$4,320 for Albany Transit System and \$12,192 for Linn-Benton Loop Transit System for operating expenses for fiscal year 2010-2011 and authorizes the Public Works Director to execute the agreement and conditions for their acceptance; and

BE IT FURTHER RESOLVED that the City Council of the City of Albany, Oregon, accepts these funds and authorizes the Public Works Director to execute the agreement and conditions for their acceptance.

DATED AND EFFECTIVE THIS 11<sup>TH</sup> DAY OF AUGUST 2010.

ATTEST:

  
Mayor

  
City Clerk

**INTERGOVERNMENTAL AGREEMENT**  
(Resolution & Order No. 2010-228)

**THIS AGREEMENT** is made and entered into by and between the following parties:

**LINN COUNTY**, a political subdivision of the State of Oregon, (County), of P.O. Box 100, Albany, Oregon, 97321, and

**LINN-BENTON LOOP**, of PO Box 490, Albany, OR, 97321, a political and subdivision of the State of Oregon (Contractor), whose Federal Employer Identification No. is 93-6002114.

**PROGRAM ABSTRACT:** Funding for transportation services to seniors and persons with disabilities on the Linn-Benton Loop System.

**TOTAL CONTRACTOR SUM:** Up to \$12,700

Contractor shall perform all necessary work in order to accomplish the services specified in consideration of the mutual agreements hereinafter set forth.

IT IS AGREED:

1. **Term of Intergovernmental Agreement:** This Agreement shall be effective and services required hereunder shall commence on July 1, 2010, and shall terminate on June 30, 2011, except as provided by the termination and non-funding provisions set out below.
2. **Consideration:** As consideration for the performance of all terms and conditions set forth in this Intergovernmental Agreement, County promises to pay up to \$3,175 per quarter, (minus 4% for contract administration by Oregon Cascades West Council of Governments (OCWCOG)), upon receipt of a statement to be submitted by Contractor. Payment to Contractor is contingent upon County receiving funding from the State of Oregon for the services provided in this Intergovernmental Agreement. If payments to County are reduced by the State, payments to Contractor will be reduced on a pro-rata basis unless other wise determined by the Linn County Board of Commissioners (upon recommendation by the Special transportation Advisory Committee).
3. **Contractor services:** Contractor agrees to perform transportation services as described in Exhibit A (STF Application) to the satisfaction of the County.

4. **Declaration of the nature of the contractual relationship:** Contractor agrees that the Contractor is an independent contractor and not an employee of or agent of the County. County shall not be responsible for any claims, demands or causes of action of any kind or character arising in favor of any person, on account of personal injuries, or death, or damage to property occurring, growing out of, incident to, or resulting directly or indirectly from the operations or activities of the Contractor.
5. **Workers Compensation Provisions:** Contractor shall obtain and at all time keep in effect Worker's Compensation insurance. Contractor represents to the County that it presently maintains coverage sufficient to meet the requirements of Oregon law by: Policy No. 10 WALB written by City County Insurance Services.
6. **Other insurance provisions:**
- a. **Indemnification.** Each party to this Agreement shall defend, indemnify and hold harmless the other party and its officers, employees and agents from claims arising from:
    - i. injury to any person or damage to property caused by the negligence or other wrongful acts or omissions of the party, its officers, employees or agents; or
    - ii. failure or refusal of one party to perform or fulfill its responsibilities under this Agreement or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the County.
  - b. **General Liability.**
    - i. Contractor shall obtain and at all times keep in effect, liability insurance covering activities and operations of the Contractor. Such liability insurance shall meet the requirements set forth in the Oregon Tort Claims Act as codified in ORS 30.260 to 30.300. Such requirements include the following limits:
      - (1) \$50,000 to any claimant for any number of claims for damage to or destruction of property, including consequential damages, arising out of a single accident or occurrence;
      - (2) \$100,000 to any claimant as general and special damages for all other claims arising out of a single accident or occurrence, unless those damages exceed \$100,000, in which case the claimant may recover additional special damages, but in no event shall the total award of special damages exceed \$100,000; and
      - (3) \$500,000 for any number of claims arising out of a single accident or occurrence.
    - ii. Contractor shall name County, and its officers, employees, and agents as additional insured's on any activities being performed under the Contract. Such insurance shall be evidenced by a Certificate of Insurance issued by an insurance company licensed to do business in the State of Oregon, containing a thirty (30) day Notice of Cancellation endorsement and shall be forwarded to County prior to commencement of the services.
    - iii. Contractor has obtained insurance required by this section through Policy No. 10 LALB, written by City County Insurance Services.

- c. **Professional Liability.** Contractor shall obtain and at all times keep in effect, any professional liability insurance required by law, or, if not required by law, any professional liability insurance Contractor holds at the time of execution of this Agreement.
  - d. **Policy Changes.** In the event of unilateral cancellation or restriction by the insurance company of an insurance policy referred to in this paragraph, the Contractor shall immediately notify County orally and in writing within three (3) business days.
7. **Other Contractor duties:** Contractor further agrees to:
- a. Comply with all applicable Federal and State statutes, rules and regulations, specifically including the following provisions of the Oregon Revised Statutes:
    - i. ORS 279B.220, 279B.225, 279B.230, 279B.235 which are incorporated by reference;
    - ii. Title VI of Civil Rights Act of 1964;
    - iii. Title V and Section 504 of the Rehabilitation Act of 1973;
    - iv. 49 CFR Parts 37 and 38 of the Americans with Disabilities act of 1990;
    - v. ORS 659A.142
    - vi. All regulations and administrative rules established pursuant to the foregoing laws;
    - vii. 49 CFR 27.9 (Nondiscrimination on the Basis of Handicap in programs and Activities Receiving and Benefitting from Federal Financial Assistance which implements the Rehabilitation Act of 1973), as amended;
    - viii. ORS 391.800 through 391.830; and
    - ix. OAR 732-010-0005 through 732-010-0045.
  - b. Comply with financial management procedures in accordance with ORS 391.820 through 391.830 and OAR 732-010-0030 through 732-010-0045.
  - c. Maintain and operate any vehicles and other capital items purchased with STF dollars in accordance with maintenance and inspection schedules provided by the manufacturer, or other documented maintenance plan.
  - d. Bear the cost of insuring vehicles, and other capital equipment, facilities and real property, as appropriate, purchased by STF dollars conveyed by this Agreement based on risk assessment, and as necessary to protect the County, Contractor and the public. For vehicles, Contractor shall maintain such vehicle insurance or self-insurance as will be adequate to protect the County, Contractor, vehicle drivers and assistants, vehicle occupants, and as required by ORS Chapter 806.
  - e. Ensure that facilities and real property purchased by STF dollars conveyed by this Agreement will be used for the purposes authorized by ORS 391.800 through 391.830 and OAR 732-005-0041(4)(h) by use of a restrictive covenant, as feasible and appropriate.
  - f. Not delegate the responsibility for providing services hereunder to any other individual or agency except as may be provided for above.
  - g. Provide County with quarterly reports. Reports are due within twenty-one (21) days following the end of each quarter.
8. **Termination; for cause, non-funding, convenience:**
- a. **For Convenience.** Either party may terminate this Intergovernmental Agreement without specifying any reason for termination by giving written notice of intent to terminate, in writing, mailed at least thirty (30) days before the intended termination date to the other

party at the party's address given above. Such termination shall be without liability or penalty. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.

b. **For Cause.** It is further agreed that the County may immediately terminate this agreement without liability or penalty for either of the following causes by the mailing of written notice to the Contractor at Contractor's address given above, specifying the cause:

i. Unsatisfactory performance or nonperformance. The Linn County Board of Commissioners is the sole judge of Contractor's unsatisfactory performance or nonperformance; or

ii. Loss of available funding.

9. **Waiver:** The failure of either party to enforce any provision of this agreement shall not constitute a waiver by that party of that or any other provision of this agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.
10. **Records Maintenance; Access.** Contractor shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that County, the Oregon Secretary of State's Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Contract for the purpose of performing audits and examinations and making transcripts and excerpts. All such fiscal records and documents shall be retained by Contractor for a minimum of three (3) years (except as required longer by law) following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
11. **Assignment:** The Contractor shall not assign this Agreement in whole or in part for any purpose without the express written consent from the County.
12. **Severability:** If any provision of this agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.
13. **Governing law:** This agreement shall be governed and construed in accordance with the laws of the State of Oregon. Any claim, action, suit, or proceeding that arises from or relates to this agreement shall be brought in and conducted solely and exclusively within the circuit court of Linn County for the State of Oregon. Provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District court for the State of Oregon.
14. **Notices:** Any notice or other communication required or permitted to be given under this agreement shall be in writing and shall be mailed by certified mail, return receipt requested, postage prepaid, addressed to the parties at the addresses first set forth above. Any notice or other communication is deemed given at the expiration of forty-eight (48) hours after the deposit in the United States mail. The addresses to which notices or other communications shall be mailed may be changed from time to time by giving written notice to the other party as provided in this section.

15. **Entire Agreement:** The foregoing and all attached exhibits constitute the entire agreement between the parties. It may not be changed except that amendments may be made provided the same are in writing and signed by the parties hereto. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed in duplicate by the duly authorized persons whose signatures appear below. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this agreement represents and warrants to have the authority to execute this agreement.

CONTRACTOR

BOARD OF COUNTY COMMISSIONERS  
FOR LINN COUNTY

Wes Hare  
Signature

[Signature]  
Roger Nyquist, Chairman

Wes Hare  
Name, Typed or Printed

[Signature]  
John K. Lindsey, Commissioner

City Manager  
Title

[Signature]  
William C. Tucker, Commissioner

8-12-10  
Date

7/13/2010  
Date

APPROVED AS TO CONTRACT TERMS:

[Signature]  
Mark Volmert  
Special Transportation Staff

APPROVED AS TO FORM:

[Signature]  
Thomas N. Corr  
County Attorney for Linn County

**LINN COUNTY**  
**APPLICATION FOR SPECIAL TRANSPORTATION FUND FORMULA PROGRAM**  
**COVER PAGE**

AGENCY: Linn-Benton Loop Transit System  
City of Albany, designated operator  
ADDRESS: PO Box 490  
Albany, OR 97321

TELEPHONE: 541-917-7638  
EMAIL: ted.frazier@cityofalbany.net

PROJECT PERIOD: July 1, 2010-June 30, 2011

TYPE OF APPLICATION (check one):

NEW:

CONTINUATION:

TYPE OF ORGANIZATION (check one):

PUBLIC:

PROFIT:

NON-PROFIT:

NAME AND TITLE OF PREPARER: Ted Frazier, Transit Programs Supervisor

TOTAL STFP FUNDS REQUESTED: \$ 12,700

SIGNATURE OF AUTHORIZED OFFICIAL: 

NAME: Ted Frazier

March 10, 2010

DATE

TITLE: Transit Programs Supervisor

Linn County Resolution & Order No. 2010-228

## TECHNICAL APPLICATION

**A. Type of Transportation Service:**

Fixed Route

Taxi

Other

Door-to-Door

Volunteer Driver

Explain:

**B. Description of Service. Attach either (check one)**

A description of service characteristics of transportation supported by STF.

OR

Copies of printed schedules and maps showing the routes.

**C. Population of area to be served: 104,290**

Source of population estimated: Portland State University

**D. Provider's service supported by STF is (Check as many as appropriate):**

Open to the general public at all times

Open to elderly only

Open to the general public on a space available basis

Open to elderly and disabled

Limited to defined clientele (example: foster home residents)

Open to disabled only

**E. Overview narrative of how funds will be spent. How does this improve special transportation for Linn County?**

*The Linn-Benton Loop (Loop) will use the funds to preserve existing service. The Loop is a connector between the cities of Albany and Corvallis. The primary Loop route provides 11 runs per day between Albany and Corvallis. Senior and disabled persons comprise approximately 18 percent of the passengers.*

*The Loop system operates under intergovernmental agreements and is supported financially by the cities of Albany and Corvallis, Benton County (general fund and STFP fund), Linn-Benton Community College, Linn County STFP, Oregon State University and FTA Section 5311 Small City and Rural Area operating grant, in addition to the bus fares collected. Pass Programs are established with Linn-Benton Community College and Oregon State University.*

**F. Describe the service and how it will meet the transportation needs of the elderly and/or disabled including vehicles used, days of operations, and hours of operations.**

*The Loop is an intercity commuter service that operates between the cities of Albany and Corvallis. It operates Monday through Friday, from 6:30 a.m. until 7:00 p.m. and Saturday's, from 8:00 a.m. until 6:00 p.m. There are 11 runs daily Monday through Friday and 7 runs on Saturday.*

*The last passenger survey identified 4 percent of the total Loop ridership as elderly and 14 percent of the riders as individuals with disabilities. The Loop carries elderly and disabled individuals from Linn County to Corvallis to connect with the Corvallis Transit System which can then take passengers virtually anywhere in Corvallis, including stops at Good Samaritan Hospital, the Corvallis Clinic, and Cornerstone Associates. The Loop also transports elderly and disabled individuals from Benton County to Albany to connect with the Albany Transit System so that riders can access the social service agencies, such as the Social Security Office, Disability Services, Department of Human Resources, Linn-Benton Housing Authority, etc., as well as Amtrak located in Albany.*

*The system operates under intergovernmental agreements and is supported financially by the cities of Albany and Corvallis, Benton County (general fund and STFP funds), Linn-Benton Community College, Oregon State University, Linn County STFP, and a Section 5311 Small City and Rural Area operating grant, in addition to the bus fares collected. Pass programs are established with Linn-Benton Community College and Oregon State University.*

**G. Describe any specific limitations or restrictions on the services you provide.**

*Service is limited to a fixed-route in Albany and Corvallis, along the Highway 20 and 34 corridors between the two cities. There are no restrictions on who may ride.*

**H. Service Coordination**

**Describe plans to coordinate with other transportation services. Explain and identify why other resources/services do not fulfill the need indicated in the application.**

*The Loop coordinates service with the Albany and Corvallis Transit Systems, the Philomath Connection, and the Linn Shuttle. It provides a vital transportation link between Albany and Corvallis and western Linn County, as well as serving those Linn County residents along the Highway 20 & 34 corridor. Connections are also made with Amtrak using Albany Transit System (ATS) as a link.*

**To keep operational, the Loop needs the continued financial support of its contributors and partners.**  
*Like agencies and business in every sector, the Loop is faced with rising personnel costs as well increased costs in material and services, particularly vehicle fuel and maintenance.*

**I. What are your organization's procedures for making client referrals for additional services and for services you are unable to provide?**

*The Loop provides no services other than fixed-route transportation between Albany and Corvallis. For transportation services that the Loop cannot provide, callers are often referred to Interfaith Volunteer*

*Caregivers, Benton County Dial-A-Bus, Albany Call-A-Ride, the Linn Shuttle, and the Benton County Corvallis-Albany Connection.*

**J. Why is the organization requesting Special Transportation Funding?**

*The Linn-Benton Loop is requesting STF funds from Linn County to help defray the system's operating costs.*

**K. What new financial support has been solicited for this service over the past 12 months, and what were the results?**

Source	Amount Requested	Results
Business Energy Tax Credit	\$75,800	Certified Project

**Describe significant unanticipated income or expenditures during 2009-2010. Is this reflected in the proposed 2010-2011 budget?**

*The primary change to the budget reflects the exclusion of costs associated with the "Lebanon.Run". Last year's budget included the cost to operate an additional bus service into the City of Lebanon.*

**Is the level of service proposed for 2010-2011 different than the 2009-2010 level of service? If so, please explain the reasons and describe the impact on the 2010-2011 budget.**

*No.*

**Cost Analysis of Transportation System**

**L.**

**Compute the costs below from information provided in this application and actual data from the current and prior year(s). It is understood in some cases information is the result of estimates, and will be used only as general indicators of cost effectiveness.**

Total # of rides	Actual FY 08-09	Budgeted FY 09-10	Revised Est. FY 09-10	Proposed FY 10-11
Elderly	4,175	5,760	4,052	4,080
Disabled	14,611	20,160	14,182	14,280
Other	85,580	118,080	83,066	83,640
Total Rides	104,366	144,000	101,300	102,000
Cost per ride	3.40	3.67	3.86	4.50
STF cost per ride	.68	.45	.66	.69

(Current total transportation budget expense divided by # of rides)  
(STF allocation divided by # of rides)

	Actual FY 08-09	Budgeted FY 09-10	Revised Est. FY 09-10	Proposed FY 10-11
Unduplicated persons served	N/A			

Cost Per Person

***Because Loop ridership is relatively large with many boardings by the general public, "unduplicated persons served" is not tracked.***

(Current total transportation budget expense divided by # unduplicated persons)

	Actual FY 08-09	Budgeted FY 09-10	Revised Est. FY 09-10	Proposed FY 10-11
Annual Miles Driven	102,442	163,000	103,000	103,000
Cost Per Mile	3.47	3.24	3.79	4.46

(Current total Transportation budget expense divided by annual miles)

Please explain any changes in ridership of 5% or more.

**M. What is the basis of above estimates? Attach additional pages if necessary.**  
*The estimates are based on daily passenger counts and odometer readings.*

**N. Agency Fleet**

Provide the following information for all vehicles presently available to you for operating special transportation services. Don't include privately owned vehicles used in volunteer services.

YEAR	MAKE/MODEL	CAPACITY	LIFT EQUIPPED	MILEAGE	CONDITION	FUNDING SOURCE
1995	Gillig Phantom (#430)	45	yes	547,743	Fair	Section 5309
2003	Gillig Phantom (#428)	46	yes	440,490	Good	Section 5309

\* Please identify each vehicle purchased with STF funds, 5311, 5310 or other governmental or non-profit source. Please identify funding source for each i.e., STF, 5311, 5310.

**O. Vehicle Maintenance**

Does your agency have written preventive maintenance policies and procedures? **Please attach a copy.**

- Yes  
 No

**P. Eligibility Determination**

Describe the process for determining eligibility of riders. Under what conditions will persons who are not eligible for STFP funded services be permitted to ride?

- Same as STFP funded riders       Not permitted to ride   
 On space available basis       Other (Explain below)

**Financial Information Revenues**

List below all sources of revenue received for transportation. Please list data for the actual amounts from the last completed fiscal year, the budgeted current fiscal year, the revised estimate current fiscal year.

Revenue Sources	Actual FY 08-09		Budgeted FY 09-10		Revised Estimate FY 09-10		Proposed FY 10-11	
	Total Transportation Revenue	STF Costs						
Cash Carryover	7,268		0		-23,600		19,600	
Direct from Federal								
Business Energy Tax Credit			21,300		47,800		75,800	
Direct from State: <i>Section 5311</i>	167,200		165,700		175,100		169,400	
Section 5310			7,500		7,500		7,500	
Local Funding*	61,500		117,900		58,700		58,700	
Mental Health Trans.								
Special Trans. Operating: <i>Benton</i>	4,600		4,000		4,300		4,000	
Special Trans. Operating: <i>Linn</i>	12,804		11,700		12,100		12,100	
ODOT Biennium Grant: JARC 5316	0		49,600		0		0	
United Way								
Donations/Fundraising								
Rider Fares	17,173.04		20,000		18,000		20,100.00	
Investment Income: <i>Interest Earned</i>	-42.12		0		-800.00			
Advertising Revenue	7,037.85		8,000.00		5,300		5,000.00	
Other: <i>From General Funds</i>	16,500.00		55,300		55,300		23,000	
Other: <i>Pass Programs</i>	37,800		67,600		57,100		64,500	
Other: <i>BETC Grant</i>								
<b>Total Revenues</b>	<b>\$331,840.77</b>		<b>\$528,600</b>		<b>\$416,800</b>		<b>\$459,700</b>	
<b>In Kind</b>	<b># of Hrs.</b>	<b>\$ Amount</b>						

**Financial Information Expenditures**

List below in the appropriate category expenditures. Please list data for the actual amounts from the last completed fiscal year, the budgeted current fiscal year, the revised estimate current fiscal year, and proposed fiscal year.

Expenditures	Actual FY 08-09		Budgeted FY 09-10		Revised Estimate FY 09-10		Proposed FY 10-11	
	Total Transportation Costs	STF Costs						
Administrative Salaries & Wages	40,548.90		40,959.00		40,959.00		62,316	
Administrative Fringe	27,041.95		21,225.03		21,225.03		41,305	
Drivers Salaries & Wages	83,310.33		95,141		89,041		96,584	
Drivers Fringe	47,612.46		79,774.97		58,774.97		66,395	
Unemployment Insurance	627.48		300		300		300	
Substitute Drivers	11,644.73		59,000		10,000		14,000	
Overtime	1,242.69		1,000		2,500		1,000	
Education & Training	297.98		500		500		600	
Professional Fees: <i>Contractual Services</i>	4,601.02		5,200		6,000		16,000	
Materials & Supplies	2,017.37		2,800		1,800		2,800	
Printing & Binding	2,795.18		9,000		6,000		5,000	
Power and Lights	1,146.52		1,000		800		1,100	
Telephone	771.36		900		600		600	
Advertising & Publication	876		8,000		1,000		2,000	
Vehicle Fuel Charges	33,482.89		78,400		38,000		52,300	
Maint: Building (Bus Barn)	0		1,600		1,600		1,600	
Space Rental	3,599.67		3,600		1,000		0	
Building Maintenance Charges	5,200		6,900		6,900		0	
Insurance & Bond	2,684.15		1,200		1,200		1,300	
Meetings & Conferences	23.87		500		500		600	

	Total Transportation Costs						
Vehicle Maintenance/Repairs	50,421.20		51,500		30,000		33,800
IT Services	4,200		4,300		4,300		0
Capital Purchase: <i>Equip Replacement</i>	11,000		2,000		2,000		5,300
IT Equipment Replacement	0		0				0
<i>Duplication &amp; Fax</i>	249.39		0		200		800
Maint: Communication Equipment	0		800		300		500
Reserve: Operating	0		0				7,700
Membership & Dues	0		200		150		200
Other: <i>Central Services Charges</i>	19,908.65		30,000		30,000		27,600
Other: <i>Charge for Services</i>			21,700		23,300		0
Other: <i>Uniforms</i>	0		600		300		600
Other: <i>Safety Recognition</i>	0		100		100		100
Other: <i>Personal Auto Reimbursement</i>	93.75		100		100		100
Other: <i>Physical Exams and Medicals</i>	0		300		300		300
Other: Public Works Admin. Charges					11,300		16,900
<b>Total Expenditures</b>	<b>\$355,397.54</b>		<b>\$528,600</b>		<b>\$391,050</b>		<b>\$459,700</b>

\*Complete Personnel Summary Form

Please provide any information to clarify expenditures or explain special conditions.

Total Agency Personnel Summary

By Employee List each position separately	(A) Total Wages & Benefits Last Year	FTE	(B) Total Wages & Benefits This Year	FTE	(C) Proposed Total Wages & Benefits	FTE	(D) % of Change
1. Transit Operator #1 (CN)	68,900	1.0	70,500	1.0	72,600	1.0	+ 2.9%
2. Transit Operator #2 (MR)	35,400	.73	38,500	.73	44,000	.66	+ 14%
3. Transit Operator #3 (PC)	8,900	.16	9,000	.16	11,200	.16	+ 24%
4. Substitute Drivers	51,000		59,000		4,000		-932%
5. Operations Maintenance I (PC)	17,800	.25	18,200	.25	17,400	.25	-4.3%
6. Transit Programs Supervisor (EC)	45,300	.50	47,900	.50	33,600	.33	-30%
7. Clerk III/Dispatcher	17,000	.33	18,500	.33	20,300	.33	-9.7%
8. Transit Planning Supervisor					30,300	.33	100%
9. Airport/Transit Manager					19,500	.17	100%
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							

List and explain differences of 10% or more. Attach additional sheets if necessary.

*No. 8 and 9. Positions reclassified to meet organizational needs.*

*No. 2 and 3. All eligible staff will receive a step increase and an annual cost-of-living adjustment.*

*No. 4 Reflects the elimination of P/T temporary employees needed to operate the "Lebanon Connection".*

**Budget Justification**

1. **Provide a narrative description of total transportation revenues. Provide clarification and explanation of any major changes between the 2009-2010 budget and the 2010-2011 budget.**

*The major sources of Linn-Benton Loop operating funds are the Intergovernmental Agreements with the Loop partners including the City of Albany, City of Corvallis, Linn-Benton Community College, Oregon State University, and Benton County. Additionally, the Loop receives a Section 5311 Small City and Rural Areas operating grant. The Loop also receives STF funds from Benton County and Linn County. Two pass programs are in effect: One funded by LBCC and OSU for students, staff, and faculty, and one solely for OSU students, staff and faculty.*

2. **Provide a narrative description of the expenditures outlined in the line item budget. Provide clarification and explanation of any changes between the 2009-2010 budget and the 2010-2011 budget.**

*The significant increase in Section 5311 funding allows the Loop to continue Saturday service. It will also operate on two City holidays, Martin Luther King, Jr. Day and the day following Thanksgiving.*

*The Temporary Employee line item has been reduced considerably due to the cancellation of the "Lebanon Connection". The original plan was to use temporary employees to start the service and later integrate regular employees once on-going funding was secured.*

## MANAGEMENT APPLICATION

### A. ORGANIZATIONAL

1. Provide the following information about the organization:  
Number of years in operation; years of experience providing transportation, and describe experience providing services to elderly and/or disabled persons.

*Established in 1980; 29 years of service.*

*Drivers operating the Loop buses have experience ranging from 6 years to 25-plus years. All drivers possess an Oregon CDL with Passenger Endorsement. All drivers receive regular passenger assistance training as well as CPR and First Aid and safe driving education.*

2. Submit an organizational chart(s) describing the decision making process (include advisory and governing bodies) and the flow of responsibility from administration through levels of management to the delivery of services.

*Attached*

### B. LEGAL: (Submit only one copy of items 1-4 listed below attached to original application. Do not include with 11 extra copies).

1. Non-profit and for-profit corporations must submit: (1) copy of their corporate certificate of articles of incorporation, and (2) State of Oregon and IRS Tax number and status.

*Corporate Certificate attached. Federal Tax ID No. 93-6002114*

2. Submit evidence of workers compensation coverage and unemployment insurance for employees.
3. Submit evidence of both liability and comprehensive insurance coverage for vehicles owned by the applicant's organization. Identify the amount of insurance. Prior to the receipt of STF funds, the applicant shall name Linn County as an additional insured, with proof of compliance submitted to the County.

*Current Certificates of Insurance will be forwarded when the policy for 2009-2010 is received, sometime after July 1.*

4. Submit a copy of the organization's most recent annual audit or financial review.

*Submitted at a later date, upon request.*

**INTERGOVERNMENTAL AGREEMENT**  
(Resolution & Order No. 2010-229)

**THIS AGREEMENT** is made and entered into by and between the following parties:

**LINN COUNTY**, a political subdivision of the State of Oregon, (County), of P.O. Box 100, Albany, Oregon, 97321, and

**CITY OF ALBANY TRANSIT**, of PO Box 490, Albany, OR, 97321, a political and subdivision of the State of Oregon (Contractor), whose Federal Employer Identification No. is 93-6002114.

<p><b>PROGRAM ABSTRACT:</b> Funding of transportation services to seniors and persons with disabilities on the Albany Transit System.</p>
---

<p><b>TOTAL CONTRACTOR SUM:</b> Up to \$4,500</p>
---

Contractor shall perform all necessary work in order to accomplish the services specified in consideration of the mutual agreements hereinafter set forth.

IT IS AGREED:

- 1. Term of Intergovernmental Agreement:** This Agreement shall be effective and services required hereunder shall commence on July 1, 2010, and shall terminate on June 30, 2011, except as provided by the termination and non-funding provisions set out below.
- 2. Consideration:** As consideration for the performance of all terms and conditions set forth in this Intergovernmental Agreement, County promises to pay up to \$1,125 per quarter, (minus 4% for contract administration by Oregon Cascades West Council of Governments (OCWCOG)), upon receipt of a statement to be submitted by Contractor. Payment to Contractor is contingent upon County receiving funding from the State of Oregon for the services provided in this Intergovernmental Agreement. If payments to County are reduced by the State, payments to Contractor will be reduced on a pro-rata basis unless other wise determined by the Linn County Board of Commissioners (upon recommendation by the Special transportation Advisory Committee).

3. **Contractor services:** Contractor agrees to perform transportation services as described in Exhibit A (STF Application) to the satisfaction of the County.
4. **Declaration of the nature of the contractual relationship:** Contractor agrees that the Contractor is an independent contractor and not an employee of or agent of the County. County shall not be responsible for any claims, demands or causes of action of any kind or character arising in favor of any person, on account of personal injuries, or death, or damage to property occurring, growing out of, incident to, or resulting directly or indirectly from the operations or activities of the Contractor.
5. **Workers Compensation Provisions:** Contractor shall obtain and at all time keep in effect Worker's Compensation insurance. Contractor represents to the County that it presently maintains coverage sufficient to meet the requirements of Oregon law by: Policy No. 10 WALB written by City County Insurance Services.
6. **Other insurance provisions:**
  - a. **Indemnification.** Each party to this Agreement shall defend, indemnify and hold harmless the other party and its officers, employees and agents from claims arising from:
    - i. injury to any person or damage to property caused by the negligence or other wrongful acts or omissions of the party, its officers, employees or agents; or
    - ii. failure or refusal of one party to perform or fulfill its responsibilities under this Agreement or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the County.
  - b. **General Liability.**
    - i. Contractor shall obtain and at all times keep in effect, liability insurance covering activities and operations of the Contractor. Such liability insurance shall meet the requirements set forth in the Oregon Tort Claims Act as codified in ORS 30.260 to 30.300. Such requirements include the following limits:
      - (1) \$50,000 to any claimant for any number of claims for damage to or destruction of property, including consequential damages, arising out of a single accident or occurrence;
      - (2) \$100,000 to any claimant as general and special damages for all other claims arising out of a single accident or occurrence, unless those damages exceed \$100,000, in which case the claimant may recover additional special damages, but in no event shall the total award of special damages exceed \$100,000; and
      - (3) \$500,000 for any number of claims arising out of a single accident or occurrence.
    - ii. Contractor shall name County, and its officers, employees, and agents as additional insured's on any activities being performed under the Contract. Such insurance shall be evidenced by a Certificate of Insurance issued by an insurance company licensed to do business in the State of Oregon, containing a thirty (30) day Notice of Cancellation endorsement and shall be forwarded to County prior to commencement of the services.

- iii. Contractor has obtained insurance required by this section through Policy No. 10 LALB, written by City County Insurance Services.
  - c. **Professional Liability.** Contractor shall obtain and at all times keep in effect, any professional liability insurance required by law, or, if not required by law, any professional liability insurance Contractor holds at the time of execution of this Agreement.
  - d. **Policy Changes.** In the event of unilateral cancellation or restriction by the insurance company of an insurance policy referred to in this paragraph, the Contractor shall immediately notify County orally and in writing within three (3) business days.
- 7. **Other Contractor duties:** Contractor further agrees to:
  - a. Comply with all applicable Federal and State statutes, rules and regulations, specifically including the following provisions of the Oregon Revised Statutes:
    - i. ORS 279B.220, 279B.225, 279B.230, 279B.235 which are incorporated by reference;
    - ii. Title VI of Civil Rights Act of 1964;
    - iii. Title V and Section 504 of the Rehabilitation Act of 1973;
    - iv. 49 CFR Parts 37 and 38 of the Americans with Disabilities act of 1990;
    - v. ORS 659A.142
    - vi. All regulations and administrative rules established pursuant to the foregoing laws;
    - vii. 49 CFR 27.9 (Nondiscrimination on the Basis of Handicap in programs and Activities Receiving and Benefitting from Federal Financial Assistance which implements the Rehabilitation Act of 1973), as amended;
    - viii. ORS 391.800 through 391.830; and
    - ix. OAR 732-010-0005 through 732-010-0045.
  - b. Comply with financial management procedures in accordance with ORS 391.820 through 391.830 and OAR 732-010-0030 through 732-010-0045.
  - c. Maintain and operate any vehicles and other capital items purchased with STF dollars in accordance with maintenance and inspection schedules provided by the manufacturer, or other documented maintenance plan.
  - d. Bear the cost of insuring vehicles, and other capital equipment, facilities and real property, as appropriate, purchased by STF dollars conveyed by this Agreement based on risk assessment, and as necessary to protect the County, Contractor and the public. For vehicles, Contractor shall maintain such vehicle insurance or self-insurance as will be adequate to protect the County, Contractor, vehicle drivers and assistants, vehicle occupants, and as required by ORS Chapter 806.
  - e. Ensure that facilities and real property purchased by STF dollars conveyed by this Agreement will be used for the purposes authorized by ORS 391.800 through 391.830 and OAR 732-005-0041(4)(h) by use of a restrictive covenant, as feasible and appropriate.
  - f. Not delegate the responsibility for providing services hereunder to any other individual or agency except as may be provided for above.

- g. Provide County with quarterly reports. Reports are due within twenty-one (21) days following the end of each quarter.
8. **Termination; for cause, non-funding, convenience:**
- a. **For Convenience.** Either party may terminate this Intergovernmental Agreement without specifying any reason for termination by giving written notice of intent to terminate, in writing, mailed at least thirty (30) days before the intended termination date to the other party at the party's address given above. Such termination shall be without liability or penalty. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.
  - b. **For Cause.** It is further agreed that the County may immediately terminate this agreement without liability or penalty for either of the following causes by the mailing of written notice to the Contractor at Contractor's address given above, specifying the cause:
    - i. Unsatisfactory performance or nonperformance. The Linn County Board of Commissioners is the sole judge of Contractor's unsatisfactory performance or nonperformance; or
    - ii. Loss of available funding.
9. **Waiver:** The failure of either party to enforce any provision of this agreement shall not constitute a waiver by that party of that or any other provision of this agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.
10. **Records Maintenance; Access.** Contractor shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that County, the Oregon Secretary of State's Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Contract for the purpose of performing audits and examinations and making transcripts and excerpts. All such fiscal records and documents shall be retained by Contractor for a minimum of three (3) years (except as required longer by law) following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
11. **Assignment:** The Contractor shall not assign this Agreement in whole or in part for any purpose without the express written consent from the County.
12. **Severability:** If any provision of this agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.

13. **Governing law:** This agreement shall be governed and construed in accordance with the laws of the State of Oregon. Any claim, action, suit, or proceeding that arises from or relates to this agreement shall be brought in and conducted solely and exclusively within the circuit court of Linn County for the State of Oregon. Provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District court for the State of Oregon.
14. **Notices:** Any notice or other communication required or permitted to be given under this agreement shall be in writing and shall be mailed by certified mail, return receipt requested, postage prepaid, addressed to the parties at the addresses first set forth above. Any notice or other communication is deemed given at the expiration of forty-eight (48) hours after the deposit in the United States mail. The addresses to which notices or other communications shall be mailed may be changed from time to time by giving written notice to the other party as provided in this section.
15. **Entire Agreement:** The foregoing and all attached exhibits constitute the entire agreement between the parties. It may not be changed except that amendments may be made provided the same are in writing and signed by the parties hereto. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed in duplicate by the duly authorized persons whose signatures appear below. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this agreement represents and warrants to have the authority to execute this agreement.

**CONTRACTOR**

Wes Hare  
 Signature

Wes Hare  
 Name, Typed or Printed

City Manager  
 Title

8-12-10  
 Date

**BOARD OF COUNTY COMMISSIONERS  
 FOR LINN COUNTY**

[Signature]  
 Roger Nyquist, Chairman

[Signature]  
 John K. Lindsey, Commissioner

[Signature]  
 William C. Tucker, Commissioner

7/13/2010  
 Date

**APPROVED AS TO CONTENT:**

[Signature]  
 Mark Volmert  
 Special Transportation Staff

**APPROVED AS TO FORM:**

[Signature]  
 Thomas N. Corr  
 County Attorney for Linn County

**LINN COUNTY**  
**APPLICATION FOR SPECIAL TRANSPORTATION FUND FORMULA PROGRAM**  
**COVER PAGE**

AGENCY: Albany Transit System  
City of Albany, designated operator

PROJECT PERIOD: July 1, 2010-June 30, 2011

ADDRESS: PO Box 490  
Albany, OR 97321

TELEPHONE: 541-917-7638  
EMAIL: ted.frazier@cityofalbany.net

TYPE OF APPLICATION (check one):

NEW:

CONTINUATION:

TYPE OF ORGANIZATION (check one):

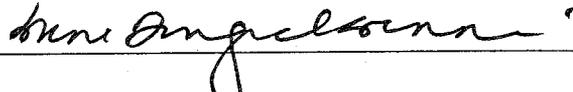
PUBLIC:

PROFIT:

NON-PROFIT:

NAME AND TITLE OF PREPARER: Ted Frazier, Transit Programs Supervisor

TOTAL STFP FUNDS REQUESTED: \$ 4,500

SIGNATURE OF AUTHORIZED OFFICIAL: 

NAME: Ted Frazier

March 10, 2010

DATE

TITLE: Transit Programs Supervisor

Linn County Resolution & Order No. 2010-229

## TECHNICAL APPLICATION

**A. Type of Transportation Service:**

Fixed Route  
Taxi  
Other

Door-to-Door  
Volunteer Driver

Explain:

**B. Description of Service. Attach either (check one)**

- A description of service characteristics of transportation supported by STF.  
OR  
 Copies of printed schedules and maps showing the routes.

**C. Population of area to be served: 49,165**  
**Source of population estimated: Portland State University**

**D. Provider's service supported by STF is (Check as many as appropriate):**

- Open to the general public at all times  
 Open to the general public on a space available basis  
 Limited to defined clientele (example: foster home residents)  
 Open to disabled only
- Open to elderly only  
 Open to elderly and disabled

**E. Is the service proposed for STF funding derived from the Linn County Coordinated Plan?**

- Yes  
 No

**F. Overview narrative of how funds will be spent. How does this improve special transportation for Linn County?**

*Albany Transit System (ATS) will use the funds to preserve existing service. An estimated 27percent of ATS riders are elderly and disabled.*

**G. Describe the service and how it will meet the transportation needs of the elderly and/or disabled including vehicles used, days of operations, and hours of operations.**

*ATS operates mid-sized Gillig coaches on a fixed route service plan. All buses are wheelchair lift-equipped. The newest bus, a 2005 Gillig coach, is a low-floor model which allows ramp access to the bus without using a mechanical lift. The bus service operates Monday through Friday between the hours of 6:30 a.m. and 6:00 p.m. The daily mileage is approximately 330 miles, or 85,500 miles per year.*

*Approximately 9 percent of ATS' ridership is elderly and 18 percent is disabled for a total of 27 percent.*

*Routes are designed to access shopping, medical facilities, and human service offices, as well as general residential areas and schools. The fixed route service is available at regular intervals throughout the day, it is low cost, no reservations are required, and capacity is not a problem.*

**H. Describe any specific limitations or restrictions on the services you provide.**

*ATS operates as a general public fixed route system. There are no restrictions as to who may ride.*

**I. Service Coordination**

**Describe plans to coordinate with other transportation services. Explain and identify why other resources/services do not fulfill the need indicated in the application.**

*ATS continues to coordinate with Albany Call-A-Ride (paratransit), the Linn-Benton Loop, and the Linn Shuttle. Some coordination with the Corvallis-Albany Dial-A-Bus occurs. ATS makes hourly stops at Albany Station which serves Amtrak and the Valley Retriever. Referrals are often made to Interfaith Volunteer Caregivers and to the Corvallis-Albany Dial-A-Bus.*

**J. What are your organization's procedures for making client referrals for additional services and for services you are unable to provide?**

*In cooperation with the Paratransit/Call-A-Ride program, ATS coordinates with Linn-Benton Loop, Corvallis Transit System, Benton County Dial-A-Ride, CWCOG Senior and Disability Services, and the Linn Shuttle. Additionally ATS also makes referrals to DHR's Volunteer Service and the Interfaith Caregiver's program as appropriate.*

**K. Why is the organization requesting Special Transportation Funding?**

*ATS is requesting STF funding to help cover the operating costs of a system that carries 27 percent elderly and disabled passengers.*

**L. What new financial support has been solicited for this service over the past 12 months, and what were the results?**

Source	Amount Requested	Results
Business Energy Tax Credit	\$34,700	Certified Project
STO Grant	\$32,500	Pending
5309 Capital/Facilities Grant	\$400,00	Pending

**Describe significant unanticipated income or expenditures during 2009-2010. Is this reflected in the proposed 2010-2011 budget?**

*In order to keep program operating at current levels, we reduced our "Reserve Grant Match" line item which may affect our ability to capture additional grants funds, if presented an opportunity in the next FY.*

**Is the level of service proposed for 2010-2011 different than the 2009-2010 level of service? If so, please explain the reasons and describe the impact on the 2010-2011 budget.**

*Not at this time. We anticipate extending Routes 2 & 3, an additional 2 hours in the AM, and eliminating the Route 1, with STO Grant funds.*

**Cost Analysis of Transportation System**

M.

Compute the costs below from information provided in this application and actual data from the current and prior year(s). It is understood in some cases information is the result of estimates, and will be used only as general indicators of cost effectiveness.

Total # of rides	Actual FY 08-09	Budgeted FY 09-10	Revised Est. FY 09-10	Proposed FY 10-11
Elderly	6,537	6,800	7,360	7,360
Disabled	14,708	13,680	16,560	16,560
Other	60,467	55,520	68,080	68,080
Total Rides	81,712	76,000	92,000	92,000
Cost per ride	\$5.23	\$7.39	\$6.43	\$6.12
STF cost per ride	\$.20	\$.22	\$.19	\$.19

(Current total transportation budget expense divided by # of rides)  
(STF allocation divided by # of rides)

<u>Unduplicated persons served</u>	Actual FY 08-09	Budgeted FY 09-10	Revised Est. FY 09-10	Proposed FY 10-11
Cost Per Person	N/A	N/A	N/A	N/A

*Because ATS ridership is relatively large with many boardings by the general public on more than one route, "unduplicated persons served" is not tracked.*  
(Current total transportation budget expense divided by # unduplicated persons)

Annual Miles Driven/Cost Per Mile	Actual FY 08-09	Budgeted FY 09-10	Revised Est. FY 09-10	Proposed FY 10-11
(Current total Transportation budget expense divided by annual miles)	85,500	85,500	85,500	85,500
	\$5.00	\$6.57	\$6.92	\$6.58

Please explain any changes in ridership of 5% or more. *The high cost of fuel and the Pass programs for LBCC and OSU students, staff, and faculty have caused an overall increase in riders.*

**N. Agency Fleet**

Provide the following information for all vehicles presently available to you for operating special transportation services. Don't include privately owned vehicles used in volunteer services.

YEAR	MAKE/MODEL	CAPACITY	LIFT EQUIPPED	MILEAGE	CONDITION	FUNDING SOURCE
1991	Gillig Spirit (#460)	23	yes	322,287	Poor	UMTA (prob. 5309)
1997	Gillig Phantom (#470)	36	yes	460,613	Fair	Section 3 (Now 5309)
2005	Gillig Low-Floor (#455)	36	yes-ramp	195,694	Good	5309

\* Please identify each vehicle purchased with STF funds, 5311, 5310 or other governmental or non-profit source. Please identify funding source for each i.e., STF, 5311, 5310.

**O. Vehicle Maintenance**

Does your agency have written preventive maintenance policies and procedures? **Please attach a copy.**

- Yes
- No

**P. Eligibility Determination**

Describe the process for determining eligibility of riders. Under what conditions will persons who are not eligible for STFP funded services be permitted to ride?

- Same as STFP funded riders
- On space available basis
- Not permitted to ride
- Other (Explain below)

### Financial Information Revenues

List below all sources of revenue received for transportation. Please list data for the actual amounts from the last completed fiscal year the revised estimate current fiscal year.

Revenue Sources	Actual FY 08-09		Budgeted FY 09-10		Total T R
	Total Transportation Revenue	STF Costs	Total Transportation Revenue	STF Costs	
Cash Carryover	68,812		73,900		
Direct from Federal 5311 Small City & Rural	225,792		222,100		
Direct from State: Biennium Grant			7,500		
County Contracts					
City Contracts					
Mental Health Trans.					
Special Trans. Operating					
Special Trans. Fund	4,320	4,320	4,000	4,000	
Other: Trolley Rental					
LBCC/OSU Pass Program	10,700		14,000		
BETC Grant			8,600		
Misc. Revenue	1,267.73		500		
Rider Fares	27,322.32		18,000		
Interest Earned	128.47		300		
Advertising	7,466		5,000		
Other: Health Insurance Refund					
Other: City of Albany Revenue Sharing/GF	141,500		208,300		
<b>Total Revenues</b>	<b>\$487,308.52</b>	<b>4,320</b>	<b>\$562,200</b>	<b>4,000</b>	
<b>In Kind</b>	<b># of Hrs.</b>	<b>\$ Amount</b>	<b># of Hrs.</b>	<b>\$ Amount</b>	
	0	0	0	0	

Please provide any information to clarify revenues or explain

**Budget Justification**

1. Provide a narrative description of total transportation revenues. Provide clarification and explanation of any major changes between the 2010-2011 revenues and the 2009-2010 revenues.

*The bulk of ATS revenues come from the City's General Fund and a Section 5311 federal grant. Administrative time has been adjusted to better reflect the true cost of administering the transit program.*

2. Provide a narrative description of the expenditures outlined in budget. Provide clarification and explanation of any changes between the 2010-2011 expenses and the 2009-2010 expenses.

*The primary change to the ATS budget is the reduction in Reserve Grant Match funds and the additional Administrative charges.*

## MANAGEMENT APPLICATION

### A. ORGANIZATIONAL

1. Provide the following information about the organization:  
Number of years in operation; years of experience providing transportation, and describe experience providing services to elderly and/or disabled persons.

*Established in 1974; 37 years of service.*

*Drivers operating the ATS buses have experience ranging from 5 to 20+ years. All drivers receive regular passenger assistance training as well as safe driving education and first aid and CPR. All drivers hold an Oregon CDL with Passenger Endorsement.*

### B. LEGAL: (Submit only one copy of items 1-4 listed below attached to original application. Do not include with 11 extra copies).

1. Non-profit and for-profit corporations must submit a copy of their corporate certificate of articles of incorporation. ONLY REQUIRED FROM AGENCIES NOT CURRENTLY RECEIVING STF FUNDS,
2. Submit evidence of workers compensation coverage and unemployment insurance for employees.
3. Submit evidence of both liability and comprehensive insurance coverage for vehicles owned by the applicant's organization. Identify the amount of insurance. Prior to the receipt of STF funds, the applicant shall name Linn County as an additional insured, with proof of compliance submitted to the County.

*Current Certificates of Insurance will be forwarded when the policy for 2010-2011 is received, sometime after July 1.*

4. Submit a copy of the organization's most recent annual audit or financial review.

*Submitted at later date upon request.*

Total Agency Personnel Summary

By Employee List each position separately	(A) Total Wages & Benefits Last Year (08-09)	FTE	(B) Total Wages & Benefits This Year (09-10)	FTE	(C) Proposed Total Wages & Benefits FY 10-11	FTE	(D) % of Change
1. Transit Programs Supervisor (TF)	45,300	.33	45,300	.50	33,600	.33	-25.8%
2. Transit Operator #1 (LM)	62,100	1.0	62,100	1.0	67,300	1.0	+8.3%
3. Transit Operator #2 (SL)	66,200	1.0	66,200	1.0	74,800	1.0	+12.9%
4. Transit Operator #3 (PC)	18,900	.34	18,900	.34	23,100	.34	+22%
5. Transit Operator #4 (MR)	19,900	.34	19,900	.34	22,700	.34	14%
6. Operations Maintenance I (PC)	17,800	.25	17,800	.25	17,400	.25	-2.2%
7. Substitute Driver(s)	14,000	varies	14,000	varies	16,000	varies	+14.2%
8. Clerk III/Dispatcher (RR)	17,000	.33	18,600	.33	20,300	.33	+9.1%
9. Transit Planning Supervisor (BH)				.33	30,300	.33	+100%
10. Transit/Airport Manager (CB)				.17	18,900	.17	+100%
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							

- 1. and 9. New positions.
- 2. Reclassified to #1 position.
- 7. Step increase plus COLA plus overtime