

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on May 10, 2005.

LANE TRANSIT DISTRICT SPECIAL BOARD MEETING

Wednesday, May 11, 2005
5:30 p.m.

LTD Board Room
3500 E. 17th Avenue, Eugene
(off Glenwood Blvd.)

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Ban _____ Davis _____ Eyster _____ Gant _____	
Gaydos _____ Kleger _____ Kortge _____	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	
V. SPECIAL SERVICE POLICY (30 minutes)	02
VI. LONG-RANGE FINANCIAL PLAN (15 minutes)	08
VII. EMPLOYEES OF THE MONTH (10 minutes)	09
VIII. ADJOURNMENT	

Alternative formats of printed material and/or a sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: May 11, 2005

ITEM TITLE: LONG-RANGE FINANCIAL PLAN

PREPARED BY: Diane Hellekson, Director of Finance & Information Technology

ACTION REQUESTED: Approval of the Long-Range Financial Plan

BACKGROUND: The Long-Range Financial Plan (LRFP) covers a rolling twenty-year period, with emphasis on the first five to eight years. The LRFP generally is driven by operating requirements/desires for both fixed-route and demand-response service, and by the Capital Improvements Program (CIP), which, in turn, has been determined by Lane Transit District's long-term goals, preservation of assets, and fleet requirements. LTD's Strategic Plan specifies District goals.

The Board provided direction to staff at the April 15 strategic planning work session to defer implementation of a payroll tax rate increase until January 2007. Materials that incorporate this direction will be distributed at the May 11 meeting.

EFFECT OF RECOMMENDED ACTION: The first year of the plan will become the Proposed Budget for FY 2005-06.

ATTACHMENTS: None

PROPOSED MOTION: I move that the Board approve the following resolution:

LTD Resolution No. 2005-011: It is hereby resolved that the proposed Long-Range Financial Plan for fiscal years 2005-06 through 2024-25 is approved as presented [amended].

AGENDA ITEM SUMMARY

DATE OF MEETING: May 11, 2005

ITEM TITLE: MAY AND JUNE 2005 EMPLOYEES OF THE MONTH

PREPARED BY: Jo Sullivan, Administrative Services Manager/Clerk of the Board

BACKGROUND: **May 2005 Employee of the Month:** Bus Operator Gail Johnson was selected as the May 2005 Employee of the Month. Gail was hired by LTD in November 1998. She has earned awards for safe driving for five years, Correct Schedule Operation for two years, and excellent attendance for two years. She also has received zero complaints for the past five years. Before coming to LTD, Gail drove a school bus for nine years. She was nominated for this award by a guest who appreciated her help with seniors getting situated on a crowded bus.

When asked to comment on Gail's selection as Employee of the Month, Transit Services Manager Sue Quick said:

Gail Johnson is one of those people who on a daily basis deliver top-notch service to our community. She has been nominated for Employee of the Month on a number of occasions. The people who ride with Gail state it best with thoughts such as these: "Very nice lady, always waits for seniors to get to a seat"; "Thank you for being such a kind, tolerant driver"; and "Always nice, respectful and ready to help." As her supervisor for the past four years, I wholeheartedly agree with these comments. Gail is conscientious in her position and I have often heard her call on the radio trying to assist customers who find themselves in awkward situations. An example of this is the evening when two young girls missed their last bus and rather than have the parents worry, Gail called dispatch to phone home for the girls. This commitment to going above and beyond what is expected makes Gail a wonderful example for those around her. Her caring nature is contagious. Congratulations, Gail!

June 2005 Employee of the Month: Transit Operations Supervisor Ralph Dinnel has been selected as the June 2005 Employee of the Month. Ralph was hired as a bus operator in 1992 and promoted to supervisor in 1999. He has received seven years of safe driving awards, the second place award in the 1999 Bus Roadeo, and two nominations for excellence in providing service to persons with disabilities.

When asked what makes Ralph an excellent employee, Transit Services Manager Sue Quick said:

Ralph is a person who takes pride in himself and his community. For the past five years he has been the lead supervisor for all special service events. This includes the University of Oregon football games

where he manages a crew of 3 supervisors, 50 operators, and 20 community members. Ralph has developed many procedures to enhance these events and assist in their smooth running. His work is appreciated by those he works with, and he exemplifies a team effort. In his own community Ralph has been a 4H leader in the swine division for the past 10 years and is the co-superintendent of the small animal division for the Cottage Grove Family Fair. He is patient when assisting other supervisors with computer skills in the operations office and I am sure this patience is also shown in his work with his community. Ralph demonstrates the ability to go the extra mile when most needed. Thanks Ralph, and congratulations!

Our congratulations to Gail and Ralph on their selection as the May and June 2005 Employees of the Month!

AWARD:

Gail and Ralph will attend the May 11, 2005, meeting to be introduced to the Board and receive their awards.

Lane Transit District Special Service Pricing Scenarios

2004	Rate	Service Hours	Revenue
UO Football	\$88	3,000	\$264,000
UO Basketball	\$88	550	\$48,400
OCF	\$78	600	\$46,800
Others	\$78	850	\$66,300
			\$425,500

2005	Fully Allocated Scenario		
	Rate	Service Hours	Revenue
UO Football	\$91	3,000	\$273,000
UO Basketball	\$91	550	\$50,050
OCF	\$91	600	\$54,600
Others	\$91	850	\$77,350
			\$455,000

2005	Direct Variable Cost Scenario		
	Rate	Service Hours	Revenue
UO Football	\$51	3,000	\$153,000
UO Basketball	\$51	550	\$28,050
OCF	\$51	600	\$30,600
Others	\$51	850	\$43,350
			\$255,000

2005	Full Direct Cost Scenario		
	Rate	Service Hours	Revenue
UO Football	\$71	3,000	\$213,000
UO Basketball	\$71	550	\$39,050
OCF	\$71	600	\$42,600
Others	\$71	850	\$60,350
			\$355,000

2005	Combination Cost Scenario		
	Rate	Service Hours	Revenue
UO Football	\$91	3,000	\$273,000
UO Basketball	\$91	550	\$50,050
OCF	\$78	600	\$46,800
Others	\$78	850	\$66,300
			\$436,150

AGENDA ITEM SUMMARY

DATE OF MEETING: May 11, 2005

ITEM TITLE: SPECIAL SERVICE POLICY REVIEW

PREPARED BY: Andy Vobora, Director of Marketing and Communications

ACTION REQUESTED: Approve changes to the Special Service Policy.

BACKGROUND: The Special Service policy outlines two types of service that are different than the regular fixed-route service provided by the District. Community Event service is service open to the general public. Charter service is service designed to meet the needs of a specific group of individuals. The Federal Transit Administration is very clear that charter services may be provided only in limited situations and that the fees charged must total the District's fully allocated costs. With respect to Community Event service, FTA regulations do not require the levying of fully allocated costs and therefore transit districts vary in how these services are designed and paid for. Because the regulations are clear regarding charter service, this review will examine community event services

LTD's Special Service policy was adopted in 1995. While the District had been involved in the provision of charter and community event services prior to 1995, there was no policy to guide the provision of these services. The policy evolved over the years as the number and complexity of events has grown. In the 1995 version of the policy, the District outlined the following services:

- ◆ Modified Regularly Scheduled Service – LTD will extend hours of service or frequency, create new routes, and/or align routes, when appropriate, to serve a community event or convention. Lane Transit District will charge the current fare and/or a special service rate determined by LTD.
- ◆ Special Service – LTD will consider the operation of temporary routes (special service) for community events or festivals of significant community interest or involvement. The cost of operating temporary routes will be the fully allocated cost. Some limited service may qualify for a discounted rate, as noted in Section VI. A fare may be charged at the discretion of LTD and event promoters. A special service agreement will be necessary.

- ◆ Charter Service – LTD will consider providing charter service at LTD's fully allocated rate. LTD will consider providing charter service, under specific circumstances, as exempted in FTA 49 CFR Part 604.9 (a., b., and 2.i., ii). Some limited service may qualify for a discounted rate as noted in Section VI. A fare may be charged at the discretion of LTD and event promoters. A special service agreement will be necessary.
- ◆ Rates (section VI) – LTD will charge the base hourly rate at the fully allocated hourly cost rate. A discount rate may be negotiated by an LTD designate and will be approved by the general manager or his/her designee.
 - Discount criteria for deviation from the fully allocated hourly rates:
 - 5 percent for recurring events with minimal impact to staff workload
 - 5 percent for substantially reducing VMTs or providing economic or public relations gain
 - 5 percent if lack of bus service to the event is a burden to the community
 - 5 percent if the event requires a minimum of 300 hours of service

The District subsequently modified the policy by eliminating the “Modified Regularly Scheduled Service” category and focusing special event services into the Charter and Community Event categories. At the same time, pricing was changed by creating the “Community Service” rate. This eliminated the discounting criteria and simply used the sum of direct cost factors from the Fully Allocated Cost Plan. These changes proved effective until events like UO Football shuttles grew enormously in terms of vehicle and staffing needs. In 2001, the policy was revised to recognize that charging the direct cost for large and complex events might not cover the District's cost and thereby the District would be subsidizing these events. The 2001 revision allowed the District to charge an amount called the “Community Service Rate” in order to cover all costs.

In January 2004, the policy was revised again. The District was deep into the recession and had implemented both staffing and service cuts. The Board chose to implement a rate change that would assess the fully allocated rate for all special event service. The Board recognized that this change may affect event organizers and testimony to this effect was provided. Ultimately, the Board chose to phase in a pricing change over two years. The Community Service Rate of \$68 per hour was raised to \$78 per hour for 2004 and was scheduled to increase to the fully allocated rate of \$91 for 2005. Following testimony from Oregon Country Fair Manager Leslie Scott at the March 2005 Board meeting, the Board discussed the pricing issue at the April 2005 Board meeting and directed staff to maintain the \$78 per hour rate for the Oregon Country Fair. The Board asked staff to return to the Board for further discussion of the Special Service Policy.

Staff recommend modifying the pricing of Special Service to reflect the District's need to recover fully allocated costs for events that create significant planning and staffing requirements, while charging the full direct cost for all other events. Since the full direct cost is currently less than the amount levied over the past year, staff recommend maintaining the current rate of \$78 per service hour. This rate will be maintained until the time the full direct cost exceeds \$78 per hour, at which time the rate will be set at the full direct cost rate. Charter services will continue to be offered at the fully allocated cost rate.

RESULTS OF RECOMMENDED ACTION:

District revenues from special services will be maintained. Event providers who fall into the direct cost category will be very happy to hear that their rates will remain unchanged, and that future changes will be tied to the direct cost of their service.

ATTACHMENT:

Special Service Policy
Pricing Scenarios

PROPOSED MOTION:

I move the following resolution: LTD Resolution No. 2005-014: Resolved, that the LTD Board of Directors approves recommended changes to the LTD Special Service Policy, as presented on May 11, 2005.

Special Service Policy

Service to Community Events

Definition

Public transit service that is organized, by LTD or an event organizer, to address transportation needs arising from an event with a sufficient number of participants to cause negative impacts on the community's transportation network or on the neighborhood adjacent to the event site.

Access

Access to the community event transit service must be open to all persons.

Restrictions

1. Operating service for community events should not have a negative impact on regular service. There should not be a reduction in scheduled regular service levels. There also should not be a significant degradation in service capacity or scheduled timing of regular service.
2. Consideration will be given to the availability of buses and the type of bus appropriate for the event.
3. Consideration will be given to the availability of staff.
4. Consideration will be given to the availability of bus operators.
 - a. Service expected to use ten (10) or more bus operators must be scheduled in advance and accounted for in the bus operator vacation bid.
 - b. Service Planning & Marketing staff shall produce a service analysis for proposed special events not accounted for in the bus operator vacation bid. Transit Operations and Fleet Services must agree to the proposed service package before the District contracts with the event organizer.

Fees

The District will charge fees equaling the sum of all direct variable and fixed operating costs, measured as a rate per schedule hour of service (rounded up to the nearest whole dollar), as outlined in the District's Fully-allocated Cost Plan.

The event organizer will determine the fare charged.

Service Provided Through Charter Agreements

Definition

Transit service that is organized to meet a transportation need of a private party or organization.

Access

The contracting party or organization will determine access to chartered service.

Restrictions

Charter service will be directed to local private providers to determine the availability and willingness of these providers to provide the desired service. The District will consider contracting, through subcontracting agreements with private providers, when service on fixed routes is not compromised and when bus operators are available.

The only exception will be for organizations that are exempted in FTA 49 CFR Part 604, which allows the District to contract directly with a government entity that is a qualified social service agency, or a private, non-profit organization serving seniors or people with disabilities.

Fees

The District will charge fees equaling the sum of all direct variable and fixed operating costs, as well as indirect fixed costs (measured as a rate per schedule hour of service), rounded up to the nearest whole dollar, as outlined in the District's Fully-allocated Cost Plan.

The event organizer will determine the fare charged.

Maintenance of the Charter and Community Events Service Policy

The Marketing and Communications Department is responsible for maintaining this policy and recommending changes to the policy as necessary.

Revision Adopted by Board of Directors January 2004.