

MINUTES OF BUDGET COMMITTEE MEETING

LANE COUNTY MASS TRANSIT DISTRICT

May 17, 1978

Pursuant to public notice to the Register Guard and the Springfield News on May 2, 1978, an adjourned meeting of the budget committee of Lane County Mass Transit District was held at the City Hall in Eugene, Oregon, on May 17, 1978, at 7:30 p.m.

Present:

<u>Board Members</u>	<u>Appointed Members</u>
Richard A. Booth, Secretary	George Baker
Daniel M. Herbert, President	Paul Bonney
Kenneth H. Kohnen, Vice President	Mary Lou McCarthy
Glenn Randall	Robert Moulton, Chairman, presiding
Carolyn Roemer, Budget Secretary	
	Fred C. Dyer, General Manager
	Phyllis Loobey, Budget Officer
	Mavis Skipworth, Recording Secretary
News media representative:	
	Marvin Tims, Register Guard

Absent:

Jack J. Craig	Tom Denning
Ted J. Langton, Treasurer	Shirley Minor
	J. Hengstler

MOTION MINUTES: Minutes of the May 2, 1978 budget committee meeting were unani-
VOTE mously approved as distributed.

MOTION Mr. Booth moved to adjourn the budget committee meeting until after May 23, 1978, and the motion was seconded by Mr. Randall. Mr. Booth said he believed the committee was premature in working on the budget and 1) the election results should affect the deliberations, 2) the board has had to work hard at two meetings the day before this meeting. He said the messages sent by the Eugene and Springfield Chambers are relevant and should be considered by the committee; that they recommended the board and budget committee should consider that a defeat at the polls should be construed by the transit district as notable lack of support for the transit district.

Mr. Randall said he did not agree and the outcome of the election would not affect the budget or the proposals for which the money should be spent. Mr. Kohnen commented that members had gone to some trouble to come to the meeting and it would be an imposition to not hold it; that there would be ample time after the election to make any changes the committee might wish to make as a result of the election.

The question was put and failed with favorable vote by Booth and opposed
VOTE by Baker, Bonney, Herbert, Kohnen, McCarthy, Moulton, Randall and Roemer.

Mr. Booth said he would like the budget committee to look very hard at clerical salaries as the reasons expressed previously are not valid in this community. He added that he would be prepared at the next meeting to discuss maintenance expenses as compared to Dorsey or commercial truck fleets as they are high, and he would present data.

Mr. Booth then asked to be excused from the meeting for another commitment.

BUDGET SUBCOMMITTEE REPORT: Mr. Kohnen reported that the subcommittee held its first meeting on May 8 to consider the salaried employees' compensation and that the staff is gathering requested information for a May 22nd meeting.

OPTIONAL PROGRAMS FOR 1978-79: Ms. Loobey gave a comprehensive explanation of documentation provided as a basis for requests for additional personnel, marketing programs, planning and development, safety and training, and service improvements.

Ms. Loobey described a staff recommendation of dividing the present Administrative Specialist position into two positions: personnel administration and purchasing agent. She advised that the district is presently pursuing a self-insurance program for workmen's compensation programs and the responsibility of administering that program would be assigned to administrative personnel, in addition to present personnel assignments. She explained the need for and the duties that would be assigned to a purchasing clerk to achieve better control over all district purchases as recommended in the 1976-77 audit report. In following discussion, the staff said that two additional parts clerks and a purchasing agent would fulfill the auditor's recommendation of strengthening inventory control and accounting. Mr. Randall said he would support the staff recommendation as he believed it focused on an integral part of control and preventive maintenance program.

Mr. Moulton said that from Mr. Booth's comments, he believed the staff might wish to be prepared to respond to questions at the May 30 meeting. Mr. Herbert suggested the chairman contact Mr. Booth and ask him to submit his questions and data beforehand rather than submit technical comparison information at the meeting. Mr. Randall expressed agreement. It was the consensus that the committee would appreciate the staff receiving material early for duplicating.

Mr. Herbert asked Mr. Dallas, Director of Operations, to explain the need for two additional mechanics. Mr. Dallas said added fleet maintenance is necessitated by increased fleet age, that additional preventative maintenance programs will be implemented to increase reliability, and in-house maintenance procedures will be enacted which were previously subcontracted. Mr. Dallas advised that an additional Transportation Supervisor III is needed because of overload in the Transportation Division, to supply additional road supervision and to give flexibility to filling needs in the Transportation and Dial-A=Bus offices. Mr. Kohnen asked if there was importance of one requested personnel position over another, and Mr. Dallas said they meet different functions with equal importance.

Mr. Rynerson, Director of Planning, explained the need for additional personnel in the Planning and Development Department, describing the division of responsibility among members of that department with the addition of a Transit Development Specialist. Mr. Baker asked if the new position would help progress toward more efficient service and reduced travel time and Mr. Rynerson said it would allow the department to move into earlier service planning.

Ms. Loobey said that as a result of added Sunday service and opening of the Customer Service Center, the current staff level is insufficient to adequately cover phone call demand, fastpass sales and increased paper work. She explained how the addition of one Information Clerk would correct the deficiencies.

Mr. Baker asked that the budget committee receive a list of the requested additional personnel positions and the amount each position would cost. Ms. Loobey said it would be provided at the next meeting.

Mr. Herbert recalled that in board discussion of increased marketing, advertising and promotion, Mr. Dyer had cautioned to not allow advertising to oversell the service the district can provide. He asked what capacity is presently available to sell. Mr. Dyer replied that the proposed marketing improvements are synchronized with present service and are in line with board direction through the goals and objectives and other policy directives issued by the board. He said that his comments at the May 16 board meeting were triggered by his hearing members say that rather than new equipment or replacement of antiquated equipment, increased marketing was favored.

Responding to a question by Ms. McCarthy of how much additional ridership could be handled with present equipment, Mr. Dyer estimated 20% to 25% during peak hours, saying this was the increase experienced during the energy crunch. Mr. Rynerson said available capacity varies by route, that any increase in ridership starts to put a strain on the system and fleet usage has to be reevaluated.

Ms. Boss, Marketing Director, advised that the proposed marketing program is a remedial action as the advertising budget has been maintained at a lower level in recent years and it is now necessary to consider the role of advertising to deal with fare increases and lower ridership figures. She said this would bring the advertising program up to a better level, but not to the level of 1973-75. She pointed out a need for segmental programs to identify where ridership increase can best be achieved.

Mr. Kohnen commented that if the district is to fulfill its responsibility, it must plan for additions and replacements of fleet and concurrently have an adequate marketing program.

Ms. Loobey described a proposed Driver Instructor Training Program as part of the marketing effort. Mr. Kohnen said he thought it was a commendable program but questioned if it should be included with marketing programs, saying he would prefer that items not directly related to marketing be kept under operating heading.

Mr. Rynerson advised that additional Park 'n Ride site leases under consideration for satellite communities would require budgeting of \$600.

SERVICE IMPROVEMENTS: Discussion was held on the optional programs for service improvements, including Dial-A-Bus and Sunday service alternatives and cost estimates for increasing evening service 30-minute headways by three hours. Ms. Loobey said that although the staff does not believe all of these improvements would be possible in the fiscal year with projected revenues, they were presented for committee review and decision.

In discussion of offering additional Dial-A-Bus service two evenings of the week, Mr. Rynerson said DAB customers would be surveyed for preference of evenings. Asked about the type of demand and usage that could be expected from expanded Sunday service, he said there would be increased area coverage and he would anticipate the percentage of increase to be proportionate to the present level of service; that with the additional routes, it would be possible for more elderly people to use the service.

Mr. Randall asked that the staff prepare a prioritized list of the programs they believe to be most necessary with an explanation of the reasons.

Mr. Dyer said it would be helpful if the staff could receive committee approval to separate the purchasing and personnel positions in order that the responsibility for the Driver Instructor Program could be shifted to personnel.

Mr. Herbert offered an observation that there was a big distinction between the two categories discussed, those optional programs for service improvement such as Dial-A-Bus, Sunday and Evening service, and those that help the district to do a better job such as marketing, safety and training, and support services. He said he would like for the staff to prepare a new budget including the latter and line item for capital reserve fund. This, he said, would narrow down the remaining choices of service improvements. Mr. Kohnen said he believed further consideration should first be given to the base budget, including resources and expenditures, as there may not be resources to fund additional programs.

Mr. Moulton said the subcommittee recommendations will be an important factor, and it would be helpful to have the salaried employees figures separated from the contractual personnel for greater clarification.

MOTION

Mr. Herbert said he did not believe it was premature to endorse the concepts of those reviewed items, excluding service improvements. He moved to give tentative approval to the programs for personnel, marketing including advertising at 1% of the budget, planning and development, safety and training, subject to funding and review of staff priorities requested by Mr. Randall. Mr. Bonney seconded the motion. The motion carried with unanimous approval.

VOTE

Mr. Moulton advised that he will write to all budget committee members not present asking them to submit any concerns and any data pertaining to those concerns to the Budget Officer prior to the May 30 meeting in order that it may be duplicated for the agenda packet, as well as affording time for necessary staff research. Mr. Kohnen said this should not preclude any further objections that may arise.

AUDIENCE PARTICIPATION: Clark Cox, a member of Citizens Advisory Committee and West University Neighbors, spoke of recent bus overloading at Valley River Center and suggested the board and budget committee should give attention to providing extra buses for special occasions that overcapacitate buses. He said a direct route is needed between the south hills area and the university, that while he was in favor of most rural routes, perhaps the buses should be pulled from the #6 and #4 routes to be used for higher density areas. He expressed preference in the optional programs for Dial-A-Bus improvements, saying that those patrons deserve consideration before additional Sunday service.

MOTION

NEXT MEETING DATE: Ms. Roemer moved that the budget committee meeting be adjourned to May 30, 1978, at 7:30 p.m. in Eugene City Hall. The motion was seconded by Mr. Baker and carried unanimously.

VOTE


Secretary