

**LANE TRANSIT DISTRICT RESOLUTION NO. 2003-029**

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 2003-2004 in the total combined fund sum of \$72,278,340 now on file at Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year beginning July 1, 2003, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Personnel Services	\$ 18,591,500
Materials & Services	<u>5,269,300</u>
Total Operating	23,860,800
<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Special Transportation	1,304,980
Transfer to Capital Fund	0
Operating Contingency	1,500,000
Other Contingency	4,923,990
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-operating	<u>8,728,970</u>
Total General Fund	<u>\$ 32,589,770</u>
<u>SPECIAL TRANSPORTATION FUND</u>	
Materials & Services	\$ 1,866,030
Transfer to Capital	283,900
Operating Contingency	<u>353,540</u>
Total Special Transportation Fund	<u>\$ 2,503,470</u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	\$ 30,349,400
Debt Financing Costs	300,000
Transfer to Debt Service Fund	495,750
Capital Reserve	<u>5,544,200</u>
Total Capital Projects Fund	<u>\$ 36,689,350</u>
<u>DEBT SERVICE FUND</u>	
Debt Service	\$ 495,750
Total Debt Service Fund	<u>\$ 495,750</u>

June 18, 2003  
Date Adopted

  
Board President



**Lane Transit District  
General Fund Revenue and Expenditure Summary  
FY 2003-2004**

	FY 2000-2001 Actual	FY 2001-2002 Actual	FY 2002-2003 Budget	FY 2002-2003 Estimate	FY 2003-2004 As Proposed	FY 2003-2004 As Approved
<b>Resources</b>						
Beginning Working Capital	9,023,585	5,971,289	5,009,300	6,568,130	7,925,770	7,925,770
<b>Operating Revenues</b>						
Cash Fares and Tokens	3,147,279	3,161,701	3,517,050	3,310,500	3,387,800	3,387,800
Group Passes	880,254	844,381	900,000	933,690	1,020,800	1,020,800
Total Operating Revenues (Passenger Fares)	4,027,533	4,006,082	4,417,050	4,244,190	4,408,600	4,408,600
<b>Other Revenues</b>						
Special Services	148,969	270,021	220,000	556,010	584,700	584,700
Advertising	383,773	403,079	280,000	246,010	300,000	300,000
Miscellaneous	154,561	(9,357)	28,000	65,850	64,000	64,000
Interest	1,305,627	594,896	750,000	380,770	304,000	304,000
Sales of Assets	3,618	783	5,000	22,000	1,000	1,000
Payroll Taxes	16,409,144	16,121,110	16,081,000	15,985,900	16,443,500	16,443,500
Self-employment Taxes	972,902	1,014,874	972,900	1,015,000	1,015,000	1,015,000
State-in-Lieu	1,051,028	1,148,140	1,051,000	1,150,600	1,159,600	1,159,600
Other Operating Grants	272,419	649,703	445,700	237,000	383,600	383,600
Total Other Revenues	20,702,041	20,193,249	19,833,600	19,659,140	20,255,400	20,255,400
Total Revenues	24,729,574	24,199,331	24,250,650	23,903,330	24,664,000	24,664,000
Total Resources	33,753,159	30,170,620	29,259,950	30,471,460	32,589,770	32,589,770
<b>Requirements</b>						
<b>Operating Requirements</b>						
Personnel Services	16,161,337	17,614,941	17,979,750	16,997,030	18,591,500	18,591,500
Materials and Services	4,456,894	3,729,828	4,530,800	4,114,750	4,342,700	4,342,700
Insurance and Risk Services	788,466	842,087	784,800	675,300	926,600	926,600
Total Operating Requirements	21,406,697	22,186,856	23,295,350	21,787,080	23,860,800	23,860,800
<b>Non-Operating Requirements</b>						
Transfer to Capital - Current Projects	1,409,764	623,052	-	-	-	-
Transfer to Capital - Capital Reserves	4,254,817	-	-	-	-	-
Transfer to Special Transportation Fund	710,592	792,585	955,300	758,610	1,304,980	1,304,980
Reserves - Operating Contingency	-	-	1,500,000	-	1,500,000	1,500,000
Reserves - Working Capital	-	-	2,509,300	-	4,923,990	4,923,990
Reserves - Self-Insurance and Risk	-	-	1,000,000	-	1,000,000	1,000,000
Total Non-Operating Requirements	6,375,173	1,415,637	5,964,600	758,610	8,728,970	8,728,970
Total Requirements	27,781,870	23,602,493	29,259,950	22,545,690	32,589,770	32,589,770
Total FTE	332.50	334.30	321.50	317.25	317.25	317.25
<b>Percentage Change Analysis</b>						
		FY 2001-2002 Actual compared with FY 2000-2001 Actual		FY 2002-2003 Estimated compared with FY 2001-2002 Actual	FY 2003-2004 Proposed compared with FY 2002-2003 Budget	FY 2003-2004 Approved compared with FY 2002-2003 Budget
Total Resources		-10.6%		1.0%	11.4%	11.4%
Total Revenues		-2.1%		-1.2%	1.7%	1.7%
Total Other Revenues		-2.5%		-2.6%	2.1%	2.1%
Total Passenger Fares		-0.5%		5.9%	-0.2%	-0.2%
Total Requirements		-15.0%		-4.5%	11.4%	11.4%
Total Non-Operating Requirements		-77.8%		-46.4%	46.3%	46.3%
Total Operating Requirements		3.6%		-1.8%	2.4%	2.4%



**Lane Transit District  
Department Summary  
FY 2003-2004**

	FY 2000-2001 Actual	FY 2001-2002 Actual	FY 2002-2003 Budget	FY 2002-2003 Estimate	FY 2003-2004 As Proposed	FY 2003-2004 As Approved
<b>General Administration</b>						
Personnel Services	519,099	465,273	430,900	409,390	362,100	362,100
Materials & Services	140,684	147,681	193,000	193,240	187,000	187,000
Total General Administration	659,783	612,954	623,900	602,630	549,100	549,100
<b>Government Relations</b>						
Personnel Services	91,427	98,216	110,100	102,280	112,900	112,900
Materials & Services	75,652	77,184	79,900	90,450	89,000	89,000
Total Government Relations	167,079	175,400	190,000	192,730	201,900	201,900
<b>Finance</b>						
Personnel Services	502,302	563,863	610,600	591,790	614,000	614,000
Materials & Services	55,237	51,983	59,300	55,180	66,500	66,500
Total Finance	557,539	615,846	669,900	646,970	680,500	680,500
<b>Information Technology</b>						
Personnel Services	276,170	345,890	318,400	298,530	293,900	293,900
Materials & Services	126,945	125,556	166,900	161,210	225,700	225,700
Total Information Technology	403,115	471,446	485,300	459,740	519,600	519,600
<b>Human Resources</b>						
Personnel Services	323,590	339,994	369,200	349,600	388,600	388,600
Materials & Services	145,628	101,138	127,600	172,040	110,600	110,600
Total Human Resources	469,218	441,132	496,800	521,640	499,200	499,200
<b>Development Services</b>						
Personnel Services	21,795	(11,682)	20,600	12,800	20,000	20,000
Materials & Services	10,188	17,501	11,000	10,580	11,100	11,100
Total Development Services	31,983	5,819	31,600	23,380	31,100	31,100
<b>Service Planning</b>						
Personnel Services	410,302	467,568	422,700	441,880	443,400	443,400
Materials & Services	73,482	46,177	36,600	4,060	39,700	39,700
Total Service Planning	483,784	513,745	459,300	445,940	483,100	483,100
<b>Marketing</b>						
Personnel Services	306,476	389,033	360,500	325,100	385,000	385,000
Materials & Services	431,654	407,632	473,500	379,450	438,600	438,600
Total Marketing	738,130	796,665	834,000	704,550	823,600	823,600
<b>Commuter Solutions</b>						
Personnel Services	122,083	128,008	132,300	125,080	138,500	138,500
Materials & Services	134,420	84,670	108,900	89,070	145,700	145,700
Total Commuter Solutions	256,503	212,678	241,200	214,150	284,200	284,200
<b>Special Transportation Administration</b>						
Personnel Services	-	(8,572)	(3,100)	(6,170)	(3,100)	(3,100)
Materials & Services	-	2,512	3,100	6,170	3,100	3,100
Total Special Transportation Administration	-	(6,060)	-	-	-	-
<b>Transit Operations</b>						
Personnel Services	10,339,223	11,554,110	11,748,750	11,083,370	12,266,800	12,266,800
Materials & Services	364,680	336,981	399,300	369,820	363,000	363,000
Total Transit Operations	10,703,903	11,891,091	12,148,050	11,453,190	12,629,800	12,629,800
<b>Transit Operations Training</b>						
Personnel Services	144,690	98,469	30,000	47,460	50,000	50,000
Materials & Services	8,473	3,506	11,000	7,750	11,500	11,500
Total Transit Operations Training	153,163	101,975	41,000	55,210	61,500	61,500



**Lane Transit District  
Department Summary  
FY 2003-2004**

	<b>FY 2000-2001 Actual</b>	<b>FY 2001-2002 Actual</b>	<b>FY 2002-2003 Budget</b>	<b>FY 2002-2003 Estimate</b>	<b>FY 2003-2004 As Proposed</b>	<b>FY 2003-2004 As Approved</b>
<b>Guest Service Center</b>						
Personnel Services	402,995	389,739	441,200	414,180	470,300	470,300
Materials & Services	55,830	37,719	48,000	41,560	44,700	44,700
<b>Total Guest Service Center</b>	<b>458,825</b>	<b>427,458</b>	<b>489,200</b>	<b>455,740</b>	<b>515,000</b>	<b>515,000</b>
<b>Fleet Services</b>						
Personnel Services	2,350,614	2,435,882	2,612,400	2,538,800	2,769,400	2,769,400
Materials & Services	2,323,692	1,767,557	2,233,800	1,955,710	2,061,500	2,061,500
<b>Total Fleet Services</b>	<b>4,674,306</b>	<b>4,203,439</b>	<b>4,846,200</b>	<b>4,494,510</b>	<b>4,830,900</b>	<b>4,830,900</b>
<b>Facilities Services</b>						
Personnel Services	350,571	359,150	375,200	262,940	279,700	279,700
Materials & Services	510,329	522,031	578,900	578,460	545,000	545,000
<b>Total Facilities Services</b>	<b>860,900</b>	<b>881,181</b>	<b>954,100</b>	<b>841,400</b>	<b>824,700</b>	<b>824,700</b>
<b>Insurance</b>						
Insurance & Risk Management	788,466	842,087	784,800	675,300	926,600	926,600
<b>Total Insurance &amp; Risk Management</b>	<b>788,466</b>	<b>842,087</b>	<b>784,800</b>	<b>675,300</b>	<b>926,600</b>	<b>926,600</b>
<b>Total Departmental Expenditures</b>	<b>21,406,697</b>	<b>22,186,856</b>	<b>23,295,350</b>	<b>21,787,080</b>	<b>23,860,800</b>	<b>23,860,800</b>
<b>Total Personnel Services</b>						
<b>Total Personnel Services</b>	<b>16,161,337</b>	<b>17,614,941</b>	<b>17,979,750</b>	<b>16,997,030</b>	<b>18,591,500</b>	<b>18,591,500</b>
<b>Total Materials &amp; Services</b>	<b>4,456,894</b>	<b>3,729,828</b>	<b>4,530,800</b>	<b>4,114,750</b>	<b>4,342,700</b>	<b>4,342,700</b>
<b>Total Insurance &amp; Risk</b>	<b>788,466</b>	<b>842,087</b>	<b>784,800</b>	<b>675,300</b>	<b>926,600</b>	<b>926,600</b>
<b>Total Departmental Expenditures</b>	<b>21,406,697</b>	<b>22,186,856</b>	<b>23,295,350</b>	<b>21,787,080</b>	<b>23,860,800</b>	<b>23,860,800</b>
<b>Personnel Profile</b>						
General Administration	5.40	5.00	4.60	6.40	6.40	6.40
Government Relations	1.00	1.00	1.00	1.00	1.00	1.00
Finance	8.30	8.30	8.90	8.90	8.90	8.90
Information Technology	5.00	4.10	4.10	4.10	4.10	4.10
Human Resources	5.00	5.00	5.00	5.00	5.00	5.00
Development Services	7.00	6.25	6.25	5.75	5.75	5.75
Service Planning	7.00	5.50	5.50	5.00	5.00	5.00
Marketing	7.30	5.00	5.00	5.75	5.75	5.75
Commuter Solutions	2.00	2.00	2.00	2.00	2.00	2.00
Special Transportation Administration	-	1.40	1.40	1.60	1.60	1.60
Transit Operations	221.00	231.00	219.00	212.50	212.50	212.50
Transit Operations Training	1.00	1.00	-	0.50	0.50	0.50
Guest Service Center	10.00	9.00	9.00	9.00	9.00	9.00
Fleet Services	46.00	44.00	44.00	44.00	44.00	44.00
Facilities Services	6.50	5.75	5.75	5.75	5.75	5.75
<b>Total FTE</b>	<b>332.50</b>	<b>334.30</b>	<b>321.50</b>	<b>317.25</b>	<b>317.25</b>	<b>317.25</b>



**Lane Transit District  
Special Transportation Fund  
Fiscal Year 2003-2004**

	<b>FY 2000-2001 Actual</b>	<b>FY 2001-2002 Actual</b>	<b>FY 2002-2003 Budget</b>	<b>FY 2002-2003 Estimate</b>	<b>FY 2003-2004 As Proposed</b>	<b>FY 2003-2004 As Approved</b>
<b>Resources</b>						
Beginning Working Capital	121,660	126,194	448,800	487,500	413,500	413,500
State Special Transportation Fund (STF)						
Operating	814,181	648,568	595,820	451,860	598,900	598,900
Capital	117,165	-	-	-	-	-
Carryover from LCOG	-	405,560	-	-	-	-
Federal Pass-Through Grants - 5311	-	82,050	92,700	166,100	163,090	163,090
Other Grants	12,500	34,188	22,000	23,000	23,000	23,000
Miscellaneous Income	-	1,927	2,000	5,600	-	-
Interest Income	6,985	8,405	-	-	-	-
Transfer from General Fund	710,592	792,585	955,300	758,610	1,304,980	1,304,980
<b>Total Resources</b>	<b>1,783,083</b>	<b>2,099,477</b>	<b>2,116,620</b>	<b>1,892,670</b>	<b>2,503,470</b>	<b>2,503,470</b>
<b>Requirements</b>						
State STF Flow-Through In-District						
Special Mobility Services, Inc.	473,985	473,980	435,900	435,980	435,980	435,980
Alternative Work Concepts	23,916	34,312	31,300	31,280	31,280	31,280
South Lane Wheels	28,918	31,755	29,400	29,400	29,400	29,400
White Bird Clinic	29,058	29,828	27,500	27,500	27,500	27,500
Capital	117,165	-	-	-	-	-
Other	182,662	12,231	-	-	-	-
<b>Total In-District</b>	<b>855,704</b>	<b>582,106</b>	<b>524,100</b>	<b>524,160</b>	<b>524,160</b>	<b>524,160</b>
State STF Flow-Through Out-of-District						
Special Mobility Services, Inc.	-	894	12,000	12,000	12,600	12,600
South Lane Wheels	10,630	10,630	9,800	9,800	10,750	10,750
River Cities Taxi	25,958	16,990	18,300	34,800	34,800	34,800
MidCoast Enterprises	1,300	1,300	1,300	1,300	-	-
Oakridge	23,201	20,131	41,500	-	41,500	41,500
LCOG S&DS Outreach	-	27,431	14,500	6,500	7,150	7,150
Carryover - Rhody Express	-	-	10,000	2,500	-	-
Capital	-	-	-	-	-	-
Other	29,504	-	-	-	-	-
<b>Total Out-of-District</b>	<b>90,593</b>	<b>77,376</b>	<b>107,400</b>	<b>66,900</b>	<b>106,800</b>	<b>106,800</b>
Federal 5311 Grants						
South Lane Wheels	-	40,560	42,400	42,400	42,400	42,400
River Cities Taxi	-	41,490	58,100	58,700	56,500	56,500
Diamond Express	-	-	-	69,900	69,300	69,300
<b>Total Federal 5311 Grants</b>	<b>-</b>	<b>82,050</b>	<b>100,500</b>	<b>171,000</b>	<b>168,200</b>	<b>168,200</b>
Other Federal Grants - OAA		9,455	9,500	9,900	9,900	9,900
ADA Demand Response						
RideSource	610,342	687,909	827,400	794,000	914,200	914,200
Transit Training & Hosts	-	9,468	27,720	27,720	28,370	28,370
LTD Administration	-	90,065	97,800	86,910	114,400	114,400
LCOG Administration	100,250	-	-	-	-	-
Transfer to Capital Fund (STF Capital Grant Match)	-	73,521	162,200	162,200	283,900	283,900
Contingency	-	-	260,000	-	353,540	353,540
<b>Total Requirements</b>	<b>1,656,889</b>	<b>1,611,950</b>	<b>2,116,620</b>	<b>1,842,790</b>	<b>2,503,470</b>	<b>2,503,470</b>
<b>Percentage Change Analysis</b>						
		FY 2001-2002 Actual compared with FY 2000-2001 Actual		FY 2002-2003 Estimated compared with FY 2001-2002 Actual	FY 2003-2004 Proposed compared with FY 2002-2003 Budget	FY 2003-2004 Approved compared with FY 2002-2003 Budget
Total Resources		17.7%		-9.9%	18.3%	18.3%
Transfer from General Fund		11.5%		-4.3%	36.6%	36.6%
Total Requirements		-2.7%		14.3%	18.3%	18.3%



**Lane Transit District  
Capital Projects Fund  
Fiscal Year 2003-2004**

	<b>FY 2000-2001 Actual</b>	<b>FY 2001-2002 Actual</b>	<b>FY 2002-2003 Budget</b>	<b>FY 2002-2003 Estimate</b>	<b>FY 2003-2004 As Proposed</b>	<b>FY 2003-2004 As Approved</b>
<b>Resources</b>						
Beginning Working Capital	11,073,762	15,774,245	15,283,200	15,200,500	13,132,370	4,587,370
<b>Federal Grants</b>						
Formula Funds (Section 5307)	958,259	1,779,491	6,363,600	2,155,640	10,191,920	10,191,920
Discretionary Funds	800,000	1,408,390	13,880,000	2,843,200	10,294,480	10,294,480
Other Funds	26,630	502,549	-	938,580	179,460	179,460
Total Federal Grants	<u>1,784,889</u>	<u>3,690,430</u>	<u>20,243,600</u>	<u>5,937,420</u>	<u>20,665,860</u>	<u>20,665,860</u>
State of Oregon Grants	-	30,657	1,163,100	465,580	2,307,220	2,307,220
Proceeds from Bond Sales			12,645,000	-	300,000	8,845,000
Transfer from Special Transportation Fund		73,521	162,200	53,290	283,900	283,900
<b>Transfer from General Fund</b>						
For Current Projects	1,409,764	623,052	-	-	-	-
For Capital Reserves	4,254,817	-	-	-	-	-
Total Transfer from General Fund	<u>5,664,581</u>	<u>623,052</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources	<u>18,523,232</u>	<u>20,191,905</u>	<u>49,497,100</u>	<u>21,656,790</u>	<u>36,689,350</u>	<u>36,689,350</u>
<b>Requirements</b>						
<b>Capital Projects</b>						
<b>Bus Rapid Transit</b>						
BRT Planning	1,013,966	715,161	1,000,000	731,000	900,000	900,000
Right-of-Way Acquisition		-	200,000	-	-	-
BRT Construction - Eug/Spfld Corridor		518,655	10,350,000	2,400,000	14,708,000	14,708,000
BRT Buses			6,000,000	100,000	-	-
Facility Expansion - Fleet			1,200,000	350,000	1,200,000	1,200,000
Automated Fare Sales & Collection			150,000	15,000	487,000	487,000
AVL/APC		2,786	1,649,330	1,649,330	45,000	45,000
Shop Equipment - Six-Post Hoist			50,000	50,000	-	-
Total Bus Rapid Transit	<u>1,013,966</u>	<u>1,236,602</u>	<u>20,599,330</u>	<u>5,295,330</u>	<u>17,340,000</u>	<u>17,340,000</u>
Springfield Station	9,510	121,954	6,800,000	2,000,000	7,300,000	7,300,000
Revenue Vehicles	10,705	1,827,875	8,245,000	8,245,000	-	-
PBI/Facilities	851,285	597,528	2,922,000	305,000	500,000	500,000
RideSource Facility				156,000	3,902,000	3,902,000
Hardware/Software	456,972	483,846	230,220	230,220	164,900	164,900
Bus-Related Equipment	123,450	122,100	130,000	130,000	207,500	207,500
Miscellaneous Equipment	87,938	12,120	40,000	20,000	88,500	88,500
Communications	66,826	11,904	-	-	302,000	302,000
Shop Equipment	10,999	4,583	40,000	25,000	19,500	19,500
Support Vehicles	117,336	-	40,000	-	60,000	60,000
STF Vehicles and Projects	-	570,490	428,300	362,870	465,000	465,000
Total Capital Projects	<u>2,748,987</u>	<u>4,989,002</u>	<u>39,474,850</u>	<u>16,769,420</u>	<u>30,349,400</u>	<u>30,349,400</u>
Debt Financing Costs		2,365	500,000	300,000	300,000	300,000
Transfer to Debt Service Fund		-	1,378,700	-	495,750	495,750
Total Appropriations	2,748,987	4,991,367	41,353,550	17,069,420	31,145,150	31,145,150
Capital Reserves	15,774,245	15,200,538	8,143,550	4,587,370	5,544,200	5,544,200
Total Requirements	<u>18,523,232</u>	<u>20,191,905</u>	<u>49,497,100</u>	<u>21,656,790</u>	<u>36,689,350</u>	<u>36,689,350</u>
<b>Reserves</b>						
<b>Fund Balance Reserves</b>						
Beginning Balance	11,073,762	15,774,245	15,283,200	15,200,500	13,132,370	4,587,370
Increase (Decrease) for Period	4,700,483	(573,707)	(7,139,650)	(10,613,130)	(7,588,170)	956,830
Total Fund Balance Reserves	<u>15,774,245</u>	<u>15,200,538</u>	<u>8,143,550</u>	<u>4,587,370</u>	<u>5,544,200</u>	<u>5,544,200</u>



**Lane Transit District  
Debt Service Fund  
Fiscal Year 2003-2004**

	FY 2000-2001 Actual	FY 2001-2002 Actual	FY 2002-2003 Budget	FY 2002-2003 Estimate	FY 2003-2004 As Proposed	FY 2003-2004 As Approved
<b>Resources</b>						
Beginning Working Capital			-	-	-	-
Transfer from Capital Projects Fund			<u>1,378,700</u>	-	<u>495,750</u>	<u>495,750</u>
Total Resources			<u>1,378,700</u>	<u>-</u>	<u>495,750</u>	<u>495,750</u>
<b>Requirements</b>						
Debt Service for Satellite Facility Bonds			87,700	-	-	-
Debt Service for Revenue Buses Bonds			938,800	-	495,750	495,750
Debt Service for BRT Buses Bonds			<u>352,200</u>	-	-	-
Total Requirements			<u>1,378,700</u>	<u>-</u>	<u>495,750</u>	<u>495,750</u>