

Public notice was given to *The Register-Guard* for publication on January 15, 1988.

LANE TRANSIT DISTRICT
REGULAR BOARD MEETING

January 20, 1988

7:30 p.m.

McNutt Room
Eugene City Hall

A G E N D A

I. CALL TO ORDER

II. ROLL CALL

Eberly_____ Parks_____ Pusateri_____ Runyan_____
Smith_____ Brandt_____ Calvert_____

III. INTRODUCTORY REMARKS BY BOARD PRESIDENT

IV. BUS RIDER OF THE MONTH

V. EMPLOYEE OF THE MONTH

VI. AUDIENCE PARTICIPATION

VII. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes
- B. Fiscal Year 1988-89 Goals and Objectives
- C. Selection of Independent Auditor
- D. McKenzie Highway Association Resolution
- E. Budget Transfer
- F. Budget Committee Appointments

VIII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. New Operations Facility Project Update
2. Junction City Service Update
3. Letter Regarding Holiday Service
4. Staff Comments on UMTA Report "The Status of the Nation's Local Mass Transportation: Performance and Conditions"
5. Annual Employee Awards Banquet
6. Acting General Manager, March 8-11
7. Special Services Report

B. Monthly Financial Reporting

C. Quarterly Reporting

IX. EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

X. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Approval of Fare Structure for FY 88-89
- B. Budget Committee Meetings

XI. ADJOURNMENT (to February 10, 1988 at 7:30 p.m. at Eugene City Hall)

AGENDA NOTES

Page No.

IV. BUS RIDER OF THE MONTH:

A family has been chosen as the January 1988 Bus Riders of the Month. Wade and Cynthia Black ride the bus daily to a small pottery shop where they both work making porcelain dinnerware. Their daughter, Carrie, has been riding the bus since she was three weeks old, and likes handing tokens and transfers to the drivers and conversing with people of all ages. The Blacks prefer taking the bus in town because it is more ecological and relaxing than driving a car.

The Blacks will attend the meeting to receive their award and be introduced to the Board members.

V. EMPLOYEE OF THE MONTH:

The January Employee of the Month is Bus Operator Caroline Morin. She will be present at the meeting to receive her award and be introduced to the Board.

VII. ITEMS FOR ACTION AT THIS MEETING

A. Approval of Minutes: The minutes of the December 9, 1987 adjourned meeting and the December 15, 1987 adjourned meeting are included in the agenda packet for Board review and approval. 09

B. Fiscal Year 1988-89 Goals and Objectives: 15

Background: Each year, as part of the budget process, staff develop and submit to the Board a set of proposed Goals and Objectives for the following fiscal year. Included in this packet are a staff memo and proposed Goals and Objectives for FY 88-89. The Goals and Objectives are similar to last year and fairly broad in scope. This year, a draft mission statement is included with the Goals and Objectives. Although the mission statement may change somewhat before it is submitted to the Board for final approval, the emphasis on customer service and excellence will remain.

If adopted, these Goals and Objectives will guide staff in the development of their Fiscal Year 1988-89 action plans and budgets. At the January Board meeting, General Manager Phyllis Loobey will discuss the proposed Goals and Objectives with the Board. MIS Administrator Joe Janda will also be present to answer any detailed questions the Board may have.

Staff Recommendation: That the Board approve the proposed Goals and Objectives for Fiscal Year 1988-89.

Results of Recommended Action: Staff will use the adopted goals as guidelines in developing the District's Fiscal Year 1988-89 action plans and budget.

C. Selection of Independent Auditor:

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Background: Since LTD began operating in 1971, the District's annual independent audit has been performed by Derickson & Gault, and later by Jones & Roth, the firm with which Derickson & Gault merged in 1985-86. In 1986, the Urban Mass Transportation Administration informed LTD staff that the District needed to use a formal bidding process to select the auditor. The Board Finance Committee and staff have worked together to write specifications and solicit proposals from local and Portland-area CPA firms.

A memo in the agenda packet discusses the proposals received and the recommendation of the Finance Committee that the bid be awarded to Coopers & Lybrand of Eugene. At the meeting, Janet Calvert, chairman of the Finance Committee, will discuss this process and recommendation with the Board. Karen Rivenburg, Finance Administrator, will also be available to answer any detailed questions the Board may have.

Committee Recommendation: The Board Finance Committee recommends that the bid for audit services be awarded to Coopers & Lybrand for a three-year period, with the option to renew for up to two additional years.

Results of Recommended Action: A contract for audit services will be prepared and signed in accordance with the specifications listed in the LTD Request for Proposals for Audit Services.

D. McKenzie Highway Association Resolution:

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Issue Presented: Should the Board adopt a resolution endorsing construction of a new highway from 52nd Street in Springfield to Elk Creek Bridge?

Background: Staff were contacted by State Senator Bob Kintigh of District 14 regarding the enclosed resolution prepared by the McKenzie Highway Association. In addition to endorsing a new highway from 52nd Street to Elk Creek

Bridge (one mile west of Blue River), the resolution also recommends retention of the existing McKenzie Highway for local use and urges the Lane County Commissioners to place this project on the top of their priority list for presentation to the Department of Transportation for its six-year highway plan.

Included with the resolution in the agenda packet is a staff memo which describes the bus stops, hours of service, ridership, and safety and efficiency considerations along the McKenzie Highway. The resolution lists the reasons the McKenzie Highway Association believes a new highway is necessary.

Staff Recommendation: That the Board adopt the enclosed resolution endorsing construction of a new highway from 52nd Street to Elk Creek Bridge with the existing highway reserved for local use, and urging the Lane County Commissioners to place this project at the top of their priority list for presentation to the Department of Transportation for its six-year highway plan.

Results of Recommended Action: Staff will forward copies of the signed resolution to the chairman of the Lane County Commissioners, the Oregon Department of Transportation, Governor Goldschmidt, and the McKenzie Highway Association, as requested by the Association.

E. Budget Transfer:

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Background: On December 15, 1987, the Board of Directors approved a labor agreement between LTD and the Amalgamated Transit Union (ATU) Division 757, following Union ratification on December 13. As a result of contract settlement, labor costs are anticipated to be greater than originally budgeted. In addition, Administration--Personal Services and Materials & Supplies and Transportation--Contractual Services are also anticipated to be greater than originally budgeted. In order to appropriate sums so that expenditures do not exceed appropriations, as required by Oregon statute, a budget transfer is necessary at this time.

Staff Recommendation: That the Board adopt the enclosed Resolution to reduce appropriations for Administration--Contractual Services by \$16,000, Maintenance--Personal Services by \$10,000, and Contingency by \$45,000, for a total reduction of \$71,000, and increase appropriations for

Administration--Personal Services by \$3,000, Administration--Materials & Supplies by \$7,000, Transportation--Personal Services by \$60,000, and Transportation--Contractual Services by \$1,000, for a total increase of \$71,000.

Results of Recommended Action: Staff will appropriate funds in accordance with the adopted resolution.

F. Budget Committee Appointments:

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Background: Budget Committee members are nominated and approved by the Board members and serve for three-year terms. There are presently three vacancies on the Budget Committee. The terms of Paul Bonney, appointed by Janet Calvert; Emerson Hamilton, appointed by Ted Langton; and Robert O'Donnell, appointed by Peter Brandt, expired on January 1, 1988. Mr. Brandt will nominate Dr. O'Donnell for another three-year term, but Mr. Bonney and Mr. Hamilton have asked not to be reappointed. Ms. Calvert and Mr. Pusateri have submitted nomination forms for two members of the community who have expressed an interest in serving on the Budget Committee. Those nomination forms are included in the agenda packet for the Board's review.

Staff Recommendation: That the Board approve the nominations of Robert O'Donnell, Duane Faulhaber, and John Hire to the LTD Budget Committee for three-year terms beginning immediately and ending January 1, 1991.

Results of Recommended Action: Staff will provide the new Budget Committee members with appropriate reference documents and meet with them to discuss the budget process before the first Budget Committee meeting in April.

VIII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. New Operations Facility Project Update: Included in the agenda packet is a short update on the new operations facility project. Staff recommend that the Board adjourn to an Executive Session later in the meeting, to discuss legal issues regarding the purchase of the Spicer property. 26
2. Junction City Service Update: A memo in the packet explains a delay in offering demand/responsive and fixed route service within Junction City. 27

3. Letter Regarding Holiday Service: Included in the agenda packet is a letter from a customer in appreciation of the holiday service offered this year on Thanksgiving, Christmas, and New Year's Day. The letter also refers to crowded conditions on the Fox Hollow route. Stefano Viggiano, Planning Administrator, will respond to any questions the Board may have about the letter's suggestions for alleviating this problem. 28
 4. Staff Comments on UMTA Report "The Status of the Nation's Local Mass Transportation: Performance and Conditions": Staff's response to a recent UMTA report is included in the agenda packet for the Board's review. 29
 5. Annual Employee Awards Banquet: The Annual Employee Awards Banquet will be held on Saturday, February 20, beginning at 6:30 p.m. with a no-host social hour. Dinner will be served at 7:30 p.m., and presentation of safety and attendance awards will begin at 8:30 p.m. Following the presentation of awards, employees and guests are encouraged to stay and dance to the music of Riffle. All Board members and their guests are invited to attend the banquet. Jo Sullivan will coordinate reservations for the Board.
 6. Acting General Manager, March 8-11: Ms. Loobey will be attending the American Public Transit Association's Legislative Conference in Washington, D.C. on March 8-11. During her absence, Mark Pangborn will be acting General Manager.
 7. Special Services Report: As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests received (approved and denied) is included in the agenda packet each month. However, no requests for special service were received in the past month.
- B. Monthly Financial Reporting: Financial statements for November and December, 1987, are included in the agenda packet. 31
1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund

- b. Capital Projects Fund
- c. Risk Management Fund

- 2. Comparison of Year-to-date Actual Revenues and Expenditures to Budgeted (General Fund)

C. **Quarterly Reporting:**

- 1. Ridership: Included with the ridership statistics is a memo which highlights major trends reported in the following charts and graphs. Joe Janda, MIS Administrator, will also make a brief presentation at the meeting. 39
 - a. Second Quarter Ridership Summary 41
 - b. Year-to-Date Summary 41
 - c. Average Weekday Person Trips Graph 41
 - d. Farebox Revenue Comparison Graph 41
- 2. Quarterly Investment Summary 42
- 3. Operations Summary 43

IX. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(h):**

Staff recommend that the Board adjourn to Executive Session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. District Counsel Richard Bryson will be present at the meeting.

X. **ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING**

- A. **Approval of Fare Structure for FY 88-89:** In February, the Board will be asked to review and approve a fare structure for Fiscal Year 1988-89.
- B. **Budget Committee Meetings:** The first Budget Committee meeting is scheduled for April 13. Others are tentatively scheduled for April 27 and May 11.

XI. **ADJOURNMENT**

The Board is asked to adjourn the January 20 meeting to 7:30 p.m. on Wednesday, February 10, 1988 at the Eugene City Hall, for discussion of the new operations facility project.

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Wednesday, December 9, 1987

Pursuant to notice given at the November 18, 1987 regular meeting and to *The Register-Guard* for publication on December 3, 1987, an adjourned meeting of the Board of Directors of the Lane Transit District was held on Wednesday, December 9, 1987 at 7:00 p.m. at the Eugene City Hall.

Present: Peter Brandt, Treasurer
Janet Calvert, President, presiding
Janice Eberly, Vice President
Keith Parks
Gus Pusateri, Secretary
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Dean Runyan
Rich Smith

CALL TO ORDER: Ms. Calvert called the meeting to order at 7:00 p.m.

BUS RIDER OF THE MONTH: Ms. Calvert stated that neither the November nor December Bus Rider of the Month was able to be present at the meeting that evening. The November Bus Rider of the Month was Charles Fitzgerald. He was nominated by a number of bus operators, who said that he is a faithful bus rider who rides the bus for fun as well as for transportation. The December Bus Rider of the Month was Gladys Tuttle, who was also nominated by a large number of bus operators. She has been riding the bus since Oregon Motor Stages ran the bus service (before Emerald and LTD), and fascinates the drivers with historical tidbits about Eugene and Junction City. Ms. Calvert added that some of the Bus Riders of the Month might be potential Budget Committee members, because of their proven commitment to LTD.

EMPLOYEE OF THE MONTH: The November Employee of the Month, Robin Glore, was present to receive his award and check and be introduced to the Board. Mr. Glore began as a part-time bus operator in 1983, and was promoted to full-time in 1984. He has earned his three-year safe driving award and has excellent attendance. Ms. Calvert said that the District appreciates his support and good work in, as one rider stated, making LTD something that people like to ride.

The December Employee of the Month, bus operator Clarence (Connie) Henshen, was also present at the meeting. Mr. Henshen has been an LTD bus operator for nine years. He has received his eight-year safe driving award and has excellent attendance. After presenting Mr. Henshen with his

check and award, Ms. Calvert stated that since the first awards banquet she attended, she has been impressed with the safety and attendance records of the District's employees.

AUDIENCE PARTICIPATION: No member of the audience wished to speak at this meeting.

PRESENTATION BY ADMINISTRATOR OF PUBLIC TRANSIT DIVISION: Denny Moore, Administrator of the Public Transit Division of the State Department of Transportation, attended the meeting to make a short presentation. He stated that the State had worked in cooperation with the Oregon Transit Association (OTA) to justify the recommendation to the legislature and governor for distribution of stripper well funds to transit districts around the state. A modest study had been funded at \$25,000, and a good document resulted in \$8 million for the transit districts. Mr. Moore said that this was a successful process because of the technical and policy expertise contributed by very fine people from around the state. His purpose for attending such meetings was to recognize those who had made a major contribution. He then presented a marble plaque with the State seal to Stefano Viggiano, Planning Administrator, for his work on the 1986 Oregon Transit Finance Study Advisory Committee, and thanked Mr. Viggiano for his efforts. Mr. Viggiano said that he had enjoyed working with the other committee members and that he was glad that something good had resulted. Mr. Moore stated that LTD generally produces excellently written work, and again thanked Mr. Viggiano again for his contribution.

MOTION APPROVAL OF MINUTES: Ms. Eberly moved that the Board approve the minutes of the October 21, 1987 regular meeting and the November 18, 1987 regular meeting. The motion was seconded by Mr. Brandt, and the minutes were approved by unanimous vote.

VOTE

MOTION ELECTION OF OFFICERS: Mr. Brandt moved that the same officers continue for another two-year term: Janet Calvert as President, Janice Eberly as Vice President, Peter Brandt as Treasurer, and Gus Pusateri as Secretary, and that the Board cast a unanimous ballot for those officers. Ms. Eberly seconded the motion, which then carried by unanimous vote.

VOTE

ITEMS FOR INFORMATION AT THIS MEETING:

Facility Update: Mr. Viggiano stated that the purchase of the Moyer property had been completed, and the deed is now in the District's safe. However, purchase of the Spicer property is still in legal proceedings. On January 12, 1988, a preliminary hearing will be held on Mr. Spicer's contention that his land is not necessary for the project. The trial on the land value will be held in July or August. District counsel will update the Board at an executive session at the January Board meeting. The facilities project is still scheduled to go out to bid for building construction and site construction in mid-February. Mr. Viggiano explained that the Board Facilities Committee has not met recently because there have been no major issues to discuss.

Ms. Calvert mentioned a meeting she found to be interesting the previous Monday. A committee had been formed to review art to be included in the facility. The committee saw lots of slides of prints and paintings. Final decision on the art work will be made in January. Mr. Viggiano explained that \$25,000 has been included in the budget for interior art, including \$3,000 for plants and \$22,000 for art work. Approximately 60 proposals had been received from artists, and the committee had a lot of interesting art work to review. The committee is composed of the Board President, the LTD General Manager, two LTD staff members, the director of the Lane Regional Arts Council, staff of the Museum of Art, and the project architect and interior designer working with LTD on the facilities project.

Ms. Calvert was also planning to attend a symposium of public agencies considering art work in their buildings, at which a film of the Boston transit system art work will be shown. More than a half a million dollars is dedicated for art work by local public agencies, including \$400,000 for the University of Oregon Science Center for the next four years, \$85,000 for the Eugene Water and Electric Board (EWEB), and approximately \$200,000 for the airport. Ms. Loobey stated that places where efforts for art work have been made have not had problems with graffiti.

Financial Reporting: Mr. Brandt stated that the financial report looked great. Ms. Loobey added that the quarterly performance reporting was all positive. She said she had recently talked with someone who had called to discuss comparison statistics for ridership across the country. It became apparent that Eugene is one of the few properties across the country whose ridership continues to increase. Many properties are experiencing up to a 5 percent decline in ridership. Ms. Loobey stated that dependability, on-time performance, and the quality of driver personnel are all very important for ridership, and that the District often receives letters remarking on the friendliness and helpfulness of the drivers at LTD, in comparison with other cities' transit systems.

MOTION

ADJOURNMENT: Ms. Eberly moved that the meeting be adjourned to 7:30 a.m. on December 15, 1987 at the Red Lion Inn. Mr. Parks seconded the motion, and the meeting was unanimously adjourned at 7:30 p.m.

VOTE



 Board Secretary

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

ADJOURNED MEETING

Tuesday, December 15, 1987

Pursuant to notice given at the December 9, 1987 adjourned meeting and to *The Register-Guard* for publication on December 12, 1987, an adjourned meeting of the Board of Directors of the Lane Transit District was held on Tuesday, December 15, 1987 at 7:30 a.m. at the Red Lion Restaurant in Springfield.

Present: Peter Brandt, Treasurer
Janet Calvert, President, presiding
Janice Eberly, Vice President
Gus Pusateri, Secretary
Rich Smith
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Keith Parks
Dean Runyan

CALL TO ORDER: Ms. Calvert called the meeting to order at 7:30 a.m.

AUDIENCE PARTICIPATION: There was no one present who wished to testify at this meeting.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(d): Tim Dallas, Director of Operations, and David Harrison, Personnel Administrator, both of the District's negotiating team, were present to discuss a proposed labor agreement with the Board. Ms. Eberly moved, seconded by Mr. Brandt, that the Board move into Executive Session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. The motion carried by unanimous vote.

MOTION

VOTE

RETURN TO REGULAR SESSION: The meeting returned to regular session at 7:45 a.m.

MOTION

RATIFICATION OF LABOR AGREEMENT: Mr. Brandt moved that the Board approve the proposed labor agreement between Lane Transit District and the Amalgamated Transit Union (ATU) Division 757, as presented by staff. Dr. Smith seconded the motion, and the labor agreement was approved by unanimous vote.

VOTE

GENERAL DISCUSSION:

Mr. Brandt asked if Board member Dean Runyan would be replaced, since he had moved to Portland. Ms. Loobey stated that she had read on the editorial page that Governor Goldschmidt's process to appoint persons to fill vacancies on boards is taking longer than under the previous

governor, but that one name, a person recommended by Mr. Runyan, had been submitted.

Ms. Eberly asked about the Bon promotion for seniors and about Christmas promotions. Ed Bergeron, Marketing Administrator, stated that the Bon promotion always does well, and that the 30-cent fare helps get people who haven't ridden before on the buses. One holiday promotion this year is a food drive, in which the District invited employees and customers to bring food to donate, to be divided among three agencies. Christmas music is being played on the downtown shuttle, and red ribbons are being tied on the driver's side of buses in a project sponsored by Mothers Against Drunk Driving (MADD) to promote a safer holiday season.

Ms. Eberly asked how often shelters are cleaned. Tim Dallas, Director of Operations, explained that it depends on the frequency of use at certain locations, but theoretically one time per week. Ms. Eberly mentioned one shelter by the Franklin Boulevard Burger King, near the University of Oregon, which was very dirty. Ms. Eberly said she would have her employees check for litter at this particular shelter. Ms. Calvert mentioned one shelter she had noticed which had a hole through the plexiglass.

Mr. Pusateri asked if shelter cleaning was subcontracted. Mr. Pangborn replied that it was. There is a new program to provide wastebaskets at all shelters and on some bus stop poles, and an agreement had been worked out with adjacent property owners to empty the wastebaskets, which will be attached with locks. The District will continue to clean the shelters.

MOTION

ADJOURNMENT TO MEETING OF LTD CONTRACT REVIEW BOARD (LTD/CRB):

VOTE

Ms. Eberly moved that the Board of Directors adjourn to a session of the LTD Contract Review Board. Mr. Brandt seconded, and the motion carried unanimously. The meeting of the LTD/CRB began at 7:55 a.m.

Johni Giralt, Purchasing Agent, informed the CRB that staff were seeking proposals for providing demand/response service in Junction City for a 17-month period, and would like to use criteria other than cost alone to provide the service. The law is specific about awarding the contract to the lowest bidder. However, the law also gives the Contract Review Board the right to designate certain classes of contracts as personal services contracts so that it can consider criteria other than price alone. Ms. Loobey added that this would apply to any subcontractor, such as Special Mobility Services. She said that staff are concerned about subcontractors for this type of service because they will be representing LTD, and the District wants more control in the bidding process. She likened this process to professional services such as CPA firms and architects, and said it seems to be to the benefit of the District to approve the resolution declaring demand/responsive and fixed route service a personal service.

MOTION

Mr. Brandt moved that the LTD Contract Review Board declare demand/ responsive and fixed route service a personal service. The motion was seconded by Ms. Eberly. Mr. Pusateri asked what would happen if no bidders meet the criteria. Ms. Loobey said the District would have two choices--to provide the service internally, or to not provide the service. However, Mark Pangborn, Director of Administrative Services, stated that in this case, the District has done some prequalification of bidders. Dorsey and SMS both planned to bid on the service and had been prequalified as acceptable bidders. Issues other than cost which staff wish to be able to consider in awarding the bid include the subcontractor's safety record and experience.

Ms. Calvert said she would be interested to see how the service in Junction City works. Ms. Loobey stated that staff had been working on a promotion to make the service specifically for Junction City. LTD will provide the bus, which was purchased in a group contract with the State as part of the original funding request for this program, and which will have a Scandinavian motif. The reason LTD purchased the bus is that staff have concerns that a bidder would not have the specific kind of equipment the District requires to run the service. However, the bidder will be required to maintain the bus. It will be identified with LTD but differently than by the normal LTD graphics, in order to give the Junction City service more of a sense of identity. Ms. Calvert wondered if the contractor will be able to maintain the lift. Ms. Loobey stated that both bidders have lift-equipped equipment, but that LTD would help if there were any problems.

Dr. Smith called for the question, and the motion to declare demand/ responsive and fixed route transportation service a personal service carried by unanimous vote.

VOTE

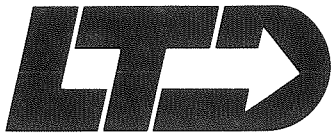
MOTION

VOTE

ADJOURNMENT: Ms. Eberly moved that the meeting be adjourned. Mr. Brandt seconded the motion, and the meeting was unanimously adjourned at 8:15 a.m.



 Board Secretary



January 20, 1988

MEMORANDUM

TO: Board of Directors

FROM: Joe Janda, MIS Administrator

RE: Fiscal Year 1988-89 Goals and Objectives

Each year in January, staff develop a set of Goals and Objectives. These goals and objectives give direction to the development of division budgets and action plans and are timed so that their adoption initiates the budget process. Accompanying this memo for Board approval are the proposed Goals and Objectives for Fiscal Year 1988-89.

The format for the Goals and Objectives is similar to past years. Goals are stated in general terms and address the major areas of ridership, service, internal operating efficiencies, capitalization, and community relations. Each goal in turn has several supporting objectives which define key organizational activities that will occur during the year. Division action plans, which will be developed in the next month, lend further support and detail to the Goals and Objectives through articulation of specific programs and strategies.

Later this year, staff will also propose adoption of an organizational mission statement. Although still in draft form, a mission statement has been included with the goals and objectives for next fiscal year. As currently written ("Lane Transit District is a customer driven company focused on service excellence"), the mission statement includes an emphasis on customer service and excellence, which staff believe to be important components of the District's organizational purpose. Such a mission statement gives overall direction to organizational activities and receives support and specificity from the Goals and Objectives.

In addition, a separate goal has been developed to focus on the importance of the District's customers, in an attempt to insure that all organizational activities relate to the mission of providing excellent service. Considerable organizational energy will be devoted to meeting that goal next year.

Board of Directors
FY 88-89 Goals and Objectives
January 20, 1988
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And finally, as always, one of the major goals each year is to increase ridership and system productivity, and to focus employees' efforts on improving internal operating efficiencies.

I will be available at the Board meeting to answer any questions the Board members may have.



Joe Janda
MIS Administrator

JJ:ms:js

attachments

LANE TRANSIT DISTRICT
FISCAL YEAR 1988-1989
GOALS AND OBJECTIVES

DRAFT MISSION STATEMENT: LANE TRANSIT DISTRICT IS A CUSTOMER DRIVEN
COMPANY FOCUSED ON SERVICE EXCELLENCE

GOALS AND OBJECTIVES:

DEVELOP NEW PROGRAMS IN THE COMING YEAR THAT ACHIEVE INCREASED CUSTOMER
SATISFACTION

- Develop a District excellence committee whose function is to identify and coordinate implementation of programs to improve customer satisfaction and responsiveness to customer needs.
- Implement program to assess and improve employee/customer interaction.
- Expand research efforts to determine current and potential customer needs, and undertake efforts to meet those needs.

ACHIEVE A FIVE PERCENT RIDERSHIP INCREASE AND A TWO PERCENT GAIN IN
RIDERSHIP PRODUCTIVITY

- Emphasize commuter, downtown, and U of O markets.
- Continue to support demand-responsive service for the disabled through participation in the Special Transportation Consortium.
- Achieve ridership gains while maintaining farebox revenue consistent with Fare Policy.

MAINTAIN SERVICE STABILITY AND, AS WARRANTED, IMPLEMENT NEW SERVICE WHICH
CAN BE SUSTAINABLE IN FUTURE YEARS

IMPROVE INTERNAL OPERATING EFFICIENCIES TO MORE EFFECTIVELY ALLOCATE
DISTRICT RESOURCES

- Identify alternatives and explore opportunities to improve operating efficiency.
- Continue to monitor and improve employee performance and productivity through the use of computerization and expanded employee incentive programs.
- Emphasize training at all levels in the organization.
- Implement system to more accurately and efficiently report ridership activity by route, route segment, and bus stop.
- Identify and implement procedures to improve operating efficiencies as a result of relocation to the new operations facility.
- Develop a plan which would accomplish an orderly transition to the new operations facility.

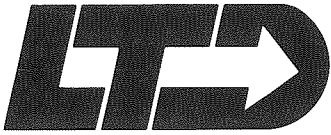
CONTINUE WITH CAPITALIZATION PROGRAM TO SUPPORT DISTRICT ACTIVITIES

- Continue program to improve passenger boarding facilities and passenger information system.
- Allocate \$600,000 of District operating revenues to Capital Improvement Program.
- Continue construction of new operations facility.
- Move LCC station to a new location.
- Construct a new VRC station.
- Investigate feasibility of a station at Olympic and Mohawk.

MAINTAIN, AND SEEK TO EXPAND, SUPPORT FROM THE PUBLIC AND PRIVATE SECTORS

- Continue participation in local business and community groups.
- Generate support from local, state and federal governmental agencies.

H:GOALS.JCJ



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

January 20, 1988

TO: Board of Directors
FROM: Janet Calvert, Chairman Finance Committee
RE: Auditor Selection

Since its inception, the District has been audited by Derickson & Gault, and then by Jones & Roth, the firm with which Derickson & Gault merged in 1985-86. During a triennial review in 1986, UMTA informed the District that LTD needed to go through formal bidding processes for these services. The Board Finance Committee and staff wrote specifications for audit services and solicited requests for proposals from local firms and "Big 8" Portland firms. The specifications cover a three-year contract period, with the option to renew for up to two additional years.

Proposals were received from Jones & Roth and Coopers & Lybrand, both of which have offices in Eugene. Both firms are highly qualified to perform the District's audit and met all of the requirements of the Request For Proposals (RFP).

The Committee weighed the benefits of Jones & Roth's considerable experience and familiarity with the District and UMTA regulations against the benefit of having a fresh look at the District from Coopers & Lybrand. Additionally, Coopers & Lybrand's proposed fee of \$7,910 is approximately 20 percent less than that proposed by Jones & Roth. Annual fee increases are limited by Coopers & Lybrand's proposal to the lower of the Portland CPI increase or 5 percent. The Committee felt obligated to recommend to the Board of Directors that the bid be awarded to Coopers & Lybrand. The two bids are at rates considerably below standard billing rates for both firms.

The Committee would like to commend Jones & Roth for their long record of service to LTD. The District has always been very pleased with their services.

Committee Recommendation

The Finance Committee recommends that the bid for audit services be awarded to Coopers & Lybrand.

Janet Calvert
Janet Calvert

Finance Committee Chairman
JC:krr



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

January 20, 1987

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Proposed Highway 126 Improvements

The District currently operates four trips per day on the #16 McKenzie Bridge route. The route travels on Highway 126 between the Eugene Transit Station and the McKenzie Bridge Ranger Station (just past the town of McKenzie Bridge). The four trips carry 150 to 160 people per day for a ridership productivity of about 13 rides per hour. This ridership has more than doubled over the last three years due to a fare reduction on the non-urban routes and the addition of a mid-morning trip.

The District recently installed bus stops and made some improvements to passenger boarding areas along the McKenzie Bridge route. The bus stop and improvement project was intended to address safety problems with passenger boarding on the route. Highway 126 is a narrow, winding road that can cause dangerous situations for buses stopping to pick up passengers. It can also be very dangerous for patrons walking on the road shoulder between the bus stop and their destination.

While the improvement project has helped the safety of picking up patrons on Highway 126, there is still room for vast improvement. Constructing a new highway and retaining the current one for local use would make it safer for buses stopping to pick up passengers and for pedestrian travel, and would greatly benefit the District's service to that area.

A handwritten signature in black ink, appearing to read 'Stefano Viggiano', is written over a horizontal line.

Stefano Viggiano
Planning Administrator

SV:ms:js

A NEW HIGHWAY FOR THE MCKENZIE

WHEREAS the McKenzie Highway from Springfield to Blue River was designed in the early 1930's and currently is ill-suited to serve the 1990's and into the 21st century; and

WHEREAS the highway is the only road available to thousand of people who live in the McKenzie River Valley; and

WHEREAS the estimated 3000 children who travel 1000 miles in school buses each day on the unsafe highway are exposed to the potential for life threatening accidents; and

WHEREAS this highway is a lifeline for the timber products industry in the lower Willamette Valley serving thousands of log truck trips each week; and

WHEREAS this highway is a vital link between the Lower Willamette Valley and Eastern Oregon markets and recreation areas; and

WHEREAS the McKenzie Highway is a critical link, not only for the Eugene-Springfield Metropolitan Area, but the thousands of Californians, in the event the 1996 Olympics come to Oregon; and

WHEREAS the regional Economic Strategy of this region is dependent upon efficient and safe transportation;

NOW THEREFORE BE IT RESOLVED we endorse the construction of a new highway from 52nd street to Elk Creek bridge with the reservation of the existing highway for local use; and we further urge the Lane County Commissioners to place this project on the top of their priority list for presentation to the Department of Transportation for their 6-year highway plan.

Adopted on _____

By _____

Signed _____



RESOLUTION
LANE TRANSIT DISTRICT

WHEREAS, labor costs are anticipated to be greater than originally budgeted because of a new labor agreement, and

WHEREAS, Administration personal services and materials & supplies, and Transportation contractual services are anticipated to be greater than originally budgeted, and

WHEREAS, It is necessary to appropriate sums so that expenditures do not exceed appropriations, as required by ORS 249.435(4), therefore

BE IT RESOLVED that budget appropriations for the Fiscal Year 1987-88 are hereby revised as follows:

GENERAL FUND

REDUCTIONS IN APPROPRIATIONS

Administration - Contractual Services	\$ 16,000
Maintenance - Personal Services	10,000
Contingency	45,000
Total Reductions	\$ 71,000

INCREASES IN APPROPRIATIONS

Administration - Personal Services	\$ 3,000
Administration - Materials & Supplies	7,000
Transportation - Personal Services	60,000
Transportation - Contractual Services	1,000
Total Increases	\$ 71,000

January 20, 1988
Date Adopted

Board Secretary

NOMINATION FOR BUDGET COMMITTEE

LANE TRANSIT DISTRICT

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body . . . (5) the appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members end each year.

BOARD MEMBER:	Peter Brandt	
DATE OF NOMINATION:	1/20/88	
TERM OF BUDGET COMMITTEE APPOINTMENT:	1/20/88	1/01/91
	Effective Date	Term Expiration Date
APPROVED BY BOARD:	Date	

NOMINEE'S NAME:	F. Robert O'Donnell
HOME ADDRESS:	2810 Arline Way, Eugene
Telephone Number:	686-8178
BUSINESS ADDRESS:	Bevans & O'Donnell, Endodontics, 1400 Mill, Eugene
Telephone Number:	686-9740
PREFERRED MAILING ADDRESS:	business
OCCUPATION:	dentist/endodontics
Brief statement of nominee's background which is relevant to budget committee appointment:	reappointment; member of LTD Budget Committee since 3/16/82.

NOMINATION FOR BUDGET COMMITTEE

LANE TRANSIT DISTRICT

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body . . . (5) the appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members end each year.

BOARD MEMBER:	Janet Calvert	
DATE OF NOMINATION:	1/20/88	
TERM OF BUDGET COMMITTEE APPOINTMENT:	1/20/88	1/01/91
	Effective Date	Term Expiration Date
APPROVED BY BOARD:	Date	

NOMINEE'S NAME:	Duane Faulhaber	
HOME ADDRESS:	1701 Norkenzie, Eugene, 97401	
Telephone Number:	345-6607	
BUSINESS ADDRESS:	Office of Budget & Planning, Oregon State University, Corvallis	
Telephone Number:	754-4121	
PREFERRED MAILING ADDRESS:	home address	
OCCUPATION:	Assistant Director, Budget & Planning, OSU	
Brief statement of nominee's background which is relevant to budget committee appointment:	Employed at OSU for 10 years, in current position for six years. Employed in Controller's Office for Oregon State System of Higher Education before OSU. Has professional experience in budget administration in a public institution. Grew up in the Eugene/Springfield area and attended the University of Oregon. Has observed the development of LTD over the years.	
	Interested in serving the local community in a volunteer/public service effort.	

NOMINATION FOR BUDGET COMMITTEE

LANE TRANSIT DISTRICT

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body . . . (5) the appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members end each year.

BOARD MEMBER:	Gus Pusateri	
DATE OF NOMINATION:	1/20/88	
TERM OF BUDGET COMMITTEE APPOINTMENT:	1/20/88	1/01/91
	Effective Date	Term Expiration Date
APPROVED BY BOARD:	Date	

NOMINEE'S NAME:	John Hire	
HOME ADDRESS:	3935 Spring Blvd, Eugene, 97405	
Telephone Number:	484-0357	
BUSINESS ADDRESS:	Sanipac Oregon Ltd, P.O. Box 10928, Eugene, 97440 (1480 Glenwood Blvd)	
Telephone Number:	747-2121	
PREFERRED MAILING ADDRESS:	office	
OCCUPATION:	General Manager, Sanipac Oregon Ltd.	
Brief statement of nominee's background which is relevant to budget committee appointment:	B.S. degree in Business from the University of Oregon; Customer Service Manager at Sanipac before becoming General Manager 1½ years ago. Previously in sales at Papé for 8 years. Has lived in the Eugene/ Springfield area for 12½ years. Currently President-elect of the Springfield Chamber of Commerce and on the Board of Directors of Boy Scouts.	



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

January 20, 1988

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: New Facility Project Update


Design/Construction

Construction documents and an updated cost estimate are to be completed by the design team in early February. The opening date for the construction bid is scheduled for March 17, 1988, with actual construction expected to begin in April 1988.

A Facilities Committee meeting to review the bid package and final cost estimate is scheduled for February 8, 1988. Board review of the documents and cost estimate will be either at a special meeting on February 10, or at the regular Board meeting on February 17, 1988. The Board date depends on the amount of discussion that is expected on the issue; if considerable discussion is expected, the separate Board meeting on the issue is suggested.

Land Acquisition

District legal counsel Richard Bryson will be at the meeting to update and discuss with the Board legal issues regarding the purchase of the Spicer property. Staff suggest that the Board move into Executive Session pursuant to ORS 192.660(1)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.


Stefano Viggiano
Planning Administrator

SV/caf



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

January 20, 1988

MEMORANDUM

TO: Board of Directors
FROM: Micki Kaplan, Transit Planner
RE: Postponement of New Service to Junction City

As you may recall, the District planned to contract with a private contractor to provide a combination demand/responsive and local bus route within Junction City. The service was scheduled to begin on January 25, 1988.

The District will not be implementing this new service in January, primarily because the bid responses from private contractors were unacceptable. The project will be reevaluated, and a new time line for service implementation will be established. Planning and Marketing staff are currently considering implementing the service by September 1988. The objective remains to implement additional transit service for Junction City residents that is both cost effective and meets the needs of the community.

The existing LTD bus service will continue. Five trips per day between Eugene and Junction City are currently provided, and the District is considering Saturday service to Junction City beginning in June 1988, pending approval of a federal grant.

No action by the Board of Directors is required at this time. Staff will keep the Board apprised of progress made toward service implementation.

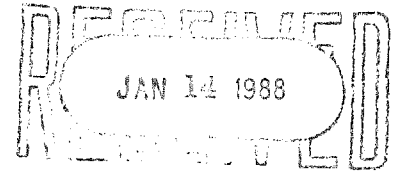
A handwritten signature in cursive script that reads 'Micki Kaplan'.

Micki Kaplan
Transit Planner

MBK/caf:js

2933 Willamette #4
Eugene, OR 97405
January 22, 1988

LANE TRANSIT DISTRICT



Phyllis Lobey, Director
Lane Transit District
P. O. Box 2710
Eugene, OR 97402

Dear Ms. Lobey:

I would like to thank LTD for the wonderful project of honoring taxi receipts during the holidays. I think it is a great idea and maybe LTD should consider it for all the holidays that LTD does not run the buses. As a community person who has had to work on the holidays, the thought of having to spend \$10.00 on a taxi for one day when you have a monthly pass is outrageous. There are a lot of people that work on the holidays and usually have to rely on either a taxi or a very generous friend to take them to their destination. I hope this letter of support will be passed to the appropriate committee.

The other reason why I am writing is because of a certain bus route which is over utilized in the morning. I ride the Fox Hollow #23 (inbound that arrives at the Eugene Mall at 8:30 am) every morning. It is always very crowded and sometimes it is standing room only by the time it gets to 29th and Willamette. This bus is especially popular with University of Oregon students and workers, Lane Community Students (to transfer at Parkway station), Roosevelt students, South Eugene students, and Eugene business workers. A survey would show that approximately 20-25 of the riders get on the bus from the south hills and then get off at the Roosevelt Middle School. Maybe LTD could look into a shuttle service in the morning. Say: Mall up Willamette Street, Willard School to Spencer Butte, to Parkway Transfer Station to Roosevelt Middle School to South Eugene High School - some kind of loop service??? Another reason why I mention the above is because the bus for the past week since it is so crowded and always running late does not arrive to the University of Oregon Transfer Station until about 8:33 am.

With all the other time routes except the above I can take the Fox Hollow to the University of Oregon station and transfer to the Thurston Bus to get me to the other side of campus. This is not possible with the above time route. Since this bus runs late -- you always miss your connections.

Please feel free to contact me at either 686-3479 (work) or 683-4402. Thank you for your consideration.

Sincerely,

Rebecca Marie Pardo



January 20, 1988

MEMORANDUM

TO: Board of Directors
FROM: Stefano Viggiano, Planning Administrator
RE: Comments on the UMTA Report "The Status of the Nation's
Local Mass Transportation: Performance and Conditions"

The Urban Mass Transportation Administration recently prepared a report entitled "The Status of the Nation's Local Mass Transportation: Performance and Conditions." The report evaluated trends in the mass transportation industry and made recommendations for changes in the management of transit systems and in federal involvement in the funding of transit.

It was interesting to compare nationwide transit performance, as represented in the UMTA report, to the District's experience since 1980. The two performance trends seem, in many cases, to be very different.

1. UMTA: The nation's public transit systems show a continued decline in productivity.

LTD's productivity, whether it be ridership productivity or employee productivity, has improved dramatically since 1980.

2. UMTA: Operating costs continue to rise.

LTD's operating cost has increased at a lower rate than inflation during the last seven years, and cost per trip is down dramatically.

3. UMTA: Service has been extended further into low density areas which are more costly to serve.

LTD has eliminated service in low density areas that did not meet productivity standards (Yolanda, Laurel Hill, Crest Drive, Bethel Triangle, etc.).

4. UMTA: Ownership of rolling stock exceeded peak requirements by as much as 100 percent, with an average of 49 percent.

LTD's fleet exceeds the peak needs by 15 percent. In fact, the District will not be able to add peak hour service without fleet expansion.

5. UMTA: Productivity of vehicles continues to decline.

LTD's average for miles per vehicle has been increasing steadily over the last four or five years.

6. UMTA: Transit systems are not adequately maintaining or modernizing equipment.

LTD has a modern, well maintained fleet.

7. UMTA: There is a lack of long-term capital and financial planning.

The District has a 20-year Capital Improvements Program and a three-year financial plan.

8. UMTA: There is a lack of private/public coordination and competition among service providers.

LTD contracts out some service, maintenance, and personal services.

These comments are not meant to be an exhaustive evaluation of the report. Rather, they are observations of the differences in UMTA's national statistics and the District's actual experience.



Stefano Viggiano
Planning Administrator

SV:ms:js

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE FIVE MONTHS ENDING NOVEMBER 30, 1987 (41.67% OF YEAR COMPLETED)

	/-----CURRENT MONTH-----/	1986	1987	1986	%	ANNUAL	BALANCE
	1987		1987	1986	ACTIVITY	BUDGET	
REVENUES							
Operating Revenues:							
Passenger Fares	132,671	124,699	595,482	563,920	39.58%	1,504,500	(909,018)
Charters	1,023	5,085	29,079	16,377	145.40%	20,000	9,079
Advertising	5,525	3,646	26,807	18,230	54.05%	49,600	(22,793)
Miscellaneous	178	247	1,072	2,285	35.73%	3,000	(1,928)
TOTAL OPERATING REVENUES	139,397	133,677	652,440	600,812	41.37%	1,577,100	(924,660)
Non-Operating Revenues:							
Interest	17,881	13,488	85,989	57,833	61.42%	140,000	(54,011)
Payroll Taxes	906,121	751,447	2,674,812	2,473,842	51.08%	5,236,200	(2,561,388)
Federal Operating Assistance	0	0	0	0	0.00%	893,400	(893,400)
State In-Lieu-Of Payroll Taxes	0	0	65,903	100,180	12.49%	527,500	(461,597)
State Special Transportation	22,954	33,410	199,919	83,410	57.28%	349,000	(149,081)
UMTA Planning Grants	2,305	4,139	3,874	4,139	8.78%	44,100	(40,226)
Other Operating Assistance	157	842	957	842	10.18%	9,400	(8,443)
TOTAL NON-OPERATING REVENUES	949,418	803,326	3,031,454	2,720,246	42.11%	7,199,600	(4,168,146)
TOTAL REVENUES	1,088,815	937,003	3,683,894	3,321,058	41.97%	8,776,700	(5,092,806)
EXPENDITURES							
Administration:							
Personal Services	45,814	39,095	235,564	218,048	42.52%	554,000	318,436
Materials and Supplies	6,404	4,510	48,855	58,221	42.89%	113,900	65,045
Contractual Services	6,573	7,498	34,421	28,546	31.32%	109,900	75,479
Total Administration	58,791	51,103	318,840	304,815	40.99%	777,800	458,960
Marketing and Planning:							
Personal Services	38,159	36,174	196,967	185,086	39.48%	498,900	301,933
Materials and Supplies	16,179	9,465	111,310	81,250	69.22%	160,800	49,490
Contractual Services	24,515	14,242	139,336	94,074	59.32%	234,900	95,564
Total Marketing and Planning	78,853	59,881	447,613	360,410	50.03%	894,600	446,987
Transportation:							
Personal Services	315,472	308,845	1,565,997	1,535,347	41.85%	3,742,200	2,176,203
Materials and Supplies	546	1,856	3,729	11,387	15.54%	24,000	20,271
Contractual Services	24,447	33,871	255,204	85,144	53.45%	477,500	222,296
Total Transportation	340,465	344,572	1,824,930	1,631,878	43.00%	4,243,700	2,418,770
Maintenance:							
Personal Services	79,995	83,902	402,316	408,419	40.10%	1,003,400	601,084
Materials and Supplies	58,695	45,208	301,665	276,612	32.61%	925,100	623,435
Contractual Services	6,080	11,739	52,649	59,696	35.45%	148,500	95,851
Total Maintenance	144,770	140,849	756,630	744,727	36.43%	2,077,000	1,320,370
Contingency	0	0	0	0	0.00%	192,100	192,100
Transfer to Capital Projects	0	0	200,000	0	100.00%	200,000	0
Transfer to Risk Management	0	0	391,500	0	N/A	391,500	0
TOTAL EXPENDITURES	622,879	596,405	3,939,513	3,041,830	44.89%	8,776,700	4,837,187
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	465,936	340,598	(255,619)	279,228	N/A	0	(255,619)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE FIVE MONTHS ENDING NOVEMBER 30, 1987 (41.67% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	ANNUAL BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	2,846,462	101.58%	2,802,200	44,262
Revenues:				
UMTA Section 3	0	0.00%	1,698,800	(1,698,800)
UMTA Section 9	801,424	46.64%	1,718,400	(916,976)
UMTA Section 18	22,229	5.01%	443,500	(421,271)
Federal Highway Admin	1,849	ERR	0	1,849
State Assistance	0	N/A	800,000	(800,000)
Asset Sale Proceeds	0	N/A	0	0
Transfer from Gen'l Fund	200,000	100.00%	200,000	0
Capital Grant Income	40	ERR	0	40
Total Revenues	1,025,542	21.10%	4,860,700	(3,835,158)
TOTAL RESOURCES	3,872,004	50.53%	7,662,900	(3,790,896)
EXPENDITURES				
Locally Funded:				
Office Equipment	0	N/A	0	0
Bus Stop Improvements	0	N/A	0	0
Miscellaneous	0	N/A	0	0
Total Locally Funded	0	N/A	0	0
UMTA Funded:				
Personal Services	18,581	40.48%	45,900	27,319
Computer Software	1,254	25.08%	5,000	3,746
Office Equipment	45,230	38.87%	116,350	71,120
Maintenance Equipment	12,595	23.52%	53,550	40,955
Bus Stop Improvements	36,043	11.03%	326,800	290,757
Land & Buildings	912,288	22.14%	4,121,000	3,208,712
Buses	81	0.19%	43,000	42,919
Bus Related Equipment	220	0.25%	86,300	86,080
Service Vehicles	0	0.00%	14,000	14,000
Miscellaneous	3,275	8.17%	40,100	36,825
Total UMTA Funded	1,029,567	21.22%	4,852,000	3,822,433
FHWA Funded:				
Bus Stop Improvements	2,098	ERR	0	(2,098)
Total FHWA Funded	2,098	ERR	0	(2,098)
Contingency	0	0.00%	115,400	115,400
Capital Lease Principal	3,099	24.40%	12,700	9,601
TOTAL EXPENDITURES	1,034,764	20.78%	4,980,100	3,945,336
ENDING FUND BALANCE	2,837,240	105.76%	2,682,800	154,440

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE FIVE MONTHS ENDING NOVEMBER 30, 1987 (41.67% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	ANNUAL BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	395,777	1.16	340,900	54,877
Revenues:				
Transfer from Gen'l Fund	391,500	N/A	391,500	0
Interest	14,707	0.98	15,000	(293)
Total Revenues	406,207	1.00	406,500	(293)
TOTAL RESOURCES	801,984	1.07	747,400	54,584
EXPENDITURES				
Worker's Compensation	186,150	0.74	253,000	66,850
Liability Program	174,430	0.36	488,500	314,070
Miscellaneous Insurance	4,997	0.85	5,900	903
TOTAL EXPENDITURES	365,577	0.49	747,400	381,823
ENDING FUND BALANCE	436,407	N/A	0	436,407

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE FIVE MONTHS ENDING NOVEMBER 30, 1987

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	595,482	585,600	9,882	1.69%
Charters	29,079	20,000	9,079	45.40%
Advertising	26,807	20,665	6,142	29.72%
Miscellaneous	1,072	1,250	(178)	-14.24%
TOTAL OPERATING REVENUES	652,440	627,515	24,925	3.97%
Non-Operating Revenues:				
Interest	85,989	58,335	27,654	47.41%
Payroll Taxes	2,674,812	2,582,200	92,612	3.59%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	65,903	105,200	(39,297)	N/A
State Special Transportation	199,919	349,000	(149,081)	N/A
UMTA Planning Grants	3,874	18,375	(14,501)	N/A
Other Operating Assistance	957	0	957	N/A
TOTAL NON-OPERATING REVENUES	3,031,454	3,113,110	(81,656)	-2.62%
TOTAL REVENUES	3,683,894	3,740,625	(56,731)	-1.52%
EXPENDITURES				
Administration:				
Personal Services	235,564	226,588	(8,976)	-3.96%
Materials and Supplies	48,855	59,984	11,129	18.55%
Contractual Services	34,421	55,460	21,039	37.94%
Total Administration	318,840	342,032	23,192	6.78%
Marketing and Planning:				
Personal Services	196,967	200,489	3,522	1.76%
Materials and Supplies	111,310	116,050	4,740	4.08%
Contractual Services	139,336	135,215	(4,121)	-3.05%
Total Marketing and Planning	447,613	451,754	4,141	0.92%
Transportation:				
Personal Services	1,565,997	1,553,591	(12,406)	-0.80%
Materials and Supplies	3,729	15,292	11,563	75.61%
Contractual Services	255,204	406,645	151,441	37.24%
Total Transportation	1,824,930	1,975,528	150,598	7.62%
Maintenance:				
Personal Services	402,316	416,082	13,766	3.31%
Materials and Supplies	301,665	377,400	75,735	20.07%
Contractual Services	52,649	60,524	7,875	13.01%
Total Maintenance	756,630	854,006	97,376	11.40%
Contingency	0	0	0	N/A
Transfer to Capital Projects	200,000	200,000	0	N/A
Transfer to Risk Management	391,500	391,500	0	N/A
TOTAL EXPENDITURES	3,939,513	4,214,820	275,307	6.53%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(255,619)	(474,195)	(332,038)	70.02%

LANE TRANSIT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1987 (50.00% OF YEAR COMPLETED)

	/-----CURRENT MONTH-----/	1986	1987	1986	%	ANNUAL	BALANCE
	1987		1987	1986	ACTIVITY	BUDGET	
REVENUES							
Operating Revenues:							
Passenger Fares	137,289	132,000	732,771	695,920	48.71%	1,504,500	(771,729)
Charters	250	185	29,329	16,562	146.65%	20,000	9,329
Advertising	5,525	3,646	32,332	21,876	65.19%	49,600	(17,268)
Miscellaneous	161	174	1,233	2,459	41.10%	3,000	(1,767)
TOTAL OPERATING REVENUES	143,225	136,005	795,665	736,817	50.45%	1,577,100	(781,435)
Non-Operating Revenues:							
Interest	21,611	12,305	107,600	70,138	76.86%	140,000	(32,400)
Payroll Taxes	0	12,791	2,674,812	2,486,633	51.08%	5,236,200	(2,561,388)
Federal Operating Assistance	0	0	0	0	0.00%	893,400	(893,400)
State In-Lieu-Of Payroll Taxes	137,510	128,723	203,413	228,903	38.56%	527,500	(324,087)
State Special Transportation	25,445	0	225,364	83,410	64.57%	349,000	(123,636)
UMTA Planning Grants	0	1,565	3,874	5,704	8.78%	44,100	(40,226)
Other Operating Assistance	252	0	1,209	842	12.86%	9,400	(8,191)
TOTAL NON-OPERATING REVENUES	184,818	155,384	3,216,272	2,875,630	44.67%	7,199,600	(3,983,328)
TOTAL REVENUES	328,043	291,389	4,011,937	3,612,447	45.71%	8,776,700	(4,764,763)
EXPENDITURES							
Administration:							
Personal Services	54,053	50,370	289,617	268,418	52.28%	554,000	264,383
Materials and Supplies	3,443	5,871	52,298	64,092	45.92%	113,900	61,602
Contractual Services	2,503	4,644	36,924	33,190	33.60%	109,900	72,976
Total Administration	59,999	60,885	378,839	365,700	48.71%	777,800	398,961
Marketing and Planning:							
Personal Services	46,561	35,065	243,528	220,151	48.81%	498,900	255,372
Materials and Supplies	10,600	10,226	121,910	91,476	75.81%	160,800	38,890
Contractual Services	10,214	38,858	149,550	132,932	63.67%	234,900	85,350
Total Marketing and Planning	67,375	84,149	514,988	444,559	57.57%	894,600	379,612
Transportation:							
Personal Services	339,357	308,093	1,905,354	1,843,440	50.92%	3,742,200	1,836,846
Materials and Supplies	5,194	594	8,923	11,981	37.18%	24,000	15,077
Contractual Services	52,712	381	307,916	85,525	64.49%	477,500	169,584
Total Transportation	397,263	309,068	2,222,193	1,940,946	52.36%	4,243,700	2,021,507
Maintenance:							
Personal Services	102,500	79,244	504,816	487,663	50.31%	1,003,400	498,584
Materials and Supplies	82,559	69,362	384,224	345,974	41.53%	925,100	540,876
Contractual Services	11,032	9,742	63,681	69,438	42.88%	148,500	84,819
Total Maintenance	196,091	158,348	952,721	903,075	45.87%	2,077,000	1,124,279
Contingency	0	0	0	0	0.00%	192,100	192,100
Transfer to Capital Projects	0	0	200,000	0	100.00%	200,000	0
Transfer to Risk Management	0	0	391,500	0	N/A	391,500	0
TOTAL EXPENDITURES	720,728	612,450	4,660,241	3,654,280	53.10%	8,776,700	4,116,459
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(392,685)	(321,061)	(648,304)	(41,833)	N/A	0	(648,304)

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 CAPITAL PROJECTS FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1987 (50.00% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	ANNUAL BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	2,846,462	101.58%	2,802,200	44,262
Revenues:				
UMTA Section 3	0	0.00%	1,698,800	(1,698,800)
UMTA Section 9	840,863	48.93%	1,718,400	(877,537)
UMTA Section 18	40,858	9.21%	443,500	(402,642)
Federal Highway Admin	1,849	ERR	0	1,849
State Assistance	0	N/A	800,000	(800,000)
Asset Sale Proceeds	0	N/A	0	0
Transfer from Gen'l Fund	200,000	100.00%	200,000	0
Capital Grant Income	40	ERR	0	40
Total Revenues	1,083,610	22.29%	4,860,700	(3,777,090)
TOTAL RESOURCES	3,930,072	51.29%	7,662,900	(3,732,828)
EXPENDITURES				
Locally Funded:				
Office Equipment	0	N/A	0	0
Bus Stop Improvements	0	N/A	0	0
Miscellaneous	0	N/A	0	0
Total Locally Funded	0	N/A	0	0
UMTA Funded:				
Personal Services	22,911	49.92%	45,900	22,989
Computer Software	1,254	25.08%	5,000	3,746
Office Equipment	45,348	38.98%	116,350	71,002
Maintenance Equipment	12,595	23.52%	53,550	40,955
Bus Stop Improvements	59,711	18.27%	326,800	267,089
Land & Buildings	956,756	23.22%	4,121,000	3,164,244
Buses	81	0.19%	43,000	42,919
Bus Related Equipment	220	0.25%	86,300	86,080
Service Vehicles	0	0.00%	14,000	14,000
Miscellaneous	3,275	8.17%	40,100	36,825
Total UMTA Funded	1,102,151	22.72%	4,852,000	3,749,849
FHWA Funded:				
Bus Stop Improvements	2,098	ERR	0	(2,098)
Total FHWA Funded	2,098	ERR	0	(2,098)
Contingency	0	0.00%	115,400	115,400
Capital Lease Principal	6,242	49.15%	12,700	6,458
TOTAL EXPENDITURES	1,110,491	22.30%	4,980,100	3,869,609
ENDING FUND BALANCE	2,819,581	105.10%	2,682,800	136,781

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 RISK MANAGEMENT FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1987 (50.00% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	ANNUAL BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	395,777	1.16	340,900	54,877
Revenues:				
Transfer from Gen'l Fund	391,500	N/A	391,500	0
Interest	18,134	1.21	15,000	3,134
Total Revenues	409,634	1.01	406,500	3,134
TOTAL RESOURCES	805,411	1.08	747,400	58,011
EXPENDITURES				
Worker's Compensation	192,169	0.76	253,000	60,831
Liability Program	175,521	0.36	488,500	312,979
Miscellaneous Insurance	6,539	1.11	5,900	(639)
TOTAL EXPENDITURES	374,229	0.50	747,400	373,171
ENDING FUND BALANCE	431,182	N/A	0	431,182

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED
 GENERAL FUND
 FOR THE SIX MONTHS ENDING DECEMBER 31, 1987

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	732,771	722,676	10,095	1.40%
Charters	29,329	20,000	9,329	46.65%
Advertising	32,332	24,798	7,534	30.38%
Miscellaneous	1,233	1,500	(267)	-17.80%
TOTAL OPERATING REVENUES	795,665	768,974	26,691	3.47%
Non-Operating Revenues:				
Interest	107,600	70,002	37,598	53.71%
Payroll Taxes	2,674,812	2,582,200	92,612	3.59%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	203,413	240,300	(36,887)	N/A
State Special Transportation	225,364	349,000	(123,636)	N/A
UMTA Planning Grants	3,874	22,050	(18,176)	N/A
Other Operating Assistance	1,209	0	1,209	N/A
TOTAL NON-OPERATING REVENUES	3,216,272	3,263,552	(47,280)	-1.45%
TOTAL REVENUES	4,011,937	4,032,526	(20,589)	-0.51%
EXPENDITURES				
Administration:				
Personal Services	289,617	283,884	(5,733)	-2.02%
Materials and Supplies	52,298	65,573	13,275	20.24%
Contractual Services	36,924	60,202	23,278	38.67%
Total Administration	378,839	409,659	30,820	7.52%
Marketing and Planning:				
Personal Services	243,528	248,883	5,355	2.15%
Materials and Supplies	121,910	120,076	(1,834)	-1.53%
Contractual Services	149,550	148,648	(902)	-0.61%
Total Marketing and Planning	514,988	517,607	2,619	0.51%
Transportation:				
Personal Services	1,905,354	1,889,168	(16,186)	-0.86%
Materials and Supplies	8,923	17,069	8,146	47.72%
Contractual Services	307,916	407,722	99,806	24.48%
Total Transportation	2,222,193	2,313,959	91,766	3.97%
Maintenance:				
Personal Services	504,816	507,350	2,534	0.50%
Materials and Supplies	384,224	463,186	78,962	17.05%
Contractual Services	63,681	73,914	10,233	13.84%
Total Maintenance	952,721	1,044,450	91,729	8.78%
Contingency	0	0	0	N/A
Transfer to Capital Projects	200,000	200,000	0	N/A
Transfer to Risk Management	391,500	391,500	0	N/A
TOTAL EXPENDITURES	4,660,241	4,877,175	216,934	4.45%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(648,304)	(844,649)	(237,523)	28.12%



Lane Transit District

P.O. Box 2710 Eugene, Oregon 97402 Telephone: (503) 687-5581

January 20, 1988

MEMORANDUM

TO: Board of Directors
FROM: Joe Janda, MIS Administrator
RE: Second Quarter Ridership Summary

At the end of each quarter, the Board is given a brief summary of key operating and ridership performance measures. The purpose of this memo is to highlight major year-to-date trends reported in this month's summary report, and to briefly outline changes in the reporting format that will occur with the next quarterly report.

RIDERSHIP

Ridership for FY 87-88 has continued to increase. Year to date ridership is up 2.7 percent when compared to the same period last year. Although slightly below the TDP projection of 3 percent, this continued growth is encouraging considering the District's five years of strong ridership growth.

FAREBOX REVENUE

Year-to-date farebox revenue is up by 5.3 percent when compared to the same period last year. This increase in revenue can be largely explained by the switch from cash to other fare payment mechanisms as a result of the increase in cash fare and the price of day passes that occurred in June, and by additional revenues generated by ridership increases. Actual farebox cash decreased, while revenue from tokens and all categories of pass sales has increased.

PRODUCTIVITY

Productivity is a measure of the number of person trips per schedule hour and is an indicator of how effectively the District matches service to demand. Service levels have remained stable over the last two years, and with the 2.7 percent increase in ridership, the District has realized an

overall increase in productivity of 1.9 percent when compared to the same period last year. On an average, the District has provided 17.8 person trips for each hour of service this fiscal year compared to 17.5 in FY 86-87. The District is projecting a year-end productivity of 18.5.

FAREBOX TO OPERATING COST (USER FUNDING) AND COST PER TRIP (EFFICIENCY)

A comparison of farebox to operating cost and cost per trip measures at this point in the fiscal year is misleading, because many costs occur at the beginning of the year and thus tend to lower the farebox to operating cost ratio and raise the cost per trip. A more detailed and meaningful analysis will be made of these performance measures at the end of the year. It is worth noting that cost per trip reported is adjusted for inflation for comparison purposes.

NEW REPORTING PROCEDURES

With the next quarterly report scheduled for April, staff propose to make changes to the format and presentation of performance information reported to the Board. A consistent format for financial, operating, and ridership quarterly reporting will be developed, and current measures will be evaluated for appropriateness. The Board is invited to direct staff to report on other measures currently not included in the quarterly reports.


Joe Janda
MIS Administrator

JJ:ms:js

attachment

QUARTERLY RIDERSHIP SUMMARY
SECOND QUARTER FY 87-88

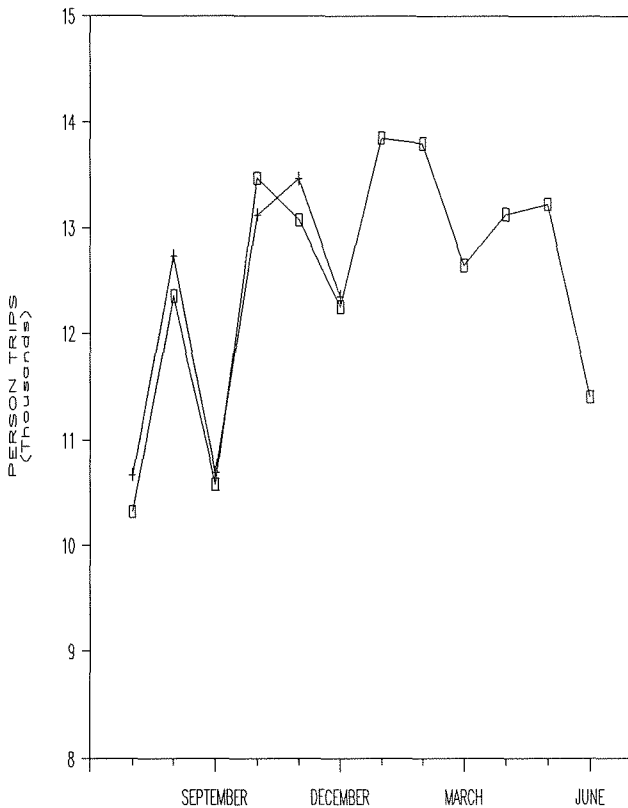
STATISTIC	OCTOBER			NOVEMBER			DECEMBER		
	FY 87-88	FY 86-87	%CHANGE	FY 87-88	FY 86-87	%CHANGE	FY 87-88	FY 86-87	%CHANGE
FAREBOX REVENUE	\$137,744	\$133,934	2.8%	\$132,672	\$124,699	6.4%	\$137,289	\$132,000	4.0%
PERSON TRIPS	349,230	350,784	-0.4%	316,540	298,168	6.2%	311,632	310,232	0.5%
WEEKLY SCHEDULE HOURS	4041	4027	0.3%	4041	4027	0.3%	4041	4027	0.3%
PRODUCTIVITY	19.5	19.2	1.6%	18.6	18.2	2.1%	17.7	17.7	0.0%

YEAR TO DATE SUMMARY

STATISTIC	TDP GOAL	FY 87-88	FY 86-87	%CHANGE
FAREBOX REVENUE	\$716,798	\$732,771	\$695,920	5.3%
PERSON TRIPS	1,850,505	1,845,336	1,796,607	2.7%
PRODUCTIVITY	18.5	17.8	17.5	1.9%
EFFICIENCY	\$1.26	\$1.41	\$1.35	4.6%
USER FUNDING	20.5%	17.5%	18.1%	-3.1%

AVERAGE WEEKDAY PERSON TRIPS

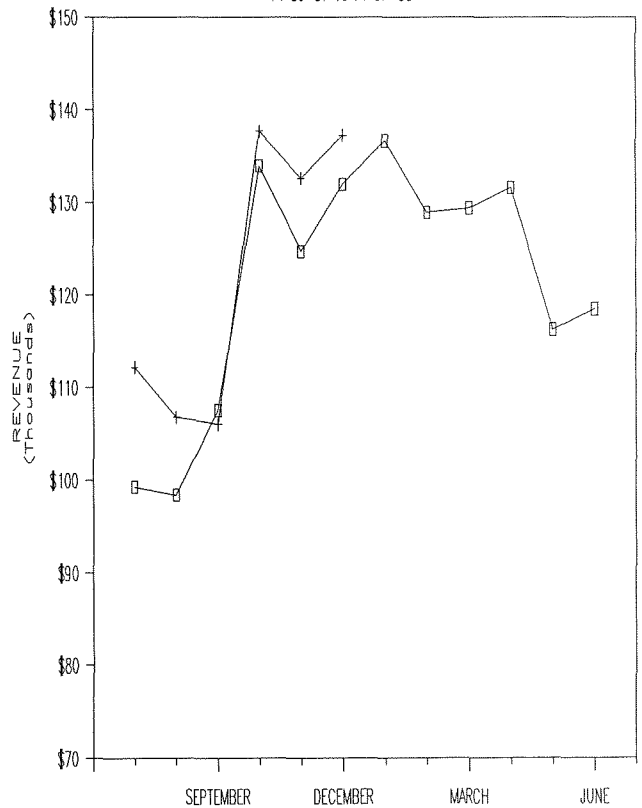
FY 86-87 TO FY 87-88



□ FY 86-87 + FY 87-88

FAREBOX REVENUE

FY 86-87 TO FY 87-88



□ FY 86-87 + FY 87-88

LANE TRANSIT DISTRICT
INVESTMENT SUMMARY
DECEMBER 31, 1987

INSTRUMENT	ISSUER	ISSUE DATE	MATURITY DATE	INTEREST RATE	PRINCIPAL	MARKET VALUE
LGIP	N/A	N/A	N/A	7.54% (avg.)	\$1,879,927	same
CD	Pacific 1st Federal	10-24-87	4-26-88	7.25%	\$ 100,000	same
UST NOTE	U.S. Gov't.	9-23-87	4-32-88	7.55%	\$ 999,992	\$999,688

OPERATIONS DEPARTMENT SUMMARY

OCTOBER, NOVEMBER, DECEMBER 1987

OCTOBER

NOVEMBER

	1987-88	1986-87	% CHANGE	1987-88	1986-87	% CHANGE
ON-TIME PERFORMANCE	99.8%	99.8%	0.0%	99.6%	99.8%	-0.2%
SAFE MILES BETWEEN ACCIDENTS/INCIDENTS	52,851	26,743	97.6%	39,847	43,195	-7.8%
MILES BETWEEN BREAKDOWNS	9,787	7,429	31.7%	8,855	5,268	68.1%
TOTAL MILES	264,257	267,434	-1.2%	239,080	215,977	10.7%
COMPLAINTS	22	25	--	10	20	--
COMPLIMENTS	8	10	--	4	11	--

DECEMBER

FISCAL
YEAR-TO-DATE
TOTALS/AVERAGES

	1987-88	1986-87	% CHANGE	GOAL	1987-88	1986-87	% CHANGE
ON-TIME PERFORMANCE	98.3%	97.9%	0.4%	99.0%	99.3%	99.5%	-0.2%
SAFE MILES BETWEEN ACCIDENTS/INCIDENTS	25,129	33,449	-24.9%	38,000	38,562	26,088	47.8%
MILES BETWEEN BREAKDOWNS	6,792	9,557	-28.9%	10,000	7,473	8,004	-6.6%
TOTAL MILES	251,291	267,589	-6.1%	N/A	1,502,096	1,486,986	1.0%
COMPLAINTS	15	19	--	--	91	103	--
COMPLIMENTS	14	12	--	--	56	54	--

