MINUTES OF BUDGET COMMITTEE MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

April 13, 1988

Pursuant to notice given to *The Register-Guard* for publication on March 31, 1988, and distributed to persons on the mailing list of the District, a meeting of the Budget Committee of the Lane Transit District was held at 7:30 p.m. on Wednesday, April 13, 1988 in the Eugene City Hall.

Present:

Board Members	Appointed Members
Peter Brandt, Treasurer	Duane Faulhaber
Janet Calvert, President	John Hire
Keith Parks	Bob O'Donnell
Rich Smith	Rosemary Pryor, 1987 Committee Secretary
	Roger Smith
	John Watkinson, 1987 Committee Chairman, presiding

Phyllis Loobey, General Manager
Mark Pangborn, Budget Officer
Jo Sullivan, Recording Secretary

Absent:

Janice Eberly, Vice President
Gus Pusateri, Secretary
Dean Runyan

Donna Fuess

CALL TO ORDER: The meeting was called to order at 7:30 p.m. by 1987 Committee Chairman John Watkinson.

PUBLIC COMMENT: Mr. Watkinson opened the meeting for public comment. There was none.

MOTION

VOTE

APPROVAL OF MINUTES: Ms. Pryor moved that the minutes of the December 9, 1987 mid-year budget meeting be approved as distributed. The motion was seconded by Dr. O'Donnell, and the minutes were unanimously approved.

TION

ELECTION OF OFFICERS: Dr. O'Donnell nominated Ms. Pryor as Committee Chairman. Ms. Calvert seconded the nomination. Mr. Brandt moved that a

unanimous ballot be cast for Ms. Pryor. Dr. O'Donnell seconded the motion
VOTE for unanimous ballot, which then carried unanimously.

MOTION Mr. Brandt nominated Roger Smith for the position of Committee Secretary. Mr. Parks seconded the nomination. Ms. Calvert moved that the Budget Committee cast a unanimous ballot for Mr. Smith. After seconding,
VOTE the motion for unanimous ballot carried unanimously.

<u>BUDGET MESSAGE</u>: Ms. Pryor introduced Mark Pangborn, Budget Officer, for discussion of the Budget Message.

<u>Budget Process</u>: Mr. Pangborn first apologized to the Committee for the seating arrangements that evening, caused by remodeling of the Courtroom. No other rooms had been available at City Hall for that evening's meeting. He then stated that three meetings had been scheduled for the FY 88-89 budget process. He asked the Budget Committee members to let staff know if they had questions as staff presented the material. He also explained the role of the Budget Committee, which is to provide public review and perspective on the proposed budget for the following fiscal year. After a budget is approved by the Budget Committee, it is forwarded to the Board of Directors for final adoption before the beginning of the next fiscal year. Board adoption is scheduled for the June 15 Board of Directors meeting. The Board has the authority to change the budget between the Committee approval and Board adoption. That practice is rare, and has only occurred because of changes in revenue or information after Committee approval. Mr. Pangborn stated that the Budget Committee's recommendation for adoption is a statement by the Committee that the members believe the budget to be an appropriate allocation of resources for the District.

<u>Budget Document</u>: Mr. Pangborn discussed the different sections found in the budget document which had been delivered to the Budget Committee members the previous Friday. Included with the Budget Message was a copy of the District's Goals and Objectives for FY 88-89, which had been approved by the Board at an earlier meeting. The Goals and Objectives are used by staff as the basis for formulating their division action plans and budgets for the following year. The first priority in the FY 88-89 Goals is customer service, so much of the budget is in response to that priority.

Mr. Pangborn stated that the Budget Committee would not be asked to make specific decisions as staff made their division presentations. They should ask any questions they might have, but would not have to approve specific budgets until they had heard the entire presentation.

<u>Fiscal Year 1987-88 Budget</u>: Karen Rivenburg, Finance Administrator, discussed the budget for the current year (FY 87-88). She used a chart to explain staff's projection that the District would receive a total of \$9.1 million in revenue, which is \$398,000, or 4.5 percent, greater than the budgeted amount. There were three major sources for this variance: (1) the beginning fund balance of \$107,000, \$88,000 of which was State

Operating Assistance which was anticipated to be received this year but was received on the last day of FY 86-87, and the balance, which was a special one-time-only payment; (2) $256,000 greater than projected in payroll tax revenues, due to a 6.7 percent increase in the payroll tax base, rather than the 4 percent anticipated in the budget; and interest revenues, primarily due to additional money available for investment because of some of the other variances.

Expenditures for the current year are expected to be $8.4 million, or $338,000 less than budgeted. The primary causes for this variance of 3.8 percent include $16,000 for contractual services to Junction City which will not occur this year; pass-through funds for special transportation, for which corresponding funds are shown under revenues; continued lower fuel prices, at $.61 rather than $.70 as budgeted; and $147,000 in contingency which was not used. Total resources greater than budgeted amount to $398,311 and underexpenditures amount to $338,489, for a total projected year-end balance of $736,800.

Ms. Rivenburg explained that staff were proposing that part of these additional funds be used in the Risk Management Fund, because of a higher tort liability limit mandated by the 1987 Oregon Legislature; and transfer of the balance of $536,000 to the Capital Projects Fund, in addition to the $200,000 already transferred in the FY 87-88 budget, for a total transfer to Capital Projects of $736,000, or approximately eight percent of the operating budget.

Ms. Pryor asked about the amount of capital reserves at that time. Ms. Rivenburg stated that after the new maintenance/operations facility is constructed, approximately $800,000 will be left in the Capital Projects Fund, including the $500,000 being recommended for transfer at the end of FY 87-88.

Mr. Watkinson asked about the increase in payroll taxes. Ms. Rivenburg explained that the total base increased about 6.7 percent, but that the rate itself had decreased from .005 to .0049. However, payroll tax revenues for the first quarter of the fiscal year had been received at the higher rate.

Dr. O'Donnell asked if UMTA planning grants can be carried into the future. Ms. Rivenburg explained that they do not expire, and will be contained in next year's budget.

Mr. Pangborn stated that the numbers in the budget as presented assume the $500,000 transfer to the Capital Projects Fund, as well as the original $200,000 transfer budgeted for FY 87-88.

Fiscal Year 1988-89 Proposed Budget: Mr. Pangborn called the Board's attention to page 1 of the Line-item Budget found in the budget document. He first discussed the revenues for FY 88-89. In passenger revenues, staff have assumed a two percent ridership increase as well as a three percent increase in service. This assumes that those service hours will have the same average ridership and increase of three percent as the rest of the system. Interest revenues are projected at $150,000, as interest on investments for the local share for capital match. This figure is lower for next fiscal year because the District will be expending some of its capital funds on the new facility and will not have that money available for investment.

Mr. Pangborn stated that in the past, staff have been conservative in anticipating payroll tax revenues, budgeting for growth in the four to five percent range. This year, however, because all factors point to a healthy economy, payroll tax revenues are being budgeted at a six percent rate.

Mr. Pangborn used a chart to compare payroll tax revenues from 1978-80 to the present, and to compare collections at a six percent rate and current collections at a lower rate. He showed that there is significant fluctuation in payroll tax revenues from quarter to quarter and through the different fiscal years. The only pattern that can be determined is due to changes in the economy. Reduction of the payroll tax rate, he said, accounts for approximately $1.2 million which is being left in the community rather than collected by LTD.

Mr. Pangborn also used a chart to show who pays the payroll tax, based on standard industrial codes and broken down by major industry groupings. The top eight categories of payroll taxpayers include retail at about 25 percent, medical at 16 percent, wood products and lumber at 12 percent, with construction being the lowest at three percent. Retail has increased 7.3 percent from 1986-87 to 1987-88, and medical has increased 17.7 percent, for a revenue increase of $130,000. Mr. Pangborn commented that there had been a feeling that a burst of construction activity would add a great deal of money to the District. Construction has increased 24 percent, but because it is a small category, the dollar increase is about $40,000. Sacred Heart Hospital is second to Weyerhaeuser in payroll tax payments, but is growing rapidly because of the growth in ancillary services.

Mr. Watkinson asked what the District's boundaries currently are. Mr. Pangborn explained that a vertical line runs just west of Veneta/Elmira, east from north of Veneta, across, including Junction City and Coburg, north of Springfield and all the way up to the McKenzie and Blue River and the county border; down the McKenzie River drainage, including south of Springfield, Jasper, Lowell, Dexter; back across west to Goshen, across south of Eugene and back out to Veneta. The bulk of the payroll tax collections is in the Eugene/Springfield area, however.

Mr. Pangborn explained other revenues which the District anticipates receiving in FY 88-89. Section 18 funds will be used to provide expanded service in Junction City. Mr. Pangborn explained that Section 18 funds are federal funds which are given first to the State. The State then allocates Section 18 money to LTD for use in providing service outside the urban area. State operating funds are expected to increase about five percent, to $554,100.

Section 9 operating funds are received from the federal government on an annual basis, apportioned on a formula basis by Congress for operating and capital. There is a cap of $1.4 million, of which $893,000 is designated for operating, and the balance must be used for capital. Section 9 operating funds can be used for capital as well, but the capital money cannot be used for operating. Mr. Pangborn stated that, during the budget process, the District does not know how much Section 9 money it will receive, since it is apportioned on a federal fiscal year basis the following fall. Two years ago, LTD received about $2 million in Section 9 funds, and in the current year will receive about $1.4 million. These funds are less than 10 percent of the District's entire budget, but federal rules say that the District has to abide by all operating rules for all dollars, which results in considerable expense for the District.

Given the gradual diminishing of federal funds and the expenses in staff time and money associated with adhering to federal regulations, staff are proposing this year to begin a process of reducing the District's reliance on federal operating funds, and using those funds for capital, instead. This process would be phased over the next three or four years, because it does still entail a significant amount of money.

Ms. Pryor asked about the amount of money applied to service in Junction City, in proportion to the payroll tax dollars collected. Mr. Pangborn explained that the District has been offering service to the rural areas at a minimal level since 1980, when rural services were reduced in response to a shortfall in operating funds. Junction City is the largest single population in a rural area with a definable business area. Five trips a day now run between Junction City and Eugene, but the District is applying for funding to provide service in and around Junction City. Staff are anticipating that this will be a demand/responsive service which runs three or four days a week. It will mainly serve the elderly and handicapped, but anyone would be able to use it, and it would tie in with the fixed route service between Eugene and Junction City. This would be a test for the District of this kind of service in a rural area, and would be a means of offering more specialized service for a community's tax dollars.

On page 2 of the Line-item Budget, Mr. Pangborn discussed expenditure requirements for FY 88-89. New staff positions include five full-time drivers, one part-time driver, and one facilities maintenance coordinator. Salary increases for administrative staff were approved by the Board earlier in the year, and Union employees are on the second year of their contract, so those figures are included in the budget. Contractual services have increased about $74,000, due to special transportation fund money collected by the State in tobacco taxes; these funds pass through the District to the Lane Council of Governments (L-COG) for special services. Contingency is budgeted at $200,000, and a transfer to Capital Projects Fund has been budgeted at $274,000. Mr. Pangborn stated that the

District needs to begin making progress on capitalization because of the continuing diminishment of federal funds.

Mr. Watkinson asked if staff were assuming there would be a year-end balance next year in setting the transfer to Capital Projects at $200,000. Mr. Pangborn explained that there are three separate funds--Operating Fund, Capital Projects Fund, and Risk Management Fund. Money can be transferred from the Operating Fund to Capital and Risk Management, and this sometimes happens twice during a year. The first time is with an initial transfer from the Operating Fund revenues for the funds' operating expenses, and the second is at the end of a fiscal year, if there is a positive variance in the operating fund. Mr. Pangborn added that staff and the Budget Committee have taken a conservative approach to the budget each year, and then wait to see if there will be a balance at the end of the year. This year, staff are proposing an initial transfer of $274,000, and hoping for a positive balance at the end of the year. Once funds are transferred to the Capital Projects Fund, they can only be used for capital projects.

Mr. Watkinson then asked about use of the contingency. Mr. Pangborn explained that the contingency is still in the Operating Fund, but that if there is a balance at the end of the fiscal year, that money can also be transferred to Risk Management or Capital Projects.

Ms. Pryor asked about the increase in the contingency for FY 88-89. Mr. Pangborn said it is difficult to know what the contingency should be, but that this one is a little more than 2 percent of the total operating budget. He added that in the five years he had worked at LTD, the District had not had a major catastrophic event that required use of the contingency, but it appeared prudent to him to have a contingency for emergencies. With a variance in the payroll tax revenues of one to two percent, there could easily be an impact of one to two percent on the operating budget.

Mr. Watkinson stated that some government entities budget an unappropriated ending fund balance for the next fiscal year. Mr. Pangborn said that is primarily done because they need operating funds when the fiscal year begins and before they receive revenues. They can borrow and pay interest, or they can budget an unappropriated ending year balance. The District, however, has quarterly revenues from the payroll tax, and can use the capital reserves until the revenues are received. Ms. Rivenburg added that if an ending fund balance is budgeted, it cannot be spent in that year because it is already budgeted to carry into the next year.

Mr. Pangborn also said that Section 9 funds were originally supposed to be the difference between operating funds and needs, so an ending fund balance would have shown that the Section 9 funds were not required to meet a district's needs.

BUDGET REVIEW - LINE-ITEM DIVISION BUDGETS:

General Administration: Mr. Pangborn discussed the line-item budget for General Administration, which is used for overall management of the Department of Administrative Services. Staffing in General Administration includes the General Manager, the Director of Administrative Services, the Executive Secretary, and 2.3 Administrative Secretaries (one full-time and two job-shares who work some 10-hour days). The focus of the FY 88-89 General Administration budget is on long-term capitalization strategies; funding strategies for changing federal and state allocations; and assistance in development and implementation of programs for customer satisfaction. Changes in the budget include addition of .1 FTE Administrative Secretary. Mr. Pangborn explained that because of limited space, the job-share secretaries cannot be at the office at the same time, so work extra hours at the beginning or end of the day, largely to accommodate increased requirements for federal purchasing regulations. The budget also includes increases in postage and funds to allow the General Manager to stay overnight in Salem when testifying before the Legislature during the next legislative session. Contractual Services includes an UMTA-funded study and an additional $5,000 for team building and staff development.

Management Information Services (MIS): Joe Janda, MIS Administrator, explained the major activities of MIS, which include yearly development of the Transit Development Plan (TDP); planning and research documents for staff, the Board, and the community; and implementing and managing the Automatic Passenger Counter (APC) project, to electronically record passenger activities and provide statistics for service planning and other uses. Staffing includes 1 FTE for the MIS Administrator and .5 FTE for a Research Assistant working on the APC project. Mr. Janda explained that the Research Assistant will be paid 50 percent from a federal planning grant and 50 percent from local funds.

The focus of the MIS division will be on conversion of the remainder of the computer system still on the Point 4 minicomputer to the microcomputer local area network (LAN) over the next two years. The division will also focus on continued computer support and management, as well as daily and long-range planning; an increased level of staff training; implementation of the APC program, which should be on-line in December 1988 and providing usable management reports by June 1989; and development of a coordinated management information reporting system.

Major changes in the budget include the lowering of federal funding from 70 percent to 50 percent for the APC project manager; increased funding for materials and supplies for computer-related equipment, for increases in materials as well as in their costs; an increase in publications and training; an increase in consulting fees to provide computer training to staff (some of the training is done in-house and some is done by consultants); and a maintenance contract for two computer systems.

Ms. Pryor asked if LTD uses the RIS computer system through L-COG. Mr. Janda replied that the District has access to it but does not need it on a day-to-day basis.

Mr. Watkinson asked if MIS was a new division in the current year. Mr. Janda replied that it was. Mr. Watkinson then asked how the division has worked for the District this year. Ms. Loobey stated that it has made a difference in staff's ability to respond to the reporting needs of the District, for federal reports, the public, and staff. She thought this function was more efficient this year and was money well spent. Mr. Janda added that making one division for computer and information needs also put a lot of expenditures in one budget instead of interspersed among the separate divisions, and made budget tracking for these areas more efficient.

<u>Finance</u>: Ms. Rivenburg called the Committee's attention to page 8 of the Line-item Budget. She stated that Finance is essentially a service division for the rest of the organization, and includes accounting (accounts receivable and payable, payroll, and coin counting); grant accounting, for the numerous requirements for federal dollars; centralized purchasing; budgeting; budget forecasting in December and the spring; financial reporting on a monthly basis to the divisions as well as to outside parties, including the annual audit report; and non-vehicle maintenance, which has its own budget. Staffing for the Finance Division includes the Finance Administrator, the Purchasing Agent, three accounting clerks, two part-time coin counters, equalling .6 FTE, and a half-time work study student whose salary is reimbursed 80 percent by Trend College.

The focus of the division will be on installing a new financial software package, which is currently out to bid; integration of a new non-vehicle maintenance program; reporting and monitoring for the facility construction grant; facility move-in planning; working with the new auditors, Coopers & Lybrand; and two outreach programs in Purchasing--encouraging the local vendors to participate in LTD's bids, and encouraging MBE (minority and women business enterprises) certification.

Major changes in the budget include increases in printing for new forms due to the new financial software; new auditors at a lower cost; and consulting services for a payroll tax projection model, which is in the development stage at L-COG. Dr. Smith asked about the payroll tax projection model. Ms. Rivenburg said that it will be updated annually, and will require a number of quarters' experience before staff feel comfortable with the actual projections. She said that data has been collected on 10 to 20 variables, and that the model will reflect five or 10 of those which best reflect the District's history. She added that LTD sees the most immediate effects of the local economy because of the quarterly reporting process; most other reporting has a much longer time lag. Ms. Loobey commented that currently the District shares information regarding the payroll tax receipts and changes with the Metro Partnership and the Chambers of Commerce.

Personnel: David Harrison, Personnel Administrator, listed his duties as including employee recruitment and selection, labor relations, salary and benefits administration, affirmative action, and human resources information and policy development. His focus for next fiscal year will include management skills training opportunities and continued development of employee-oriented programs and presentations, such as for pre-retirement, AIDS, rape prevention, etc., as employee needs dictate.

There are no major changes in the Personnel budget in terms of dollar amounts. One change will be that the District will use a display ad format on a selected basis for employment ads. Mr. Harrison has also budgeted for employee relations needs, such as mediation and counseling for supervisory staff and the employees they supervise, which is a new line-item. It will allow a professional outside the District to resolve any disharmonies, should they occur.

Safety and Training: Gary Deverell, the Safety and Risk Manager, spoke on the Safety and Training portion of his job. Those responsibilities include driver training, safety and loss control, and additional responsibilities such as co-chairing the annual awards banquet and managing several programs: an employee physicals program, the Take Care (wellness) program, Employee of the Month and Employee of the Year, tuition reimbursement, and employee incentive programs. Eight part-time instructors, who are full-time bus operators who are taken off their runs to train, provide the training for the bus operators.

The focus in Safety and Training will be on improving vehicle and workers' compensation accident rates and developing and implementing driver training which emphasizes customer orientation and satisfaction, which will be stressed even more this year than in the past.

Major changes in the budget for Safety and Training include additional training in customer relations; purchase of a defensive driving training course; consulting fees to increase the use of the Wellness program; and using an outside consultant to ride the buses and check rides for customer fare payment, driver on-time performance, etc., a program which was in the FY 87-88 budget but not implemented this year.

Marketing: Ed Bergeron, Marketing Administrator, discussed the two components of the Marketing Division: communicating the details of the system information to riders and the non-riding public; and promoting the service to those same two publics. The division works closely with the news media to make sure they have the information they need; maintains sales outlets throughout the system; organizes and implements ridership promotions to encourage new riders and reinforce the current riders; and manages requests for charter service.

The focus of the division in FY 88-89 will be to strengthen and enhance LTD's image in a number of ways, and to maintain a high and positive image. A facilities communication plan will be implemented, in order to provide information regarding the new maintenance/operations facility to the public at large; in-house production of materials will be expanded; and successful ridership promotions will be maintained.

Changes in the budget include reducing Materials & Supplies and Contractual Services somewhat, by stretching the investment of past years' advertising production materials for another year and eliminating some out-of-house targeted material, possibly replacing them with in-house productions. Some sponsored products, such as University of Oregon (UO) posters and book bags, will be eliminated. The budget for postage and direct mail will be increased, since that has been a successful program in the past. Mr. Bergeron will continue participation on the American Public Transit Association (APTA) Marketing Committee, which will entail some travel costs, and the division anticipates some turnover this year, so training will be provided for a new employee.

Mr. Brandt commented that a seven percent reduction in the Marketing budget is excellent.

Planning: Stefano Viggiano, Planning Administrator, described the major responsibilities of the Planning Division as, most importantly, service planning, or the development of routes and schedules; passenger facilities, including transit stations, shelters, boarding pads, and 1,400 bus stops; managing the new maintenance/operations facility project, which is budgeted at half of the Planning Administrator's time; research, primarily rider surveys and counts to help with service planning efforts; development of fare recommendations each year; and participation in the metro transportation planning process.

The focus for the division next year will be on construction of the new facility; designing of transit stations for Valley River Center and the new Gateway shopping center; and implementing service improvements.

A major change in the budget is that there will be no studies funded by the Urban Mass Transportation Administration (UMTA) next year.

Mr. Viggiano also discussed several other items for which Planning has major responsibility but which are not directly in the Planning budget. These include a three percent service increase, which is mostly in the Transportation budget, but also included in Maintenance and Safety and Training. He stated that this proposed increase will go to the Board at the May meeting, and that the three percent is still an educated guess. Another responsibility is the joint effort between Marketing and Planning to work on the UO program for unlimited rides in return for an increase in student fees. The students were scheduled to vote on this proposal on April 19 and 20. The program is expected to be revenue/expense neutral for the District; student fees will make up for lost farebox revenues and any funds beyond that will be used to add additional service, to eliminate the expected overloads if the proposal passes.

Customer Service Center: Andy Vobora, Customer Service Manager, talked about the CSC budget on page 15 of the Line-item Budget. Responsibilities of the CSC include information dissemination, including trip planning, telephone, mail, and sales at the counter; group presentations at the CSC and staffing at promotion sites; and inventory and distribution management for passes and tokens. Special programs offered at the CSC include Lost and Found; Reduced Fare Program; Seniors Over 80 Program; and a trainer pass program for people training disabled persons to ride the buses.

CSC staffing includes the Customer Service Manager and five full-time and two part-time Customer Service Representatives. Mr. Vobora spends about 50 percent of his time in his function as CSC Manager and the other 50 percent in a marketing function and supervising the part-time distribution coordinators.

The focus of the CSC staff next year will be on information dissemination, including improved call performance, a permanent youth training program in the school districts, training in basic sign language, continued advertising of the TTY service to the hearing impaired, and evaluation of restructuring staff schedules to provide greater coverage at the CSC. Another focus will be on fare sales, making the services easier to access and increasing awareness of location of sales outlets. The CSC staff will continue to distribute travel aids for the sight impaired, will continue involvement in the Bus Rider of the Month program, and will continue school training and events staffing.

There are no major dollar changes in the budget, but changes include an increase in expenses for uniform replacement and an increase in the CSC lease, which is the first increase in five years.

Transportation: Don Gray, Transportation Administrator, stated that the major function of the Transportation Division is to put the service on the street. Related to that are evaluation of the bus operators; investigation of accidents; solving passenger problems on the bus, the street, or at the CSC; dispatching regular and special services on time; coordinating road calls through Maintenance; and maintaining various records, such as work records, inventory, and operational records. The division also manages operator bids, in which bus operators choose vacations and work schedules based on their seniority. Staffing of the Transportation Division includes one Transportation Administrator, one Transportation Supervisor, three Field Supervisors, six Systems Supervisors, one Operations Secretary, and 132 bus operators, including 112 full-time and 20 part-time operators.

The focus of the division next year will be on improving the field performance, which includes reducing road call down time by three percent, maintaining Correct Schedule Operation at 99 percent or better, and insuring that the operators are giving out correct information and collecting the fares; and on improving internal operating efficiencies, including continuing the administrative staff pay for performance program and striving to reach the three percent absenteeism goal. The division will also continue to review operating procedures and staff work assignments; maintain the light-duty program for employees who are injured on the job; and continue participation in the design process for the new facility.

Major changes in the Transportation budget include an increase of five full-time and one part-time bus operators (three full-time and one part-time are due to the three percent service increase; one full-time driver for increased driver training; and one full-time driver as a result of increased vacation accrual for bus operators). The budget also includes an increase in consulting to determine operator attitudes.

Mr. Brandt asked if the three percent service increase meant that there would be new routes. Mr. Viggiano replied that the new service would be allocated in response to requests or needs for service. Frequency of service will probably be increased in some areas, but new routes could also be added. Staff were still studying the service needs for next year, which will actually be for about three-fourths of a fiscal year, if service begins in September.

Ms. Calvert asked if the District had enough buses to increase service. Mr. Viggiano replied that this is a concern, and staff are investigating the possibility of leasing some buses on a temporary basis if the UO pass proposal is approved by the students.

Mr. Watkinson asked about the maximum vacation a bus operator can accrue. Mr. Gray replied that a driver can accrue five weeks of vacation.

ADJOURNMENT: Mr. Pangborn stated that staff presentations would conclude on April 27. Ms. Pryor commented that she liked the format and the use of overheads, as well as the sequence of information.

MOTION Mr. Brandt moved that the meeting be adjourned to 7:30 p.m. on Wednesday, April 27 at Eugene City Hall. After seconding, the meeting was

VOTE unanimously adjourned at 10:05 p.m.

Roger Smith

Budget Committee Secretary