

March 6, 1986

Strategic Planning Work

Session

LANE TRANSIT DISTRICT
BOARD STRATEGIC PLANNING SESSION

March 6, 1986

6:00 p.m.

Red Lion Inn, 3280 Gateway
Springfield

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Parducci____ Pusateri____ Smith____ Brandt____
Calvert____ Eberly____ Nichols____
- III. INTRODUCTION--Phyllis
- IV. EXPLANATION OF CHARTS--Mark
- V. REVIEW OF FUNDING ISSUES--Phyllis
- VI. ADJOURNMENT

STRATEGIC PLANNING SESSION
MARCH 6, 1986

CHARTS FOR THE LAST 15 YEARS -

Fares, ridership, hours of service, productivity, budget expenses (operational)/revenues for next three years, cost per trip, farebox-to-operating cost ratio (fto)

ISSUES -

1. Brief review of the charts - Mark
2. A framing of the following questions. In framing the questions, we should make the point that the sooner we know the direction the Board might take, the sooner that staff can begin developing options and plans to meet those directions. - Phyllis
 - A. If, in the next year or two, revenues are less than expenses, how would the Board choose to balance the budget? This assumes the current level of services.

Increase Revenues:

- Increase the payroll tax--an increase of .001 generates \$960,000 annually.
- Authorize another revenue source, e.g., self-employment tax--potential annual revenue of \$220,000.
- Increase fares at a rate faster than inflation--\$.05 increase cash fares generates \$40,000 annually.

Cut Expenses:

- Reduce service: Lower productivity, frequency, certain sectors, Dial-A-Ride.
 - Reduce administrative expenses--explain consequences.
 - Assume more risk in insurance.
3. At this point, staff would like to see emerge from this discussion a Board consensus on the most appropriate course of action in dealing with a revenue shortfall, although the Board may not be prepared to take a position at this time. In that case, the next best result would be to know what additional information they would need in order to make a decision, i.e., proposed service cuts and their impact on ridership, potential revenue sources, ect. A timeline on when this information would be provided and when the Board would make a decision is also needed. The earlier the Board can provide direction

to the staff, the more flexibility the staff will have in responding to that direction.

4. Another alternative the Board needs to consider for the future is service increases. The District is continually receiving requests for additional service. Our current policy is to provide service only to those areas that offer a high probability of meeting the District's productivity standards. A current example is the District's plans to offer service to the Van Duynfactory. The factory is close to an existing route so that it can be served without a substantial increase in costs. If the factory had not been on an existing route, the District would have been faced with a difficult choice--cut service/costs, or increase revenues so that new services could be supported. Under what conditions would the Board consider a service increase?

- An increase in population and/or ridership that indicates a need for more service.
- A new development or business that has requested service.
- A request from citizens or one of the local governments for more service.

If service is increased, must all increases be funded out of the current level of revenues or would the Board consider additional revenues, such as an increase in the payroll tax or a new revenue source?

FOR 3/6 BOD
RK SESSION

LANE TRANSIT DISTRICT
GENERAL FUND FINANCIAL PROJECTIONS
FISCAL YEARS 84-85 TO 88-89

/-----% CHANGE-----/ 85-86 86-87 87-88			84-85 ACTUAL	85-86 PROJECTED	86-87 PROJECTED	87-88 PROJECTED	
REVENUE							
			Beg Fund Balance	0	5,671	0	0
6.0%	4.0%	4.0%	Passenger Fares	1,303,558	1,381,771	1,437,042	1,494,524
NO LARGE CONFERENCES			Charters	52,865	20,000	20,000	20,000
PER CONTRACT			Advertising	36,638	42,600	46,692	49,632
0.0%	0.0%	0.0%	Miscellaneous	3,236	3,000	3,000	3,000
			* Interest	193,219	175,000	100,000	50,000
5.6%	4.5%	4.5%	Payroll Taxes (.5%)	4,622,289	4,881,137	5,100,788	5,330,323
N/A			UMTA Sec. 5	157,313			
0.0%-20.0%	20.0%	20.0%	UMTA Sec. 9	893,448	893,448	714,758	536,069
3.5%	3.5%	3.5%	State In-Lieu-Of	423,709	438,539	453,888	469,774
			Other Grant Revenues	3,896	5,000	5,000	5,000
			Loan Proceeds	50,000	0	0	0
1.4%	0.4%	1.0%	TOTAL REVENUE	7,740,171	7,846,166	7,881,168	7,958,322
EXPENDITURES							
17.5%	3.5%	3.5%	Administration	566,041	665,100	760,829	787,458
-2.9%	3.5%	3.5%	Marketing & Planning	843,194	818,700	847,355	877,012
2.4%	2.0%	3.5%	Transportation	3,468,263	3,550,000	3,621,000	3,747,735
7.6%	2.0%	3.5%	Maintenance	1,896,352	2,040,000	2,080,800	2,153,628
-79.9%	0.0%	0.0%	Transfer to Cap Proj	745,650	150,000	150,000	150,000
277.2%	-29.7%	140.7%	Transfer to Risk Mgmt	165,000	622,366	437,350	1,052,743
			Transfer to S-T Borr	50,000			
1.4%	0.7%	11.0%	TOTAL EXPENDITURES	7,734,500	7,846,166	7,897,334	8,768,576
			EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	5,671	0	(16,166)	(810,254)
			Payroll Taxes (.1%)			1,020,158	1,066,065
			EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	5,671	0	1,003,992	255,811

* ASSUMES FACILITIES EXPENDITURES IN 86-88

LANE TRANSIT DISTRICT
RISK MANAGEMENT FUND FINANCIAL PROJECTIONS
FISCAL YEARS 84-85 TO 88-89

/-----% CHANGE-----/ 85-86 86-87 87-88			84-85 ACTUAL	85-86 PROJECTED	86-87 PROJECTED	87-88 PROJECTED

RESOURCES:						
			398,394	308,167	458,733	0
			165,000	622,366	437,350	1,052,743
			32,839	10,200	20,000	20,000
			9,568	0	0	0

TOTAL RESOURCES			605,801	940,733	916,083	1,072,743

EXPENDITURES						
15.2%	3.5%	3.5%	16,400	18,900	19,562	20,247
115.3%	25.0%	10.0%	117,502	253,000	316,250	347,875
58.7%	313.6%	25.0%	73,729	117,000	483,912	604,890
2.1%	3.5%	3.5%	88,159	90,000	93,150	96,410
68.1%	3.5%	3.5%	1,844	3,100	3,209	3,321

61.9%	90.1%	17.1%	297,634	482,000	916,083	1,072,743

EXCESS OF RESOURCES OVER EXPENDITURES			308,167	458,733	0	0
=====						

LANE TRANSIT DISTRICT
 CAPITAL PROJECTS FUND FINANCIAL PROJECTIONS
 FISCAL YEARS 84-85 TO 88-89

/-----% CHANGE----/
 85-86 86-87 87-88

	84-85 ACTUAL	85-86 PROJECTED	86-87 PROJECTED	87-88 PROJECTED
RESOURCES:				
Beg Fund Balance	2,189,724	1,953,502	2,054,287	1,519,337
UMTA Section 3	0	0	1,882,350	4,561,538
UMTA Section 5	2,743,653	31,850	0	0
UMTA Section 9	1,384,671	314,974	800,000	800,000
UMTA Section 18	0	88,440	630,000	0
FHWA	11,972	207,532	0	0
State Assistance	37,370	0	300,000	100,000
Other Grants	5,246	0	0	0
Sale of Tax Benefits	0	88,000	0	0
Proceeds-Asset Sales	20,320	0	0	0
Trans from Gen'l	745,650	150,000	150,000	150,000
TOTAL RESOURCES	7,138,606	2,834,298	5,816,637	7,130,875
CAPITAL EXPENDITURES				
Locally Funded	4,750	500	0	0
UMTA Funded	5,160,404	544,081	4,297,300	7,082,050
FHWA Funded	19,950	235,430	0	0
TOTAL EXPENDITURES	5,185,104	780,011	4,297,300	7,082,050
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EXPENDITURES INCLUDE CARRYOVERS FROM FISCAL YEAR 84-85
 PLUS THOSE PROGRAMMED IN THE CAPITAL IMPROVEMENTS
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 ARE THE FOLLOWING:

	TOTAL
MAINTENANCE FACILITY	9,600,000
84-85 CARRYOVERS	580,411
OR-90-X012 GRANT	199,100
REPLACE 400'S	787,500
DOWNTOWN SHUTTLE	300,000
MAJOR BUS STOPS	160,000
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AUTO PASS COUNTERS	60,000
OTHER	266,350
TOTAL	12,158,861

90

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I. CALL TO ORDER

II. ROLL CALL

Parducci	<u>NO</u>	Pusateri	<u>NO</u>	Smith	<u>✓</u>	Brandt	<u>✓</u>
Calvert	<u>✓</u>	Eberly	<u>✓</u>	Nichols	<u>✓</u>		

Medford

*PL
TD
MP
KR
EB*

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virtually in balance match

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KR
Carry over to following year

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MAJOR BUS STOPS	160,000
BUS STOP IMPROVEMENTS	205,500
AUTO PASS COUNTERS	60,000
OTHER	266,350
TOTAL	12,158,861

March 19, 1986

Regular Meeting

Public notice was given to *The Register-Guard* for publication on March 13, 1986.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

March 19, 1986

7:30 p.m.

McNutt Room,
Eugene City Hall

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Brandt____ Calvert____ Eberly____ Nichols____
Parducci____ Pusateri____ Smith____
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. AUDIENCE PARTICIPATION
- V. EMPLOYEE OF THE MONTH
- VI. INFORMATIONAL PRESENTATION ON THE STATE OF OREGON'S BUDGET AND PLANNING PROCESS--Dennis H. Moore, Administrator, State Public Transit Division
- VII. ITEMS FOR ACTION AT THIS MEETING
 - A. Approval of Minutes
 - B. Fare Recommendation
 - 1. Staff Introduction
 - 2. Opening of Public Hearing by Board President

3. Public Testimony
 4. Closure of Public Hearing
 5. Board Discussion
- C. Amended Grant Application for Federal Aid Urban Funds
1. Staff Introduction
 2. Opening of Public Hearing by Board President
 3. Public Testimony
 4. Closure of Public Hearing
 5. Board Discussion
- D. Special Transportation Fund Advisory Committee Approval

VIII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
1. Staff Presentation on Bid Process
 2. Distribution of Transit Development Program (TDP)
 3. Amended Capital Improvements Plan (CIP)
 4. Special Services Report
 5. Letter from Governor regarding Board Attendance
 6. APTA's Western Education and Training Conference '86/
Absence of General Manager/Possible Change in Date of
April Board Meeting
- B. Monthly Financial Reporting

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

- A. Adoption of TransPlan
- B. Special Transportation Fund Contract
- C. First Budget Committee Meeting

- D. Transit Development Program (TDP) Adoption
- E. Section 5 Reprogrammed Money

- X. ADJOURNMENT (to April 23)

LTD BOARD MEETING
03/19/86 Page 3

AGENDA NOTES

Page No.

- V. **EMPLOYEE OF THE MONTH:** The March Employee of the Month, Clint Boss, will be present at the meeting to receive his check and certificate and to be introduced to the Board.

VII. ITEMS FOR ACTION AT THIS MEETING

- A. Approval of Minutes: The minutes of the February 19, 1986 regular meeting are included in the agenda packet for Board review and approval.

- B. Fare Recommendation:

22

1. Staff Presentation

- a. Issue Presented: Should the Board approve: (1) a change in the fare policy which outlines when changes in the fare structure can be implemented; (2) an increase in the Day Pass price from \$1.25 to \$1.50 on September 1, 1986; (3) an increase in the cash fare from 60 cents to 65 cents on June 14, 1987; and (4) offering free service on the Downtown Shuttle if merchant subsidy can be obtained?

- b. Background: Cash fares were last increased in September 1985, from 55 cents to 60 cents. An increase in the cash fare is proposed for June 14, 1987, with increases in the costs for passes and tokens proposed for September 1, 1987. Experience has shown that patrons react less negatively to fare increases when the prices of passes and tokens are raised at different times than cash fares. Also being proposed, for action at a later meeting, is a 25-cent increase in the price of Day Passes, effective September 1, 1986.

Included in the agenda packet is a memo which discusses each recommendation, its history, and its impact on ridership and revenues. Staff will make an oral presentation at the meeting, and will answer any questions the Board may have.

- c. Staff Recommendation: That the Board approve the following changes (as outlined in the staff memo in the agenda packet: (1) a change in the fare policy which outlines when changes in the fare

structure can be implemented; (2) an increase in the cash fare from 60 cents to 65 cents on June 14, 1987; and (3) offering free service on the Downtown Shuttle if merchant subsidy can be obtained.

d. Results of Recommended Action: Staff will publicize and implement the Board's decision.

2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closure of Public Hearing
5. Board Discussion

C. Amended Grant Application for Federal Aid Urban Funds:

29

1. Staff Introduction

a. Issue Presented: Should the Board approve a budget amendment to the original Federal Aid Urban (FAU) project application for funds to construct the Parkway Transit Station at 29th and Amazon Parkway?

b. Background: A transit station at 29th and Amazon Parkway has been proposed and designed to meet the needs of patrons transferring between routes serving Southeast and Southwest Eugene. The area at 30th and Hilyard is now the third most heavily used transfer site, behind the Eugene Mall and Springfield Transit Stations, for numbers of patrons transferring between buses. In order to avoid circuitous routing of buses on neighborhood streets and hazardous crossings of 30th Avenue by buses, and to allow for safe and protected transfers between buses, staff proposed the building of a transfer facility at 29th and Amazon Parkway.

Included in the agenda packet is a staff memo which explains the work done so far toward planning and designing the station, and changes made due to involvement of the Oregon State Highway Division and to changing goals for the station. The memo also explains the reasons for

the increases in anticipated costs for the station.

- c. Staff Recommendation: That the Board approve a budget amendment to the original Federal Aid Urban project application in an amount not to exceed \$154,000, for a total project cost of \$320,000, including an additional District share of \$18,249, and a total share of \$37,920.
- d. Results of Recommended Action: When bids for the Parkway Station are opened on March 27, staff will notify the Oregon State Highway Division if the low bid is acceptable and within budget. Oregon State Highway Division will then execute the low bid.

D. Special Transportation Fund Advisory Committee Approval:

31

Issue Presented: Should the Board approve a proposed structure for the Special Transportation Fund (STF) Advisory Committee?

Background: In January, 1986, the Board approved a staff proposal that the management of Lane County's Special Transportation Fund revenues be handled by the Lane Council of Governments (L-COG). The STF is revenue supplied to LTD to be used within Lane County for the provision of transportation services for the elderly and handicapped.

Included in the agenda packet is a staff memo which discusses the structure and staffing of the STF Advisory Committee, which is a required component of the STF process. Also included is a chart which shows the proposed structure of the STF Advisory Committee.

Staff Recommendation: That the Board approve the proposed structure of the Special Transportation Fund Advisory Committee, as detailed in the agenda packet, and direct staff to develop proposals for Committee membership.

Results of Recommended Action: Staff will contact various agencies to receive nominations for membership on the STF Advisory Committee. Staff will evaluate those nominees and present the proposed STF membership to the Board for approval.

VIII. ITEMS FOR INFORMATION AT THIS MEETING

A. Current Activities

1. Staff Presentation on Driver Bid Process: An oral presentation on the driver bid process will be made at the meeting by Stefano Viggiano, Planning Administrator, and Bob Hunt, Transportation Supervisor. Included will be discussion of the run-cutting process and the driver sign-up and equipment sign-out processes.
2. Distribution of Transit Development Program (TDP): At the meeting, staff will distribute final copies of the FY 85-86 TDP and explain its contents and uses as a resource document. It is anticipated that, in its new format, the TDP will be easily used and updated for each fiscal year.
3. Amended Capital Improvement Plan (CIP): A Capital Improvements Plan for Fiscal Year 1986-87 was approved at the February Board Meeting. At that time, the Board also approved CIP which detailed major anti-aging needs through the year 2006. Included in the agenda for the March meeting is a revised CIP, on which the only change is inclusion of ten additional projects in FY 89-90, to bring the CIP in conformance with the TransPlan. The Board will continue to review and approve Capital Improvements Plans for each fiscal year before the budget process each spring. 33
4. Special Services Report: As a result of recent Board discussion about special services requested by persons and agencies in the community, a list of requests received (approved and denied) is being included in the agenda packet each month. 37
5. Letter from Governor Regarding Board Attendance: Included in the agenda packet is a letter from Governor Atiyeh regarding Oregon law and attendance requirements for State boards and commissions. 38
6. APTA's Western Education and Training Conference '86/ Absence of General Manager/Possible Change in Date of April Board Meeting: Phyllis, Tim, and Mark will all be attending the APTA Western Conference in San Jose April 12-16. The regular April Board meeting is

scheduled for Wednesday, April 16. For that reason, staff suggest that the Board members discuss possible alternative meeting dates. Budget Committee meetings are scheduled for April 9 and 23. A short Board meeting should be held before the Budget Committee meeting on April 23, or the meeting could be delayed until April 30.

- B. **Monthly Financial Reporting:** Included in the agenda packet are financial statements for February, 1986:
1. Comparison of Budgeted and Actual Revenues and Expenditures
 - a. General Fund 40
 - b. Capital Projects Fund 41
 - c. Risk Management Fund 42
 2. Comparison of Year-to-Date Actual Revenues and Expenditures to Budgeted (General Fund) 43

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

- A. **Adoption of TransPlan:** The TransPlan is now scheduled for final adoption in May, 1986.
- B. **Special Transportation Fund Contract:** In April, staff will be bringing a formal procedure for the allocation of the Special Transportation Fund to the Board for review and approval.
- C. **First Budget Committee Meeting:** The first Budget Committee meeting is scheduled to be held on Wednesday, April 9.
- D. **Transit Development Program (TDP) Adoption:** The TDP, the District's planning and reference document, is scheduled to be completed for Board review at a meeting in the near future.
- E. **Section 5 Reprogrammed Money:** In the next two or three months, the District will need to establish its priorities for applying for approximately \$73,000 in Section 5 capital funds.

- X. **ADJOURNMENT** (to April 23, 1986)

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, February 19, 1986

Pursuant to notice given to *The Register-Guard* for publication on February 13, 1986 and distributed to persons on the mailing list of the District, a meeting of the Board of Directors of the Lane Transit District was held at 7:30 p.m. on February 19, 1986 in the Eugene City Hall.

Present: Janet Calvert, President, presiding
Larry Parducci, Secretary
Gus Pusateri
Rich Smith
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary

Absent: Peter Brandt, Treasurer
Janice Eberly
Joyce Nichols

INTRODUCTORY REMARKS BY BOARD PRESIDENT: After calling the meeting to order and calling roll, Ms. Calvert complimented the staff for a "terrific" awards banquet the previous Saturday. She said she thought everyone in attendance had a good time, and that it was a nice event for the employees.

EMPLOYEE OF THE MONTH: Ms. Calvert stated that one of the fun things done at the banquet was having all the Employees of the Month for 1985 come forward to be recognized, as well as the naming of the 1985 Employee of the Year, Arline Link, a bus operator. Carrying on that tradition, she introduced the February, 1986 Employee of the Month, Jim Loughlin, who works in the Maintenance division as Parts Keeper. Mr. Loughlin has a 12-year no-time-loss-accident safety record, and is looking forward to retiring in October of this year. When asked, Mr. Loughlin stated that he and his wife are planning to travel and spend some time taking life easy after his retirement. Ms. Calvert presented him with his letter, check, and certificate, and congratulated him on behalf of the Board.

INTRODUCTION OF NEW EMPLOYEE: Ms. Loobey introduced Micki Kaplan, who had recently been hired temporarily as a Transit Planner to help Planning with some of the workload so Stefano Viggiano can have time for his new responsibilities as facilities project manager.

APPROVAL OF MINUTES: Dr. Smith moved that the minutes of the January 15, 1986 regular meeting and the January 22, 1986 adjourned meeting be approved as distributed. After seconding by Mr. Pusateri, the motion passed by unanimous vote.

MO N
VOTE

CAPITAL IMPROVEMENTS PROGRAM (CIP): Mark Pangborn, Director of Administrative Services, stated that the CIP is the kick-off point for the development of the budget which begins on July 1, 1986. The CIP, he said, lists anticipated major purchases for the next 20 years, such as bus replacement and fleet expansion, but the discussion that evening would focus on the next fiscal year. After approving a Capital Improvements Program, the Board will also have to assess the individual capital needs when the District makes application for federal funds.

Mr. Pangborn explained that 80 percent of capital purchases are paid for with federal funds. If those funds are cut to a lower level or cut out completely, the District's entire capital replacements program would have to be reworked.

Mr. Pangborn then listed the categories in next year's CIP, and talked in more detail about the individual items being requested. Included in the needs for computer hardware and software are maintenance of programs for the mini computer, used mostly by Maintenance and Finance; software updates for the micro computer network, such as word processing, and Lotus; three p.c.'s with tables (one for Finance and two for Operations); and support for the network itself. Mr. Pangborn stated that it is expected that within the next two years the District will have to replace its Xerox machine--the District's needs will be assessed if federal funds are available at that time. Staff would plan to purchase a copy machine which can be incorporated into the new facility. Mr. Pangborn also mentioned the parts storage bins, which can hold 40 pounds of parts in each drawer and take less space than the current parts storage system. This equipment is being reviewed to see if it can also meet the District's present needs and be moved to the new facility. Mr. Parducci asked about a tire grooving machine. Tim Dallas, Director of Operations, explained that it allows the District to get a "second life" out of each tire after the original tread wears off. He said it would probably cost more to ship the tires back and forth to have it done by someone else than it would to have the equipment in-house. Mr. Pusateri wondered how often bus washer brushes have to be replaced, noting that it is only scheduled to purchase them once in twenty years. Mr. Dallas said it is anticipated that it will have to be done more often, possibly as often as every two years, and was included in miscellaneous unspecified items. Staff are presently trying to wash the buses every night, but the freezing weather was causing problems with this schedule, since the District presently uses an outside bus washer. Mr. Dallas expressed the hope that the new facility would include an inside bus washer, to eliminate the problem of dirty buses in cold weather.

Mr. Pangborn also mentioned the capital line item for passenger boarding improvements, including shelters at high-use areas, for which LTD has spent approximately \$50,000 in each of the last three years; bike racks, so patrons don't chain their bikes to neighborhood trees, fences, etc.; and \$10,000 to begin to look at Valley River Center, to look for a solution to the present practice of having to drive the buses all the way around the shopping center. Staff are beginning to work with VRC manage-

ment in an attempt to find a better solution and avoid being caught in traffic. Mr. Pusateri wondered if the shelter at 13th and Kincaid was still on hold. Mr. Pangborn replied that money had been set aside and is presently available, and staff are hoping that the University of Oregon will be ready for construction this summer. Stefano Viggiano, Planning Administrator, added that he had met the day before with UO officials, and an estimate for the new project will be developed. The UO has sketches of what they would like to see in the new shelter, to better complement the design of the new Childs building being built on the same corner. The cost of the new shelter is more than District staff had originally anticipated, so they will be negotiating to see if the UO can pay the cost differential.

In discussing costs for vehicles and accessories, Mr. Pangborn explained that the District has approximately 17 older buses in its reserve fleet; these buses are not lift-equipped, and because of their age, they haven't been used in regular service. He said the District is very close to capacity on the system, and in the event of further expansion, the fleet would also have to be expanded. Staff are hoping that they will be able to use Section 18 money from the State of Oregon, which is available for rural service, such as Junction City, Elmira, McKenzie River, etc. Purchasing new buses especially for rural service would free more city buses to be used for city service. This would also eliminate complaints from patrons who ride one or two hours on rural routes on the present city buses that the buses are very uncomfortable for such long trips. A supervisors' replacement van is also included in the CIP because approximately 70,000 or 80,000 miles are put on the District's fleet of seven cars each year. One Transportation car is replaced each year; their highest mileage car is passed along to Administration, and Administration's highest mileage car is then sold.

Also included was funding for a downtown shuttle bus, for the present 5th Street, downtown, and University of Oregon route. Purchase of a special vehicle for this shuttle route would be similar to other cities, which often have a novelty vehicle for their circular routes, to encourage retail traffic and commercial movement in the downtown area. Mr. Pangborn mentioned that at one of the strategic planning sessions, the Board had asked staff to look into obtaining local share money from local merchants for the downtown shuttle, and stated that this would be pursued.

In discussing the \$3 million included as one-third the cost of a new maintenance/administrative facility, Mr. Pusateri wondered if federal funds for the new facility were being deferred, like they are for three UO buildings. Mr. Pangborn replied that the University of Oregon and LTD have separate funding sources, but cuts in the federal budget are causing the delays in funding. Salem Transit has plans for a new facility and the construction documents ready, and applied for a capital grant a year before LTD did, but has been waiting to hear about funding since last April. Mr. Pangborn stated that the money, dedicated one-cent per gallon federal gas tax revenue, is available on a national level, but the

national Urban Mass Transportation Administration (UMTA) has chosen not to allocate it, and it continues to accumulate.

MOTION
Mr. Parducci moved that the Board recommend approval of the Capital Improvements Program to be incorporated in the budget which will be presented to the Budget Committee. Mr. Pusateri seconded, and the motion carried by unanimous vote.

VOTE
FISCAL YEAR 1986-87 GOALS: Ms. Loobey called the Board's attention to pages 29 and 30 of the agenda packet, and said that the draft goals were being brought before the Board at that time in order to incorporate them into the budget-making process and staff action plans for next fiscal year. Staff, she said, had made a concerted effort to include objectives which have measurable components. The first five goals were brought forward from the last two years, and the last two are new this year. She stated that the goals are not listed in any priority order because all are important to the District and are inextricably tied together.

Ms. Calvert mentioned that the District had a 6 percent increase in ridership this year, and Dr. Smith thought the farebox revenues were coming in higher than before. In response to a question from Mr. Pusateri, Mr. Viggiano estimated that the fare increase generated about \$40,000 in additional revenues this year. Revenues this year are up about 8.7 percent; approximately 6 percent of that is due to increased ridership, and 3 percent due to the fare increase.

Dr. Smith also asked about the State in-lieu-of payroll tax moneys, which are coming in more slowly than last year. Mr. Pangborn said this income was doing fairly well, but the District would lose approximately \$60,000 of what was anticipated in this category.

Dr. Smith asked if the farebox-to-operating-cost ratio (FTO) had always been that low, and if a .5 percent increase was a high enough goal. Ms. Loobey replied that the ratio had consistently been in that range, increasing one or two points in the last five years. She also stated that a .5 percent increase was a large increase. Ms. Calvert added that when the District raised fares from \$.35 to \$.65, ridership became almost non-existent for awhile. Dr. Smith said he was concerned about trying to increase the farebox-to-operating-cost ratio only .5 percent, while possibly increasing the payroll tax to respond to the anticipated loss of federal funds. Mr. Pusateri said the District was "between a rock and a hard place," since increasing fares too much causes a loss of ridership. Dr. Smith said he would really like to see the Board hold the line on a payroll tax increase, rather than putting this at the top of the list for additional revenue, and decide on a different revenue source for the needed funding. He was also concerned that the businesses don't have a big enough say, in the voting population, on what happens in the tax issue. Ms. Calvert said she understood his concerns, but that the business community has an equal voice to that of the ridership before the Board. She thought that the business community should voice any concerns it has, and have an active voice in what the Board does on this issue. Ms. Loobey

added that, just because this objective is listed first, it does not foreclose other options, and is not listed in any priority fashion. Staff would not know until later in the year how much growth there had been in the payroll tax base, but the payroll tax revenues had come in 5 percent higher during the first quarter of this fiscal year than they did the first quarter of FY 84-85.

Ms. Loobey stated that, while the FTO is an important measure for the District, any change in that either has to be done on the operating side, to reduce costs, or, to make a significant change, to do something with farebox revenue. When fares are increased too high, then ridership is lost, which leads to lowered productivity, the cutting of routes, etc., or a traditional "transit spiral." Ms. Loobey stated that there are a lot of measures that are very important for the District; system productivity is an example of one measure which is of equal significance to farebox-to-operating cost. She stated also that LTD's FTO, at its present level, is typical for systems and populations the size of LTD. If LTD were in a very dense urban core, with higher parking and car storage costs, the ridership and farebox-to-operating-cost ratio would be higher.

Ms. Loobey stated that the FTO goal would certainly "drive" the District as it prepares for the future, in terms of what should be done about service, costs, fares and/or payroll taxes, or other measures.

Ms. Calvert wondered if the .5 percent increase in the farebox-to-operating-cost ratio represented a specific increase in fares. Mr. Viggiano replied that it would probably be equal to about a 3 percent increase in farebox as opposed to cost, so 18.4 percent is about 3 percent higher than 17.9. Staff are anticipating a 3 percent increase in ridership, with fares keeping pace with inflation, so this 18.4 percent figure assumes that costs and fares will increase by the same amount and ridership will increase about 3 percent. Mr. Pusateri commented that if the price of gasoline decreases, he couldn't feel very positive about increasing fares.

Mr. Pangborn stated that next month the Board will consider a staff recommendation regarding fares for 1986-87. At that time, there will be more discussion about whether or not to raise fares, while keeping in mind that the whole impetus is to put more people on the buses which are running down the streets. The discussion will include an analysis of the impact of increasing fares at different times (what kinds of increases are discouraging to ridership, etc.), in order to maintain productivity.

Dr. Smith wanted to know the percentages of riders who pay cash or use other fare payment options. Mr. Pangborn stated that about 50 percent pay cash, and 50 percent use tokens and passes. He added that the Board-adopted Fare Policy, which had been discussed and adopted before Dr. Smith became a Board member, outlines the system for increasing fares. One component of the policy is that cash fares and tokens/passes not be increased at the same time, in order to allow patrons to switch between

them if they perceive a greater benefit or savings by doing so. Mr. Pangborn said he would send a copy of the policy to Dr. Smith.

Dr. Smith then wondered if advertising on the buses was a large source of income. Ms. Loobey replied that LTD is under contract with an advertising agency for this service. LTD does not set the rates, and receives a set fee with escalating amounts over a three-year contract. The \$42,000 revenue from this source is important to the District, but is a small part of the \$4.7 million in total revenues. Mr. Bergeron added that larger systems can demand higher rates for advertising, but LTD has a fairly strong advertising program and contract for its size.

Dr. Smith also wondered about the \$1.39 cost per trip per person. Mr. Pangborn replied that trips per year are compared with operating costs to find the cost per trip. He said that productivity is the key to lowering the cost per trip. Dr. Smith then stated that the District should work very hard on the TransPlan this year, to be sure that more people "think bus." He also thought that, because of the anticipated loss of federal funds, the District was going to have to squeeze nickels and dimes from places that haven't been squeezed before, and that the business community is not going to want to be taxed any higher. Ms. Calvert noted that the business community is still willing to pay extra for parking, so the District should be presenting an equally attractive position.

In response to a question about how much the District is working with the local business people, Mr. Pangborn replied that Andy Vobora, Customer Relations Manager, Stefano Viggiano, and he were working with Russ Brink on the downtown core management issue, to try to coordinate all transit downtown. Ms. Loobey has been meeting with City Manager Mike Gleason, Planning Director Susan Brody, and Elaine Stewart of the Downtown Development Board. Dr. Smith asked what the Board could do, to which Ms. Loobey replied that the Board members could be talking with the City's policy makers. She said it was appropriate for her, as General Manager, to be talking with the City Manager, but the Board has a role, if it chooses, in talking with the Mayor, City Councillors, and County Commissioners. Some of these kinds of discussions have been held in the past, but this process is not done in a systematic fashion. Ms. Loobey said that it might be possible that the Board would want to have one or two Board members act as liaison with the area's policy makers, because decisions being made by them do affect transit.

Dr. Smith voiced his opinion for the record that, although he did not know if it was realistic, the goal to increase the farebox-to-operating-cost ratio should be a little higher than .5 percent; possibly .75 percent. He thought that this would be more of an incentive to make the other goals happen. Mr. Pangborn reiterated the three options to increasing the farebox-to-operating-cost ratio: (1) increasing productivity; (2) keeping a steady ridership while cutting operating costs; and (3) increasing fares and hoping to lose fewer patrons than the revenue the increase in fares would bring in. He said that, if the Board wished, staff could return to the Board with options to accomplish this increase.

MOTION

Dr. Smith then moved that the objective for the goal to increase revenues from farebox and other sources be amended to read, "Increase farebox-to-operating-cost ratio (fto) from the current rate of 17.9 percent to 18.6 (rather than 18.4) percent, exclusive of a service increase." After seconding by Mr. Pusateri, the motion carried 3 to 1, with Ms. Calvert voting in opposition and Parducci, Pusateri, and Smith voting in favor.

MOTION

Mr. Parducci moved that the Board accept the Fiscal year 1986-87 goals and objectives, as amended. After seconding, the motion carried by unanimous vote.

SALARY SUBCOMMITTEE RECOMMENDATION ON ADMINISTRATIVE SALARIES: The Salary Subcommittee, composed of Ms. Nichols, Ms. Calvert, and Dr. Smith, met to discuss staff's recommendation regarding administrative salaries for Fiscal Year 1986-87. Mr. Pusateri commented that he had been on the subcommittee last year, and an evaluation of the administrative salary schedule had been discussed, but not approved. He wondered if the cost for this year's recommendation was the same as last year. David Harrison, Personnel Administrator, stated that \$7,000 had been requested for a study last year, and \$10,000 was being requested this year. Part of the additional money would be used to have the District's actuaries in Portland look at the retirement plan and deferred compensation plan, in order to tie together the administrative processes for both programs.

Dr. Smith, as chair of the subcommittee, summarized the recommendation by stating that it included a general adjustment of 3 percent, which is consistent with the Consumer Price Index-Urban for Portland, and with what the bargaining unit employees received. An additional adjustment of 2 percent was being recommended for grades nine through 13, in order to work toward closing the substantial gap that exists between LTD's administrative salaries and those in comparable positions in similar-sized transit properties and local units of government. Finally, he stated, the Personnel Administrator was asking for \$10,000 in his budget for a reevaluation of the administrative classification system, a formalized salary review, and reevaluation of the administrative benefit program.

Dr. Smith stated that he felt pretty strongly about wanting to have the reevaluations done, and he wanted the Board to make it a definite goal to do so. He wasn't sure if it would cost \$10,000, but he thought staff could get a more realistic figure for Board approval. He thought the District might be overpaying the lower range of administrative personnel's salaries, and wondered if the higher ends of the administrative scale, which is consistently shown to be underpaid, has been afraid or intimidated about getting their own raises without raising the lower end of the scale, as well. He said he was not comfortable with what grades 2 through 4 were being paid, and that the District may not be responding in reality to what the market conditions are and could be saving money.

Dr. Smith also stated that he wasn't sure that the District should leave this kind of evaluation in the hands of a staff member who may have

conflicts of interest. He added that he saw no evidence of any problems in the past, but that an outside consultant had not been used in the last eight years, and it was time for that to happen again. He said that, when staff are doing contract negotiations with contract employees, they have an outside agency's help, but there may be a potential conflict of interest in that what the bargaining unit receives will be expected by administrative staff, as well. For this reason, he was uncomfortable about depending totally on staff to tell the Board what was right and wrong with the system, and wanted an outside consultant to do it.

Dr. Smith went on to say that grades 1 through 5 received a 34 percent increase in the last five years, and grades 6 through 8 received 40 percent. During this time, the CPI-U, Portland was 34 percent, and Dr. Smith was not certain that Lane County even reflected the same conditions as the Portland area. He thought that possibly the District was overpaying the people at the lower end of the scale, although he understood that the District wanted to keep employees to avoid turnover, which also costs money. He wondered if the benefits for the lower end of the scale had to be as generous as those for the higher end.

Mr. Parducci said that the Board had talked about the issue of an outside consultant in the past, and that he had no problem with the recommendation.

MOTION

Dr. Smith moved that the Board approve a general adjustment of 3 percent to the Administrative Salary Schedule; an additional adjustment of 2 percent to grades 9 through 13 on the Salary Schedule; and no more than \$10,000 to complete an in-depth salary and classification study and a reevaluation of the administrative retirement benefits, severance pay plan, and deferred compensation program. After seconding by Mr. Pusateri, the motion passed by unanimous vote.

VOTE

APPOINTMENT OF BUDGET COMMITTEE MEMBER: Dr. Smith recommended that the Board appoint Dennis Strand to the Budget Committee. Mr. Strand holds an MBA in Finance and Real Estate Management from the University of Oregon, and has been active in a number of community development programs. Dr. Smith said that Mr. Strand works as an investment manager and has a sense and knowledge about finances, and is willing to be on the Budget Committee.

MOTION

Dr. Smith moved that the Board accept the nomination of Dennis Strand to a fill a vacated three-year term on the District's Budget Committee, beginning immediately and ending in January, 1987. Mr. Parducci seconded, and the motion carried unanimously.

VOTE

ITEMS FOR INFORMATION AT THIS MEETING:

Facilities Project Update: Stefano Viggiano, Planning Administrator and Project Manager, stated that the biggest activity on the project in the last two months has been the completion of the environmental assessment. The Urban Mass Transportation Administration (UMTA) would not

release capital funds until the environmental assessment was completed. The results have now been sent to UMTA, and it is hoped that UMTA will be finished with its review by mid-March. Mr. Viggiano stated that there were no surprises in the assessment, and there should be no reason for UMTA to find fault with the results.

Mr. Pangborn added that the environmental assessment looks at local and state rules and regulations and whether or not the District meets them, but there are also federal standards that have to be met. Mr. Viggiano said that UMTA has a series of guidelines which have to be met, and that all necessary agencies had been contacted and their responses were included in the technical report.

Mr. Viggiano stated that the other issue staff have been working on for the facilities project has been the question of federal funding. The District has signed a contract with the architect, but staff have not authorized the architect to begin work because no federal money has yet been authorized. Some pre-design work could be done before the environmental assessment is approved, but there has not been federal money to pay for that work. Staff are hoping that some money will be authorized in the next few weeks.

Section 3 money is now in increasing jeopardy, said Mr. Viggiano, and the Section 9 money may not be released until the District shows it is making progress toward privatization.

Mr. Viggiano informed the Board that there were two major issues which would be coming up for Board discussion: construction management, and the extent to which the District wants to use Value Engineering on the project. He thought a Facilities Subcommittee meeting would be held near the end of March, and that an updated time line and budget would be available at that time. The issues for discussion at the subcommittee meeting will be: at what levels decisions are made, and the time line of decisions to be made.

Privatization: Mr. Pangborn stated that there are new federal regulations regarding privatization, the involvement of private providers in transit service, to which the District will need to adhere. Staff will bring the details of those regulations to the Board in March, and will also let the Board know what the District is now doing regarding privatization. The Reagan Administration is requiring privatization of other agencies, as well, as seen in the sale of the Bonneville Power Administration, satellites, national parks concessions, etc., as part of their position that private enterprise is more sensitive to market conditions and can provide more economical service and make a profit. Mr. Pangborn alluded to the federal regulations for privatization as an "East Coast rule," because this is more often the case in areas with dense population. There are a number of private providers running commuter routes in the east, and sometimes public transit is in competition with private providers.

Mr. Pangborn explained how privatization applies to LTD, and stated that the federal emphasis is on contracting out certain parts of transportation service or maintenance. Some or all of the maintenance functions could be provided by a private provider, for instance. Private providers are to also be included in the planning process for the new facility, and the District needs to start looking locally for appropriate sources of input.

Mr. Pangborn stated that current and future Section 9 funding will to some degree depend on the District's ability to meet the new criteria for privatization. LTD has not yet received all of its Section 9 funds for this year, and will not until a report on the District's privatization efforts has been sent to UMTA. At this time, the District has not received any operational support, and has only received \$200,000 of the total \$1 million in capital funds.

A major requirement is involvement with metropolitan planning organizations (MPO's), such as the Lane Council of Governments (L-COG), the Metropolitan Area Transportation Committee (MATC), and the Transportation Planning Committee (TPC). Another requirement is that the Board adopt a formal policy to insure private participation in the planning process. Staff will be designing a policy, for implementation after Board approval, to insure participation of private providers in the community, such as O'Connell, Dorsey Bus, Greyhound, and Trailways (although the last two are probably not interested in participating in this community), taxicab companies, and Special Mobility Services, which is a private nonprofit provider. The District needs a way to provide for input from anyone who is providing public transportation, whether for a fee or not. UMTA has even suggested that a private provider sit on the Board of Directors.

Some of the steps to be taken in the privatization process are: analysis of all new and restructured service, with a cost/benefit analysis of subcontracting; contracting out services and maintenance where feasible after the analysis has been done; and the setting up of a dispute resolution mechanism. All of the above need to be done within the next six to 12 months. For 1977-78, the District might be required to subcontract a set percentage of the budget; 5 percent has been suggested for next year, but the final requirement is not yet known. The District contracted out \$216,000 in maintenance last year, for such things as bus painting, shelter maintenance, body repair, upholstery work, radiator repair, glass, and alignment. These functions have been shown to be done more simply and at less expense to the District outside the District. The present subcontracting amounts to 10 percent of the District's total maintenance budget, and 20 percent of maintenance personnel. In services, LTD has contracted out \$127,000 per year in Dial-A-Ride, which amounts to 3.5 percent of Transportation's budget.

Two years ago, the District attempted to subcontract nonurban service to Coburg, but lost in arbitration with the Union. In response to a question from Dr. Smith, Mr. Pangborn stated that the greatest resistance

to privatization will be from the union on a national level, because subcontracting is seen as a direct threat to the strength of the union and the livelihood of its members.

In listing action to be taken at this point, Mr. Pangborn stated that staff would develop a draft policy for LTD and the Lane Council of Governments (L-COG), and that he and Mr. Viggiano would be meeting with the L-COG that week. Procedures for the involvement and review of private providers would need to be implemented, and might include an advisory committee to work with the District at the staff level, make presentations to the Board, etc. Another action will be to begin the review analysis of maintenance and service functions to be subcontracted. This analysis will be required before money for the new facility will be released. The initial study done by Fleet Maintenance Consultants will be sent to the regional UMTA office, to see if that is adequate or more analysis is required.

Ms. Calvert wondered about having a private provider on the Facilities Subcommittee, to meet the requirement for that kind of involvement in the planning process. Mr. Pangborn replied that this might be a possibility, although the real problem would be who could fill such a position without representing his/her own self-interest.

Mr. Pangborn closed by saying that the staff would bring more information on this issue to the Board in March.

Ms. Loobey stated that she thought the Board should note that a lot of the requirements have more than just their surface meaning. For instance, tying up the funds after the District's grant application has been submitted, and having to go through the whole process again. The larger issue, she said, is whether or not the federal government can tell transit districts how to spend their funds. If the requirement for privatization is based on the relation of federal funds to the total budget, then LTD has more than met the 5 percent requirement. However, if privatization is to be required for 5 percent of the total budget, the question is whether or not the federal government can tell transit districts how to spend locally-raised funds. Additionally, the draft regulations require LTD to satisfy the same levels of privatization as New York, Boston, etc., where the potential for subcontracting is much higher than in Lane County.

Charter Issue: Mr. Pangborn informed the Board that staff are still waiting to receive new federal regulations regarding charters. Privatization will affect charters directly, and it is expected that rules will be formulated next year to remove public transit completely from providing charters. Charter service is defined as service which moves people from Point A to Point B with exclusive use of the bus. Current federal regulations allow transit systems to operate charters within their service districts. LTD is able to provide charter service to such places as McKenzie Bridge, and has a fairly large charter service area. Also included in present regulations is a provision against unfair price

competition, so that federally subsidized equipment is not used to undercut private providers. The District's rates in 1984-85 were \$35 per hour, and in 1985-86 increased to \$40 per hour; both have been at the high end of the scale for private providers.

Additionally, federal regulations state that charter service should be incidental to normal service. On weekdays, there are no charters at peak times or for over six hours, although the rules do allow exceptions.

Mr. Pangborn listed charter revenues for 1971-72 (\$15,337); 1979-80 (\$2,813); 1983-84 (\$23,900); 1984-85 (\$52,865--an increase due to the International Society of Music Educators (ISME) charters in July, 1984); and 1985-86 (\$23,000 anticipated). The increase in FY 84-85 shows what can happen in the community and the District with large conventions.

Mr. Pangborn then explained the summary of charters for Fiscal Year 1984-85:

	<u>Regular</u>	<u>Charter</u>	<u>Total</u>
Hours worked	217,589	1,519	219,009
Percent of total	99.31%	.69%	100%
Passengers	1,363,558	52,865	1,356,423
Revenues	96.1 %	3.9 %	
Expenses and depreciation		43,088	
Profit		9,777	
Hourly profit		\$6.47	

Mr. Pangborn noted that these figures were for the District's highest charter service year. Considering these figures in relation to private providers, if the District had to pay taxes, it would add \$3,780 to the cost, and the net profit would be \$5,997, with a profit per hour of \$3.97.

LTD's charter service focuses on city types of service. The District cannot support service that might involve breakdowns at the coast, etc., and does not want to be in competition with private providers for those kinds of charters. The prices are at the upper end of the market, and the District has always cooperated with other providers.

Mr. Pangborn then discussed the proposed changes in the federal regulations, which would take effect on October 1, 1986. No charters would be allowed with federally-funded buses, which includes all of LTD's current active fleet. LTD would either have to not provide charter service, or could use the non-lift equipped buses in the reserve fleet

service, or could use the non-lift equipped buses in the reserve fleet which were purchased with local funds. Ms. Loobey defined this as another "East Coast rule," because it does not take into consideration local conditions of small cities with populations similar to Eugene/Springfield.


Mr. Pangborn went on to say that one of the components of attracting the ISME to Eugene was the planning done with conference planners. LTD belongs to the Convention and Visitors Bureau, and other providers could do the same. Every delegate at conventions is projected to spend \$100 per day in the community, for food, lodging, and incidentals. Tourism is very important to Lane County, and killing LTD's opportunity to provide charters would critically harm the tourism efforts of the community. In response to a question, Mr. Pangborn stated that 11 percent of the District's operational budget and 80 percent of the capital budget are received from the federal government. This year, that amounts to \$1.4 million.

Ms. Calvert and Dr. Smith thought that if the Board members were inclined to do so, they should write to their Congressmen about the charter issue, although the regulations are coming from the Urban Mass Transportation Administration and the Reagan administration.

Strategic Planning Session: A strategic planning session had been tentatively scheduled for Wednesday, March 5, based on Board direction that it was important to meet in informal work sessions once every three to four months. Some of the Board members who were present had previous commitments on that day, and decided that Thursday, March 6 would be a better day to meet.

American Public Transit Association Western Education and Training Conference: Information on the conference was included in the agenda packet, and Ms. Loobey urged any members who might wish to attend to contact Jo Sullivan or her as soon as possible.

ADJOURNMENT: Mr. Pusateri moved that the meeting be adjourned to Thursday, March 6, 1986 at 6:00 p.m. at the Red Lion Motor Inn in Springfield, for a strategic planning work session. After seconding by Mr. Parducci, the meeting was unanimously adjourned at 9:50 p.m.


Board Secretary

bdmn0219.jhs



Lane Transit District

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

March 19, 1986

MEMORANDUM

TO: Board of Directors
FROM: Planning Administrator
RE: 1986-1987 Fare Recommendations

This memo provides background information and recommendations for revisions to the Fare Policy and fare changes to be made during FY 1986-87. Also included is a proposed increase in the Day Pass that staff are still evaluating. While the public hearing for this issue can be conducted at this meeting, staff request that final action be taken next month. The final item (included for informational purposes only) is a fare change being considered for FY 1987-88. Two summary tables showing the revenue and ridership impact of the recommendations and the proposed changes in the fare are included at the end of this memorandum.

SUMMARY OF RECOMMENDATIONS

1. Change Fare Policy #8.
2. Increase the Cash Fare from 60 cents to 65 cents on June 14, 1987.
3. Offer free service on the Downtown Shuttle if merchant subsidy can be obtained.
4. (For action at a later meeting) Increase the Day Pass price from \$1.25 to \$1.50 on September 1, 1986.
5. (For information only)--Increase the cost of passes and tokens by 10 percent on September 1, 1987.

FARE POLICY REVISION

Additions to the following policy are underlined.

Policy 8. Changes in the fare structure should be implemented in conjunction with driver bids, or on the first day of a month, as dictated by publication or printing deadlines and environmental factors.

Justification: A fare change was implemented September 1, 1985, after the fare policy was adopted. In this case, September 1 was

more appropriate than the first day of the bid to avoid confusion for University of Oregon and Lane Community College students. The recommended change provides more flexibility for the timing of future fare changes.

FARE CHANGE RECOMMENDATIONS

Cash Fare

The Fare Policy states that a number of factors will be considered when evaluating fare changes, including the inflation rate; ridership and revenue trends; local economic trends; trends in automobile-related costs; the District's financial situation; and Board policy. Based on an evaluation of these factors, staff propose that a five-cent cash fare increase be implemented in June 1987.

A June 1987 cash fare increase will keep the fare above the inflation rate compared to the last increase in September 1985. In addition, ridership and revenue trends have been very positive during FY 1985-86, with a ridership increase of 5.7 percent, a revenue increase of 11 percent, and the farebox recovery ratio increasing to 20.2 percent.

Another important factor this year is automobile related costs. With gasoline expected to drop to 75 cents per gallon this spring, the price of LTD's primary competition is dropping; also, the District's financial situation appears stable for FY 1986-87. The June 1987 increase can help address a projected revenue shortfall in 1987-88.

Statistics:

Date of Implementation: June 1, 1987
Percentage Increase: 5.0%
Annual Revenue Generated: \$1,000,000
FY 1986-87 Revenue Generated: \$950,000
Annual Ridership Loss: 8,000
FY 1986-87 Ridership Loss: 1,150

Downtown Shuttle Fare

The Downtown Shuttle was implemented in September 1983 to provide fast, convenient service between the University of Oregon, Fifth Street Market, and downtown Eugene. The shuttle is intended to serve downtown workers, shoppers, and University students. Ultimately, it is envisioned that the shuttle operate with a novelty vehicle (such as a replica trolley); that it have high service frequency; and that it be free. Other communities have used shuttles with these characteristics very effectively.

A free Downtown Shuttle provides for this area what the downtown "fareless squares" provide for larger communities such as Seattle and Portland. Free downtown transit service encourages people to take the bus to work downtown and promotes retail sales in the core area.

It is recommended that the District make the Downtown Shuttle free if a subsidy for the lost farebox revenue can be obtained from the merchants.

Statistics:

Date of Implementation:	September 1, 1986
Number of Rides Affected:	15,000 per year*
FY 1986-87 Rides Affected:	11,000
Annual subsidy:	\$4,200
FY 1986-87 Subsidy:	\$3,200
Annual Ridership Gain:	22,400
FY 1986-87 Ridership Gain:	16,800

* This represents cash and token shuttle riders only. This is about 20 percent of the total rides on the shuttle.

Day Passes

Day Passes allow unlimited rides for one day. They were first introduced and distributed on a very limited basis in 1982 for \$1.00 each. In 1983, sales of Day Passes began at the Customer Service Center; in 1984, the price increased to \$1.25. Currently, about 2,000 Day Passes are sold every month, and about two percent of patrons pay their fare with them.

It is proposed that the price of the Day Pass increase to \$1.50. However, staff prefer to evaluate this issue further before the Board makes a final decision. Additional information on the options that are being considered will be made available at the Board meeting. The following discussion relates to the proposed price increase.

The proposed increase is based on the assumption that three trips per day are taken with a Day Pass. This would place the cost per trip taken with a Day Pass at 50 cents. This is the same discount provided to monthly pass and token users.

It is further recommended that quantity discounts be made available to Day Pass users--packets of five Day Passes would be discounted 10 percent (making the per pass cost \$1.35).

Statistics:

Date of Implementation:	September 1, 1986
Percent Increase:	20% (8% for quantity purchases)
Cost Per Trip:	50 cents
Additional Revenue Generated:	\$5,200 (annually)
FY 1986-87 Revenue Generated:	\$3,900
Annual Ridership Lost:	1,000 trips
FY 1986-87 Ridership Lost:	750 trips

Pass and Token Price Increase

This item is included for informational purposes only and will not be formally proposed until the fare recommendations for FY 1987-88 are developed in February 1987.

The cash, token, and pass pricing plan that is recommended by staff would include a 10-percent increase in passes and tokens in September 1987. The Fare Policy states that passes and tokens be discounted 15 to 25 percent from the cash fare to encourage prepayment of fares. In order to reach this level of discount, two cash fares are proposed back-to-back (in September 1985 and June 1987). Therefore, a pass and token increase should follow soon after the second cash fare increase to prevent too much lag time from occurring since the previous pass and token increase in June 1984.

Statistics:

Date of Implementation: September 1, 1987
Amount of Price Increase: 10%

Adult Tokens (@ .55)

Annual Revenue Gain: \$11,000
('85 sales = 226,606 units)
FY 1987-88 Revenue Gain: \$ 8,250
Annual Ridership Lost: 6,800 trips
FY 1987-88 Ridership Lost: 5,100 trips

Adult Passes (@ \$22)

Annual Revenue Gain: \$20,100
('85 sales = 10,362 units)
FY 1987-88 Revenue Gain: \$15,100
Annual Ridership Lost: 12,450 trips
FY 1987-88 Ridership Lost: 9,350 trips

Youth Passes (@ \$16.50)

Annual Revenue Gain: \$ 5,900
('85 sales = 4,053 units)
FY 1987-88 Revenue Gain: \$ 4,400
Annual Ridership Lost: 4,850 trips
FY 1987-88 Ridership Lost: 3,650 trips

Reduced Fare Passes (@ \$11)

Annual Revenue Gain: \$7,350
('85 sales = 7,578 units)
FY 1987-88 Revenue Gain: \$5,500
Annual Ridership Lost: 9,100 trips

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FY 1987-88 Ridership Lost: 6,800 trips

SUMMARY OF REVENUE/RIDERSHIP IMPACT
 OF FARE RECOMMENDATIONS

The following table illustrates ridership and revenue increases for each of the fare change proposals, as well as totals for FY 1986-87 and FY 1987-88 if all the recommended fare changes are approved.

<u>Fare</u>	<u>FY 1986-87</u>		<u>FY 1987-88</u>		<u>Annual</u>	
	<u>Revenue</u>	<u>Ridership</u>	<u>Revenue</u>	<u>Ridership</u>	<u>Revenue</u>	<u>Ridership</u>
Day Pass Increase	\$3,900	- 750	\$5,200	- 1,000	\$5,200	- 1,000
Cash Fare Increase	\$1,600	- 1,150	\$39,000	-28,000	\$39,000	-28,000
Adult Token Increase	--	--	\$8,250	-5,100	\$11,000	-6,800
Adult Pass Increase	--	--	\$15,100	-9,350	\$20,100	-12,450
Youth Pass Increase	--	--	\$4,400	-3,650	\$5,900	-4,850
Reduced Pass Increase	--	--	\$5,500	-6,800	\$7,350	-9,100
Subtotal	\$5,500	-1,900	\$77,450	-53,900	\$88,550	-62,200
Free DT Shuttle	0	16,800	0	22,400	0	22,400
Total	\$5,500	14,900	\$77,450	31,500	\$88,500	-39,800

FARE CHANGE MATRIX
 (Based on Proposed Changes)

<u>Fare</u>	<u>Current</u>	<u>Sept 1986</u>	<u>June 1987</u>	<u>Sept 1987</u>
Cash:				
Adult	\$.60	\$.60	\$.65	\$.65
Child/Red. Fare	.30	.30	.30	.30
Senior	.30	.30	.30	.30
Weekend Adult	.30	.30	.30	.30
Weekend Other	.15	.15	.15	.15
Monthly Passes:				
Adult	\$20.00	\$20.00	\$20.00	\$22.00
Child/Red. Fare	10.00	10.00	10.00	11.00
Senior	10.00	10.00	10.00	11.00
Youth	15.00	15.00	15.00	16.50
Term Passes:				
LCC	\$40.00	\$40.00	\$40.00	\$44.00*
U of O	\$44.00	\$44.00	\$44.00	\$48.00
Tokens (Individual Cost):				
Large	\$.50	.50	.50	.55
Small	.25	.25	.25	.25
Day Pass:	\$ 1.25	\$ 1.50	\$ 1.50	\$ 1.65

* assumes continuation of LCC subsidy



Stefano Viggiano
 Planning Administrator

SV:sbe



Lane Transit District

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

March 19, 1986

MEMORANDUM

TO: Board of Directors
FROM: Leon Skiles, Senior Planner
RE: Parkway Station

With the comprehensive service redesign of 1981 and subsequent routing changes, the intersection of 30th and Hilyard has become a major transfer location between routes serving Southeast and Southwest Eugene, Lane Community College, the University of Oregon, and the Eugene Mall. Only the Eugene Mall and Springfield Transit Stations have more transfers than 30th and Hilyard. The Parkway Station was proposed and designed to facilitate a large number of transfers. The specific goals of the Station are to:

- * Allow for the safe and protected transfer of patrons between buses;
- * Eliminate circuitous routing of transferring buses on neighborhood streets;
- * Eliminate hazardous crossings of 30th Avenue by buses; and
- * Allow flexible access to the transfer station so that the station design would have minimal impact upon route design.

A preliminary estimate for the Station, used for the Federal Aid Urban grant application and made in the summer of 1984, projected total project costs at \$166,000. This estimate, before any design work was completed, assumed that the station would have four small individual passenger shelters. This early estimate was made to provide funds for design services which otherwise would have had to be funded locally.

Design work on the Station began in early 1985 by the project engineer (Branch Engineering) and the architect (Wilson Bryant Gunderson Seider). The station was designed to blend with its residential and park environment through the use of warm and natural materials and shapes, and to allow for the easy and safe flow of buses through the Station and on and off the adjacent arterial streets. Additionally, the station will provide protected travel for patrons transferring between buses. These objectives led to a design that features covered walkways rather than the four small shelters originally envisioned. In addition, the size of the Station and the materials used differ from those assumed in the original estimate. Consequently, it became apparent that the original cost estimates would not be sufficient to meet the goals for the facility. An estimate of \$286,000 for the construction of the Station was obtained after the design

Parkway Station, Cont.
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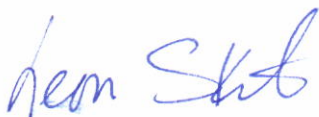
work was completed, but prior to the advertisement of the Request for Proposals.

In August, 1985, the District advertised for and received bids from private contractors for the construction of the Station. The low bid received at that time, including all relevant alternatives, was \$224,080. However, the District's contract with the Oregon State Highway Division specified that the Highway Division, not the District, would prepare, advertise and award the bid. The Highway Division will not fund a project for which they do not manage the bid, so all the received bids were discarded. In October, LTD staff updated the Board on the status of the project. In particular, staff highlighted the need for additional funding and requested that the Board confirm the direction that had been taken in designing the Station. In a review of the design of the station and the costs involved in its construction, staff and the Board agreed to pursue the Station as designed.

Between October and March, the District has been working with the Highway Division to prepare and advertise the request for proposals. The Highway Division advertised the request for proposals on March 5. The bids will be opened on March 27. District staff estimate that the total project cost will not exceed \$320,000. This total cost includes the cost to construct the Station as well as the cost of architectural and engineering services, the cost of the lease for the land, the cost of permits and fees, and a ten percent contingency. The \$224,080 that was bid in August included only the cost to construct the Station.

Staff Recommendation

That the Board approve a budget amendment to the original Federal Aid Urban project application in an amount not to exceed \$154,000, for a total project cost of \$320,000, including an additional District share of \$18,249, and a total share of \$37,920.



Leon Skiles
Senior Planner

LS/ms:ecm

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LTD BOARD MEETING
03/19/86 Page 30



March 19, 1986

MEMORANDUM

TO: Board of Directors
FROM: Leon Skiles, Senior Planner
RE: Special Transportation Fund Advisory Committee Structure

At the January, 1986 Board meeting, staff presented to the Board a proposal for the management of the Special Transportation Fund (STF). The Special Transportation Fund is revenue supplied to the District to be used within Lane County for the provision of transportation services for the elderly and handicapped. The Board accepted staff's recommendation to contract with Lane Council of Governments (L-COG) for the administration of the STF program. The District and L-COG have entered into a contract for the initial program management development. This first contract will culminate with a second contract which will transfer the STF funds and responsibility for program management from the District to L-COG.

A critical step in the process of creating this program management system is the formation of the STF Advisory Committee structure and the staffing of the Advisory Committee. After the Board has accepted a structure for the Committee, staff will present to the Board for ratification the membership of the Committee. The proposed members will be nominated from various agencies or groups representing specific segments of the elderly and handicapped community.

Attached is the proposed structure of the Advisory Committee. In summary, the Committee will have nineteen members. The Committee will be divided into two working subcommittees; representatives from within the District and representatives from outside the District. Within the two subcommittees, membership will be made up of equal representation from users and providers. A single at-large member from Vocational Rehabilitation will be active in both subcommittees.

Staff Recommendation

That the Board approve the proposed structure of the Special Transportation Fund Advisory Committee, and that the Board direct staff to develop proposals for Committee membership.

A handwritten signature in blue ink that reads "Leon Skiles".

Leon Skiles
Senior Planner

LS:ms:ecm

attachment

SPECIAL TRANSPORTATION FUND
ADVISORY COMMITTEE STRUCTURE

I. IN-DISTRICT

Users	Providers
Elderly	Special Mobility Services (1)
L-COG Advisory Committee on Senior and Disabled Services (1)	Mentally Retarded and Developmentally Disabled Case management (1)
Eugene Commission on Rights of Aging (1)	Mentally Retarded and Developmentally Disabled Direct Service Provider (1)
Physically Disabled	Mental and Emotional Disabled Case Management or Direct Service Provider, Community Services of Lane County (1)
Organization for Independent Living (1)	Medical Para-Transit (1)
Private Industry Council (1)	Taxis (1)
Mentally Retarded/Developmentally Disabled	
Adult Services Consumer Council (1)	
Mental and Emotional Disabled	
Community Services of Lane County (1)	

II. OUT OF DISTRICT

Users	Providers
Oakridge/Westfir (1)	Oakridge/Westfir (1)
Florence/Mapleton (1)	Florence/Mapleton (1)
Cottage Grove (1)	Cottage Grove (1)

III. AT-LARGE MEMBER

Vocational Rehabilitation (1)

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL
COMPUTER SOFTWARE													
NETWORK SOFTWARE													
SYMPHONY-2 COPIES	900												
SYMPHONY-2 UPGRADES	300												1,300
LOTUS 1-2-3; REL 2-4 COPIES	1,300												300
WORD PERFECT-4 COPIES	300												600
WORD PERFECT UPGRADE	600												700
PROJECT MANAGEMENT	700												100
REMOTE USER	100												500
3COM UPGRADE	500												500
NETWORK MANAGEMENT	500												500
OTHER	1,000	5,000	5,250	5,513	5,789	6,078	6,382	6,701	7,036	7,388	42,865	54,707	153,709
FINANCIAL SOFTWARE-FOR PC'S		2,000											2,000
POINT 4 SOFTWARE	1,000												1,000
SUBTOTAL-COMPUTER SOFTWARE	7,200	7,000	5,250	5,513	5,789	6,078	6,382	6,701	7,036	7,388	42,865	54,707	161,909
OFFICE FURNITURE & EQUIPMENT													
FILING CABINETS-CLER & AD ALST	600												600
FILING CABINET-CSC	300												300
FILING CABINET-MAINT	300												300
DESK CHAIRS-REPLACEMENT	3,000												3,000
ELECTRONIC TYPEWRITER	300												300
FREE STANDING INFO DISPLAY	300												300
FIREPROOF PRINTOUT CABINET		2,000											2,000
CONFERENCE TABLE	500												500
DOLLAR BILL CHANGER	2,000												2,000
HIGH CAPACITY PHOTO COPIER	20,000												20,000
COIN COUNTER-REPLACEMENT		11,000											11,000
POSTAGE MACHINE-REPLACEMENT		4,000											4,000
CALCULATORS-REPLACEMENT	200		200		200								600
OTHER OFFICE ITEMS	5,000	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	310,396
SUBTOTAL-FURNITURE & EQUIPMENT	32,500	27,000	10,700	11,025	11,776	12,155	12,763	13,401	14,071	14,775	85,723	109,407	355,296

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL
COMPUTER EQUIPMENT													
NETWORK HARDWARE													
70 MB EXPANSION DISK	3,500												3,500
EXPANDED MEMORY KIT-2	2,800												2,800
NETWORK/POINT 4 CONNECTION	500												500
REMOTE SERVER	1,500												1,500
PERSONAL COMPUTERS W/TABLES	18,200	6,100											24,300
POINT 4 HARDWARE	1,100												1,100
FUTURE COMPUTER ITEMS		10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	305,396
SUBTOTAL-COMPUTER EQUIPMENT	27,600	16,100	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	339,096
MAINTENANCE													
REPLACEMENT ITEMS													
BUS WASHER BRUSHES	2,000												2,000
20 TON AIR JACK	800												800
24 VOLT BATTERY CHARGER	400												400
PORT HYDRAULIC PRESS/PULLER	2,000												2,000
TIRE GROOVING MACHINE	3,800												3,800
PARTS STORAGE BINS	12,500	13,000	13,500										39,000
PARTS WASHER TANK	1,500												1,500
OTHER REPLACEMENT ITEMS		10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	305,396
SUBTOTAL-MAINTENANCE	23,000	23,000	24,000	11,025	11,576	12,155	12,763	13,401	14,071	14,775	85,723	109,407	354,896

LANE TRANSIT DISTRICT
 CAPITAL IMPROVEMENT/REPLACEMENT PROGRAM
 FUTURE VALUES ASSUME A 5% ANNUAL INFLATION RATE

REVISED DRAFT-MARCH 12, 1986

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL
PASSENGER BOARDING IMPROVEMENTS													
MAJOR BUS STOPS													
VALLEY RIVER CENTER	10,000	150,000											160,000
WEST EUGENE STATION			15,000										15,000
SPRINGFIELD AT 58TH				15,000									15,000
IMPROVEMENTS-EUGENE STATION													15,000
MISC IMPR-BIKE RACKS, ETC.	1,500												1,500
UNSPECIFIED		10,000	10,000	10,000									1,500
BUS STOP IMPROVEMENTS													30,000
PADS,SHELTERS,CANS,BIKE RACK	50,000	75,000	75,000	75,000									275,000
INFRASTRUCTURE IMPROVEMENTS-													275,000
TURNOUTS,PAVING,CURBCUTS		50,000	50,000	50,000									150,000
BUS STOP INFORMATION DISPLAY	8,000	8,000											16,000
SIGNS		3,000											3,000
OTHER				150,000	157,500	165,375	173,644	182,326	191,442	201,014	1,166,266	1,488,483	3,876,050
SUBTOTAL-PASS BOARDING IMPROVE	69,500	296,000	150,000	300,000	157,500	165,375	173,644	182,326	191,442	201,014	1,166,266	1,488,483	4,541,550
FACILITIES													
FACILITIES IMPR & MAINT													
MAINTENANCE & ADMIN FACILITY	3,000,000	6,600,000	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	81,639	104,194	281,324
ELECTRIC DOORS-CSC	4,000												9,600,000
													4,000
SUTOTAL-FACILITIES	3,004,000	6,600,000	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	81,639	104,194	9,885,324

LANE TRANSIT DISTRICT
 CAPITAL IMPROVEMENT/REPLACEMENT PROGRAM
 FUTURE VALUES ASSUME A 5% ANNUAL INFLATION RATE

REVISED DRAFT-MARCH 12, 1986

	86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	1996-2001	2001-2006	TOTAL

VEHICLES & ACCESSORIES													

REPL 300 & 400 BUSES-5 SEC 18													
CURRENT PRICE \$150,000	787,500												787,500
REPL 20 500 BUSES-15 YR LIFE						4,020,287							4,020,287
REPL 18 700 BUSES-15 YR LIFE									4,188,586				4,188,586
REPL 31 800 BUSES-15 YR LIFE												9,206,682	9,206,682
INCREASE FLEET SIZE				(20 BUSES)				(10 BUSES)			(10 BUSES)	(10 BUSES)	
STANDARD BUSES				3,646,519				2,216,183			2,969,897	3,790,425	12,623,024
DOWNTOWN SHUTTLE	300,000												300,000
MINI-VANS		66,150		72,930		80,406		88,647			205,485	394,166	907,784

SUBTOTAL-VEHICLES & ACCESS	1,087,500	66,150	0	3,719,449	0	4,100,693	0	2,304,830	0	4,188,586	3,175,382	13,391,273	32,033,863

BUS RELATED EQUIPMENT													

AUTO PASS CNTRS,MICROPROCESSOR	30,000	30,000											60,000
SIGNPOSTS, DATA RETRIEVAL													
UNIT, CPU													

TOTAL BUS RELATED EQUIPMENT	30,000	30,000	0	0	0	0	0	0	0	0	0	0	60,000

SERVICE VEHICLES													

SUPERVISORS' VANS-REPLACEMENT	16,000	16,800	17,640	18,522	19,448	20,421	21,442	22,514	23,639	24,821	124,106	130,312	455,664
MAINTENANCE TRUCK-REPLACEMENT					20,000						26,802		46,802

TOTAL SERVICE VEHICLES	16,000	16,800	17,640	18,522	39,448	20,421	21,442	22,514	23,639	24,821	150,908	130,312	502,466

GRAND TOTAL	4,297,300	7,082,050	228,090	4,087,059	248,690	4,340,607	251,912	2,569,337	277,731	4,480,205	4,874,229	15,497,189	48,234,400
=====													

SPECIAL SERVICES REPORT
March 1986

<u>Date of Service</u>	<u>Sponsor</u>	<u>Denied/Granted</u>
3/11/86	Marketing Division--St. Patrick's Day Parade (driver donating time)	Granted
3/11/86	Marketing Division--Allison Parker Christian Daycare--school presentation and tour (driver donating time)	Granted

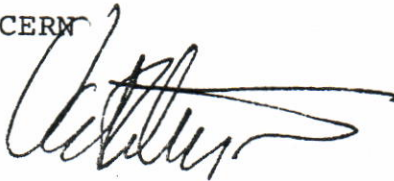
LTD BOARD MEETING
03/19/86 Page 32



STATE OF OREGON

INTEROFFICE MEMO

TO: WHOM IT MAY CONCERN

FROM: Governor Atiyeh 

SUBJECT: ORS 182.010 (Attendance)

DATE: February, 1986

Oregon's successful development of a truly effective citizen advisory role is unique in state government.

The function of our boards, commissions, task forces, councils and committees and their outstanding contribution to the progressive image of Oregon are the subject of constant study by other state governments.

Citizen Government works because of the high caliber Oregonians who serve. In the best Oregon tradition, it is my goal to select ability rather than just a name; to select those concerned with finding solutions rather than seeking titles.

I realize that the time demands placed on those individuals who serve is tremendous and the compensation is usually only in the satisfaction that you have made a major contribution to your state.

With few exceptions, those appointed have carried their share of the work load and more. However, because of the importance state government places on the advisory groups, ORS 182.010 (see copy) should be understood:

"Any member of a state board or commission appointed by the Governor who fails to attend two consecutive meetings of the board or commission, whether regular, adjourned or special, shall forfeit his office unless he is prevented from attending by the serious illness of himself or his family or for any other cause that in the judgement of the Governor constitutes a valid reason for failing to attend. The Governor shall immediately appoint a successor."

I ask you to circulate this memorandum and give it the widest possible distribution among your membership and others at the earliest opportunity.

VA/sf

STATE ADMINISTRATIVE AGENCIES GENERALLY

182.010 Nonattendance of member of board or commission at meetings as forfeiting office; appointment of successor. Any member of a state board or commission appointed by the Governor who fails to attend two consecutive meetings of the board or commission, whether regular, adjourned or special, shall forfeit office unless the member is prevented from attending by the serious illness of a member or the family of the member or for any other cause that in the judgment of the Governor constitutes a valid reason for failing to attend. The Governor shall immediately appoint a successor.

182.020 Notice of meetings of boards and commissions; reporting of absences. The secretary or clerk of every state board and commission shall:

(1) Give the members of the board or commission at least 10 days' notice, in writing, of the date and place of each regular, adjourned or special meeting.

(2) Report to the Governor the names of all members who fail to attend any meeting of the board or commission.

182.030 Employment of persons advocating violent overthrow of the Government of the United States or Oregon prohibited. (1) No state department, board or commission shall knowingly employ any person who either directly or indirectly carries on, advocates, teaches, justifies, aids or abets a program of sabotage, force and violence, sedition or treason against the Government of the United States or of the State of Oregon.

(2) Any person employed by any state department, board or commission shall immediately be discharged from employment when it becomes known to the appointing employer that such person has, during the period of employment, committed any offense set forth in subsection (1) of this section.

(3) Any person denied employment or discharged pursuant to this section shall have a right of appeal in accordance with the provisions of the State Personnel Relations Law.

182.040 Boards and commissions to pay counties for services; exceptions. (1) All state boards and commissions which are supported by fees, fines, licenses or taxes or other forms of income not derived from a direct tax on tangible property shall pay the various counties of

the State of Oregon the same fees required of others for services rendered.

(2) ORS 182.040 to 182.060 do not apply to:

(a) Services rendered for the Bureau of Labor and Industries on wage claims assigned to it for collection.

(b) Any of the provisions or requirements of ORS 21.310, 52.410 to 52.440, 156.160, 205.360 and 205.370. [Amended by 1965 c.619 §35; 1967 c.398 §8; 1973 c.381 §7; 1981 s.s. c.3 §97; 1985 c.496 §25]

182.050 Time and manner of payment to counties. No state board or commission affected by the provisions of ORS 182.040 and 182.060 shall be required at the time of ordering the performance of any services for which a fee or charge may be collected by the county to pay the collectible fee or charge in advance or at the time the services are rendered. The county clerk or other officer performing the service, upon request made by the board or commission, shall charge to the board or commission the amount of the fee or charge, and thereafter on the first days of January, April, July and October of each calendar year supply to the board or commission an itemized statement of all services performed upon order of the board or commission for the three months preceding, together with the legal charge collectible therefor. The board or commission, upon receipt of the statement, promptly shall pay the amount due the county.

182.060 County clerk to file instruments affecting realty for state boards and commissions. When requested by a state board or commission, the county clerk shall file or record, or both, in the office of the clerk any instrument affecting real property and immediately shall return to the board or commission a receipt for the instrument, aptly describing it and showing the legal charge for the filing or recording of the instrument.

182.065 [1977 c.739 §1; 1979 c.593 §5; renumbered 183.025]

182.070 Publications of state agencies to be furnished to State Librarian. (1) Unless a greater or lesser number is agreed upon by the State Librarian and the issuer of the publication, the State Printer or, in the event the State Printer is unable to furnish the number of copies of the publication, the person responsible for distribution of a publication issued by, or by authority of a state officer, agency or institution not under the control of the State Board of Higher Education shall make available to the State Librarian for distribution and exchange purposes, 45 copies of all publications so issued in

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 1986 (66.67% OF YEAR COMPLETED)

	CURRENT MONTH		YEAR-TO-DATE		% ACTIVITY	YEARLY BUDGET	BALANCE
	1986	1985	1986	1985			
REVENUES							
Operating Revenues:							
Passenger Fares	126,644	116,516	931,995	842,128	67.55%	1,379,800	(447,805)
Charters	3,229	1,139	16,760	44,017	46.56%	36,000	(19,240)
Advertisins	3,646	2,803	27,980	23,491	65.68%	42,500	(14,620)
Miscellaneous	183	234	1,938	1,978	64.60%	3,000	(1,062)
TOTAL OPERATING REVENUES	133,702	120,692	978,673	911,614	66.97%	1,461,400	(482,727)
Non-Operating Revenues:							
Interest	13,625	16,776	113,844	132,355	71.15%	160,000	(46,156)
Payroll Taxes	844,409	823,841	3,625,686	3,466,347	76.49%	4,740,000	(1,114,314)
Federal Operating Assistance	0	0	0	0	0.00%	714,800	(714,800)
State In-Lieu-Of Payroll Taxes	0	0	178,469	194,201	40.20%	444,000	(265,531)
Other Operating Assistance	0	429	0	2,181	0.00%	5,000	(5,000)
Loan Proceeds	0	0	61,642	0	n/A	0	61,642
TOTAL NON-OPERATING REVENUES	858,034	841,046	3,979,641	3,795,084	65.63%	6,063,800	(2,084,159)
TOTAL REVENUES	991,736	961,738	4,958,314	4,706,698	65.89%	7,525,200	(2,566,886)
EXPENDITURES							
Administration:							
Personal Services	34,254	34,772	313,306	270,416	66.22%	473,100	159,794
Materials and Supplies	11,135	11,942	72,347	69,146	60.59%	119,400	47,053
Contractual Services	1,020	3,349	46,528	30,318	32.63%	142,600	96,072
Total Administration	46,409	50,063	432,181	369,880	58.79%	735,100	302,919
Marketing and Planning:							
Personal Services	32,245	35,450	288,165	274,523	64.90%	444,000	155,835
Materials and Supplies	2,747	27,714	108,982	109,404	78.01%	139,700	30,718
Contractual Services	7,634	10,336	166,126	194,874	70.69%	235,000	68,874
Total Marketing and Planning	42,626	73,500	563,273	578,801	68.80%	818,700	255,427
Transportation:							
Personal Services	272,911	263,912	2,359,218	2,287,221	63.44%	3,719,000	1,359,782
Materials and Supplies	788	409	11,572	8,321	69.71%	16,600	5,028
Contractual Services	423	423	2,886	2,905	48.10%	6,000	3,114
Total Transportation	274,122	264,744	2,373,676	2,298,447	63.44%	3,741,600	1,367,924
Maintenance:							
Personal Services	72,000	76,826	654,568	615,158	67.01%	976,800	322,232
Materials and Supplies	63,525	76,491	590,123	579,459	60.82%	970,300	380,177
Contractual Services	6,818	10,695	84,384	60,574	55.55%	151,900	67,516
Total Maintenance	142,343	164,012	1,329,075	1,255,191	63.32%	2,099,000	769,925
Contingency	0	0	0	0	0.00%	23,000	23,000
Transfer to Capital Projects	0	0	0	190,600	0.00%	49,800	49,800
Transfer to Risk Management	0	0	0	0	N/A	58,000	58,000
TOTAL EXPENDITURES	505,500	552,319	4,698,205	4,692,919	62.43%	7,525,200	2,826,995
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES							
	486,236	409,419	260,109	13,779	N/A	0	260,109

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPEN
 CAPITAL PROJECTS FUND
 FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 1986 (66.67

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	1,953,502	106.33%	1,837,248	116,254
Revenues:				
UMTA Section 3	0	0.00%	687,005	(687,005)
UMTA Section 5	31,851	N/A	0	31,851
UMTA Section 9	129,952	11.47%	1,132,837	(1,002,885)
UMTA Section 18	277	0.31%	88,440	(88,163)
Federal Highway Admin	15,873	7.91%	200,548	(184,675)
State Assistance	0	N/A	0	0
Sale of Tax Benefits	88,186	88.19%	100,000	(11,814)
Transfer from Gen'l Fund	0	0.00%	49,800	(49,800)
Total Revenues	266,139	11.78%	2,258,630	(1,992,491)
TOTAL RESOURCES	2,219,641	54.19%	4,095,878	(1,876,237)
EXPENDITURES				
Locally Funded:				
Office Equipment	850	N/A	0	(850)
Bus Stop Improvements	225	N/A	0	(225)
Land & Buildings	0	N/A	0	0
Total Locally Funded	1,075	N/A	0	(1,075)
UMTA Funded:				
Personal Services	0		23,700	23,700
Computer Software	4,824	65.19%	7,400	2,576
Office Equipment	24,409	66.94%	36,466	12,057
Maintenance Equipment	35,000	225.57%	15,516	(19,484)
Bus Stop Improvements	69,212	39.65%	174,572	105,360
Land & Buildings	16,886	0.84%	2,017,788	2,000,902
Buses	36,642	44.15%	83,000	46,358
Bus Related Equipment	12,373	19.83%	62,406	50,033
Service Vehicles	0	0.00%	15,000	15,000
Miscellaneous	3,203	47.42%	6,754	3,551
Total UMTA Funded	202,549	8.29%	2,442,602	2,240,053
FHWA Funded:				
Bus Stop Improvements	18,007	7.91%	227,508	209,501
Total FHWA Funded	18,007	7.91%	227,508	209,501
TOTAL EXPENDITURES	221,631	8.30%	2,670,110	2,448,479
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	1,998,010	140.14%	1,425,768	572,242

LANE TRANSIT DISTRICT
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPEN
 RISK MANAGEMENT FUND
 FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 1986 (66.67

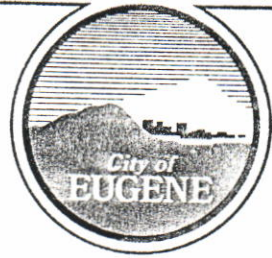
	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	BALANCE
RESOURCES				
Beginning Fund Balance	308,167	0.86	358,900	(50,733)
Revenues:				
Transfer from Gen'l Fund	0	N/A	58,000	(58,000)
Interest	10,200	0.34	30,000	(19,800)
Total Revenues	10,200	0.12	88,000	(77,800)
TOTAL RESOURCES	318,367	0.71	446,900	(128,533)
EXPENDITURES				
Administration	14,160	0.86	16,400	2,240
Worker's Compensation	216,671	1.35	161,000	(55,671)
Liability Program	187,157	0.71	264,600	77,443
Miscellaneous Insurance	2,860	0.58	4,900	2,040
TOTAL EXPENDITURES	420,848	0.94	446,900	26,052
ENDING FUND BALANCE	(102,481)	N/A	0	(102,481)

LANE TRANSIT DISTRICT
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES
 GENERAL FUND
 FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 1986

	YEAR-TO-DATE ACTIVITY	YEAR-TO-DATE BUDGET	VARIANCE	
			FAVORABLE (UNFAVORABLE) AMOUNT	%
REVENUES				
Operating Revenues:				
Passenger Fares	931,995	891,700	40,295	4.52%
Charters	16,760	25,000	(8,240)	-32.96%
Advertising	27,980	28,000	(20)	-0.07%
Miscellaneous	1,938	2,000	(62)	-3.10%
TOTAL OPERATING REVENUES	978,673	946,700	31,973	3.38%
Non-Operating Revenues:				
Interest	113,844	106,666	7,178	6.73%
Payroll Taxes	3,625,686	3,590,400	35,286	0.98%
Federal Operating Assistance	0	0	0	N/A
State In-Lieu-Of Payroll Taxes	178,469	202,000	(23,531)	N/A
Other Operating Assistance	0	3,334	(3,334)	N/A
Loan Proceeds	61,642	0	61,642	N/A
TOTAL NON-OPERATING REVENUES	3,979,641	3,902,400	77,241	1.98%
TOTAL REVENUES	4,958,314	4,849,100	109,214	2.25%
EXPENDITURES				
Administration:				
Personal Services	313,306	316,045	2,739	0.87%
Materials and Supplies	72,347	88,083	15,736	17.86%
Contractual Services	46,528	81,472	34,944	42.89%
Total Administration	432,181	485,600	53,419	11.00%
Marketing and Planning:				
Personal Services	288,165	295,800	7,635	2.58%
Materials and Supplies	108,982	118,334	9,352	7.90%
Contractual Services	166,126	177,875	11,749	6.61%
Total Marketing and Planning	563,273	592,009	28,736	4.85%
Transportation:				
Personal Services	2,359,218	2,474,332	115,114	4.65%
Materials and Supplies	11,572	12,867	1,295	10.06%
Contractual Services	2,886	4,000	1,114	27.85%
Total Transportation	2,373,676	2,491,199	117,523	4.72%
Maintenance:				
Personal Services	654,568	651,199	(3,369)	-0.52%
Materials and Supplies	590,123	647,236	57,113	8.82%
Contractual Services	84,384	118,736	34,352	28.93%
Total Maintenance	1,329,075	1,417,171	88,096	6.22%
Contingency	0	0	0	N/A
Transfer to Capital Projects	0	0	0	N/A
Transfer to Risk Management	0	0	0	N/A
TOTAL EXPENDITURES	4,698,205	4,985,979	287,774	5.77%
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	260,109	(136,879)	(178,560)	130.45%

BRIAN OBIE

March 10, 1986



Phyllis Loobey
Lane Transit District
PO Box 2710
Eugene OR 97402

As you are aware, the City of Eugene is committed to improving the Mahlon Sweet Airport facility. This airport is a vital tool for economic diversification throughout a six-county region of the state. A better facility will enhance the ability of business to shop and receive goods in a faster, more cost-effective manner.

Currently, the airport is crowded. Two airlines have been forced to operate out of mobile home space adjacent to the terminal. Baggage, shipping, and receiving areas are small and crowded. Parking lots fill up quickly. In short, this important airport is obsolete and badly in need of modernization.

The City of Eugene is exploring a variety of funding sources to expand the airport. We have recently submitted a pre-application to the Federal Economic Development Administration. This \$500,000 grant request will fund the reconstruction of the approach drives, covered walkways from the parking lot, parking for rental cars, relocation of utilities, and improvement to shipping and receiving areas. This grant will be an important addition to the overall goal for this \$17 million terminal expansion program.

I know that you and others have expressed support for this project. You now have an opportunity to help. In order to secure this EDA grant, letters of support are needed. Because of the regional benefits of this facility and the obvious economic potential, the use of federal funds is very appropriate.

A letter from you which explains the role of the airport to your organization and its relationship to any future job creation would be very helpful. I know that you share my desire to see our region improved. Please address your letter to Mayor Brian Obie.

A member of our staff is compiling these support letters so they can be forwarded as a package. Please mail your letter to:

Richard Weinman
Eugene Development Department
72 West Broadway
Eugene, Oregon 97401

Thank you again for your support and action. If you have any questions, please contact me at 687-5010 or Mr. Weinman at 687-5443.

Sincerely,


Brian Obie
Mayor

ecrdwedl

handout
3/19/86

*In lieu of payroll tax
Denny Moore 3/19/86*

MASS TRANSIT PAYROLL ASSESSMENT DISTRIBUTION

<u>Time Period</u>	<u>Tri-Met</u>	<u>Lane Transit</u>	<u>Salem</u>	<i>Medford</i> <u>Rogue Valley</u>	<i>K-Falls</i> <u>Basin Area</u>	<u>Total</u>
<u>1981-83 Biennium</u>						
July 1981-May 1983	\$1,924,208.16	\$699,361.72	\$2,000,358.95	\$195,538.60	\$114,910.72	\$4,934,378.15
Returned Federal Participation 1981-83	(\$380,516.50)	(\$150,518.78)	(\$378,928.66)	(\$34,495.00)	(\$16,802.00)	(\$961,260.94)
June, 1983	<u>\$85,309.34</u>	<u>\$31,680.77</u>	<u>\$93,246.83</u>	<u>\$8,737.80</u>	<u>\$5,454.92</u>	<u>\$224,429.66</u>
Total 1981-83 Bi.	\$1,629,001.00	\$580,523.71	\$1,714,677.12	\$169,781.40	\$103,563.64	\$4,197,546.87
Percentage	38.8%	13.8%	40.9%	4.0%	2.5%	100.0%
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<u>1983-85 Biennium</u>						
July 1983-Feb. 1984	\$951,238.05	\$369,256.93	\$959,720.89	\$97,702.95	\$59,391.94	\$2,437,310.76
March-May 1984	\$350,784.80	\$148,118.32	\$363,985.66	\$38,328.40	\$23,906.97	\$925,124.15
June-Aug. 1984	\$316,972.15	\$110,706.85	\$346,786.62	\$31,364.38	\$18,010.09	\$823,840.09
Sept.-Nov. 1984	\$335,433.29	\$120,820.38	\$366,655.96	\$32,834.06	\$21,305.22	\$877,048.91
Dec. 1984-Feb. 1985	\$462,980.44	\$114,273.97	\$313,606.26	\$31,562.47	\$20,685.15	\$943,108.29
March-May 1985	<u>\$303,861.21</u>	<u>\$115,234.01</u>	<u>\$312,082.61</u>	<u>\$31,532.13</u>	<u>\$20,926.84</u>	<u>\$783,636.80</u>
Total 1983-85 Bi.	\$2,721,269.94	\$978,410.46	\$2,662,838.00	\$263,324.39	\$164,226.21	\$6,790,069.00
Percentage	40.1%	14.4%	39.2%	3.9%	2.4%	100.0%
<hr/>						
<u>1985-87 Biennium</u>						
July-Aug. 1985	\$ 195,093.56	\$ 59,425.59	\$ 194,955.40	\$ 18,148.40	\$ 10,820.70	\$ 478,443.65
Sept. -Nov. 1985	<u>321,118.24</u>	<u>119,042.99</u>	<u>335,223.82</u>	<u>30,446.37</u>	<u>21,848.50</u>	<u>827,679.92</u>
Total	\$ 516,211.80	\$ 178,468.58	\$ 530,179.22	\$ 48,594.77	\$ 32,669.20	\$1,306,123.57
Percentage	39.5%	13.7%	40.6%	3.7%	2.5%	100.0%
<hr/>						
Total Payments To Date 7/81 - 11/85	\$4,866,482.74	\$1,737,402.75	\$4,907,694.34	\$481,700.56	\$300,459.05	\$12,293,739.44

Public Transit Division
January 15, 1986